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Series
Authorization No: 10551438 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** NA

Agency Series No.: GAR-RPM-10 **Record Series Title:** Visitors' Log
Record Series Description: Records documenting the entry and departure of employees and visitors into a State office building during and/or after office hours.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Unknown	Retain 1 year, then destroy.		Unknown

Approvals:

Approved **Pari Swift, Records Officer** **Date:** 6/1/2011
Created **Pari Swift, Records Officer** **Date:** 6/1/2011

Notes:

Note Date	Note Description	User
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