



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

View Schedule

<p>Return to Welcome</p> <p>Schedule</p> <ul style="list-style-type: none"> • New <ul style="list-style-type: none"> ○ Agency Specific ○ General • Pending(115) • Obsolete • General Schedule List <p>Disposal</p> <p>Search</p> <p>Agency/Division /Section New</p> <p>Agency/Division /Section Edit/Delete</p> <p>Agency/Division/ Section List</p> <p>Login</p> <p>Help</p> <p>Site Map</p> <p>Search</p> <p>DAS Home</p> <p>State Home</p> <p>Agency Contacts</p>	<p>Series</p> <p>Authorization No: 10551260 Agency: AGO Division: ED82 Section: NA Revision: 0</p> <p>Agency Series No.: 82-oag-10 Record Series Title: Education Training Materials</p> <p>Record Series Description: Logistical information used to coordinate conferences, meetings, symposiums, and other training sessions, including but not limited to copies of contracts, agreements, and checks, as well as evaluations, registration forms, conference binder, correspondence, presentations, agendas and attendance documentation.</p> <p>Agency Web Link:</p> <hr/> <p>Confidential Description Vital Description</p> <hr/> <table border="1"> <thead> <tr> <th>Media</th> <th>Retention Period</th> <th>Retention Justification</th> <th>Method of Disposal</th> </tr> </thead> <tbody> <tr> <td>Paper</td> <td>1 year</td> <td></td> <td>Shred</td> </tr> <tr> <td>Machine Readable</td> <td>4 years</td> <td></td> <td>Delete</td> </tr> </tbody> </table> <hr/> <p>Approvals:</p> <table border="1"> <tr> <td>Created</td> <td></td> <td>Date: 8/31/2009</td> </tr> <tr> <td>Approved</td> <td>Pari Swift, Records Officer</td> <td>Date: 8/31/2009</td> </tr> <tr> <td>Approved</td> <td>Michael Hardenbrook, Record Administrator</td> <td>Date: 9/9/2009</td> </tr> <tr> <td>Approved</td> <td>Martin Meeks, State Auditor</td> <td>Date: 9/10/2009</td> </tr> <tr> <td>Approved</td> <td>Fred Previts, State Archivist</td> <td>Date: 9/18/2009</td> </tr> </table> <hr/> <p>Notes:</p> <table border="1"> <thead> <tr> <th>Note Date</th> <th>Note Description</th> <th>User</th> </tr> </thead> <tbody> </tbody> </table>	Media	Retention Period	Retention Justification	Method of Disposal	Paper	1 year		Shred	Machine Readable	4 years		Delete	Created		Date: 8/31/2009	Approved	Pari Swift, Records Officer	Date: 8/31/2009	Approved	Michael Hardenbrook, Record Administrator	Date: 9/9/2009	Approved	Martin Meeks, State Auditor	Date: 9/10/2009	Approved	Fred Previts, State Archivist	Date: 9/18/2009	Note Date	Note Description	User
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