



Court of Claims Defense 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
Administrative Docket Settlements	72-OAG-23 10550901	Copies of settlement documents of uncontested Court of Claims administrative docket cases			Paper – Retain one year in section, then transfer to State Records Center for two years, then destroy.		Paper – Wastepaper	3/1/2002
Client Audit Reports	72-OAG-24 10550900	Reports to clients pending cases and amount of possible judgments.			Paper – Retain two years in section, then transfer to State Records Center for three years, then destroy.		Paper – Wastepaper	3/1/2002