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Series Authorization No: 10551566 **Agency:** AGO **Division:** IA56 **Section:** **Revision:** 0

Agency Series No.: IA-OAG-04 **Record Series Title:** Internal Audit Working Papers

Record Series Description: Working papers identify the status and condition/operations for the purpose of internal reporting and making recommendations on corrective actions. They can include, but are not limited to, the final audit reports, audit programs (procedures applied to audit), narratives, process reviews, testing, work papers, supporting documentation and follow-up corrective action plan.

Agency Web Link:

Confidential Description	Vital Description
5 U.S.C. 552a (SS#), HIPPA, and possibly other information exempt by state or federal law.	

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain until scanned and saved electronically.		Shred
Machine Readable	Retain 5 years from issuing of the Final Audit Report.		Delete

Approvals:

Created		**Date: 3/2/2015**
Approved	**Pari Swift, Records Officer**	**Date: 3/2/2015**
Approved	**Bunnie Jones, Record Administrator**	**Date: 3/11/2015**
Approved	**Martin Meeks, State Auditor**	**Date: 3/12/2015**
Approved	**Fred Previts, State Archivist**	**Date: 4/1/2015**

Notes:

Note Date	Note Description	User