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Series
 Authorization No: 10551480 Agency: AGO Division: BUSC Section: NA Revision: 0

Agency Series No.: 561-BsC-10 Record Series Title: Client Contract Review Files
 Record Series Description: Documents relating to the review of contracts between clients and third parties to ensure the terms of contract and protect/defend the client should a breach of contract accusation occur.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	4 years from execution of contract or approval to form.	While official signed contract stays with client agency, our office files contain work product that might be necessary for legal defense.	Shred
Machine Readable	4 years from execution of contract or approval to form.	While official signed contract stays with client agency, our office files contain work product that might be necessary for legal defense.	Erase

Approvals:

Created		Date: 2/10/2012
Approved	John Contonio, Records Coordinator	Date: 2/10/2012
Approved	Pari Swift, Records Officer	Date: 2/10/2012
Approved	Michael Hardenbrook, Record Administrator	Date: 2/29/2012
Approved	Martin Meeks, State Auditor	Date: 3/1/2012
Approved	Fred Previts, State Archivist	Date: 3/2/2012

Notes:

Note Date	Note Description	User

