



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

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Series
Authorization No: 10551330 **Agency:** AGO **Division:** CF58 **Section:** NA **Revision:** 0

Agency Series No.: 058-oag-18 **Record Series Title:** Refund Journal

Record Series Description: Spreadsheet containing information necessary to track refund requests and approvals. Information can include organization name, EIN number, EIN registration number, reason for refund, staff requesting refund, staff approving refund, dates documenting original request, original payment, when request sent to the Attorney General's Office finance section, and check mailed.

Agency Web Link:

Confidential Description

Vital Description

Only collective record of refunds

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	5 years	Used for pattern analysis to prevent abuse and Attorney General's Office accountability as keeper of public funds.	Delete

Approvals:

Created		Date: 5/13/2010
Approved	Pari Swift, Records Officer	Date: 5/13/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 5/26/2010
Approved	Martin Meeks, State Auditor	Date: 5/26/2010
Approved	Fred Previts, State Archivist	Date: 6/2/2010

Notes:

Note Date	Note Description	User
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