

1.5 LEGAL AFFAIRS

The activity of managing the agency's legal affairs, including litigation and legal advice.

Note: This section does not apply to the records of the Office of the Attorney General.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18006 Rev. 1	<p><i>Compulsory Process Served on the Agency (Not Party to Litigation)</i></p> <p>Records relating to court orders, subpoenas and other compulsory legal process served on the agency, where the agency is <u>not</u> a party to the litigation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Personnel/staff summonses or notices of deposition; • Subpoenas or court orders for agency records. <p>Excludes records covered by <i>Litigation Case Files – Significant (DAN GS 18009)</i> and <i>Litigation Case Files – Routine (DAN GS 18004)</i>.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18003 Rev. 1	<p><i>Legal Advice and Issues</i></p> <p>Records relating to legal advice and opinions received by the agency concerning the agency's actions, statutes, rules, policies and procedures, etc.</p> <p>Also includes records relating to legal issues of concern to the agency <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Advice and opinions (formal/informal) requested and/or received from the Office of the Attorney General; • Copies of legal documents and other materials pertaining to specific issues; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Litigation Case Files – Significant (DAN GS 18009)</i> and <i>Litigation Case Files – Routine (DAN GS 18004)</i>; • Records of the Office of the Attorney General. 	<p>Retain for 6 years after issue resolved</p> <p><i>and</i></p> <p>until advice no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

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GS 18004 Rev. 1	<p><i>Litigation Case Files – Routine</i></p> <p>Agency records related to a particular litigation case involving the agency which does <u>not</u> have profound influence on the administration of state government and/or the state of Washington.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Background information; • Lawsuit documentation; • Pleadings, appeals, court orders; • Agency working files; • Related correspondence/communications. <p>Also includes litigation with no Office of the Attorney General involvement.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Litigation Case Files – Significant (DAN GS 18009)</i>; • Records of the Office of the Attorney General. 	<p>Retain for 6 years after resolution of case (including appeals)</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL</p> <p>ESSENTIAL</p> <p>OPR</p>

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GS 18009 Rev. 0	<p><i>Litigation Case Files – Significant</i></p> <p>Agency records related to a particular litigation case involving the agency which has <i>profound influence</i> on the administration of state government and/or the state of Washington (such as Boldt, McCleary, WPPSS Bondholders, Doran, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Background information; • Lawsuit documentation; • Pleadings, appeals, court orders; • Agency working files; • Related correspondence/communications. <p>Also includes litigation with no Office of the Attorney General involvement.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Litigation Case Files – Routine (DAN GS 18004)</i>; • Records of the Office of the Attorney General. 	<p>Retain for 6 years after resolution of case (including appeals)</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>