



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

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**Series**  
**Authorization No:** 10551268      **Agency:** AGO      **Division:** IA56      **Section:**      **Revision:** 0

**Agency Series No.:** IA-oag-02      **Record Series Title:** Special Consulting Projects  
**Record Series Description:** Projects look at smaller processes/functions in response to executive/management request for information rather than performing a normal, full-scale internal audit. Contains memo outlining understanding of purpose, limited tests and work papers, recommended follow-up actions of an advisory nature. (Smaller scale than that which is documented in Internal Audit Working Papers (IA-oag-03) done on request, not on a regular basis.)

**Agency Web Link:**

**Confidential Description**      **Vital Description**

could contain various information considered exempt per ORC 149.43 or other specific sections of ORC relating the section being reviewed.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	4 years from completion		Shred
Machine Readable	4 years from completion		Delete

**Approvals:**

Created		Date: 9/15/2009
Approved	Pari Swift, Records Officer	Date: 9/15/2009
Approved	Michael Hardenbrook, Record Administrator	Date: 9/16/2009
Approved	Fred Previts, State Archivist	Date: 9/18/2009
Approved	Martin Meeks, State Auditor	Date: 9/18/2009

**Notes:**

Note Date	Note Description	User
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