



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

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**Series**  
**Authorization No:** 10550838      **Agency:** AGO      **Division:** PU88      **Section:** NA      **Revision:** 0

**Agency Series No.:** 88-OAG-1      **Record Series Title:** Press releases

**Record Series Description:** Press releases re: news about office initiatives since '95.

**Agency Web Link:**

**Confidential Description**

**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 4 years then destroy.		Shred
Machine Readable	Retain 4 years then destroy.		Delete

**Approvals:**

<b>Created</b>		<b>Date:</b> 1/9/2002
<b>Approved</b>	Sherrye Willis, Records Officer	<b>Date:</b> 1/9/2002
<b>Approved</b>	Michael Hardenbrook, Record Administrator	<b>Date:</b> 1/10/2002
<b>Approved</b>	Charles Arp, State Archivist	<b>Date:</b> 2/11/2002
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 2/11/2002

**Notes:**

Note Date	Note Description	User

