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Series
Authorization No: 10551410 **Agency:** AGO **Division:** SO77 **Section:** NA **Revision:** 0

Agency Series No.: 77-OAG-31 **Record Series Title:** Responses: Informal Opinions, Advisory Letters, Memoranda

Record Series Description: Written guidance, counsel, or information based on questions of law posed. Advisory letters and memoranda serve to provide information about the law and enable the requestor to draw the conclusion. Informal opinions may contain more definitive answers leading to guidance. Unlike Formal Opinions (77-OAG-30), these can be issued as privileged attorney/client communications. Files may contain request, response, correspondence, attachments or pertinent references that are included with the response.

Agency Web Link:

Confidential Description **Vital Description**

If the response goes to a client of the AGO, it is an attorney/client privileged communication.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Permanent	Unlike Formal Opinions, Informal Opinions are not published. They are, however, administratively and historically valuable to document what decisions were based on at any given time.	Permanent
Machine Readable	Until no longer of administrative value		Delete

Approvals:

Created		Date: 2/1/2011
Approved	Pari Swift, Records Officer	Date: 2/1/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 2/15/2011
Approved	Fred Previts, State Archivist	Date: 2/15/2011
Approved	Martin Meeks, State Auditor	Date: 2/16/2011

Notes:

Note Date	Note Description	User
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