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**Series**  
**Authorization No:** 10551458      **Agency:** AGO      **Division:** O563      **Section:** NA      **Revision:** 0

**Agency Series No.:** GSB-OAG-02      **Record Series Title:** Blueprints/Construction Drawings (AGO Owned)

**Record Series Description:** "As-built" drawings and blueprints of AGO owned facilities that are utilized for ongoing maintenance/disaster recovery situations, and future projects. Can Include but not be limited to information about critical systems, electrical systems, HVAC, tile, lighting, carpeting, flooring plans, walls, furniture, modules, work station locations, fire systems

**Agency Web Link:**

**Confidential Description**       **Vital Description**

149.433(B)Security and infrastructure records      Necessary to resume functions after a disaster.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain one complete set 2 years after sale of property. Drafts and updates can be disposed of when superceded.		Delete
Machine Readable	Retain one complete set 2 years after sale of property. Drafts and updates can be disposed of when superceded.		Delete

**Approvals:**

<b>Created</b>		<b>Date:</b> 8/24/2011
<b>Approved</b>	John Contonio, Records Coordinator	<b>Date:</b> 8/24/2011
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 8/26/2011
<b>Approved</b>	Michael Hardenbrook, Record Administrator	<b>Date:</b> 8/29/2011
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 8/29/2011
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 9/3/2011

**Notes:**

Note Date	Note Description	User

