



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

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**Series**  
**Authorization No:** 055-0369      **Agency:** AGO      **Division:** EE71      **Section:** NA      **Revision:** 1

**Agency Series No.:** 071-OAG-01      **Record Series Title:** Case Files

**Record Series Description:** Contains administrative, court, and investigative case files. Each case file may contain copies of court documents, evidence, transcripts, correspondence, research, investigation, and other related materials. formerly OAG-71-1 and OAG-71-2

**Agency Web Link:**

**Confidential Description**

**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain in office until closed, transfer to storage for 12 years, then destroy if of no historical value to State Archives.	Needed to keep track of actions of company/organization/person involved and for possible reopening case.	Archives

**Approvals:**

**Created**      **Date:** 2/8/1995  
**Approved**      **Transfer User, Records Viewer**      **Date:** 2/8/1995

**Notes:**

Note Date	Note Description	User
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