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Series
Authorization No.: 10551582 **Agency:** AGO **Division:** O563 **Section:** NA **Revision:** 0

Agency Series No.: GSB-OAG-06 **Record Series Title:** Building Maintenance Requests

Record Series Description: Correspondence documenting building maintenance requests received by the AGO General Services section which is then handled by the AGO or forwarded onto the buoding"s management. Requests could conern, but are not limited to, issues like doors not locking, card access not working, pest control, or power outages/HVAC issues.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain for 2 years.		Delete

Approvals:

Created		Date: 9/11/2015
Approved	Nathan Owens, Records Coordinator	Date: 9/11/2015
Approved	Pari Swift, Records Officer	Date: 9/16/2015
Approved	Bunnie Jones, Record Administrator	Date: 10/11/2015
Approved	Martin Meeks, State Auditor	Date: 10/15/2015
Approved	Fred Previts, State Archivist	Date: 10/15/2015

Notes:

Note Date	Note Description	User