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Series
Authorization No: 10551394 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** 0

Agency Series No.: OW-AGO-07 **Record Series Title:** Program Development Materials

Record Series Description: Records documenting the identification, development and implementation of new programs or potential reforms. Materials can include, but are not limited to, memos, correspondence, meeting summaries and related research.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	4 years from program implementation and until no longer of administrative value. If program not implemented, dispose after 1 year of inactivity on project.		Wastepaper
Machine Readable	4 years from program implementation and until no longer of administrative value. If program not implemented, dispose after 1 year of inactivity on project.		Delete

Approvals:

Created		Date: 12/15/2010
Approved	Pari Swift, Records Officer	Date: 12/15/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 1/18/2011
Approved	Martin Meeks, State Auditor	Date: 1/19/2011
Approved	Fred Previts, State Archivist	Date: 1/20/2011

Notes:

Note Date	Note Description	User
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