



ARCHIVES#
16-49

DEPARTMENT REVENUE		DIVISION ENFORCEMENT		SECTION LIQUOR ENFORCEMENT DIVISION		PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS				
1	Liquor License Files	2 years after licensee stops operation or after final denial, expiration, or transfer of license	#2, 75.020				
2	Hearing Files	6 years after case is closed then destroy	#1, 1-19				
3	Closed LED Investigative Case Files	3 years	#2, 100.080, B, 4				
4	Attorney General Opinions (copy)	Retain until no longer needed and then destroy	#1, 1-6				
5	Court of Appeals Decisions (copy)	6 years after case is closed then destroy	#1, 1-19				
6	Division Position Statements	Permanent	#2, 45.160				
7	Employee Time Sheets (copy)	Retain until administrative need ends then destroy	#1, 11-48				
8	Current LED Policies and Procedures Manual	Permanent	#1, 1-24				
9	Fee Schedules with supporting documentation	2 years after revised	#2, 30.090				
10	Permanent Employee Personnel Records (copy) - Performance reviews - Commendations - Qualifications - Leave reports and summaries	Retain until administrative need ends and then destroy	#1, 11-2				
11	Temporary Employee Personnel Records	Retain by agency for 5 year after separation and then destroy	#1, 11-3				

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature <i>[Signature]</i>	Date 11/30/2015	Records Liaison Officer's Signature <i>[Signature]</i>	Date 11.16.15
Attorney General's Signature <i>[Signature]</i> for Cynthia H. Coffman	Date 12/8/15	State Auditor's Signature <i>[Signature]</i>	Date 1-7-16



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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS		
12	Administrative Reports - Weekly supervisor reports - Monthly reports - Licensing statistics and lists	Retain by agency until administrative need ends then destroy	#1, 1-31		
13	Summary of Administrative Action	Retain by agency until administrative need ends then destroy	#1, 1-27		
14	Electronic Master Forms - Templates - Other administrative forms	Retain by agency until hard copy is filed and administrative need ends then delete	#1, 1-34		
15	Rulemaking Documentation and Files	Permanent	#1, 1-26		
16	Administrative Rulemaking Files	Retain by agency for 3 months or until administrative need ends and then destroy	#1, 1-4		
17	Legislative / Proposed Legislation Files (copy)	Permanent	#1, 1-26		
18	CORA Information Requests	Retain 2 years after requests is answered	#1, 15-8		
19	Contracts	Contracts signed by State Controller retained by the State Controller's Office for three years after the contract term ends and then sent to State Archives for an additional three years. Contracts signed by delegated state agencies/institutions retained by that agency/institution for six years after the contract term ends.	#1, 7-E, 1		

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20	Memorandum of Understanding (MOUs)	6 years after expiration or cancellation, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value	#2, 40.030	
21	Retailer Lists	Until superseded	#2, 75.040	
22	Budget Records (copy)	Retain until no longer needed then destroy	#1, 2-5	

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