



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

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Series Authorization No: 055-0576 Agency: AGO Division: MF75 Section: NA Revision: 2

Agency Series No.: 075-OAG-06 Record Series Title: EVIDENCE MASTER LOG
 Record Series Description: Chronological list of evidence received. formerly OAG-75-9a
 Agency Web Link:

Confidential Description Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain in office prior to case closing, then scan into the electronic master file and destroy.	Needs to be kept at least as long as master files. (075-OAG-00004)	Wastepaper

Approvals:

Created		Date: 4/5/2005
Approved	Millie Lekanidis, Records Coordinator	Date: 4/5/2005
Approved	Cliff Edgington, Records Officer	Date: 4/6/2005
Approved	Michael Hardenbrook, Record Administrator	Date: 5/24/2005
Approved	Martin Meeks, State Auditor	Date: 5/31/2005
Approved	Steve Gutgesell, State Archivist	Date: 6/14/2005

Notes:

Note Date	Note Description	User