



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

# View Schedule

- [Return to Welcome](#)
- [Schedule](#)
- [General Schedule List](#)
- [Search](#)
- [Agency/Division/Section List](#)
- [Login Help](#)
- [Site Map](#)
- [Search](#)
- [DAS Home](#)
- [State Home](#)
- [Agency Contacts](#)

Series Authorization No: 10551445      Agency: AGO      Division: HUMR      Section: NA      Revision: 0

Agency Series No.: 567-OAG-55      Record Series Title: Medical Records

Record Series Description: Medical records can include disability application, doctor notes, medical reports, supplemental information, childbirth leave records, and doctor's notes for accommodating temporary medical circumstances. Utilized to track medical leave approval, status and hours, to establish patterns of abuse, and to prove that the AGO is fulfilling its legal requirements in giving access to disability and FMLA benefits (does not include ADA or Workers Compensation records).

Agency Web Link:

Confidential Description      Vital Description

Some medical records may be confidential under 149.43

Media	Retention Period	Retention Justification	Method of Disposal
Paper	3 years from last instance		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
-----------	------------------	------