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Series
Authorization No: 10551433 **Agency:** AGO **Division:** TX59 **Section:** NA **Revision:** 0

Agency Series No.: 59-OAG-11 **Record Series Title:** Case Management Index System (cards)

Record Series Description: Prior to using an electronic case management system, each case was listed on an index card along with case number, sales tax number, and notes about actions in the case or case disposition. This was used to monitor the progress of cases. The card system ceased being used or updated after the late 1990s when cases started being managed through an electronic system. Most of the related case files have met their retention and been disposed of. Any that were ongoing during the transition were entered into the computer system.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Destroy upon approval of this retention schedule.	Obsolete series. No longer used or updated. Most related case files have met their retention and been destroyed. Any still active are documented in electronic case management system.	Recycle

Approvals:

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

Notes:

Note Date	Note Description	User