

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Licensing and Regulation		Legal Services
AGENCY		DIVISION
Item No.	Description	Retention
1	<p>This schedule supersedes schedule 612-9 dated 7/31/75.</p> <p><u>Litigation File</u></p> <p>Case folders containing all or some of the following: Interrogatories and Answers to interrogatories; Court Opinions; Requests for Admission of Facts; Petitions and Answers to Petitions; Replies to Appellant's Requests for Admission of Facts; Notices of Appellant for Production of Documents; Motions for Leave to Present Additional Evidence; Proceedings of Administrative Hearing; Summons; Motions to Dismiss; Escrow Accounts; Consent Decrees; Correspondence; and Other Miscellaneous Documents.</p>	<p>Retain in office 2 years after closing of case. Transfer to State Records Center for an additional 20 years, then destroy.</p>
2	<p><u>General Correspondence</u></p> <p>Files containing letters, reports, memoranda, and miscellaneous materials which reflect the routine operations of this unit.</p>	<p>Retain in office 2 years. Transfer to State Records Center for an additional 3 years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

4-27-91 *[Signature]* Director

Date Signature Title

5/7/91 *[Signature]*

Date State Archivist