



View Schedule

[Return to Welcome](#)

Schedule

- [New](#)
 - [Agency Specific](#)
 - [General](#)
- [Pending\(16\)](#)
- [General Schedule List](#)

[Disposal](#)

[Search](#)

[Agency/Division/Section List](#)

[Login](#)
[Help](#)

- [Site Map](#)
- [Search](#)
- [DAS Home](#)
- [State Home](#)
- [Agency Contacts](#)

Series
 Authorization No: 10551492 Agency: AGO Division: BG57 Section: NA Revision: 0

Agency Series No.: 057-OAG-34 Record Series Title: Intellectual Property Licensing Files

Record Series Description: Files that allow the AGO or its clients to enforce licensing rights, limit liabilities, and ensure compensation. Files can include, but not be limited to, request for legal service, licensing agreement, correspondence, work product, record of transacted obligations under the license, termination, extension, or modifications of licenses.

Agency Web Link:

Confidential Description Vital Description

Attorney work product Attorney/Client

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years from expiration, termination, or cancellation		Shred
Machine Readable	2 years from expiration, termination, or cancellation		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: 5/16/2012

Notes:

Note Date	Note Description	User
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