



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

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Series
Authorization No: 10551423 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** 0

Agency Series No.: OW-AGO-08 **Record Series Title:** Research/Reference Files

Record Series Description: Legal research files, including but not limited to copies of court decisions, law journal articles, memos discussing legal issues, statutes, and sample/template briefs and pleadings. Compiled and used as a reference tool to do legal, case law, and statutory research for consistency in legal advice. Could also include non-legal subject files collected and organized by topic for general research purposes.

Agency Web Link:

Confidential Description

Vital Description

| Media | Retention Period | Retention Justification | Method of Disposal |
|------------------|---|-------------------------|--------------------|
| Paper | Until no longer of administrative value | | Shred |
| Machine Readable | Until no longer of administrative value | | Erase |

Approvals:

| | | |
|----------|---|-----------------|
| Created | | Date: 4/27/2011 |
| Approved | John Contonio, Records Coordinator | Date: 4/27/2011 |
| Approved | Pari Swift, Records Officer | Date: 4/28/2011 |
| Approved | Michael Hardenbrook, Record Administrator | Date: 4/28/2011 |
| Approved | Martin Meeks, State Auditor | Date: 5/3/2011 |
| Approved | Fred Previts, State Archivist | Date: 5/6/2011 |

Notes:

| Note Date | Note Description | User |
|-----------|------------------|------|
|-----------|------------------|------|