



THE GEORGIA ARCHIVES
Records and Information Management Services

State Agency Specific Schedules for Law, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Attorney General Investigative Files	Documents relating to maintaining records of investigations conducted at the request of the Governor.	Permanent		Permanent		1975-170
Attorney General Opinions Correspondence Files	This series consists of a copy of each opinion (the original having been sent to the requester), the letter requesting the opinion, and any related papers.	Permanent		Permanent	Transfer every 5 years	0000-014

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Capital Felony Appeal and State and Federal Habeas Corpus Litigation Case File	Records documenting habeas corpus actions brought by inmates against the penal system and the appeal of capitol offenses.	15 years		Temporary-Long-Term		1974-156A
Civil Litigation Case Files	Documents relating to representing the State and its officers and employees in all Federal and State courts and before administrative tribunals.	7 years		Temporary-Short-Term		1977-505A
Coastal Litigation Case Files	Documents relating to State ownership of marshlands and beach foreshore.	Permanent		Permanent		1989-009

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Death Penalty Case Files	This series consists of legal actions of the Criminal Justice Division in representing the state in cases where the death penalty has been given.	Permanent		Permanent		2000-006
Highway Division - Civil Litigation Files (excluding construction contract litigation)	Documents relating to representing the Department of Transportation and other State agencies in civil suites involving truck-weight assessment, etc., brought by or against the state.	6 years		Temporary-Short-Term		1982-535

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Highway Division - Construction Contract Litigation Files	Documents relating to representing the Department of Transportation and other State agencies in construction contract suits brought by or against the state.	6 years		Temporary-Short-Term		1982-534
Highway Division - County Files	Documents relating to maintaining reference copies of documents submitted for informational purposes by deputies under contract by the Department of Law to handle Department of Transportation matters in counties.	3 years		Temporary-Short-Term		1982-538

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Highway Division - Department/Authority/Commission Files	Documents relating to providing legal services (reviewing contracts and claims, etc.) to State agencies other than the Department of Transportation, in matters not involving litigation.	5 years		Temporary-Short-Term		1982-537
Law Department Correspondence Files	Documents relating to furnishing legal services to assigned State Departments, Agencies, Boards, Bureaus, and Commissions, and to the officers, employees and members thereof.	Letters and Memos of Advice (Activity Code "JA"):9 years; All other records: 5 years		Temporary-Short-Term		1981-414A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Litigation of Historical Importance	Documents relating to the Law Department's representation of the State and its officers and employees in all federal and state courts in civil and criminal matters.	Permanent		Permanent		0442-001
Michael J. Bowers' Subject Files	Documents relating to the subject files of Attorney General Michael J. Bowers.	Permanent		Permanent		1987-022
Real Property Transactions	Documents relating to each real property transaction.	20 years		Temporary-Long-Term		1973-411-04
State and Authority Bond Legal Files	Documents relating to the sale of state and authority bonds.	21 years		Temporary-Long Term		1985-055

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Law Department Timekeepng Records	Documents relating to printout of timekeeping records for attorneys, paralegals and interns of the State Law Department, considered original records.	6 years		Temporary-Short-Term		1988-009