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Series
Authorization No: 10551436 **Agency:** AGO **Division:** O563 **Section:** NA **Revision:** 0

Agency Series No.: GSA-OAG-04 **Record Series Title:** Fixed Asset Reports

Record Series Description: Includes, but is not limited to, the mandatory Office of Budget and Management's GAPP reporting package which details capitalized assets, land improvements, vehicles (not in Fleet Ohio) and the Department of Administrative Service's certification report which details total cost, depreciation, additions/subtractions to AGO asset inventory, active assets (submitted electronically through DAS website and printed for our record)

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Until scanned		Shred
Machine Readable	3 years provided audited		Delete

Approvals:

Created		Date: 5/6/2011
Approved	John Contonio, Records Coordinator	Date: 5/6/2011
Approved	Pari Swift, Records Officer	Date: 5/6/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 5/9/2011
Approved	Martin Meeks, State Auditor	Date: 5/12/2011
Approved	Fred Previts, State Archivist	Date: 5/18/2011

Notes:

Note Date	Note Description	User
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