



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

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Series
Authorization No: 10551014 **Agency:** AGO **Division:** HUMR **Section:** NA **Revision:** 0

Agency Series No.: 567-OAG-35 **Record Series Title:** COMPUTER TRAINING FILES

Record Series Description: Registration forms, sign-in sheets, evaluations

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 1 year then destroy.		Trash

Approvals:

Created		Date: 8/2/2002
Approved	Sherrye Willis, Records Officer	Date: 8/2/2002
Approved	Michael Hardenbrook, Record Administrator	Date: 8/9/2002
Approved	Charles Arp, State Archivist	Date: 8/23/2002
Approved	Martin Meeks, State Auditor	Date: 8/23/2002

Notes:

Note Date	Note Description	User
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