



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

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Series
Authorization No: 10551251 **Agency:** AGO **Division:** ED82 **Section:** NA **Revision:** 0

Agency Series No.: 82-oag-14 **Record Series Title:** Mail Log
Record Series Description: The mail log is created to record mail received by the office and contains fields such as date received, person who logged the mails, sender and recipient information, and a brief description of the letter's contents.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	1 year from end of calendar year		Delete

Approvals:

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: 9/11/2009

Notes:

Note Date	Note Description	User
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