



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

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Series
Authorization No: 10551572 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** 0

Agency Series No.: OW-AGO-22 **Record Series Title:** Templates, Forms, and Sample Responses
Record Series Description: Templates, forms, or model letters to be used by staff as a starting point from which to customize to fit a particular function or response. This schedule pertains to only the templates, forms and models. Once a new record is created from these and used in an official capacity, those records will be retained under the appropriate functional records retention schedule.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain until revised, obsolete, or superseded.		Delete
Paper	Retain until revised, obsolete, or superseded.		Shred

Approvals:

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

Notes:

Note Date	Note Description	User