



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

View Schedule

[Return to Welcome](#)

Schedule

- [General Schedule List](#)

[Search](#)

[Agency/Division/Section List](#)

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

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

Series
Authorization No: 055-0645 **Agency:** AGO **Division:** P562 **Section:** NA **Revision:** 1

Agency Series No.: 562-OAG-04 **Record Series Title:** Project File

Record Series Description: One file by subject containing correspondence, projects or projects ideas, information/reference materials, media materials (such as news releases, news clips, announcements, reports, etc.), and briefing materials.

Agency Web Link:

Confidential Description **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper		Retain in office until no longer of importance to the administration then transfer to State Records Center for 4 years, have reviewed by archives, then destroy.	Wastepaper

Approvals:

Created		Date: 7/10/2003
Approved	Sherrye Willis, Records Officer	Date: 10/1/2003
Approved	Michael Hardenbrook, Record Administrator	Date: 10/2/2003
Approved	Martin Meeks, State Auditor	Date: 10/17/2003
Approved	Steve Gutgesell, State Archivist	Date: 10/17/2003

Notes:

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

