



View Schedule

[Return to Welcome](#)

Schedule

- [New](#)
 - [Agency Specific](#)
 - [General](#)
- [Pending\(14\)](#)
- [General Schedule List](#)

[Disposal](#)

[Search](#)

[Agency/Divison/Section List](#)

[Login](#)
[Help](#)

[Site Map](#)
[Search](#)
[DAS Home](#)
[State Home](#)
[Agency Contacts](#)

Series
 Authorization No: 10551487 Agency: AGO Division: AGOW Section: Revision: 0

Agency Series No.: OW-AGO-10 Record Series Title: Responses: Informal Opinions, Advisory Letters, Memoranda
 Record Series Description: Written guidance, counsel, or information based on questions of law posed. Advisory letters and memoranda serve to provide information about the law and enable the requestor to draw the conclusion. Informal opinions may contain more definitive answers leading to guidance. Unlike Formal Opinions (77-OAG-30), these can be issued as privileged attorney/client communications. Files may contain request, response, correspondence, attachments or pertinent references that are included with the response.

Agency Web Link:

Confidential Description Vital Description

If the response goes to a client of the AGO, it is an attorney/client privileged communication.

| Media | Retention Period | Retention Justification | Method of Disposal |
|------------------|---|--|--------------------|
| Paper | Permanent | Unlike Formal Opinions, Informal Opinions are not published. They are, however, administratively and historically valuable to document what decisions were based on at any given time. | Permanent |
| Machine Readable | Until no longer of administrative value | | Delete |

Approvals:

| | | |
|----------|---|-----------------|
| Created | | Date: 4/4/2012 |
| Approved | Pari Swift, Records Officer | Date: 4/4/2012 |
| Approved | Michael Hardenbrook, Record Administrator | Date: 4/11/2012 |
| Approved | Martin Meeks, State Auditor | Date: 4/11/2012 |
| Approved | Fred Previts, State Archivist | Date: 4/18/2012 |

Notes:

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

