



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

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Series
Authorization No.: 10551624 **Agency:** AGO **Division:** F564 **Section:** NA **Revision:** 0

Agency Series No.: FIN-10 **Record Series Title:** Purchase Orders and Related Documents

Record Series Description: Records document the purchase and payment for goods and/or services. Records include, but are not limited to, backup and supporting documents like requests to purchases (RTPs), information captured in the RTP system, print request orders (PROs), and findings for recovery.

Agency Web Link:

Confidential Description **Vital Description**

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: 9/16/2016
Approved	Fred Previts, State Archivist	Date: 9/20/2016
Approved	Martin Meeks, State Auditor	Date: 9/22/2016

Notes:

Note Date	Note Description	User
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