



Agency Records Disposition Schedule

Department: Office of the Attorney General

Section:

Division:

Sub-Section:

TITLE: Constituent Correspondence

CUTOFF:EOCY

DESCRIPTION: Letters exchanged between a member of the general public and the Attorney General's Office.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23101

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Consumer Complaint Files

CUTOFF:EOCY

DESCRIPTION: Complaints from citizens related to consumer, Sunshine Law, or Medicaid fraud complaints.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4799

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Extradition Files

CUTOFF:EOCY

DESCRIPTION: Records relating to the extradition of fugitives to and from the State of Missouri.

RETENTION: Years: 2 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23103

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Office of the Attorney General

Section:

Division:

Sub-Section:

TITLE: Formal Legal Opinions

CUTOFF:EOCY

DESCRIPTION: The formal, published opinion of the Attorney General.

RETENTION: Years: Months: Days:

NOTES: Agency retains one copy. One copy to Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 4794

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Investigative Files

CUTOFF: 30 days after negative charge decision

DESCRIPTION: Pre-charge information, including: victim data, evidence and statements collected, police and forensic reporting, warrant requests and warrants issued, suspect data, factual and legal memoranda. A negative charge decision should be maintained in this file.

RETENTION: Years: 15 Months: Days:

NOTES: Retain for 15 years unless governed by court order or other state or federal law.

DISPOSITION ACTION: Destroy

SERIES: 4793

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Litigation Files

CUTOFF: 30 days after final, dispositive order from court

DESCRIPTION: Pleadings; briefs; communications with parties, witnesses and experts; cost records; discovery and investigative files where an affirmative charge decision has been made.

RETENTION: Years: 50 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 4797

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010



Agency Records Disposition Schedule

Department: Office of the Attorney General

Section:

Division:

Sub-Section:

TITLE: Non-Litigation Attorney Files

CUTOFF: Completion of project or event

DESCRIPTION: Documentation of the attorney's role in-house or with other public entities to develop, request, respond to, or present opinions on legal matters other than those arising in the context of litigation.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23099

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Requests For Formal Legal Opinions

CUTOFF: EOY where opinion rendered or request denied

DESCRIPTION: A request for a formal opinion of the Attorney General under 27.040 RSMo.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23098

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Software Licenses

CUTOFF: Life of System

DESCRIPTION: Records relating to the licensure from third-party vendors of permission to use computer operating systems, applications, and other software.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23102

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Office of the Attorney General

Section:

Division:

Sub-Section:

TITLE: Victim Files

CUTOFF:EOCY

DESCRIPTION: Records of contact and services provided to crime victims and their families.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23100

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Withdrawn Opinions

CUTOFF:EOCY

DESCRIPTION: A formal, published opinion of the Attorney General that has been rescinded.

RETENTION: Years: Months: Days:

NOTES: Agency retains one copy. One copy to the Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 4796

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009