



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

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Series Authorization No: 10550827 Agency: AGO Division: PU91 Section: NA Revision: 1

Agency Series No.: 91-OAG-15 Record Series Title: Personnel Matters
 Record Series Description: Working copies of client(PUCO) and section(AG) personnel cases and issues files. Some matters are referred to the Employment Law Section.
 Agency Web Link:

Confidential Description	Vital Description
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Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain for two years, then destroy.		Shred
Machine Readable	Retain for two years, then destroy.		Erase

Approvals:

Created		Date: 12/4/2007
Approved	Kim Keeton, Records Coordinator	Date: 12/4/2007
Approved	Cliff Edgington, Records Officer	Date: 12/19/2007
Approved	Michael Hardenbrook, Record Administrator	Date: 1/2/2008
Approved	Martin Meeks, State Auditor	Date: 1/2/2008
Approved	Fred Previts, State Archivist	Date: 3/26/2008

Notes:

Note Date	Note Description	User