



DAVE YOST

OHIO ATTORNEY GENERAL

Civil Rights Records Retention Schedules

The table below list records retention schedules for the Ohio Attorney General’s Office that have been approved by the Department of Administrative Services (DAS), State Archives, and Auditor of State. To view the official agency retention schedules, please go to the [Ohio Government Records Database](#). **Disclaimer:** If you have any issues reading this document, please feel free to [Contact Us](#) and we will try to provide an accessible version.

Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Method of Disposal	Date Schedule Approved
Constituent Inquiries	70-OAG-48 10551620	Correspondence of a general nature from individuals, companies & organizations seeking information, direction, assistance or referral to appropriate entities, most often outside the Attorney General’s Office			Electronic - 4 years. Paper – 4 years or until saved electronically.		Electronic - Delete Paper – Shred	9/22/2016



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Ohio Civil Rights Commission Meeting Files	70-OAG-49 10551631	Memo & agenda items, including draft order, summary of cases, and legal recommendation for disposition of case, prepared by AGO to inform the Ohio Civil Rights Commission (OCRC) of items for its agenda at commission meetings. Provides the OCRC with the information it needs to vote to close a case. Also contains but is not limited to, copies of investigatory probable cause cases from the OCRC, written complaints by the AGO civil rights section on cases, OCRC confirmation agenda and other materials for the commission meeting, as well as minutes from OCRC meetings.	Attorney/Client Privilege		Electronic – Retain for 3 years. Paper – Retain for 3 years unless scanned and saved electronically.		Electronic – Delete Paper – Shred	12/1/2016