



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

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[State Home](#)  
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**Series**  
**Authorization No:** 10551354      **Agency:** AGO      **Division:** WC60      **Section:** NA      **Revision:** 0

**Agency Series No.:** 60-oag-24      **Record Series Title:** General Services Shipping Log  
**Record Series Description:** Form used to track when boxes are sent, via general services, to a regional office. Form includes section assigned box number, date sent and regional office sent to.

**Agency Web Link:**

**Confidential Description**

**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	6 months		Recycle

**Approvals:**

Created		Date: 9/17/2010
Approved	Pari Swift, Records Officer	Date: 9/17/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 9/21/2010
Approved	Martin Meeks, State Auditor	Date: 9/21/2010
Approved	Fred Previts, State Archivist	Date: 9/27/2010

**Notes:**

Note Date	Note Description	User
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