



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

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Series
Authorization No: 10551388 **Agency:** AGO **Division:** HUMR **Section:** NA **Revision:** 0

Agency Series No.: 567-OAG-48 **Record Series Title:** Applicant / Inactive Files

Record Series Description: Applicant materials such as civil service applications, resumes, letter of interest, reference materials, and any other documents that pertain to an applicant's work experience. These files are only for application material that does not reference specific job postings.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years		Shred
Machine Readable	2 years or until printed and filed		Delete

Approvals:

Created		Date: 11/12/2010
Approved	Pari Swift, Records Officer	Date: 11/12/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 12/7/2010
Approved	Martin Meeks, State Auditor	Date: 12/7/2010
Approved	Fred Previts, State Archivist	Date: 12/11/2010

Notes:

Note Date	Note Description	User