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OHIO ATTORNEY GENERAL

Education 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
Memoranda of Understanding for Campus Counsel	82-OAG-12 10551263	The Memoranda of Understanding (MOU) for Campus Counsel documents the provision of legal services, including cross-designation of in-house legal counsel for universities and colleges as assistant attorneys general by the Ohio Attorney General's Office (AGO). Records include, but are not limited to, the AGO MOU with the university or college.		MOUs may be only copies existing.	Electronic – Retain 1 year after MOU superseded or terminated. Paper – Retain 1 year after MOU superseded or terminated.		Electronic – Delete Paper – Shred	10/28/2024

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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
Appointment Letters	82-OAG-17 10551247	Pursuant to memorandum of understanding, letters confirm cross-designation of in-house legal counsel for universities and colleges as assistant attorneys general by the Ohio Attorney General's Office (AGO). Records include, but are not limited to, letters signed by the Ohio Attorney General that are sent to university or college president or university counsel.			Electronic – Until in-house counsel separates from position as an assistant attorney general.		Electronic – Delete	10/28/2024