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Series
Authorization No: 10551425 **Agency:** AGO **Division:** CC86 **Section:** NA **Revision:** 0

Agency Series No.: 86-OAG-50 **Record Series Title:** Ballot Initiatives and Referenda

Record Series Description: Part petitions (summary language, proposed initiative, signatures) submitted and created by 3rd party, forms issued by Attorney General's Office to the County Board of Elections to report the number of valid signatures, approval/rejection notification correspondence, legal memos, recommendations to Attorney General to sign, inter-agency correspondence, correspondence between Attorney General and staff, Secretary of State, boards and other agencies.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years from appearance on ballot or rejection of certification by office. If certified but does not appear on ballot withing 10 years, destroy 10 years after issuance of certification letter. Appraise by State Archives	Once language is certified, there is no statute of limitations for appearing on ballot. Although it is rare for there to be a multi-year gap.	Shred
Machine Readable	2 years from appearance on ballot or rejection of certification by office. If certified but does not appear on ballot withing 10 years, destroy 10 years after issuance of certification letter. Appraise by State Archives	Once language is certified, there is no statute of limitations for appearing on ballot. Although it is rare for there to be a multi-year gap.	Delete

Approvals:

Created		Date: 4/27/2011
Approved	John Contonio, Records Coordinator	Date: 4/27/2011
Approved	Pari Swift, Records Officer	Date: 5/2/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 5/2/2011
Approved	Martin Meeks, State Auditor	Date: 5/3/2011
Approved	Fred Previts, State Archivist	Date: 5/6/2011

Notes:

Note Date	Note Description	User