



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

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**Series**  
**Authorization No:** 10551118      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 0

**Agency Series No.:** NIU-013      **Record Series Title:** Bi-weekly Reports  
**Record Series Description:** A record of statistical accomplishments by narcotics agents during each 2 week pay period.  
**Agency Web Link:**

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 3 years then destroy		Trash

**Approvals:**

Created		Date: 7/24/2002
Approved	Sherrye Willis, Records Officer	Date: 9/24/2002
Approved	Michael Hardenbrook, Record Administrator	Date: 9/25/2002
Approved	Charles Arp, State Archivist	Date: 10/23/2002
Approved	Martin Meeks, State Auditor	Date: 10/23/2002

**Notes:**

Note Date	Note Description	User