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Constitutional Offices 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
Articles of Incorporation Review Files	86-OAG-51 10551553	ORC 1724.04 & 1726.03 require AGO to review Articles of Incorporation, or amendments, pertaining to Community Improvement Corp (ORC 1724.04), Development Corporations (ORC 1726.03), or County Land Reutilization Corp. (ORC 1724.04) to ensure consistency with state and federal laws. Files include, but not limited to, correspondence from Secretary of State (SOS) asking for AGO review, the article to be reviewed, amendments if applicable, and AGO findings letter to the SOS.			Electronic – 5 years. Paper – Until scanned and saved to document management system.		Electronic – Delete Paper – Recycle	9/17/2014

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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
Public Records Request Inquiries Logs	86-OAG-54 10551570	Logs of public records request inquiries to the Ohio Attorney General's Office (AGO) to track the notice of and response to the requests. Information includes, but is not limited to, requestor details, date request received and completed, subject of the request, and the AGO staff assigned to complete the request.	May contain attorney/client privileged information (ORC 149.43).		Electronic – Retain 3 years from end of calendar year.		Electronic – Delete	12/1/2023

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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
Ballot Initiatives and Referendum Petitions	86-OAG-57 10551788	Initiative and referendum petitions related to the Ohio Attorney General's Office (OAG) responsibilities set forth in ORC 3519.01. Records include, but are not limited to, petitions submitted by petitioners, forms issued by OAG to the County Board of Elections (BOE) to report the number of valid signatures and the County BOE responses thereto, rejection notification correspondence, legal memos and research, recommendations to Attorney General, and correspondence related to the petition.	Some attorney/client privilege and attorney work product (ORC 149.43).	Petition materials, such as the signatures, may be only copy in existence.	Electronic – Retain 2 years from certification, rejection, or withdrawal. Official certification letter retained under 86-OAG-58 schedule. Have reviewed by State Archives before destroying petition materials. Paper – Retain 2 years from certification, rejection, or withdrawal. Official certification letter retained under 86-OAG-58 schedule. Have reviewed by State Archives before destroying petition materials.	Once language is certified, there is no statute of limitations for appearing on ballot. The certification letter is what is necessary, not petition materials, for any sort of challenges.	Electronic – Delete Paper – Shred	9/20/2021

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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
Ballot Petitions and Referendum Certification Letters	86-OAG-58 10551789	Certification letters for ballot initiatives and referendums related to the Ohio Attorney General's Office (OAG) responsibilities set forth in ORC 3519.01.			Electronic – Retain 15 years from certification. Paper – Retain 15 years from certification, unless scanned and saved electronically.	Once language is certified, there is no statute of limitations for appearing on ballot. Certification, matter to be referred, and fair and truthful language is what must be retained, not the other petition materials.	Electronic – Delete Paper – Shred	9/20/2021

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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
Community Improvement Corporations Article Reviews	86-OAG-59 10551797	Per ORC 1724.04, the Ohio Attorney General's Office will review the articles for incorporation of any community improvement corporation forwarded by the Secretary of State's Office to verify if they are consistent with the law and constitution. Records include, but are not limited to, internal and external correspondence related to the submission.	May contain attorney/client privilege material (ORC 149.43).		Electronic – Retain 1 year after making determination for the Secretary of State's Office. Paper – Retain 1 year after making determination for the Secretary of State's Office. Dispose immediately if scanned and saved electronically.		Electronic – Delete Paper - Shred	4/4/2022

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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
Adult Entertainment Establishment Advice	86-OAG-60 10551796	Under Ohio law, such as ORC 503.52 and 715.55, the Ohio Attorney General's Office will provide legal guidance and assistance upon request to develop resolution and/or local ordinances regarding the operation of adult entertainment establishments. Records include, but are not limited to, internal and external correspondence related to the submission.	May contain attorney/client privilege material and attorney work product (ORC 149.43).		Electronic – Retain 5 years after providing advice and/or draft resolution. Paper – Retain 5 years after providing advice and/or draft resolution. Dispose immediately if scanned and saved electronically.		Electronic – Delete Paper – Shred	4/4/2022