



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

View Schedule

[Return to Welcome](#)

[Schedule](#)

- [General Schedule List](#)

[Search](#)

[Agency/Division/](#)

[Section List](#)

[Login Help](#)

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

Series Authorization No: 10551243 **Agency:** AGO **Division:** BG57 **Section:** NA **Revision:** 0

Agency Series No.: GAR-CM-04 **Record Series Title:** Brief Bank/Research Materials
Record Series Description: This includes, but is not limited to, issue specific research files, admin. and court decisions, representative pleadings from previous cases and various published texts.

Agency Web Link:

Confidential Description	Vital Description
	Update of previous retention schedule of 2001

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Electronically image or retain until no longer of admin. value or superseded or information no longer current; then destroy.		Wastepaper
Machine Readable	Retain until no longer of admin. value or superseded or information no longer current; then destroy.		Erase

Approvals:

Created		Date: 12/3/2008
Approved	Kathleen DiFrancesco, Records Coordinator	Date: 12/3/2008
Approved	Cliff Edgington, Records Officer	Date: 12/8/2008
Approved	Michael Hardenbrook, Record Administrator	Date: 1/8/2009
Approved	Martin Meeks, State Auditor	Date: 1/9/2009
Approved	Fred Previts, State Archivist	Date: 7/2/2009

Notes:

Note Date	Note Description	User