



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

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Series
Authorization No: 10551191 **Agency:** AGO **Division:** P562 **Section:** NA **Revision:** 1

Agency Series No.: 562-OAG-9 **Record Series Title:** BOARDS AND COMMISSIONS

Record Series Description: Meeting minutes and personal notes from meetings.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain until the end of term have reviewed by State Archives prior to destroying.	Originals are kept at Board or Commission.	Trash
Machine Readable	Retain until the end of term then destroy.	Originals are kept at Board or Commission.	Delete

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

