



RECORDS RETENTION AND DISPOSITION SCHEDULE

Attorney General's Office. Investigations.

Agency: Investigations		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2022-14	SPECIAL INVESTIGATIVE REQUESTS (SIRS) Records may include investigation materials related to any criminal investigation that the office becomes involved with, or requests for investigative assistance from all areas of the office, including process service, locating witnesses or defendants, asset investigations, background investigations, etc. Records may exist in paper or electronic format.	TRANSFER hard copies to the RECORDS CENTER one (1) year after file has been closed. DESTROY after an additional four (4) years in the RECORDS CENTER. DELETE electronic records five (5) years after file has been closed.
2	2022-15	NOTICE OF TORT CLAIM FOR PROPERTY DAMAGE AND/OR PERSONAL INJURY Records may include SF 54668 and supporting documentation, correspondence, investigation records, and decision-making documentation on the subject of paying the related claim. These records are investigative and determinative only; any litigation records involving tort claims are managed and filed separately. Records may exist in paper or electronic format.	TRANSFER hard copies to the RECORDS CENTER one (1) year after file has been closed. DESTROY after an additional four (4) years in the RECORDS CENTER. DELETE electronic records five (5) years after file has been closed.