



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

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- [State Home](#)
- [Agency Contacts](#)

Series Authorization No: 10551422 Agency: AGO Division: Section: Revision: NA

Agency Series No.: GAR-RPM-08 Record Series Title: Minutes of Agency Staff Meetings

Record Series Description: Minutes and supporting records documenting internal policy decisions.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Unknown	Retain 2 years, then transfer to State Archives for their possible retention or destruction.		Unknown

Approvals:

Approved: Pari Swift, Records Officer Date: 5/5/2011
 Created: Pari Swift, Records Officer Date: 5/5/2011

Notes:

Note Date	Note Description	User