



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

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Series
Authorization No: 10551403 **Agency:** AGO **Division:** O563 **Section:** **Revision:** NA

Agency Series No.: GAR-OES-12 **Record Series Title:** Printing Orders
Record Series Description: Used to submit specification for a printing job to State Printing and to encumber the dollars needed for the job.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Unknown	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown

Approvals:

Approved **Pari Swift, Records Officer** **Date:** 2/8/2011
Created **Pari Swift, Records Officer** **Date:** 2/8/2011

Notes:

Note Date	Note Description	User
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