

DEPARTMENT OF ADMINISTRATION  
PUBLIC RECORDS BOARD  
PRB-001 (R 12/2014)  
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### Records Retention / Disposition Authorization

<ul style="list-style-type: none"> <li>Please read instructions provided on pages 2-3 before completing.</li> <li>In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li> <li>Box 1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.</li> <li>Agency Records Officer: Review &amp; approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process.</li> </ul>	1. Retention/Disposition Authorization # (RDA) 00012000	
	2. Agency Number 455	3. Unit Number
	4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded	

5. Agency Name Department of Justice	Division Name Legal Services	Subdivision Name
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6. Record Series Title Case Files		
7. Record Series Life Cycle Dates		
Year Created	Year Discontinued	Year of Final Disposition
8. Medium for Records Storage - Check all appropriate categories		
<input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)		

9. Retention Time Period - Specify Actual Period					10. Event that Initiates the Start of the Retention Time Period		
Yrs	Mo	Wks	Days	Permanent*	Creation	Fiscal	Other (Specify)
11				<input type="checkbox"/>	<input type="checkbox"/> (CR)	<input type="checkbox"/> (FIS)	<input checked="" type="checkbox"/> Case Closure

\*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12: Record Series Description.

11. Disposition

Destroy  Destroy Confidential  Transfer to State Archives (WHS)  Transfer to UW Archives  
 Transfer to Other Location (Specify)

12. Records Series Description

Case files of Assistant Attorneys General in the Division of Legal Services (DLS). These files include but are not limited to: legal documents (i.e. interrogatories, pleadings, motions, and stipulations/orders), subpoenas, writs, findings, legal research, correspondence, reports, newspaper clippings, briefs and appendices, exhibits and transcripts. These files are governed by Wis. Stat. § 165.25(7).

This record series may consist of documents received by DLS in electronic format, or received in paper format but subsequently converted to a digital format, and then verified for accuracy. Paper records which have been converted to digital format will be destroyed immediately after verification. Original paper format documents required to be maintained in that format by any other law will be maintained as such other laws require.

Some of the material in these files may contain personally identifiable information. These files may also contain material that is confidential because it is covered by the attorney-client privilege, Wis. Stat. § 905.03, the attorney work product doctrine, and/or laws mandating confidentiality such Wis. Stat. § 51.30, 118.125, and 148.82. DOJ handles cases in a variety of jurisdictions, legal areas, and the listing is necessarily non-exclusive and intended for illustration only.

**APPROVAL SUBJECT TO 10 YEAR  
SUNSET. RESUBMITTAL REQUIRED  
PRIOR TO August 2025**

13. Records Contain Personally Identifiable Information (PII):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Read Instructions on page 3 before completing Boxes 13 and 14.
14. PII Registry Exemptions (Check YES if PII is exempted):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

15. Name of Agency Program Contact or Records Officer: Jodi L. Gorski

(Select appropriate title)  Program Contact  Records Officer

Telephone: 608-261-6266 Email: gorskijl@doj.state.wi.us

16. Records Series Contains Content that is Confidential or Access is Protected:  Yes  No

If yes, enter Statute/Code/ or explain other Legal Authority in Box 12 above.

17. APPROVAL SIGNATURES

<u>David V. Murray</u>	6/2/15	<u>Jodi L. Gorski</u>	06/02/2015
Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)

PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

<u>Matt Blomberg</u>	AUG 26 2015	<u>G. Thompson</u>	8/31/15
State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)