



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

View Schedule

<p>Return to Welcome Schedule</p> <ul style="list-style-type: none"> • New <ul style="list-style-type: none"> ○ Agency Specific ○ General • Pending(16) <ul style="list-style-type: none"> • General Schedule List <p>Disposal</p> <p>Search</p> <p>Agency/Division/Section List</p> <p>Login Help</p> <p>Site Map Search DAS Home State Home Agency Contacts</p>	<p>Series Authorization No: 10551568 Agency: AGO Division: HUMR Section: NA Revision: 0</p> <p style="text-align: right;">Record Series Title: Tuition Reimbursement and Educational Assistance</p> <p>Agency Series No.: 567-OAG-68 Records</p> <p>Record Series Description: All documentation, including reports related to requests, approval, denial and reimbursement of employee educational assistance (e.g., tuition reimbursement).</p> <p>Agency Web Link:</p> <hr/> <table border="1"> <thead> <tr> <th colspan="2">Confidential Description</th> <th colspan="2">Vital Description</th> </tr> </thead> <tbody> <tr> <td>Media</td> <td>Retention Period</td> <td>Retention Justification</td> <td>Method of Disposal</td> </tr> <tr> <td>Paper</td> <td>3 years</td> <td></td> <td>Shred</td> </tr> <tr> <td>Machine Readable</td> <td>3 years</td> <td></td> <td>Delete</td> </tr> </tbody> </table> <hr/> <p>Approvals:</p> <table border="1"> <tr> <td>Created</td> <td></td> <td>Date: 5/12/2015</td> </tr> <tr> <td>Approved</td> <td>Pari Swift, Records Officer</td> <td>Date: 5/12/2015</td> </tr> <tr> <td>Approved</td> <td>Bunnie Jones, Record Administrator</td> <td>Date: 5/13/2015</td> </tr> <tr> <td>Approved</td> <td>Martin Meeks, State Auditor</td> <td>Date: 5/14/2015</td> </tr> <tr> <td>Approved</td> <td>Fred Previts, State Archivist</td> <td>Date: 5/18/2015</td> </tr> </table> <hr/> <p>Notes:</p> <table border="1"> <thead> <tr> <th>Note Date</th> <th>Note Description</th> <th>User</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Confidential Description		Vital Description		Media	Retention Period	Retention Justification	Method of Disposal	Paper	3 years		Shred	Machine Readable	3 years		Delete	Created		Date: 5/12/2015	Approved	Pari Swift, Records Officer	Date: 5/12/2015	Approved	Bunnie Jones, Record Administrator	Date: 5/13/2015	Approved	Martin Meeks, State Auditor	Date: 5/14/2015	Approved	Fred Previts, State Archivist	Date: 5/18/2015	Note Date	Note Description	User			
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