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[State Home](#)
[Agency Contacts](#)

Series
Authorization No: 10551434 **Agency:** AGO **Division:** O563 **Section:** NA **Revision:** 0

Agency Series No.: GSF-OAG-01 **Record Series Title:** Voyager Monthly Report

Record Series Description: The Voyager Monthly Report is generated by The Office of Fleet Management & Department of Administrative Services. It contains an itemized list (and may include corresponding receipts) of all purchases with Voyager Card assignend to each vehicle, including gasoline, minor repairs and maintenance.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	1 year, provided state audit is completed and released		Shred

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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