

Legal

130	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.
158	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.
159	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.
160	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.
161	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.
162	Reciprocal Agreements	Documents relating to agreements between states and licensing of agents.	Hold until no longer applicable, then dispose.
163	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	Hold three (3) years after expiration of the lease, then dispose.

		the lease agreement, addendums, correspondence, easements, deeds, plat maps, building floor plans and related items.	
164	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.
237	Attorney Work Product, Criminal Case 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, then dispose.
247	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.
330	Attorney General Opinions	Official opinions issued by the Attorney General, including requests, responses, and indexes. Opinion notes must be weeded prior to archival transfer.	Hold fifteen (15) years; then transfer to State Archives.
331	Attorney General, Banking Case Files	Legal documentation related to bank liquidations and related proceedings.	Hold ten (10) years; then transfer to State Archives. Attorneys to remove all work product prior to transfer.
332	Attorney General Compensation Files	Compensation and assistance records for injured law enforcement officers, firefighters, and victims of criminal acts.	Hold ten (10) years, then destroy.
333	Attorney General Complaints & Investigations	Files related to ethics complaints, consumer protection cases, and investigations referred to by the Ethics Commission. Includes attorney work product, forms, notices, and correspondence.	Hold three (3) years after investigation or audit is closed, then destroy.
334	Attorney General, Criminal Litigation Case Files	Case files related to criminal proceedings, including death penalty, habeas corpus, post-conviction, and extradition cases. Includes briefs, pleadings, depositions, medical and psychiatric records, police reports, and correspondence.	Hold five (5) years after case is closed, then transfer to State Archives. Contact an MDAH archivist prior to transfer.
335	Attorney General, Reapportionment Litigation	Case files documenting legal challenges and proceedings related to legislative and congressional redistricting. Includes court filings, legal briefs, expert reports, maps, correspondence, and final rulings.	Hold fifteen (15) years after case is closed, then transfer to State Archives