



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

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Series
Authorization No: 10551382 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** 0

Agency Series No.: OW-AGO-06 **Record Series Title:** Attendance Records
Record Series Description: Can include attendance reports, overtime compensation time forms, alternative work schedule requests, and leave requests.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	3 years, provided audited		Recycle
Machine Readable	3 years, provided audited		Delete

Approvals:

Created		Date: 11/12/2010
Approved	Pari Swift, Records Officer	Date: 11/12/2010
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