



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

## View Schedule

- [Return to Welcome Schedule](#)
- [New](#)
    - [Agency Specific](#)
    - [General](#)
  - [Pending\(115\)](#)
  - [Obsolete](#)
  - [General Schedule List](#)

- [Disposal](#)
- [Search](#)
- [Agency/Division /Section New](#)
- [Agency/Division /Section Edit/Delete](#)
- [Agency/Divison/ Section List](#)
- [Login Help](#)
- 
- [Site Map](#)
- [Search](#)
- [DAS Home](#)
- [State Home](#)
- [Agency Contacts](#)

**Series**  
**Authorization No:** 10551262      **Agency:** AGO      **Division:** ED82      **Section:** NA      **Revision:** 0

**Agency Series No.:** 82-oag-18      **Record Series Title:** Case Files  
**Record Series Description:** Serve as the primary source of litigation information and may contain, but are not limited to, documents such as settlement agreements, findings of recovery, pleadings, motions, judgements, attorney correspondence, discovery/evidence, all gathered to protect the interest of the client.

**Agency Web Link:**

**Confidential Description**      **Vital Description**

---

Attorney/client privilege, along with information that could fall under FERPA, HIPPA, and 149.43 (peace officer)

| Media            | Retention Period                                     | Retention Justification | Method of Disposal |
|------------------|--|-------------------------|--------------------|
| Paper            | 3 years from close of case and all appeals exhausted |                         | Shred              |
| Machine Readable | 3 years from close of case and all appeals exhausted |                         | Delete             |

**Approvals:**

|                 |   |                        |
|-----------------|---|------------------------|
| <b>Created</b>  |   | <b>Date:</b> 9/1/2009  |
| <b>Approved</b> | Pari Swift, Records Officer               | <b>Date:</b> 9/1/2009  |
| <b>Approved</b> | Michael Hardenbrook, Record Administrator | <b>Date:</b> 9/9/2009  |
| <b>Approved</b> | Martin Meeks, State Auditor               | <b>Date:</b> 9/10/2009 |
| <b>Approved</b> | Fred Previts, State Archivist             | <b>Date:</b> 9/18/2009 |

**Notes:**

| Note Date | Note Description | User |
|-----------|------------------|------|
|           |                  |      |