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Series
 Authorization No: 10551493 Agency: AGO Division: BG57 Section: NA Revision: 0

Agency Series No.: 057-OAG-33 Record Series Title: Copyright Registrations & Assignments
 Record Series Description: Documents that demonstrate that copyrightable subject matter was created in the course and scope of employment. Also includes the signed assessment of copyright, registration application, certificate of registration, subsequent assignments, documents that assign/grant copyright of the AGO

Agency Web Link:

Confidential Description Vital Description

Attorney/client privilege, attorney work product, subject to copyright laws. Establishes legal rights. Monetary value

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years after useful life of property (AGO) 2 years from receipt of certificate of registration or assignment (Client files)	Duty to preserve property. Potential long-term monetary value	Shred
Machine Readable	5 years & unless no longer of administrative value from receipt of certification of registration or assignment	Duty to preserve property. Potential long-term monetary value	Erase

Approvals:

Created		Date: 4/16/2012
Approved	John Contonio, Records Coordinator	Date: 4/16/2012
Approved	Pari Swift, Records Officer	Date: 4/16/2012
Approved	Michael Hardenbrook, Record Administrator	Date: 4/26/2012
Approved	Martin Meeks, State Auditor	Date: 5/1/2012
Approved	Fred Previts, State Archivist	Date: 5/24/2012

Notes:

Note Date	Note Description	User
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