



View Schedule

[Return to Welcome](#)

Schedule

- [New](#)
 - [Agency Specific](#)
 - [General](#)
- [Pending\(16\)](#)
- [General Schedule List](#)

[Disposal](#)

[Search](#)

[Agency/Division/Section List](#)

[Login](#)
[Help](#)

- [Site Map](#)
- [Search](#)
- [DAS Home](#)
- [State Home](#)
- [Agency Contacts](#)

Series
 Authorization No: 10551509 Agency: AGO Division: SC89 Section: NA Revision: 0

Agency Series No.: 89-OAG-14 Record Series Title: Firm Files
 Record Series Description: Files compiled and used to make decisions on hiring outside counsel firms. Can included, but are not limited to: completed request for qualifications (RFQ) and firm biographies, affidavit of eligibility, declaration of material assistance (DMA), affirmative action plan verification (AAPV), W-9 and vendor ID form, as well as conflict waivers, correspondence, and quarterly status reports.

Agency Web Link:

Confidential Description Vital Description

Quarterly status reports could contain some attorney/client privilege portions

Media	Retention Period	Retention Justification	Method of Disposal
Paper	4 years or until saved electronically		Shred
Machine Readable	4 years		Delete

Approvals:

Created		Date: 10/3/2012
Approved	Pari Swift, Records Officer	Date: 10/3/2012
Approved	Bunnie Jones, Record Administrator	Date: 10/17/2012
Approved	Martin Meeks, State Auditor	Date: 10/23/2012
Approved	Fred Previts, State Archivist	Date: 10/23/2012

Notes:

Note Date	Note Description	User
-----------	------------------	------

