



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551005 **Agency:** AGO **Division:** AD56 **Section:** NA **Revision:** 1

Agency Series No.: 561-OAG-13 **Record Series Title:** Attorney Generals travel books

Record Series Description: Travel books consist of day to day schedules for In-State, Out-of-State Travel

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 4 years		Erase
Paper	Retain 4 years		Shred

Approvals:

Created		Date: 9/18/2002
Approved	Sherrye Willis, Records Officer	Date: 9/18/2002
Approved	Michael Hardenbrook, Record Administrator	Date: 9/19/2002
Approved	Charles Arp, State Archivist	Date: 10/23/2002
Approved	Martin Meeks, State Auditor	Date: 10/23/2002

Notes:

Note Date	Note Description	User
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