



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

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Series
Authorization No: 10551634 **Agency:** AGO **Division:** HUMR **Section:** NA **Revision:** 0

Agency Series No.: 567-OAG-69 **Record Series Title:** Employee Identification Photographs

Record Series Description: Photographs used for employee ID badges and intranet. Records consist of employee at time of hiring or when their photo has been updated.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain until employee separates from the office or their photo is updated.		Delete

Approvals:

Created		Date: 11/21/2016
Approved	Nathan Owens, Records Coordinator	Date: 11/21/2016
Approved	Pari Swift, Records Officer	Date: 11/21/2016
Approved	Bunnie Jones, Record Administrator	Date: 11/28/2016
Approved	Fred Previts, State Archivist	Date: 11/29/2016
Approved	Martin Meeks, State Auditor	Date: 12/1/2016

Notes:

Note Date	Note Description	User
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