



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

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Series
Authorization No: 10551366 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** NA

Agency Series No.: GAR-OES-01 **Record Series Title:** Office Equipment Service Request

Record Series Description: Used to request installation or modification of any equipment or service provided by telephone, computer, copier companies, etc.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Unknown	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown

Approvals:

Approved **Pari Swift, Records Officer** **Date:** 11/5/2010
Created **Pari Swift, Records Officer** **Date:** 11/5/2010

Notes:

Note Date	Note Description	User
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