ANDY WILSON
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
Ohio Civil Rights Commission Meeting Files	70-OAG-49 10551631	Memo and agenda items, including draft order, summary of cases, and legal recommendation for disposition of case, prepared by the Attorney General's Office (AGO) to inform the Ohio Civil Rights Commission (OCRC) of items for its agenda at commission meetings; providing the OCRC with the information it needs to vote to close cases. Records include, but are not limited to, copies of investigatory probable cause cases from the OCRC, written case complaints by the AGO, OCRC confirmation agenda and other materials for the commission meeting, AGO recommendations to the OCRC, and internal correspondence.	Contains attorney / client privileged materials and attorney work product (ORC 149.43).		Electronic – Retain for 3 years. Paper – Retain for 3 years. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Shred	8/17/2026