



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

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Series
Authorization No: 10551401 **Agency:** AGO **Division:** CP66 **Section:** NA **Revision:** 0

Agency Series No.: 066-OAG-36 **Record Series Title:** Compliance Account Tracking System

Record Series Description: System used for tracking payments made by suppliers per Consent Judgments or Assurance and Voluntary Compliance (AVC) agreements. Information can include supplier name and contact information, payment information and case status.

Agency Web Link:

Confidential Description

Vital Description

Tracks payments of monies owed to consumers as restitution.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	5 years after final payment received, provided audited	Per each individual agreement, payment periods can cover periods of time beyond 5 years. 5 years also aligns with potentially related case files.	Delete
Paper	5 years after final payment received, provided audited	Per each individual agreement, payment periods can cover periods of time beyond 5 years. 5 years also aligns with potentially related case files.	Shred

Approvals:

Created		Date: 1/4/2011
Approved	Pari Swift, Records Officer	Date: 1/4/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 1/25/2011
Approved	Martin Meeks, State Auditor	Date: 1/25/2011
Approved	Fred Previts, State Archivist	Date: 2/1/2011

Notes:

Note Date	Note Description	User
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