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**Series**  
Authorization No: 10550973      Agency: AGO      Division: BG57      Section: NA      Revision: 0

**Agency Series No.:** 57-OAG-24      **Record Series Title:** Constituent Inquiries and Responses  
**Record Series Description:** Includes all correspondence related to constituent inquiries, inclusive of email correspondence.

**Agency Web Link:**

**Confidential Description**

**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain one year, then transfer to Records Center for two years, then destroy.		Wastepaper

**Approvals:**

Created		Date: 9/6/2001
Approved	Megan Mangus, Records Coordinator	Date: 9/6/2001
Approved	Sherrye Willis, Records Officer	Date: 4/3/2002
Approved	Charles Arp, State Archivist	Date: 5/2/2002
Approved	Martin Meeks, State Auditor	Date: 5/2/2002
Approved	Michael Hardenbrook, Record Administrator	Date: 11/29/2002

**Notes:**

Note Date	Note Description	User