



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

View Schedule

[Return to Welcome](#)

[Schedule](#)

- [General Schedule List](#)

[Search](#)

[Agency/Division/](#)

[Section List](#)

[Login Help](#)

[Site Map](#)
[Search](#)
[DAS Home](#)
[State Home](#)
[Agency Contacts](#)

Series
Authorization No: 10551373 **Agency:** AGO **Division:** AT67 **Section:** NA **Revision:** 0

Agency Series No.: 67-OAG-22 **Record Series Title:** Constituent Letters

Record Series Description: Correspondence and materials received from and/or sent to constituents regarding possible antitrust matters. These materials are used for trending and tracking of issues and could later be the start of an investigation file.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	2 year, unless letter becomes part of undocketed files or docketed case files.		Delete
Paper	until converted to electronic format		Shred

Approvals:

Created		Date: 11/5/2010
Approved	Pari Swift, Records Officer	Date: 11/5/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 12/7/2010
Approved	Martin Meeks, State Auditor	Date: 12/7/2010
Approved	Fred Previts, State Archivist	Date: 12/10/2010

Notes:

Note Date	Note Description	User