Pennsylvania Office of Administration Office of Enterprise Records Management Records Retention and Disposition Schedule Approved by the Executive Board

Records Retention and Disposition Schedule By Bureau

5/11/2009

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Bureau: G004 Legal

Bureau:	G004 Legal					
ltem Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G004.001	Litigation Case Files	М	No	5Y	7Y	1
3004.001	Correspondence, court documents, research materials, reports, press releases, administrative litigation and other related information documenting agency litigation activities.					
	* AGY - After case is closed.					
G004.002	Litigation Case Files - Precedent-Setting	М	No	5Y	7Y	4
	Correspondence, court documents, research materials, reports, press releases, and other related information documenting precedent-setting cases that directly affect an agency and its environs. In this context, "precedent-setting" means that the case impacted the previous status quo of the agency, its rules, way of doing business, etc.					
G004.003	Legal Opinions	М	No	6Y	0Y	2
	A record of published, formal opinions on legal matters directly relating to the activities of state agencies.					
	* AGY - Contact State Archives for appraisal after end of retention.					
G004.004	Investigative Files	М	No	1Y	0Y	3
	Documentation of internal investigations involving the agency, its officials, employees, or operations and policies. May include: intake documentation, complaint forms, interview notes, hearing transcripts, investigation reports, appeals, hearing proceedings, and related correspondence.					
	* AGY - Retain 1 year after close of investigation.					
G004.005	Legal Issue Files	М	No	6Y	0Y	2
	Files on legal issues of concern to a state agency. Interpretations of laws and policies, studies, reports, correspondence, copies of legal documents, and other materials pertaining to specific issues.					
	* AGY - Issue resolved plus 6 years. Contact State Archives for appraisal after end of retention.					
G004.006	Sunshine Act Meeting Notices	M	No	2Y	5Y	1
	Documentation of the Commonwealth's policy to insure the right of its citizens to have notice of and to attend all meetings of agencies at which any agency business is discussed or acted upon. Includes complaints, correspondence, and related forms. See also					

Management Directive, "The Sunshine Act Meeting Notice".

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confidential information, tracking of requests and related

correspondence.

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ltem Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Cod€
G004.007	Professional Licensure and Certification Records	М	No	3Y	0Y	2
	Documentation of the process to grant licenses or certifications to professionals. Includes application, testing documentation, background support materials, and related correspondence.					
	* AGY - Retain 3 years from expiration or cancellation of license or certification.					
G004.008	Regulation Files	М	No	0Y	0Y	2
	Regulations proposed by the agency, board, or commission within the agency. May include drafts, revisions and studies related to the regulation, information from public hearings, written public comments, fiscal notes, memos, correspondence, and other related records.					
	* AGY - Retain until superseded or obsolete.					
G004.009	Third Party Subpoenas/Summons	М	No	3Y	0Y	3
	Third party subpoenas and summons that do not fall under the "Right-to-Know" law. Files include written requests, agency responses, and correspondence. Documents may consist of					