

# 550-PUBLIC DEFENDER'S OFFICE

Dept # /2000/ Department Name APPELLATE

RDA # RDA Title Retention Disposition PII

**00013000.** **APPELLATE DIVISION OTHER MATTERS AND PRIVATE BAR CORRESPONDE** **EVT+7** **DEST** **Y**

Files, including case activity, budget caseload, other matters and disposition summary sheets involving cases for persons represented by staff at the State Public Defender's Office - Appellate Division.

Correspondence and other documents involving private bar attorneys and legal matters regarding client case files.

RETENTION: EVENT (Case closed/attorney terminated/client death) + 7 years and destroy confidential

**00018000.** **APPELLATE DIVISION FELONIES OTHER THEN CLASS A FELONIES** **EVT+50** **DEST** **Y**

The legal case files of persons pursuing post-conviction relief from any felony other than Class A or Chapter 980 and represented by the staff of the State Public Defender's Office - Appellate Division. The retention time period for these case files is pursuant to Supreme Court Rule 72.

RETENTION: EVENT (Case closed/attorney terminated/client death) + 50 years and destroy confidential

**00019000.** **APPELLATE DIVISION - CLASS A FELONIES AND CHAPTER 980'S** **EVT+75** **DEST** **Y**

The legal case files of persons pursuing post-conviction relief from a Class A felony conviction or a Chapter 980 petition commitment and represented by the staff of the State Public Defender's Office - Appellate Division. The retention time period for these case files is pursuant to Supreme Court Rule 72.

RETENTION: EVENT (Case closed/attorney terminated/client death) + 75 years and destroy confidential

**00021000.** **APPELLATE - TPRS, MISDEMEANORS, MENTAL COMMITMENTS, JUVENILE, ;** **EVT+20** **DEST** **Y**

The legal case files of persons appealing the conviction, disposition or adjudication of any misdemeanor, termination of parental rights (TPR), mental commitment, juvenile matter and state's appeals and represented by staff of the State Public Defender's Office - Appellate Division.

RETENTION: EVENT (Case closed/attorney terminated/client death) + 20 years and destroy confidential

Dept # /3000/ Department Name TRIAL DIVISION

RDA # RDA Title Retention Disposition PII

**00003000.** **TRIAL DIVISION JUVENILE CASES** **EVT+10** **DEST** **Y**

The legal case files of persons charged with any juvenile matter and represented by staff at the State Public Defender's Office - Trial Division.

RETENTION: EVENT (Case closed/attorney terminated/client death) + 10 years and destroy confidential

**00004000.** **TRIAL CASE FILES - ALL OTHERS** **EVT+7** **DEST** **Y**

This RDA contains all trial case files EXCEPT FOR FELONY FILES, JUVENILE FILES, CHAPTER 980, AND TPR FILES.

Felony files are RDA 17  
 Juvenile files are RDA 3  
 Chapter 980 (Class A Felony Files) are RDA 16  
 TPR files are RDA 22

All files confidential pursuant to Wis. Stat. 977.09.

RETENTION: EVENT (Calendar year end that case is closed) + 7 years and destroy confidential

**00016000.** **TRIAL DIVISION CLASS A FELONY AND CHAPTER 980 CASES** **EVT+75** **DEST** **Y**

The legal case files of persons charged with a Class A felony of Chapter 980 and represented by staff of the State Public Defender's Office - Trial Division. The retention time period for these case files is pursuant to Supreme Court Rule 72.

RETENTION: EVENT (Case closed/attorney terminated/client death) + 75 years and destroy confidential

Dept # /3000/ Department Name TRIAL DIVISION

RDA # RDA Title Retention Disposition PII

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**00017000.** **TRIAL DIVISION FELONY CASES (OTHER THAN CLASS A AND CHAPTER 980** **EVT+30** **DEST** **Y**

The legal case files of persons charged with any felony other than Class A or Chapter 980 and represented by staff at the State Public Defender's Office - Trial Division. The retention time period for these case files is pursuant to Supreme Court Rule 72.

RETENTION: EVENT (Case closed/attorney terminated/client death) + 30 years and destroy confidential

**00022000.** **TERMINATION OF PARENTAL RIGHTS (TPR) CASES** **EVT+20** **DEST** **Y**

The legal case files of persons facing involuntary Termination of Parental Rights (TPR) by the government, who are represented by the State Public Defender. These files are confidential pursuant to Wis. Stat. 977.09.

RETENTION: EVENT (Calendar year end that case is closed) + 20 years and destroy confidential