



# View Schedule

[Return to Welcome](#)

Schedule

- [New](#)
  - [Agency Specific](#)
  - [General](#)
- [Pending\(16\)](#)
- [General Schedule List](#)

[Disposal](#)

[Search](#)

[Agency/Divison/Section List](#)

[Login](#)  
[Help](#)

[Site Map](#)  
[Search](#)  
[DAS Home](#)  
[State Home](#)  
[Agency Contacts](#)

Series  
 Authorization No: 10551507      Agency: AGO      Division: AGOW      Section:      Revision: 0

Agency Series No.: OW-AGO-12      Record Series Title: Administrative Hearing Files  
 Record Series Description: Administrative Hearing Files may include, but are not limited to, notice of opportunity for hearing, letter of intent, request for hearing, hearing notifications, scheduling information, case summons, court record, continuances, file sent by client (gathered during investigation), legal research, evidentiary materials, pleadings, exhibits, correspondence, attorney work product, report and recommendation from hearing officer, settlement and negotiation documents, and final adjudication order. (Includes 119 hearings)

Agency Web Link:

Confidential Description      Vital Description

Numerous confidentiality statutes specific to client agencies, attorney work product, attorney/client privilege, SSN, investigatory information and other potential 149.43 exemptions.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	1 year after case closed out of internal case management sytem, or until saved electronically.		Shred
Machine Readable	1 year after case closed out of internal case management sytem		Delete

**Approvals:**

Created		Date: 9/13/2012
Approved	Pari Swift, Records Officer	Date: 9/13/2012
Approved	Bunnie Jones, Record Administrator	Date: 9/19/2012
Approved	Martin Meeks, State Auditor	Date: 9/20/2012
Approved	Fred Previts, State Archivist	Date: 10/3/2012

**Notes:**

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

