



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

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**Series**  
**Authorization No:** 10550982      **Agency:** AGO      **Division:**      **Section:**      **Revision:** NA

**Agency Series No.:** GP-O-07      **Record Series Title:** Employee Discipline and Grievance Records

**Record Series Description:**

**Agency Web Link:**

**Confidential Description**

**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 7 years after case is closed, then destroy. (Be aware that some collective contracts specify where such documents can be kept.)		Unknown

**Approvals:**

**Approved**      Sherrye Willis, Records Officer      **Date:** 5/9/2002  
**Created**      Sherrye Willis, Records Officer      **Date:** 5/9/2002

**Notes:**

Note Date	Note Description	User
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