



RECORDS RETENTION AND DISPOSITION SCHEDULE

Attorney General's Office. (agencywide)

Agency: Attorney General's Office		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	82-278	CLOSED CIVIL CASES Files consist of closed civil cases of the state of Indiana with the Office of the Attorney General for the State. Records may exist in paper or electronic format. Disclosure of these records may be affected by IC 5-14-3-4(b)(2).	TRANSFER hard copy records to the RECORDS CENTER after the case is closed; RETAIN electronic records in agency. MARK on box inventory for hard copy records, and FLAG for electronic records: all high-profile suits against the State, suits that led to major statutory changes, and those that involved the executive branch of government, state hospitals and developmental centers, wrongful death in a state facility, or capital punishment. TRANSFER hard copies to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional five (5) years in the RECORDS CENTER. TRANSFER electronic records to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, in a format approved by Indiana Archives staff, five (5) years after the case is closed.