

Archival Review Criteria for Legal Case Files

Legal case files include records documenting the legal process followed by agencies from receipt of complaints or petitions to possible judicial proceedings. For each step of the process, actions include settlement or withdrawal by either party, or denial or no investigation by the agency.

The State Archives has established the following criteria for identifying archival case files:

Cases that are:

- landmark,
- policy setting,
- newsworthy,
- older than 1950,
- designated in statute or regulation as permanent,
- appealed but whose record on appeal is not publicly accessible from any source, or
- relate to the Agency's oversight functions or that relate to their core mission where documentation is not preserved in another agency. Agencies may contact the State Archives for more assistance in identifying such records.

Note: Subpoenaed records or exhibits should be disposed of under the Agency # HBR-10.