



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

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Series  
 Authorization No: 10551450      Agency: AGO      Division: HUMR      Section: NA      Revision: 0

Agency Series No.: 567-OAG-54      Record Series Title: **Benefit Files**  
 Record Series Description: All forms and paperwork that serve to document the benefits rights of AGO staff, including enrollment information, change in benefits forms, proof documents, and correspondence.  
 Agency Web Link:

Confidential Description      Vital Description

Social Security numbers and state employee home address (case law)

Media	Retention Period	Retention Justification	Method of Disposal
Paper	1 year after separation	information also entered in OAKS	Shred

**Approvals:**

Created		Date: 6/30/2011
Approved	Pari Swift, Records Officer	Date: 6/30/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 7/20/2011
Approved	Martin Meeks, State Auditor	Date: 7/20/2011
Approved	Fred Previts, State Archivist	Date: 7/29/2011

**Notes:**

Note Date	Note Description	User
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