



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

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Series
Authorization No: 10551345 **Agency:** AGO **Division:** L566 **Section:** NA **Revision:** 0

Agency Series No.: 566-oag-6 **Record Series Title:** Library Acquisitions Files

Record Series Description: Documents pertaining to the acquisition of library materials and online resources, including but not limited to the library acquisition request form, communications between staff and/or publishers, and special orders.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	2 years		Delete
Paper	until converted to electronic format		Recycle

Approvals:

Created		Date: 8/24/2010
Approved	Pari Swift, Records Officer	Date: 8/24/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 8/26/2010
Approved	Martin Meeks, State Auditor	Date: 9/2/2010
Approved	Fred Previts, State Archivist	Date: 9/9/2010

Notes:

Note Date	Note Description	User
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