



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

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Series
Authorization No: 10551414 **Agency:** AGO **Division:** O563 **Section:** NA **Revision:** 0

Agency Series No.: GSA-OAG-02 **Record Series Title:** Physical Inventory Records

Record Series Description: Records, reports, and other working documents which detail the annual fixed asset inventory of the office. These records are compared to OAKS records to reconcile differences and are used to compile an annual report to DAS.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	3 years provided audited		Recycle
Machine Readable	3 years provided audited		Delete

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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