**ELECTRONIC RECORDS SERIES LIST**

**Agency Name:**

**System:**

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| **FROM RECORDS RETENTION SCHEDULE** | **TYPE OF RECORD** | **ARCHIVES USE ONLY** |
| **PAGE #** | **ITEM #** | **RECORD SERIES TITLE** | **TOTAL RETENTION PERIOD** | **BORN-DIGITAL** | **IMAGED** | **APPROVED** | **DENIED** |
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**\*Note: You may attach a spreadsheet if more space is needed.**

**Archive Use Only**

Item number(s) and reason(s) for denial of approval:

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Agency Approval / Date Signed Secretary of State, State Archives & Records Services / Date Approved