

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO. 612-107

This Schedule Supersedes Schedule 612-86  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

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DEPARTMENT OF LICENSING AND REGULATION		Legal Services
AGENCY		DIVISION
Item No.	Description	Retention
	This schedule supersedes schedule 612-9 dated 7/31/75.	
1.	<u>LITIGATION FILE:</u>  Case folders containing all or some of the following: Interrogatories and Answers to Interrogatories; Court Opinions; Requests for Admission of Facts; Petitions; Replies to Appellant's Requests for Admission of Facts; Notices of Appellant for Production of Evidence; Proceedings of Administrative Hearing; Summons; Motions to Dismiss; Escrow Accounts; Consent Decrees; Correspondence; and Other Miscellaneous Documents.	Retain in office 2 years after closing of case. Transfer to State Records Center for an additional 10 years, then destroy.
2.	<u>GENERAL CORRESPONDENCE:</u>  Files containing letters, reports, memoranda, and miscellaneous materials which reflect the routine operations of this unit.	Retain in office 2 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

8-21-91 *Roger M. Sullivan* Director  
 Date Signature Title

NOV. 21 1991 *Edward C. Paperfuss*  
 Date State Archivist