



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

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Series
Authorization No: 10551620 **Agency:** AGO **Division:** CR70 **Section:** NA **Revision:** 0

Agency Series No.: 70-OAG-48 **Record Series Title:** Constituent Inquiries
Record Series Description: Correspondence of a general nature from individuals, companies and organizations seeking information, direction, assistance or referral to appropriate entities, most often outside the Attorney General's Office.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 4 years.		Delete
Paper	Retain 4 years or until saved electronically.		Shred

Approvals:

Created		Date: 8/12/2016
Approved	Nathan Owens, Records Coordinator	Date: 8/12/2016
Approved	Pari Swift, Records Officer	Date: 8/12/2016
Approved	Bunnie Jones, Record Administrator	Date: 9/16/2016
Approved	Fred Previts, State Archivist	Date: 9/20/2016
Approved	Martin Meeks, State Auditor	Date: 9/22/2016

Notes:

Note Date	Note Description	User