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Series  
 Authorization No: 10551516      Agency: AGO      Division: AGOW      Section:      Revision: 0

Agency Series No.: OW-AGO-15      Record Series Title: Mail Log  
 Record Series Description: Mail log is created to record the mail received by sections of the office. It can contain fields such as date received, initials of the person who logged the piece of mail, sender and recipient information, and a brief description of the letter's contents.  
 Agency Web Link:

Confidential Description      Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	1 year from end of calendar year		Recycle
Machine Readable	1 year from end of calendar year		Delete

**Approvals:**

Created		Date: 10/17/2012
Approved	Pari Swift, Records Officer	Date: 10/17/2012
Approved	Bunnie Jones, Record Administrator	Date: 10/30/2012
Approved	Fred Previts, State Archivist	Date: 10/31/2012
Approved	Martin Meeks, State Auditor	Date: 10/31/2012

**Notes:**

Note Date	Note Description	User
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