



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

# View Schedule

<p>Return to Welcome</p> <p>Schedule</p> <ul style="list-style-type: none"> <li>• New             <ul style="list-style-type: none"> <li>◦ Agency Specific</li> <li>◦ General</li> </ul> </li> <li>• Pending(16)</li> <li>• General Schedule List</li> </ul> <p>Disposal</p> <p>Search</p> <p>Agency/Division/Section List</p> <p>Login Help</p> <p><b>Site Map</b></p> <p><b>Search</b></p> <p><b>DAS Home</b></p> <p><b>State Home</b></p> <p><b>Agency Contacts</b></p>	<p><b>Series</b></p> <p><b>Authorization No:</b> 10551573      <b>Agency:</b> AGO      <b>Division:</b> AGOW      <b>Section:</b>      <b>Revision:</b> 0</p> <p><b>Agency Series No.:</b> OW-AGO-21      <b>Record Series Title:</b> Process and Reference Logs</p> <p><b>Record Series Description:</b> Logs used to document certain points of activity or information for referential use as well as tracking workflow progress.</p> <p><b>Agency Web Link:</b></p> <hr/> <p><b>Confidential Description</b>      <b>Vital Description</b></p> <hr/> <table border="1"> <thead> <tr> <th>Media</th> <th>Retention Period</th> <th>Retention Justification</th> <th>Method of Disposal</th> </tr> </thead> <tbody> <tr> <td>Machine Readable</td> <td>Retain until revised, superseded, obsolete or no longer of administrative value.</td> <td></td> <td>Delete</td> </tr> <tr> <td>Paper</td> <td>Retain until revised, superseded, obsolete or no longer of administrative value.</td> <td></td> <td>Shred</td> </tr> </tbody> </table> <hr/> <p><b>Approvals:</b></p> <table border="1"> <tbody> <tr> <td>Created</td> <td></td> <td>Date: 6/3/2015</td> </tr> <tr> <td>Approved</td> <td>Nathan Owens, Records Coordinator</td> <td>Date: 6/3/2015</td> </tr> <tr> <td>Approved</td> <td>Pari Swift, Records Officer</td> <td>Date: 6/9/2015</td> </tr> <tr> <td>Approved</td> <td>Bunnie Jones, Record Administrator</td> <td>Date: 6/16/2015</td> </tr> <tr> <td>Approved</td> <td>Martin Meeks, State Auditor</td> <td>Date: 6/18/2015</td> </tr> <tr> <td>Approved</td> <td>Fred Previts, State Archivist</td> <td>Date: 6/22/2015</td> </tr> </tbody> </table> <hr/> <p><b>Notes:</b></p> <table border="1"> <thead> <tr> <th>Note Date</th> <th>Note Description</th> <th>User</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Media	Retention Period	Retention Justification	Method of Disposal	Machine Readable	Retain until revised, superseded, obsolete or no longer of administrative value.		Delete	Paper	Retain until revised, superseded, obsolete or no longer of administrative value.		Shred	Created		Date: 6/3/2015	Approved	Nathan Owens, Records Coordinator	Date: 6/3/2015	Approved	Pari Swift, Records Officer	Date: 6/9/2015	Approved	Bunnie Jones, Record Administrator	Date: 6/16/2015	Approved	Martin Meeks, State Auditor	Date: 6/18/2015	Approved	Fred Previts, State Archivist	Date: 6/22/2015	Note Date	Note Description	User			
Media	Retention Period	Retention Justification	Method of Disposal																																		
Machine Readable	Retain until revised, superseded, obsolete or no longer of administrative value.		Delete																																		
Paper	Retain until revised, superseded, obsolete or no longer of administrative value.		Shred																																		
Created		Date: 6/3/2015																																			
Approved	Nathan Owens, Records Coordinator	Date: 6/3/2015																																			
Approved	Pari Swift, Records Officer	Date: 6/9/2015																																			
Approved	Bunnie Jones, Record Administrator	Date: 6/16/2015																																			
Approved	Martin Meeks, State Auditor	Date: 6/18/2015																																			
Approved	Fred Previts, State Archivist	Date: 6/22/2015																																			
Note Date	Note Description	User																																			