



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

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Series
Authorization No: 10551565 **Agency:** AGO **Division:** L566 **Section:** NA **Revision:** 0

Agency Series No.: 566-OAG-8 **Record Series Title:** Section Library Requests

Record Series Description: Research requests from AGO sections to the AGO library for assistance on research, citations, bibliographic instruction, library setup, or advice. These files include, but are not limited to, the initial section request, the library's response, and any research or information gathered to answer a request. [If research rises to the level of having continuing value as a resource for the office, then the research will be maintained in the PDF library under a different retention schedule. If a request is related to a long term project, the responses and research collected for the project will be maintained with the project file under a different retention schedule.]

Agency Web Link:

Confidential Description

Vital Description

Some requests concern providing password information such as to accounts in Westlaw or Lexis Nexis.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 6 months after completion of the request.		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
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