



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

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**Series Authorization No:** 055-0242      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 0

**Agency Series No.:** BCI-PR-005      **Record Series Title:** BCI STANDARD OPERATION PROCEDURE

**Record Series Description:** BCI standard operation procedure (SOP).

**Agency Web Link:**

**Confidential Description**

**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain until replaced		Wastepaper

**Approvals:**

**Created**      **Date:** 10/24/1979  
**Approved**      **Transfer User, Records Viewer**      **Date:** 10/24/1979

**Notes:**

Note Date	Note Description	User
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