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for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series

Authorization No:	Agency:	Division:	Section:	Revision:
10551581	AGO	O563	NA	0

Agency Series No.: GSS-OAG-01 **Record Series Title:** Office Services and Copy Center Requests

Record Series Description: Correspondence between AGO employees and General Services" Office Services or the AGO Copy Center concerning, but not limited to, deliveries, mail room tasks, simple office upkeep/changes, shipping and receiving, copy orders, and printing orders.

Agency Web Link:

Confidential Description	Vital Description
Copy Center requests may contain confidential information, drafts, and/or evidence.	

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 1 year.		Shred
Machine Readable	Retain 1 year.		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