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[Return to Welcome](#)

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[Agency/Divison/](#)

[Section List](#)

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

Series
Authorization No: 10551432 **Agency:** AGO **Division:** TX59 **Section:** NA **Revision:** 0

Agency Series No.: 59-OAG-09 **Record Series Title:** Board of Tax Appeals Case Files

Record Series Description: BTA case files are used to manage and litigate cases for the department of taxation. They can include, but are not limited to, the notice of appeal, statutory transcript filed with the Board of Tax Appeals(BTA),transfer memo summarizing the case, correspondence, discovery, evidence, pleadings, BTA decisions, background and legal research, attorney notes, settlement and negotiation documents, hearing and deposition materials,documents relating to experts, and media coverage.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years after case closed with no appeals filed. If appeal is filed, transfer to Court Case Files.		Shred
Machine Readable	2 years after case closed with no appeals filed. If appeal is filed, transfer to Court Case Files.		Delete

Approvals:

Created		Date: 5/13/2011
Approved	John Contonio, Records Coordinator	Date: 5/13/2011
Approved	Pari Swift, Records Officer	Date: 5/13/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 5/13/2011
Approved	Martin Meeks, State Auditor	Date: 5/17/2011
Approved	Fred Previts, State Archivist	Date: 5/18/2011

Notes:

Note Date	Note Description	User