



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

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**Series**  
**Authorization No:** 10551128      **Agency:** AGO      **Division:** P562      **Section:** NA      **Revision:** 3

**Agency Series No.:** 562-OAG-28      **Record Series Title:** CONSTITUENT FILES  
**Record Series Description:** Includes constituent communications (i.e., letters, faxes & email); staff responses/referrals; and constituent communications having been forwarded to the AG's office by the Governor's office or other public agencies.

**Agency Web Link:**

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

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Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 2 years then destroy.		Shred
Machine Readable	Retain 2 years then destroy.		Delete

**Approvals:**

<b>Created</b>		<b>Date:</b> 9/9/2008
<b>Approved</b>	Rhonda Thompson, Records Coordinator	<b>Date:</b> 9/9/2008
<b>Approved</b>	Cliff Edgington, Records Officer	<b>Date:</b> 9/10/2008
<b>Approved</b>	Michael Hardenbrook, Record Administrator	<b>Date:</b> 9/10/2008
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 9/10/2008
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 9/17/2008

**Notes:**

Note Date	Note Description	User

