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Series
Authorization No: 10551417 **Agency:** AGO **Division:** CV78 **Section:** NA **Revision:** 0

Agency Series No.: 78-OAG-42 **Record Series Title:** Missing Child and Adult Clearinghouse Case Files

Record Series Description: Information submitted to AGO by local law enforcement that allows AGO to issue an endangered person alert. Can include, but is not limited to, description of missing person, information on custodian, potential suspect, lead law enforcement agency, telephone logs, missing person posters, photos, photo release form, new clipping, correspondence, copy of police report, and copy of AGO entry into National Center for Missing and Exploited Children system.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	3 years after located, provided person has reached the age of majority (18)	Review for pattern of persons who habitually go missing. Helpful across law enforcement jurisdictional lines and to begin new searches.	Delete
Paper	If not located within 8 years, maintain a paper file until 3 years after located, provided person has reached the age of majority (18)	Useful in cold cases. Review for pattern of persons who habitually go missing. Helpful across law enforcement jurisdictional lines and to begin new searches.	Shred

Approvals:

Created		Date: 2/11/2011
Approved	Pari Swift, Records Officer	Date: 2/11/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 2/17/2011
Approved	Martin Meeks, State Auditor	Date: 2/18/2011
Approved	Fred Previts, State Archivist	Date: 2/22/2011

Notes:

Note Date	Note Description	User
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