



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section: Compliance & Investigation Bureau

Division: Legal Services

Sub-Section:

**TITLE:** Compliance Investigation Agents Administrative Action Reports

**CUTOFF:**EOCY in which investigation is closed.

**DESCRIPTION:** Reports used to document an agent's investigation. Records include, but are not limited to reports summarizing a successful investigation and the mutually agreed corrective action taken between the Department of Revenue and the offending party.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23985

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Compliance Investigation Agents Close Out Reports

**CUTOFF:**EOCY in which investigation is closed.

**DESCRIPTION:** Reports used to document an agent's investigation. Records include, but are not limited to a summary of completed criminal investigations where no action was taken due to lack of evidence, a suspect not being located, or an unfounded allegation.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23984

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Compliance Investigation Bureau Criminal Information Records

**CUTOFF:**EOCY in which investigation is closed.

**DESCRIPTION:** Investigative information obtained and submitted to successfully prosecute or close a case. Records include, but are not limited to tax information, motor vehicle and drivers license information, criminal history information, documentation from the Secretary of State Commissions Section involving a notary violation, evidence of the employment location of a suspect, and records included in a report received from the Department of Labor.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23987

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section: Compliance & Investigation Bureau

Division: Legal Services

Sub-Section:

**TITLE:** Compliance Investigation Bureau Successful/Declined Prosecution Reports

**CUTOFF:** EOCY

**DESCRIPTION:** Records include, but are not limited to monthly reports generated by the Criminal Investigation Bureau listing the prosecution referrals submitted to a prosecuting attorney's office for consideration and the final disposition of the referrals.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23986

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013