



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

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**Series**  
**Authorization No:** 055-0621      **Agency:** AGO      **Division:** P562      **Section:** NA      **Revision:** 1

**Agency Series No.:** 562-OAG-01      **Record Series Title:** MAIL LOG

**Record Series Description:** Record of incoming mail for section.

**Agency Web Link:**

**Confidential Description**      **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain two years, then destroy.		Erase
Paper	Retain two years, then destroy.		Wastepaper

**Approvals:**

<b>Created</b>		<b>Date:</b> 7/10/2003
<b>Approved</b>	Sherrye Willis, Records Officer	<b>Date:</b> 7/10/2003
<b>Approved</b>	Michael Hardenbrook, Record Administrator	<b>Date:</b> 7/11/2003
<b>Approved</b>	Charles Arp, State Archivist	<b>Date:</b> 9/2/2003
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 9/2/2003

**Notes:**

Note Date	Note Description	User

