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Series  
 Authorization No: 10551517      Agency: AGO      Division: AGOW      Section:      Revision: 0

Agency Series No.: OW-AGO-16      Record Series Title: Check Tracking Logs  
 Record Series Description: Tracks checks received by the office and delivered to another section or client. These logs show evidence of receipt and delivery. Information that the logs capture can include, but may not be limited to: date check received, payer, check number, payment amount, date delivered to client or section, and person signing for delivery.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	1 calendar year, provided audited		Delete

Approvals:

Created		Date: 10/26/2012
Approved	Pari Swift, Records Officer	Date: 10/26/2012
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

