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**Series**  
**Authorization No:** 10551457      **Agency:** AGO      **Division:** O563      **Section:** NA      **Revision:** 0

**Agency Series No.:** GSB-OAG-04      **Record Series Title:** Annual Service Contract Files

**Record Series Description:** Annual service contracts relating to functions and services at facilities owned or leased by the AGO. Includes but not limited to quotes, contract, bids, scope of work, copies of purchase order, invoices and correspondence.

**Agency Web Link:**

**Confidential Description**

**Vital Description**

| Media | Retention Period                                       | Retention Justification | Method of Disposal |
|-------|--------------------------------------------------------|-------------------------|--------------------|
| Paper | When contract expires or is superseded by new contract |                         | Shred              |

**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 |
|-----------|------------------|------|
|-----------|------------------|------|

