

Legal

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G130	Civil Litigation Case File	This series consists of files related to civil litigation by or against a state agency, board or commission and may include correspondence, attorney work product, pleadings, transcripts, evidence, briefs, court orders, and related material.	Hold five (5) years after case and all associated appeals are closed, then dispose. All settlements must have been satisfied prior to disposal.	4/15/2021
G237	Attorney Work Product, Criminal Files	Case files managed by state government agencies involved in the prosecution or defense of criminal cases.	Hold ten (10) years after close of case and all appeals, then dispose.	4/17/2025
G158	Contracts - Federally or other funded	Includes bid packets for winning proposals, progress reports, timesheets, documentation of accepted deliverables, amendments, as-built drawings, change-orders, correspondence, corrective actions, time-delay files, close-out documentation, purchase orders, invoices, requisitions for payment, evidence of payment, directives regarding the contractors' responsibility for recordkeeping, and related materials.	Hold five (5) years after close of contract and final payment, then dispose. Audit must have been released three (3) years prior to disposal.	4/20/2023

G159	Contracts - State funded	Includes bid packets for winning proposals, progress reports, timesheets, documentation of accepted deliverables, amendments, as-built drawings, change-orders, correspondence, corrective actions, time-delay files, close-out documentation, purchase orders, invoices, requisitions for payment, evidence of payment, directives regarding the contractors' responsibility for recordkeeping, and related materials.	Hold three (3) years after close of contract and final payment, then dispose. Audit must have been released three (3) years prior to disposal.	4/20/2023
G160	Contracts - Healthcare Services	Includes bid packets for winning proposals to provide professional licensed healthcare services to individuals, progress reports, timesheets, documentation of accepted deliverables, amendments, change-orders, correspondence, corrective actions, time-delay files, close-out documentation, purchase orders, invoices, requisitions for payment, evidence of payment, Business Associate Agreements, directives regarding the contractors' responsibility for recordkeeping, and related materials.	Hold six (6) years after close of contract and final payment, then dispose.	4/20/2023
G161	Affiliation Agreements	This series consists of documentation of agreements with external entities (e.g. companies, hospitals, clinics, pharmacies, etc.) that accept students for practical service connected to a degree program. Included are signed agreements, correspondence, and related records of negotiations contributing to the relationship and with the external entity.	Hold five (5) years from end of agreement, then dispose.	4/20/2023
G162	Reciprocal Agreements	Documents relating to agreements between states and licensing of agents.	Hold until no longer applicable, then dispose.	4/20/2023
G163	Lease, Real Property	This includes lease documents for state agencies to lease real property, or oil, gas, or mineral rights to or from another entity. Files may include the lease agreement, addendums, correspondence, easements, deeds, plat maps, building floor plans and related items.	Hold three (3) years after expiration of the lease, then dispose.	4/20/2023

G164	Lease, Equipment	This includes lease documents for state agencies to lease equipment. This may include office equipment, implements, tools, or technology that does not go through the competitive bid process.	Hold three (3) years after expiration of the lease, then dispose.	4/20/2023
G247	Administrative Hearings	This series includes documents related to agency hearings designed to resolve disputes of regulations, licenses, permits, or other administrative actions at the agency level.	Hold three (3) years, then dispose	4/17/2025