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Series
 Authorization No: 10551512 Agency: AGO Division: SC89 Section: NA Revision: 0

Agency Series No.: 89-OAG-18 Record Series Title: Appointment Letters
 Record Series Description: Letters appointing outside counsel for special counsel work. These letters have not been created since 2008 and were decorative. They did not serve as the official appointment of special counsel.

Agency Web Link:

Confidential Description Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper		One-Time Disposal of Obsolete Records: these letters are no longer created and hold no value to the office since these are decorative copies. The official appointment is the assignment letter within the Client File.	Recycle

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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
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