



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

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[Return to Welcome](#)

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- [General Schedule List](#)

[Search](#)

[Agency/Division/](#)

[Section List](#)

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[Site Map](#)
[Search](#)
[DAS Home](#)
[State Home](#)
[Agency Contacts](#)

Series
Authorization No: 10551207 **Agency:** AGO **Division:** MF75 **Section:** NONE **Revision:** 1

Agency Series No.: 055-0578 **Record Series Title:** DOCUMENTARY EVIDENCE

Record Series Description: Originals and copies of records of providers, informants, other agencies, and materials created internally. (Formerly OAG-75-9c)

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper		Retain until file is closed. Transfer originals to owner as mandated by statute or court order. If evidence is not claimed but consists of copies of original documents, which are maintained by the original source, destroy. If the evidence is not claimed and consists of original records, transfer to State Records Center for four years, then destroy.	Wastepaper

Approvals:

Created		Date: 12/7/2007
Approved	Cliff Edgington, Records Officer	Date: 12/7/2007
Approved	Michael Hardenbrook, Record Administrator	Date: 12/12/2007
Approved	Martin Meeks, State Auditor	Date: 12/14/2007
Approved	Steve Gutgesell, State Archivist	Date: 12/17/2007

Notes:

Note Date	Note Description	User