550-PUBLIC DEFENDER'S OFFICE

Dept # *Department Name*

RDA #	*RDA Title*	*Retention*	*Disposition*	*PII*
00018000.	**FELONIES OTHER THAN CLASS A FELONIES AND CHAPTER 980**	**EVT+50**	**DEST**	**Y**

The legal case files of persons represented by staff of the State Public Defender's Office in any felony, other than Class A or Chapter 980. Other SPD case files are managed under the appropriate RDA for the case type: 13, 19, or 21.

The retention period for these case files is pursuant to Supreme Court Rule 72.01.

Wis. Stat. § 977.09: Confidentiality of files. "The files maintained by the office of the state public defender which relate to the handling of any case shall be considered confidential and shall not be open to inspection by any person unless authorized by law, court order, the board or the state public defender."

RETENTION: EVENT (Case closed) + 50 years and destroy confidential

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

The legal case files of persons represented by staff of the State Public Defender's Office in any Class A Felony or Chapter 980. Other SPD case files are managed under the appropriate RDA for the case type: 13, 18, or 21.

The retention period for these case files is pursuant to Supreme Court Rule 72.01.

Wis. Stat. § 977.09: Confidentiality of files. "The files maintained by the office of the state public defender which relate to the handling of any case shall be considered confidential and shall not be open to inspection by any person unless authorized by law, court order, the board or the state public defender."

RETENTION: EVENT (case closed) + 75 years and destroy confidential

00021000.	**CASE FILES - ALL OTHERS**	**EVT+20**	**DEST**	**Y**

The legal case files of persons represented by staff of the State Public Defender's Office in any case other than Felonies and Chapter 980. Other SPD case files are managed under the appropriate RDA for the case type: 13, 18, or 19.

The retention period for these case files is pursuant to Supreme Court Rule 72.01.

Wis. Stat. § 977.09: Confidentiality of files. "The files maintained by the office of the state public defender which relate to the handling of any case shall be considered confidential and shall not be open to inspection by any person unless authorized by law, court order, the board or the state public defender."

RETENTION: EVENT (Case closed) + 20 years and destroy confidential

Dept # ***/2000/*** *Department Name* **APPELLATE**

RDA #	*RDA Title*	*Retention*	*Disposition*	*PII*
00013000.	**APPELLATE DIVISION MATTERS AND PRIVATE BAR FILES**	**EVT+7**	**DEST**	**Y**

The legal case files entitled "Matters" and "PB Files" of persons represented by staff of the State Public Defender's Office – Appellate Division or by Private Bar Attorneys.

These files may include case activity sheets, disposition summary sheets, appellate orders, and client correspondence that does not belong in the appellate court case file. Other SPD case files are managed under the appropriate RDA for the case type: 18, 19, or 21.

Wis. Stat. § 977.09: Confidentiality of files. "The files maintained by the office of the state public defender which relate to the handling of any case shall be considered confidential and shall not be open to inspection by any person unless authorized by law, court order, the board or the state public defender."

RETENTION: EVENT (Case closed) + 7 years and destroy confidential