



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

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[State Home](#)  
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**Series**  
**Authorization No.:** 10551415      **Agency:** AGO      **Division:** O563      **Section:** NA      **Revision:** 0

**Agency Series No.:** GSA-OAG-03      **Record Series Title:** Equipment Transfer Forms

**Record Series Description:** Internal control sheet for assignment, location, serial number, and asset number (AG tag number). Used by the Fixed Asset Manager and their staff to monitor and maintain accurate records of assets owned by the Ohio Attorney General's Office.

**Agency Web Link:**

**Confidential Description**

**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	3 fiscal years or until scanned and verified		Recycle
Machine Readable	3 fiscal years		Delete

**Approvals:**

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

**Notes:**

Note Date	Note Description	User
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