

The Legal Clinic provides a full range of civil legal services to persons over the age of 60. These services include the drafting of simple wills and assistance with securing public benefits and entitlements including Social Security; Supplemental Security Income; Black Lung; Medicare; Medicaid; and Veterans' benefits. In addition the clinic handles family law (divorce, etc.) matters; consumer problems; bankruptcy and debt problems; housing problems (including Landlord/Tenant; public utilities problems; and problems involving title to real estate.

This item supersedes State Records Application 87-63, item 743, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain ten (10) years after date of closing of case file and dispose of providing no litigation or appeal is pending.

520.05 Personnel Files (Duplicates) (Civil Service Student, Graduate Assistant, Faculty)

Dates: 1977 -
Volume: 8 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by name of employee

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, appointment letters, application for employment, reference letters, vitae, letters of commendation, letters of resignation or termination, disciplinary records, salary and/or classification data. The agency record copies of the record series are maintained by the Personnel Office.

This item supersedes State Records Application 87-63, item 744, to provide for the incorporation of the

file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

520.06 Correctional Institution Inmate Correspondence Files

Dates: 1976 -
Volume: 15 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of correspondence from inmates in the form of questions and answers on legal matters. There were never any legal actions taken on behalf of the inmates.

Recommendation: Retain in office for five (5) years, then dispose of.