



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

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- [Return to Welcome](#)
- [Schedule](#)
- [General Schedule List](#)
- [Search](#)
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- [Login Help](#)
- [Site Map](#)
- [Search](#)
- [DAS Home](#)
- [State Home](#)
- [Agency Contacts](#)

Series
 Authorization No: 055-0043 Agency: AGO Division: PU91 Section: NA Revision: 2

Agency Series No.: PUC-OAG-12 Record Series Title: PAYROLL FILES
 Record Series Description: Copies of payroll records of employees of the Public Utilities section of the Attorney General's office including: time sheets, absenteeism record, compensatory time, etc. The originals are kept in data center of the PUCO formerly OAG-PUCO-13

Agency Web Link:

Confidential Description	Vital Description
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Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain in office for two years, then destroy.		Wastepaper

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	Jelain Chubb, State Archivist	Date: 3/12/2008

Notes:

Note Date	Note Description	User