



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

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Series
Authorization No: 10551548 **Agency:** AGO **Division:** F564 **Section:** NA **Revision:** 0

Agency Series No.: FIN-03 **Record Series Title:** Discretionary Grant Awards
Record Series Description: Records documenting grants awarded from settlements in which the Attorney General's Office has responsibility for distributing funds. Records can include but are not limited to, grant applications and supporting documentation, notification letters, reports, stakeholder associations, correspondence, and copies of agreements.

Agency Web Link:

Confidential Description		Vital Description	
Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 3 years from the end date of grant agreement, provided audited.		Shred
Machine Readable	Retain 3 years from the end date of grant agreement, provided audited.		Delete

Approvals:

Created		Date: 5/21/2014
Approved	Pari Swift, Records Officer	Date: 5/21/2014
Approved	Bunnie Jones, Record Administrator	Date: 5/23/2014
Approved	Martin Meeks, State Auditor	Date: 5/27/2014
Approved	Fred Previts, State Archivist	Date: 5/28/2014

Notes:

Note Date	Note Description	User