



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

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Schedule

- [New](#)
 - [Agency Specific](#)
 - [General](#)
- [Pending\(114\)](#)
- [Obsolete](#)
- [General Schedule List](#)

[Disposal](#)

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[Agency/Division /Section Edit/Delete](#)

[Agency/Divison/ Section List](#)

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

Series
Authorization No: 10551372 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** NA

Agency Series No.: GAR-CM-01 **Record Series Title:** Correspondence, Executive
Record Series Description: Correspondence of the head of an agency dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, procedures, program, fiscal and personnel matters.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Unknown	Retain 2 years then transfer to State Archives.		Unknown

Approvals:

Approved **Pari Swift, Records Officer** **Date:** 12/10/2010
Created **Pari Swift, Records Officer** **Date:** 12/10/2010

Notes:

Note Date	Note Description	User
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