RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
AUD-61.	**INDIGENT COUNSEL EXPENSES, RECORD OF:**	**07-068**

This ring binder series is maintained for reference concerning legal counsel provided by the County. Information may include: date, invoice, amount, purpose, fund, remarks, and resident address. The lien is registered in the Register of Deeds Office, where it becomes the legal instrument.

RETENTION: Retain 1 year in office then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the record have been resolved and final action has been taken.

(Note: Previous record series number was AUD-54.)

AUD-61.1.	**INSURANCE FILE:**	**!@#$**

This series contains information used for both reference and documentation concerning various insurance policies of the county and the self-insured liability risk pool. Topics in the file may include but are not limited to: type of insurance, company, policies and numbers, declarations, policy conditions, forms and endorsements, and related material. Information may be used as documentation to insurance coverage and for reference to policy terms and conditions.

RETENTION: Retain current in office. Transfer superseded or obsolete to storage for 6 years. Destroy 6 years after superseded provided no litigation or claims are pending. Retain "Declaration Page" of any "occurrence liability policies" in office 21 years after expiration. Destroy 21 years after expiration.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
AUD-119.1.	**WORKERS COMPENSATION FILES:**	**!@#$**

This series is arranged chronologically by incident date and contains copies of the standard "Employer's First Report of Injury Forms." Information includes: employer information, employee information, information relating to the on-the-job injury, and doctors reports. This series is maintained for reference to reports filed by employees. The originals are maintained by the Department of Labor & Regulation, Division of Labor and Management.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

AUD-120.	**ZONING CHANGE REQUESTS:**	**07-068**

This series contains original petitions sent to the County Commission for change in classifications in zoning laws. They contain a legal description of the land to be rezoned and the nature and purpose of the zoning change requested. Authorizations for the zoning change will be reflected in the "Minutes, County Commission."

RETENTION: Retain 1 year after approved or denied, then destroy.

(Note: Previous record series number was AUD-107.)