



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

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[State Home](#)  
[Agency](#)  
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**Series**  
**Authorization No:** 055-0644      **Agency:** AGO      **Division:** P562      **Section:** NA      **Revision:** 1

**Agency Series No.:** 562-OAG-02      **Record Series Title:** Schedule File  
**Record Series Description:** Contains invitations, correspondence, certificates (such as of attendance and appreciation), briefing materials, and weekly schedules of apperances to be made by the Attorney General his/herself.

**Agency Web Link:**

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

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain in office for 1 year, transfer to Records Center for 4 years, then destroy.		Wastepaper

**Approvals:**

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

**Notes:**

Note Date	Note Description	User

