



# Retention Schedule

Retention Number: 0463-0001

Type: new

Agency: Professional Standards Commission

**Record Title: Expunged Ethics Files**

Description: All records for cases for which the commission returns a "no probable cause" determination. The following documents can typically be found in an expunged file: The complaint that initiated the commission investigation; Authorization from the commission to conduct an investigation; Correspondence from the commission to the accused educator, the employing school system and the complainant advising each that a commission investigation would be conducted; The commission investigation report; Evidence collected during the commission Investigation (documents, tape recorded interviews, computer disks with verbal interviews and documents, etc.); Commission meeting documents and correspondence pertaining to the commission's decision on a certification sanction after the commission investigation; and, If there are due process hearings before the Office of State Administrative Hearings or Superior Court, court records (this will be rare, since most expunged files are closed/cleared at the commission level).

Legal Citation(s): O.C.G.A. 20-2-984.5, 20-2-982.1(3)

**Retention: 0 after determination of "no probable cause"**

Instructions:

Classification: Transitory

Orig approval: 09/15/2011

Revision History: