



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

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Series
Authorization No: 10551246 **Agency:** AGO **Division:** **Section:** **Revision:** NA

Agency Series No.: GAR-CM-02 **Record Series Title:** Correspondence, General
Record Series Description: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Unknown	Retain 6 months, then destroy.		Unknown

Approvals:

Approved **Pari Swift, Records Officer** **Date:** 9/4/2009
Created **Pari Swift, Records Officer** **Date:** 9/4/2009

Notes:

Note Date	Note Description	User
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