



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Revenue, Department of. Bankruptcy.

Agency: Bankruptcy		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	82-218	<b>BANKRUPTCY FILE - CLOSED</b> Paid and closed files.	IMAGE according to IARA standards upon receipt. Destroy hard copies sixty (60) days after verification of electronic records for completeness and legibility. Delete electronic records six (6) years after filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.