



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

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Series
Authorization No: 10551126 **Agency:** AGO **Division:** P562 **Section:** NA **Revision:** 1

Agency Series No.: 562-OAG-27 **Record Series Title:** CORRESPONDENCE

Record Series Description: Letters to and from legislators

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 4 years, have reviewed by State Archives prior to destroying.		Trash
Machine Readable	Retain 4 years, have reviewed by State Archives prior to destroying.		Delete

Approvals:

Created		Date: 12/3/2002
Approved	Sherrye Willis, Records Officer	Date: 12/3/2002
Approved	Michael Hardenbrook, Record Administrator	Date: 12/10/2002
Approved	Charles Arp, State Archivist	Date: 12/17/2002
Approved	Martin Meeks, State Auditor	Date: 12/17/2002

Notes:

Note Date	Note Description	User

