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Series
 Authorization No: 10551490 Agency: AGO Division: BG57 Section: NA Revision: 0

Agency Series No.: 057-OAG-29 Record Series Title: Court Case Files
 Record Series Description: Client files containing court cases and appeals against administrative hearing rulings by client agencies. Can include, but is not limited to, pleadings, memorandum, affidavits, attorney work product, motions, judgements, discovery, evidence, transcripts, correspondence, settlement and negotiation documents, and hearing and deposition materials.

Agency Web Link:

Confidential Description Vital Description

Numerous confidentiality specific to client agencies, attorney/client privilege, attorney work product

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years from date of final appealable order or dismissal		Shred
Machine Readable	2 years from date of final appealable order or dismissal		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

