



**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