ANDY WILSON
OHIO ATTORNEY GENERAL

Correctional Facility Inspection 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
Correctional Facility Inspection Files	CFI-OAG-01 10551825	Per ORC 109.39 the Ohio Attorney General's Office (AGO) will inspect state, local, private, and youth services correctional institutions to evaluate the inmate grievance procedures, compliance reports on meal requirements, rehabilitative or educational programs, and any other compliance area deemed appropriate. Records included, but are not limited to, inspection checklists, supporting documents attained during inspection, facility inspection reports, and correspondence.			Electronic – Retain reports for 5 years. Any supporting documentation can be destroyed after 1 year. Paper – Retain reports for 5 years. Any supporting documentation can be destroyed after 1 year. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Shred	11/10/2025