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Series
 Authorization No: 10551489 Agency: AGO Division: BG57 Section: NA Revision: 0

Agency Series No.: 057-OAG-28 Record Series Title: Administrative Hearing Files
 Record Series Description: Administrative Hearing Files may include, but are not limited to, notice of opportunity for hearing, request for hearing, scheduling information, continuances, file sent by client on respondent (gathered during investigation of respondent), pleadings, exhibits, correspondence, attorney work product, report and recommendation from hearing officer, and final adjudication order.

Agency Web Link:

Confidential Description Vital Description

Numerous confidentiality statutes specific to client agencies, attorney work product, attorney client privilege, SSN

Media	Retention Period	Retention Justification	Method of Disposal
Paper	1 year after closed out of internal case management system		Shred
Machine Readable	1 year after closed out of internal case management system		Delete

Approvals:

Created		Date: 4/3/2012
Approved	Pari Swift, Records Officer	Date: 4/3/2012
Approved	Michael Hardenbrook, Record Administrator	Date: 4/11/2012
Approved	Martin Meeks, State Auditor	Date: 4/11/2012
Approved	Fred Previts, State Archivist	Date: 4/18/2012

Notes:

Note Date	Note Description	User

