



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
11-16

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Public Health and Environment	Executive Director's Office	Office of Legal & Regulatory Affairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Administrative Appeal Files <i>Files that document agency administrative appeals. May contain State District Court, Court of Appeals, and Supreme Court decisions.</i>			
	a. Initial Agency Decision, Final Agency Decision, and District Court, Court of Appeals, and Supreme Court decisions	a. Permanent	1.a. Paper copy may be destroyed after conversion to electronic format.	
	b. Case files, excluding final decisions and exhibits	b. 3 years from adjudicatory date	Destroy via shredding.	
	c. Exhibits	c. 30 days	1.c. Destroy paper exhibits by secured shredding; cassette tapes and compact disks must be securely destroyed.	
	d. Audio Recordings of Hearings and Pre-hearing Conferences	d. 3 years from date of hearing or pre-hearing conference	1.d. Cassette tapes must be securely destroyed.	
	e. Appeals Tracking Database	e. Permanent		
2.	Records Disposition Schedules <i>Schedules establish a timetable for the record series lifecycle, prescribes an ultimate disposition for the record series, and serves as the legal authorization for the disposition of public records.</i>	Retain until superseded		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Kettelsen</i>	Date 12/29/2010	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 12-21-10
Attorney General's Signature <i>John W. Suthers</i> <i>by Robert J. Geller</i>	Date 1/10/2011	State Auditor's Signature <i>William D. Goff</i>	Date 1/3/11



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3.	Records Management Reference Files <i>Files include general information pertaining to the department's records management program, such as training aides, software evaluation, presentations, etc.</i>	Retain until administrative need ends	Destroy by shredding and recycling.	
4.	Public Register Sheets <i>Documents records that have been transferred to State Archives.</i>	Permanent		
5.	Certificate of Records Destruction <i>Serves as notification to the State Archivist of documents having met their retention period and have been destroyed.</i>	Permanent		
6.	Technical Reference and Legal Research Files <i>Files that serve an informational purpose and are not part of any other official files.</i>	Retain until administrative need ends.	Destroy by shredding and recycling.	
7.	Open Records Act Request and Response File <i>Files include the request and the response.</i>	2 years after request answered		



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8.	Attorney General Opinions <i>Informal opinions authored by attorney general staff attorneys are attorney-client privileged. Formal opinions authored by the Attorney General are public documents.</i> a. Informal b. Formal	a. Permanent b. Permanent	a. Stored electronically b. Stored electronically