



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

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**Series**  
**Authorization No.:** 10551342      **Agency:** AGO      **Division:** HUMR      **Section:** NA      **Revision:** 0

**Agency Series No.:** 567-OAG-47      **Record Series Title:** Emergency Contact Card  
**Record Series Description:** Cards used by office to contact person of employee's choice in the event of an emergency.  
**Agency Web Link:**

**Confidential Description**      **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	until superceded or obsolete (employee leaves service)		Shred

**Approvals:**

Created		Date: 7/29/2010
Approved	Pari Swift, Records Officer	Date: 7/29/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 8/4/2010
Approved	Martin Meeks, State Auditor	Date: 8/4/2010
Approved	Fred Previts, State Archivist	Date: 8/5/2010

**Notes:**

Note Date	Note Description	User