



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

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Series Authorization No: 10551393 Agency: AGO Division: RIMS Section: Revision: NA

Agency Series No.: GAR-RR-02 Record Series Title: Records Inventory & Analysis Worksheet
 Record Series Description: Used for conducting an inventory of an agency's record series. Requests vital information to be used in determining the retention period and disposition of a record.
 Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Unknown	Retain until superseded by an updated inventory or until record series is no longer created, then destroy.		Unknown

Approvals:

Approved Pari Swift, Records Officer Date: 1/12/2011
 Created Pari Swift, Records Officer Date: 1/12/2011

Notes:

Note Date	Note Description	User