



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Criminal Tax Investigation Bureau

Division: Legal Services

Sub-Section:

TITLE: Agent Administrative Action Reports

CUTOFF: Case Closure

DESCRIPTION: Report summarizing a successful investigation conducted and corrective action taken between the Department of Revenue and the offending party.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18410

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Agent Close Out Reports

CUTOFF: Conclusion of Investigation

DESCRIPTION: Report summarizing a completed criminal investigation where no action was taken due to lack of evidence, suspect not located, or allegation unfounded.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18409

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Criminal Information Report

CUTOFF: Case Closure

DESCRIPTION: Investigative information obtained and submitted to successfully prosecute or close a case. Reports include, but are not limited to tax information, motor vehicle and drivers license information, criminal history information, Secretary of State documents, and employment security documents.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18415

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Criminal Tax Investigation Bureau

Division: Legal Services

Sub-Section:

TITLE: Successful/Declined Prosecution Reports

CUTOFF: EOCY

DESCRIPTION: Monthly report generated by the Criminal Investigation Bureau listing the prosecution referrals submitted to a prosecuting attorney's office for consideration and the final disposition.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18411

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010