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**Series**  
**Authorization No:** 10551380      **Agency:** AGO      **Division:** AGOW      **Section:**      **Revision:** 0

**Agency Series No.:** OW-AGO-04      **Record Series Title:** Legislative Analysis Files

**Record Series Description:** Analysis of potential or proposed legislation and its impact on the Attorney General's Office, its clients, and constituents. Can include, but is not limited to, copies of current and pending legislation or draft legislation, analysis of issues and impact, correspondence, research materials, and memo recommending office position on legislation.

**Agency Web Link:**

**Confidential Description**      **Vital Description**

Portions could be considered attorney/client privilege if a section is advising the attorney general

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	4 years (if maintained electronically), then review for continual administrative or legal value		Delete
Paper	4 years (if not maintained electronically), then review for continual administrative or legal value. If converted to electronic format, dispose after conversion.		Shred

**Approvals:**

<b>Created</b>		<b>Date:</b> 11/5/2010
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 11/5/2010
<b>Approved</b>	Michael Hardenbrook, Record Administrator	<b>Date:</b> 12/7/2010
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 12/7/2010
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 12/11/2010

**Notes:**

Note Date	Note Description	User