



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**Attorney General's Office. Appeals Division.**

Agency: Appeals Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	83-820	<b>APPELLATE CRIMINAL FILES</b> The Attorney General's file on appeals in criminal cases where the original sentence did not include the Death Penalty or Life Without Parole. Records may exist in paper or electronic format. The original appeal is maintained as a court record under the Indiana Rules of Court, Administrative Rule 7.	TRANSFER hard copy records to the RECORDS CENTER after the case is closed. TRANSFER 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.
2	2017-11	<b>DEATH PENALTY/LIFE WITHOUT PAROLE CASES</b> The Attorney General's file on appeals in criminal cases where the original sentence included the Death Penalty or Life Without Parole. Records may exist in paper or electronic format. The original appeal is maintained as a court record under the Indiana Rules of Court, Administrative Rule 7.	TRANSFER hard copy records to the RECORDS CENTER after the case is closed. TRANSFER 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.