



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

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Series
Authorization No: 10551311 **Agency:** AGO **Division:** CL62 **Section:** NA **Revision:** 0

Agency Series No.: 062-oag-10 **Record Series Title:** Constituent Files

Record Series Description: Constituent files consist of copies of constituent letters and responses as well as copies of clerk of court invoices. Copies are kept to record the Office's responses to constituent inquiry and serve as reference in case of an inquiry by the constituent in the future.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	30 days		Shred
Machine Readable	1 year		Delete

Approvals:

Created		Date: 3/31/2010
Approved	Pari Swift, Records Officer	Date: 3/31/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 4/5/2010
Approved	Fred Previts, State Archivist	Date: 4/7/2010
Approved	Martin Meeks, State Auditor	Date: 4/7/2010

Notes:

Note Date	Note Description	User
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