

MARIN COUNTY SHERIFF'S DEPARTMENT
CIVIL/DOCUMENTARY SERVICES POLICY AND PROCEDURE MANUAL

CHAPTER THREE – CIVIL PROCESS
CIV – 03 – 04
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DATE
08-10-00

CIVIL, PURGING OF FILES

POLICY

Hard copy civil case files will be routinely purged according to the following procedure.

PROCEDURE

Hard copy civil case files in the inactive (all drawers other than blue label) civil file drawers at the back of the room should be reviewed annually to remove and destroy any cases on which there has been no activity in two years. For example, an inactive case reviewed in January, 2000, on which there had been no activity since December, 1997, would be destroyed.

To begin a routine annual purging, as in the example given above, start reviewing files from January, 1997 through December, 1997. DO NOT purge files which contain any of the following:

- ✓ Action on the case in the preceding two years
- ✓ An unreleased real property levy
- ✓ Indication on or in the file that it is not to be purged
- ✓ An indication that a bankruptcy stay or court order has prevented release or termination of any levy or action

After appropriate files have been purged, inactive drawers should be condensed and re-numbered accordingly.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of:

Timothy J. Little
Captain