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Series
Authorization No: 10551379 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** 0

Agency Series No.: OW-AGO-03 **Record Series Title:** Confidential Personal Information (CPI) System Access Logs
Record Series Description: Manual and electronic logs documenting employee access to confidential personal information (CPI) pursuant to ORC 1347.15 and OAC 109-4-05.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years		Shred
Machine Readable	2 years		Delete

Approvals:

Created		Date: 11/3/2010
Approved	Pari Swift, Records Officer	Date: 11/3/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 12/7/2010
Approved	Martin Meeks, State Auditor	Date: 12/7/2010
Approved	Fred Previts, State Archivist	Date: 12/11/2010

Notes:

Note Date	Note Description	User