



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

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**Series**  
**Authorization No:** 10551636      **Agency:** AGO      **Division:** AGOW      **Section:**      **Revision:** 0

**Agency Series No.:** OW-AGO-24      **Record Series Title:** Unfunded Grant Applications  
**Record Series Description:** Files of grants applied for, but ultimately no grant funding was received. Files may include, but are not limited to, the grant application submitted, supporting documentation, record explaining rejection, and miscellaneous correspondence.

**Agency Web Link:**

**Confidential Description**      **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 2 years from beginning of internal grant preparations.		Delete
Paper	Retain 2 years from beginning of internal grant preparations or until converted to electronic format.		Shred

**Approvals:**

Created		Date: 11/30/2016
Approved	Nathan Owens, Records Coordinator	Date: 11/30/2016
Approved	Pari Swift, Records Officer	Date: 11/30/2016
Approved	Bunnie Jones, Record Administrator	Date: 12/5/2016
Approved	Martin Meeks, State Auditor	Date: 12/8/2016
Approved	Fred Previts, State Archivist	Date: 12/8/2016

**Notes:**

Note Date	Note Description	User
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