ANDY WILSON
OHIO ATTORNEY GENERAL

Constituent Services 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	CON-AGO-01 10551460	Inquiries from individuals, companies, or organizations seeking direction, assistance, or referral to appropriate entities within the Ohio Attorney General's Office (AGO). Records include, but are not limited to, the initial inquiry received by mail, email, form, or call, any associated documentation provided by the constituent, and correspondence with the AGO.			Electronic– 4 years from the receive date, unless the inquiry is still open. Paper – 6 months after scanning.		Electronic - Delete Paper – Shred	8/26/2026