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Series  
 Authorization No: 10551501      Agency: AGO      Division: HUMR      Section: NA      Revision: 0

Agency Series No.: 567-OAG-63      Record Series Title: Extern Files  
 Record Series Description: Documents pertaining to the employment of non-paid volunteers (externs) in the Attorney General's Office, which demonstrate proof of employment, work eligibility and verify experience. Includes proof of enrollment, civil service application, confidentiality statement, human resources information form, externship agreement, resume, paperwork required by the school (if applicable), and correspondence.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	1 year from start date		Recycle

Approvals:

Created		Date: 7/9/2012
Approved	Pari Swift, Records Officer	Date: 7/9/2012
Approved	Bunnie Jones, Record Administrator	Date: 8/3/2012
Approved	Martin Meeks, State Auditor	Date: 8/6/2012
Approved	Fred Previts, State Archivist	Date: 8/7/2012

Notes:

Note Date	Note Description	User
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