



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

## View Schedule

<p>Return to Welcome Schedule</p> <ul style="list-style-type: none"> <li>• <i>New</i> <ul style="list-style-type: none"> <li>○ Agency Specific</li> <li>○ General</li> </ul> </li> <li>• Pending(16)</li> <li>• General Schedule List</li> </ul> <p>Disposal</p> <p>Search</p> <p>Agency/Division/Section List</p> <p>Login Help</p> <p><b>Site Map</b>  <b>Search</b>  <b>DAS Home</b>  <b>State Home</b>  <b>Agency Contacts</b></p>	<p><b>Series</b>  <b>Authorization No:</b> 10551195      <b>Agency:</b> AGO      <b>Division:</b> O563      <b>Section:</b>      <b>Revision:</b> NA</p> <p><b>Agency Series No.:</b> GAR-OES-09      <b>Record Series Title:</b> Postal Records, Registered Mail, Insured Mail Logs, and Metered Records</p> <p><b>Record Series Description:</b></p> <p><b>Agency Web Link:</b></p> <hr/> <p><b>Confidential Description</b>      <b>Vital Description</b></p> <hr/> <table border="1"> <thead> <tr> <th>Media</th> <th>Retention Period</th> <th>Retention Justification</th> <th>Method of Disposal</th> </tr> </thead> <tbody> <tr> <td>Paper</td> <td>Retain 1 year, then destroy.</td> <td></td> <td>Unknown</td> </tr> </tbody> </table> <hr/> <p><b>Approvals:</b></p> <table border="1"> <tr> <td><b>Approved</b></td> <td>Sherrye Willis, Records Officer</td> <td><b>Date:</b> 7/10/2003</td> </tr> <tr> <td><b>Created</b></td> <td>Sherrye Willis, Records Officer</td> <td><b>Date:</b> 7/10/2003</td> </tr> </table> <hr/> <p><b>Notes:</b></p> <table border="1"> <thead> <tr> <th>Note Date</th> <th>Note Description</th> <th>User</th> </tr> </thead> <tbody> </tbody> </table>	Media	Retention Period	Retention Justification	Method of Disposal	Paper	Retain 1 year, then destroy.		Unknown	<b>Approved</b>	Sherrye Willis, Records Officer	<b>Date:</b> 7/10/2003	<b>Created</b>	Sherrye Willis, Records Officer	<b>Date:</b> 7/10/2003	Note Date	Note Description	User
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