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Series
 Authorization No: 10551497 Agency: AGO Division: AGOW Section: Revision: 0

Agency Series No.: OW-AGO-11 Record Series Title: Legal Advice/Client Files
 Record Series Description: Correspondence, legal advice, responses to requests for legal advice from clients that do not rise to the level of a formal or informal opinion. Can also include copies of meeting notes, agendas and minutes from client meetings.

Agency Web Link:

Confidential Description Vital Description

Attorney/client privilege Attorney work product

Media	Retention Period	Retention Justification	Method of Disposal
Paper	5 years and until no longer of administrative value, or 1 year after elimination of client agency.	Needed for reference purposes and legal consistency	Shred
Machine Readable	5 years and until no longer of administrative value, or 1 year after elimination of client agency.	Needed for reference purposes and legal consistency	Erase

Approvals:

Created		Date: 5/3/2012
Approved	John Contonio, Records Coordinator	Date: 5/3/2012
Approved	Pari Swift, Records Officer	Date: 5/3/2012
Approved	Michael Hardenbrook, Record Administrator	Date: 5/30/2012
Approved	Martin Meeks, State Auditor	Date: 5/30/2012
Approved	Fred Previts, State Archivist	Date: 6/7/2012

Notes:

Note Date	Note Description	User
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