



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

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Series
 Authorization No: 10551451 Agency: AGO Division: HUMR Section: NA Revision: 0

Agency Series No.: 567-OAG-59 Record Series Title: Job Posting Files
 Record Series Description: Contains interview rater sheets, resumes, applications, position description, recommendation sheets, correspondence, job posting notices, closeout letters and other applicable information. Used to track who applies for positions and how the positions are filled.
 Agency Web Link:

Confidential Description Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years		Shred
Machine Readable	2 years (posting only in electronic format, not complete file)		Delete

Approvals:

Created		Date: 7/6/2011
Approved	Pari Swift, Records Officer	Date: 7/6/2011
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