



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

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Series
Authorization No: 10551549 **Agency:** AGO **Division:** RIMS **Section:** **Revision:** 0

Agency Series No.: RM-AGO-03 **Record Series Title:** iManage Workspace Requests
Record Series Description: These are requests to Records Management concerning the creation and maintenance of workspaces within the document management system. Requests can concern the creation, metadata editing, closing, or deletion of a workspace.

Agency Web Link:

Confidential Description **Vital Description**

Sometimes the mere existence of a case is confidential by various section statutes. If these are ever requested, they should undergo legal review.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain for 1 year		Delete

Approvals:

Created		Date: 5/29/2014
Approved	Pari Swift, Records Officer	Date: 5/29/2014
Approved	Bunnie Jones, Record Administrator	Date: 6/6/2014
Approved	Martin Meeks, State Auditor	Date: 6/10/2014
Approved	Fred Previts, State Archivist	Date: 6/10/2014

Notes:

Note Date	Note Description	User