



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

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Series Authorization No: 10551216 Agency: AGO Division: OC65 Section: NA Revision: 0

Agency Series No.: 65-OAG-36 Record Series Title: Lease Records of Lands or Buildings

Record Series Description: Signed leases for task forces.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 2 years after expiration of lease, then destroy.		Shred

**Approvals:**

Created		Date: 12/5/2007
Approved	Cliff Edgington, Records Officer	Date: 12/5/2007
Approved	Michael Hardenbrook, Record Administrator	Date: 12/12/2007
Approved	Martin Meeks, State Auditor	Date: 12/14/2007
Approved	Steve Gutgesell, State Archivist	Date: 12/17/2007

**Notes:**

Note Date	Note Description	User