

**Retention Schedule: GRAND JURY**

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference
			Active (in office)	Inactive (Off-Site, Mfr or OD)	Total Retention	Vital?	Media Options	Ar-chives	Image: S=Scan M=Micro-forms I=Import	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for County-Wide Standards											
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.											
Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).											
Grand Jury	GJ-001	COMPLAINTS (GRAND JURY)	5 years		5 years		Mag, Ppr				PC §933c
Grand Jury	GJ-002	COURT REPORTER NOTES AND TRANSCRIPTS	5 years		5 years		Mag, Ppr				PC §933c
Grand Jury	GJ-003	GRAND JURY AGENDAS AND MINUTES	5 years		5 years		Mag, Ppr				PC §933c
Grand Jury	GJ-004	GRAND JURY APPLICATION QUESTIONNAIRES	5 years		5 years		Mag, Ppr				PC §933c
Grand Jury	GJ-005	GRAND JURY FINAL REPORTS AND RESPONSES	5 years		5 years		Mag, Mfr, OD, Ppr		S	No	County Clerk must forward copies to the State Archives; PC §933c