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Series Authorization No:	Agency:	Division:	Section:	Revision:
10551162	AGO	CP66	NA	0

Agency Series No.: 066-OAG-03 **Record Series Title:** Consumer Complaint Case File Documents not capable

Record Series Description: These are particular types of evidence that are in a form that is not capable of being imaged with the remainder of the consumer complaint case file. The documents would include oversized brochures or advertisements, video or audio tapes or photographs.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain until consumer complaint files is closed then return to consumer or destroy based on assessment of record"s administrative value.	Retains administrative value until consumer complaint file is closed.	Trash
Machine Readable	Retain until consumer complaint file is closed then return to consumer or destroy based on assessment of record"s administrative value.		Erase

Approvals:

Created		**Date: 11/7/2002**
Approved	**Sherrye Willis, Records Officer**	**Date: 11/7/2002**
Approved	**Michael Hardenbrook, Record Administrator**	**Date: 11/14/2002**
Approved	**Charles Arp, State Archivist**	**Date: 11/15/2002**
Approved	**Martin Meeks, State Auditor**	**Date: 11/15/2002**

Notes:

Note Date	Note Description	User