**File Plan**

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| **Agency** |  |
| **Division** |  | **Section** |  | **Branch** |  |

| **Records Series** | **Records Creator** | **Records Owner**(if record copy is transferred within the agency) | **Media** (Paper, Electronic, Scanned) | **Required Retention** | **Location(s) of Records** |
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| **P** | **E** | **S** |
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