



View Schedule

[Return to Welcome](#)

Schedule

- [New](#)
 - [Agency Specific](#)
 - [General](#)
- [Pending\(14\)](#)
- [General Schedule List](#)

[Disposal](#)

[Search](#)

[Agency/Divison/Section List](#)

[Login Help](#)

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

Series
 Authorization No: 10551491 Agency: AGO Division: AGOW Section: Revision: NA

Agency Series No.: GAR-CM-05 Record Series Title: Transient Documents

Record Series Description: Includes telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.

Agency Web Link:

Confidential Description Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Unknown	Retain until no longer of administrative value, then destroy.		Unknown

Approvals:

Approved	Pari Swift, Records Officer	Date: 4/19/2012
Created	Pari Swift, Records Officer	Date: 4/19/2012

Notes:

Note Date	Note Description	User
-----------	------------------	------

