

III. RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY

LEGAL SERVICES

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-9

This Schedule Lists Only Those Records  
Created and Used by the

Office of the Secretary  
Legal Services

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Office of the Secretary  
Legal Services

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>LITIGATION FILE</u> (Current and Closed):</p> <p>Case folders containing all or some of the following:</p> <ul style="list-style-type: none"> <li>a. Interrogatories and Answers to Interrogatories</li> <li>b. Court Opinions</li> <li>c. Requests for Admission of Facts</li> <li>d. Petitions and Answers to Petitions</li> <li>e. Replies to Appellant's Requests for Admission of Facts</li> <li>f. Notices of Appellant for Production of Documents.</li> <li>g. Motions for Leave to Present Additional Evidence</li> <li>h. Proceedings of Administrative Hearings</li> <li>i. Summons</li> <li>j. Motions to Dismiss</li> <li>k. Escrow Accounts</li> <li>l. Consent Decrees</li> <li>m. Correspondence</li> <li>n. Miscellaneous Documents</li> </ul>	<p>Retain in office for five (5) years after closing of case. Retain in a State Records Center for twenty (20) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

*Jan Loggenkamp*  
Signature

Director,  
Administrative Services  
Title

July 31, 1975  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75 *Edward K. Papenfuss*  
Date Archivist

22 1975 *Ludwig H. Huelshoff*  
Date Secretary