



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Attorney General's Office. Consumer Protection Division.

Agency: Consumer Protection Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2008-01	<b>MEDICAL PRACTICE LITIGATION</b> These records are created as a result of litigation concerning a health practitioner's alleged violation of standards of practice: statutes or rules of one of the medical boards in IC 25-1-9-1. A typical file may contain the alleged complaint, correspondence, investigative material, client medical records and the conclusions or final order of the Office of the Attorney General for the State. Records may exist in paper or electronic format. Disclosure of these records may be subject to IC 5-14-3-4(a)(1)(9) and (b)(1) and (2). Retention partially based on IC 25-1-9-12.	TRANSFER hard copies to the RECORDS CENTER after disposition of the case. DESTROY after an additional ten (10) years in the RECORDS CENTER. DELETE electronic records ten (10) years after disposition of the case.
2	2008-02	<b>PROFESSIONAL LICENSING LITIGATION</b> These records are created pursuant to litigation concerning a professional licensee's alleged violation of standards of practice -statutes or rules- of a board defined in IC 25-1-11-1. A typical file may include the alleged complaint, correspondence, investigative material, board hearing transcripts and the conclusions or final orders of the Office of the Attorney General for the State. Records may exist in paper or electronic format. Files are arranged or searchable by an Office of the Attorney General case number. Disclosure of these records may be subject to IC 5-14-3-4(a)(1) and (b)(2). Retention partially based on IC 25-1-11-15.	TRANSFER hard copies to the RECORDS CENTER after disposition of the case. DESTROY after an additional ten (10) years in the RECORDS CENTER. DELETE electronic records ten (10) years after disposition of the case.
3	2010-25	<b>ABANDONED MEDICAL RECORDS</b> Records abandoned by medical and professional licensees in the state of Indiana. Records may exist in paper or electronic format. Disclosure of these records may be subject to IC 5-14-3-4(a)(1)(9) and (b)(1) and (2). Retention based on IC 4-6-14-8(a).	TRANSFER hard copies to the RECORDS CENTER on receipt. DESTROY after an additional three (3) years in the RECORDS CENTER. DELETE electronic records three (3) years after receipt.
4	87-474	<b>COMPLAINTS FILES</b> Files are consumer complaints submitted to this Division of the Office of the Attorney General for the State. Records may exist in paper or electronic format.	TRANSFER hard copies to the RECORDS CENTER after the complaint is satisfied. DESTROY after an additional ten (10) years in the RECORDS CENTER. DELETE electronic records ten (10) years after the complaint is satisfied.
5	79-4100	<b>ANTI-TRUST CASE FILES</b> Records may exist in paper or electronic format.	TRANSFER hard copies to the RECORDS CENTER after case is closed. DESTROY after an additional ten (10) years in the RECORDS CENTER. DELETE electronic records ten (10) years after case is closed.
6	81-04	<b>CHARITABLE TRUST FILES</b> Files are reviewed by the Attorney General. Records may exist in paper or electronic format.	TRANSFER hard copies to the RECORDS CENTER after case is closed. DESTROY after an additional five (5) years in the RECORDS CENTER. DELETE electronic records five (5) years after case is closed.
7	2022-12	<b>CONSUMER PROTECTION REGISTRATIONS</b> Registrations or disclosures required by statute to be filed with the Office of the Attorney General, and handled within the Consumer Protection Division.	TRANSFER hard copies to the RECORDS CENTER two (2) years after the end of the calendar year of receipt. DESTROY after an additional five (5) years in the RECORDS CENTER. DELETE electronic records seven (7) years after the end of the calendar year of receipt.

8	2022-13	<b>DO NOT CALL LIST</b> Any and all records created in the Consumer Protection Division's maintenance and administration of the Indiana Do Not Call quarterly listing. Records may exist in paper or electronic format.	TRANSFER hard copies to the RECORDS CENTER two (2) years after the end of the calendar year of receipt. DESTROY after an additional five (5) years in the RECORDS CENTER. DELETE electronic records seven (7) years after the end of the calendar year of receipt.
9	2012-07	<b>TOBACCO ENFORCEMENT DOCUMENTS</b> All records relating to the enforcement of tobacco laws under IC 24-3. Records may exist in paper or electronic format.	TRANSFER to the RECORDS CENTER ten (10) years after closure of file. DESTROY in the RECORDS CENTER after an additional fifteen (15) years.
10	2012-08	<b>MISCELLANEOUS TOBACCO DOCUMENTS</b> General tobacco-related documents not directly tied to enforcement actions under IC 24-3. Records may exist in paper or electronic format.	TRANSFER hard copies to the RECORDS CENTER one (1) year after closure of file. DESTROY after an additional five (5) years in the RECORDS CENTER. DELETE electronic records six (6) years after closure of file.