



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

View Schedule

<p>Return to Welcome</p> <p>Schedule</p> <ul style="list-style-type: none"> • New <ul style="list-style-type: none"> ○ Agency Specific ○ General • Pending(115) • Obsolete • General Schedule List <p>Disposal</p> <p>Search</p> <p>Agency/Division /Section New</p> <p>Agency/Division /Section Edit/Delete</p> <p>Agency/Divison/ Section List</p> <p>Login</p> <p>Help</p> <p>Site Map</p> <p>Search</p> <p>DAS Home</p> <p>State Home</p> <p>Agency Contacts</p>	<p>Series Authorization No: 10551255 Agency: AGO Division: CR70 Section: NA Revision: 0</p> <p>Agency Series No.: 70-oag-36 Record Series Title: Internal Expenditure Reports</p> <p>Record Series Description: Includes expense reports, receipts, Continuing Legal Education (CLE) documents, travel expenses, retreat invoices, food expense invoices, montly section budget reports, supply expenditure invoices, and purchasing reports, used to monitor internal expenditures for budgeting and recording purposes. (Budget/Fiscal/Travel binders)</p> <p>Agency Web Link:</p> <hr/> <p>Confidential Description Vital Description</p> <hr/> <table border="1"> <thead> <tr> <th>Media</th> <th>Retention Period</th> <th>Retention Justification</th> <th>Method of Disposal</th> </tr> </thead> <tbody> <tr> <td>Paper</td> <td>4 years, provided audited</td> <td></td> <td>Recycle</td> </tr> </tbody> </table> <hr/> <p>Approvals:</p> <table border="1"> <tr> <td>Created</td> <td></td> <td>Date: 9/4/2009</td> </tr> <tr> <td>Approved</td> <td>Pari Swift, Records Officer</td> <td>Date: 9/4/2009</td> </tr> <tr> <td>Approved</td> <td>Michael Hardenbrook, Record Administrator</td> <td>Date: 9/9/2009</td> </tr> <tr> <td>Approved</td> <td>Martin Meeks, State Auditor</td> <td>Date: 9/10/2009</td> </tr> <tr> <td>Approved</td> <td>Fred Previts, State Archivist</td> <td>Date: 9/18/2009</td> </tr> </table> <hr/> <p>Notes:</p> <table border="1"> <thead> <tr> <th>Note Date</th> <th>Note Description</th> <th>User</th> </tr> </thead> <tbody> </tbody> </table>	Media	Retention Period	Retention Justification	Method of Disposal	Paper	4 years, provided audited		Recycle	Created		Date: 9/4/2009	Approved	Pari Swift, Records Officer	Date: 9/4/2009	Approved	Michael Hardenbrook, Record Administrator	Date: 9/9/2009	Approved	Martin Meeks, State Auditor	Date: 9/10/2009	Approved	Fred Previts, State Archivist	Date: 9/18/2009	Note Date	Note Description	User
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