



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

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

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

Series
Authorization No: 10551616 **Agency:** AGO **Division:** F564 **Section:** NA **Revision:** 0

Agency Series No.: FIN-07 **Record Series Title:** Warrant Documentation

Record Series Description: Records documenting the reissuing of a voided warrant due to age, cancellation of a warrant due to error, and stop payment to cancel a warrant and close liability. Records include, but are not limited to, the completed forms requesting the reissuing, canceling, or stopping/releasing of a warrant.

Agency Web Link:

Confidential Description **Vital Description**

Account information, check numbers, maybe PII

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 4 years provided audited.		Delete
Paper	Retain 4 years provided audited unless saved electronically.		Shred

Approvals:

Created		Date: 8/10/2016
Approved	Nathan Owens, Records Coordinator	Date: 8/10/2016
Approved	Pari Swift, Records Officer	Date: 8/11/2016
Approved	Bunnie Jones, Record Administrator	Date: 8/11/2016
Approved	Fred Previts, State Archivist	Date: 8/17/2016
Approved	Martin Meeks, State Auditor	Date: 8/18/2016

Notes:

Note Date	Note Description	User
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