



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

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Series
Authorization No: 10551370 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** NA

Agency Series No.: GAR-C-03 **Record Series Title:** Contract Encumbrances, Procurements, Complaints to Vendors, and Related Contract Documents

Record Series Description:

Agency Web Link:

Confidential Description

Vital Description

| Media | Retention Period | Retention Justification | Method of Disposal |
|---------|---|-------------------------|--------------------|
| Unknown | For sale of goods, retain five years after contract expires, then destroy. For services, retain 16 years, then destroy. | | Unknown |

Approvals:

Approved **Pari Swift, Records Officer** **Date:** 11/9/2010
Created **Pari Swift, Records Officer** **Date:** 11/9/2010

Notes:

| Note Date | Note Description | User |
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