



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

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Series
 Authorization No: 10550934 Agency: AGO Division: PURC Section: NA Revision: 0

Agency Series No.: 561-Pur-1 Record Series Title: Credit card logs and receipts

Record Series Description: Payment card logs and receipts.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain for 3 years then destroy.		Trash

Approvals:

Created		Date: 1/9/2002
Approved	Sherrye Willis, Records Officer	Date: 2/26/2002
Approved	Michael Hardenbrook, Record Administrator	Date: 2/28/2002
Approved	Charles Arp, State Archivist	Date: 3/5/2002
Approved	Martin Meeks, State Auditor	Date: 3/5/2002

Notes:

Note Date	Note Description	User
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