

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL  
AGENCY

Legal (General Counsel)  
DIVISION

Item No.	Description	Retention
1	<p><u>Open Litigation Cases</u></p> <p>This is a file of all open court cases in the process of being litigated in court. Case folders contain 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 case is closed, transfer to a State Records Center for an additional five (5) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

*[Signature]*      *Assistant Attorney General*      4/21/77  
 Signature      Title      Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*[Signature]*      *Edwards*  
 Date      Archivist

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 Date      Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 690-8

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Item	Description	Retention
2	<p><u>Cross Reference Card File</u></p> <p>This is a 3" by 5" card file which lists alphabetically by case name the entire case name, court reference numbers, and a brief summary of the case.</p>	<p>Retain in office for five (5) years after case is closed, transfer to a State Records Center for an additional five (5) years, then destroy.</p>