

# Legal Records

Form No (If Any)	Class	Record Title	Required	Recommended	Reason For Recommended	**If Imaged**	
			Hard Copy Retention	Retention	Period	Hard Copy Retention	Media Retention
		Election Calls	Permanent	Permanent		4 Years	Permanent
	1	Election Returns	Permanent	Permanent		4 Years	Permanent
	2	Legal Opinions - County Counsel	4 Years	4 Years	Save until Superseded	--	--
	2	Litigation Documents (Including Subpoenas)	4 Years	Permanent	Save until 3 Years after Case has been Settled or Decided and all Rights of Appeal have Expired	--	--
	1	Reorganizational File	Permanent	Permanent	4 Years	4 Years	
	1	Territorial Transfers File	Permanent	Permanent	4 Years	4 Years	

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion