

EXHIBIT A

**Law Bureau
Records to be approved for Destruction**

<u>DESCRIPTION OF RECORDS</u>	<u>YEAR(S)</u>	<u>BOX SIZE</u> L x W x H	<u># OF</u> BOXES	<u>RECORDS</u> MANUAL SECTION
Right-To-Know responses	2017	25" x 15" x 10"	2 Boxes	AL – 46
Right-To-Know responses	2017	25" x 13" x 10"	1 Box	AL – 46
Administrative and Subject Files	2001 – 2011	22" x 13" x 11"	1 Box	AL – 1 (2)
Administrative and Subject Files and Insurance Claims and Policies		25" x 13" x 10"	1 Box	
- Damage Claims	2012 – 2014			AL – 17
- Sheriff Sale general correspondence	2010 – 2014			AL-1 (2)
Administrative and Subject Files				
- Miscellaneous Personnel matters	2012-2013	18" x 12" x 9½"	1 Box	AL – 1 (2)
Litigation Case Files and Administrative and Subject Files (Miscellaneous Personnel Matters)	2006-2014	18" x 12" x 14"	1 Box	AL-19 (1) AL-1 (2)
Litigation Case Files	2006 – 2007	18" x 12" x 9½"	2 Boxes	AL – 19 (1)
Litigation Case Files	2002 – 2010	25" x 13" x 10"	1 Box	AL – 19 (1)