



RECORDS RETENTION AND DISPOSITION SCHEDULE

Attorney General's Office. Litigation.

Agency: Litigation		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-4101	STATE BOARD OF ACCOUNTS CASES Records may exist in paper and electronic formats.	TRANSFER hard copies to the RECORDS CENTER after the case is closed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional twenty (20) years in the RECORDS CENTER. DELETE electronic records twenty (20) years after file has been closed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	86-110	REVENUE REFUND TAX CASE FILES This includes sales, motor vehicles, and typical income tax. (Formerly R.S. #85-344)	TRANSFER to the RECORDS CENTER after the case is closed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after five (5) years in the RECORDS CENTER.