



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

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Series
Authorization No: 10551018 **Agency:** AGO **Division:** HUMR **Section:** NA **Revision:** 1

Agency Series No.: 567-OAG-27 **Record Series Title:** Request for Accommodations- ADA

Record Series Description: Case files for agency employees covered by ADA.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 1 year after employee leaves payroll then destroy.		Shred

Approvals:

Created		Date: 12/7/2007
Approved	Cliff Edgington, Records Officer	Date: 12/7/2007
Approved	Michael Hardenbrook, Record Administrator	Date: 12/13/2007
Approved	Martin Meeks, State Auditor	Date: 12/14/2007
Approved	Steve Gutgesell, State Archivist	Date: 12/17/2007

Notes:

Note Date	Note Description	User
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