



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

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Series
Authorization No: 10550806 **Agency:** AGO **Division:** CP66 **Section:** NA **Revision:** 0

Agency Series No.: 066-OAG-20 **Record Series Title:** Form Letters
Record Series Description: Letters to Consumers, Suppliers and their Attorneys on various topics
Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	5 years	Retain one year after active use ceases; thereafter retain one copu in inactive record file and destroy otehr copies. Destroy all copies after 5 years	Wastepaper

Approvals:

Created		Date: 10/4/2001
Approved	Sherrie Willis, Records Coordinator	Date: 10/4/2001
Approved	Sherrye Willis, Records Officer	Date: 12/7/2001
Approved	Michael Hardenbrook, Record Administrator	Date: 12/12/2001
Approved	Charles Arp, State Archivist	Date: 12/20/2001
Approved	Martin Meeks, State Auditor	Date: 12/20/2001

Notes:

Note Date	Note Description	User
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