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**Series**  
**Authorization No:** 10551456      **Agency:** AGO      **Division:** O563      **Section:** NA      **Revision:** 0

**Agency Series No.:** GSB-OAG-03      **Record Series Title:** Project Files

**Record Series Description:** All paperwork related to facilities projects involving minor or major alterations to office work space on buildings leased or owned by the AGO. Includes but not limited to communication from vendors regarding project, drawings, photos, floor plans, copies of invoices, scope of work, purchase orders, agreements and copies of contracts.

**Agency Web Link:**

**Confidential Description**

**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years after project complete		Shred
Machine Readable	2 years after project complete		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
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