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Series
Authorization No: 10551562 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** 0

Agency Series No.: OW-AGO-19 **Record Series Title:** Working Group Files

Record Series Description: Working Group Files concern working groups within the AGO Office that are comprised of either strictly internal personnel or of personnel both internal and external to the Office, and that monitor the ongoing activities, events, trends, occurrences, topics, legislation, news, standards, and/or practices concerning a specific subject or area of law for the purpose of staying aware of trends and recommending potential actions or initiatives. Work is ongoing and does not necessarily have a defined outcome or completion. Files may include, but are not limited to, correspondence, research, agendas, meeting summaries, and memos.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain until no longer of administrative value.	These files, much like reference files, will be continually weeded as topics and trends change over time rendering certain work and research of working groups obsolete. Anything that rises above monitoring or education will result in a special project, investigation, or case that will be retained in accordance with other appropriate retention schedules.	Shred
Machine Readable	Retain until no longer of administrative value.	These files, much like reference files, will be continually weeded as topics and trends change over time rendering certain work and research of working groups obsolete. Anything that rises above monitoring or education will result in a special project, investigation, or case that will be retained in accordance with other appropriate retention schedules.	Delete

Approvals:

Created		Date: 1/27/2015
Approved	Pari Swift, Records Officer	Date: 1/27/2015
Approved	Bunnie Jones, Record Administrator	Date: 2/10/2015
Approved	Martin Meeks, State Auditor	Date: 2/17/2015
Approved	Fred Previts, State Archivist	Date: 2/18/2015

Notes:

Note Date	Note Description	User