



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

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Series
Authorization No: 10551307 **Agency:** AGO **Division:** CL62 **Section:** NA **Revision:** 1

Agency Series No.: 062-oag-14 **Record Series Title:** Payment and Fee Reports (Bookkeeping - RV & Fee Payments)

Record Series Description: Reports used to balance accounts, show payments that have posted, how much money was paid to individual clients, payments made to special counsel and vendors, and used to research payments made in the event of a dispute.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	4 years provided audited		Delete
Paper	until scanned, indexed and verified		Recycle

Approvals:

Created		Date: 11/12/2010
Approved	Pari Swift, Records Officer	Date: 11/12/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 12/7/2010
Approved	Martin Meeks, State Auditor	Date: 12/7/2010
Approved	Fred Previts, State Archivist	Date: 12/10/2010

Notes:

Note Date	Note Description	User
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