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Series
Authorization No: 10551413 **Agency:** AGO **Division:** O563 **Section:** NA **Revision:** 0

Agency Series No.: GSA-OAG-01 **Record Series Title:** Equipment Disposal Form

Record Series Description: Documentation of assets scheduled for salvage by the Attorney General's Office, utilized to reconcile exceptions to physical asset inventory in OAKS. Includes equipment disposal form which documents asset and serial numbers and other descriptive information, DAS turn-in form detailing assets turned over to state salvage or disposed of onsite, and any other reports or documents pertaining to salvage.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	3 years		Recycle

Approvals:

Created		Date: 2/8/2011
Approved	Pari Swift, Records Officer	Date: 2/8/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 2/17/2011
Approved	Martin Meeks, State Auditor	Date: 2/18/2011
Approved	Fred Previts, State Archivist	Date: 2/22/2011

Notes:

Note Date	Note Description	User
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