



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

View Schedule

[Return to Welcome](#)

[Schedule](#)

- [General Schedule List](#)

[Search](#)

[Agency/Division/](#)

[Section List](#)

[Login Help](#)

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

Series
Authorization No: 10551431 **Agency:** AGO **Division:** TX59 **Section:** NA **Revision:** 0

Agency Series No.: 59-OAG-10 **Record Series Title:** Court Case Files

Record Series Description: Cases originating with the courts or appeals from Board of Tax Appeals(BTA)decisions. Can include, but not limited to, the complaint, documents from the BTA proceeding, notice of appeal, appellate filings, documents from the Department of Taxation, correspondence, discovery, evidence, pleadings, 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 & all appeals exhausted		Shred
Machine Readable	2 years after case closed & all appeals exhausted		Delete

Approvals:

Created		Date: 5/12/2011
Approved	John Contonio, Records Coordinator	Date: 5/12/2011
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