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Finance 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
Discretionary Grant Awards	FIN-03 10551548	Records documenting grants awarding from settlements in which Attorney General's Office (AGO) has responsibility for distributing funds. Records can include, but are not limited to, grant applications and supporting documentation, notification letters, reports, stakeholders associations, correspondence, and copies of agreements.			Electronic – 3 years from the end date of grant agreement, provided audited. Paper – 3 years from the end date of grant agreement, provided audited.		Electronic – Delete Paper – Shred	5/28/2014

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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
Independent Contractor Acknowledgement Form	FIN-04 10551567	Form sent from Business Counsel section to independent contractors or non-public employees hired by the AGO for contracted work informing them that they are not eligible for Ohio Public Employees Retirement (OPERS) account during their contracted work. A redacted version of the form is made and sent to the Ohio DAS by the finance section and both the original and redacted versions of the form are maintained by Finance section. Form also referred to as the "look forward" form.	Social Security numbers or Tax Identifiable Numbers (TIN) are found on the form.		Electronic – 5 years from date services began, provided audited.	ORC 145.038 "Acknowledgement of Independent Contractor Status".	Electronic – Delete	4/29/2015

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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
Revenue Receipts	FIN-05 10551615	Used to deposit and record revenue receipts from any known revenue source. Records include, but are not limited to, deposit slips and their supporting documentation.			Electronic – 4 years provided audited. Paper – 4 years provided audited unless saved electronically.		Electronic – Delete Paper – Shred	8/18/2016

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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
Budgets and Related Materials	FIN-06 10551622	Records documented the preparation of the offices' budget request to the Office of Budget Management (OBM) as well as the planned distribution of funds to the office's section. Records include, but are not limited to: documents pertaining to the agency budget; budget narratives, expenditure justification; executive budget proposals; spending authority adjustments; OBM reports that reference appropriations; internal development of each biennium/annual budget; divisional budget analysis; and other materials relating to specific budget issues during the biennium.			Electronic – 3 years from the start of the fiscal year, then destroy provided audited by Auditor of State and audit report is released. Paper – 3 years from the start of the fiscal year, then destroy provided audited by Auditor of State and audit report is released, unless saved electronically.		Electronic – Delete Paper – Shred	9/22/2016

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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
Warrant Documentation	FIN-07 10551616	Records documenting the reissuing of a voided warrant due to age, cancellation of a warrant due to error, and stop payment to cancel a warrant and close liability. Records include, but are not limited to, the completed forms requesting the reissuing, canceling, or stopping releasing of warrant.	Account information, check numbers, maybe PII.		Electronic – 4 years provide audited. Paper – 4 years provided audited unless saved electronically.		Electronic – Delete Paper – Shred	8/18/2016

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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
Vouchers and Expenditure Documents	FIN-08 10551617	Documents authorizing payment of an invoice for goods and/or services received and contain information about payments made, such as author, vendor, agency, goods/services being purchased, as well as backup documentation. Records include, but are not limited to, signature of authority forms, sheriff subsidies, prompt pay reports, payroll reports, allocations, and child Abuse Protection Program (CAP) reimbursements.			Electronic – 4 years provided audited. Paper – 4 years provided audited unless saved electronically.		Electronic – Delete Paper – Shred	8/18/2016

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
Petty Cash Records	FIN-09 10551618	Records that document the review and reconciliation process authorized by Ohio Office of Budget and Management (OBM) for smaller business expenses paid by AGO employees. Records include, but are not limited to, information on in-state and out of state travel, reconciliation process, petty cash requests, back up requests, and quarterly reports submitted to OBM.	Payment information, account information (ORC 149.43 & .45).		Electronic – Retain 2 years provided audited. Paper – Retain 2 years provided audited unless saved electronically.		Electronic – Delete Paper – Shred	8/18/2016
Purchase Orders & Related Documents	FIN-10 10551624	Records document the purchase and payment for goods and/or services. Records include, but are not limited to, backup and supporting documents like requests to purchases (RPTs), information captured in the RPT system, print request orders (PROs), and findings for recovery.			Electronic – Retain 4 years provided audited. Paper – Retain 4 years provided audited unless saved electronically.		Electronic – Delete Paper – Shred	9/22/2016

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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
Accounts Receivables	FIN-11 10551623	Records documenting the tracking of outstanding invoices for state agencies or vendors paid through inter-state transfer vouchers. Records include, but not limited to, invoices and supporting documentation regarding such things like payroll or travel costs.			Electronic – Retain 4 years, provided audited. Paper – Retain 4 years, provided audited, unless saved electronically.	If not paid within a year, the debt and supporting documentation are turned over to collections and became a collections account (ORC 131.02 debt can be turned over 45 days).	Electronic – Delete Paper – Shred	9/22/2016

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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
Indirect Cost Plans	FIN-12 10551685	Documents submission of calculated indirect cost plans for federal government review in order to allow use of grant funding for agency programs or billing client agencies for attorney general work. Records include, but are not limited to, expense reports for review, organizational charts, indirect cost plan, and approval/denial from federal government for use of funds.			Electronic – Retain 3 years, provided audited.		Electronic – Delete	6/21/2018

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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
Court Order Settlement Funds	FIN-13 10551686	Records concerning settlement funds held outside of State Treasury Fund by Ohio Attorney General's Office (AGO) and any relating transactions concerning these funds per ORC 109.111. Records include, but not limited to, reconciliations between funds or office, payments from funds, agreements concerning the funds received, and copy of check(s).	Account information, recipient banking information (ORC 149.43).	Records are only copy of information on funds.	Electronic – Until settlement fund depleted, provided audited.		Electronic – Delete	6/21/2018

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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
IRS 1098-F Reporting	FIN-14 10551802	Per 26 USC 6050X and 26 CFR 1.6050X-1, the Ohio Attorney General's Office (OAG) will submit to the Internal Revenue Service (IRS) information concerning any suits, orders, or agreements that become binding at or over a threshold amount of $50,000. Information includes, but is not limited to, filer details, payer details, and the specific fines, penalties, and other amounts concerning the settlement or judgment.	Portions may be confidential by state or federal law, such as SSN (ORC 1347).		Electronic – Retain 4 years provided available for current audit.		Electronic – Delete	2/24/2023

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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
Printing Request Orders	GAR-OES-12 10551774	Used to submit specification for a printing job to State Printing and to encumber the dollars needed for the job. Includes agency contact information, account, and product specification (i.e. page size, ink and color options, finishing).			Unknown – Retain until audited by State Auditor, audit report is released and all discrepancies are resolved, then destroy.		Unknown – Unknown	4/2/2021

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Business Counsel Unit Records Retention Schedules

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
Client Contract Review Files	561-BsC-10 10551480	Documents relating to the review of contracts between clients of the Ohio Attorney General's Office (AGO) and third-parties to ensure the terms of the contract and protect/defend the client should a breach of contract or accusation occur. Records include, but are not limited to, RFPs and responses, draft contracts and/or amendments, and correspondence with the client agency.	Possibly contains attorney/client privilege and attorney work product protected by ORC 149.43.		Electronic – 6 years from execution of contract or approval as to form. Paper – 6 years from execution of contract or approval as to form. If scanned and saved electronically, dispose of paper immediately.	Per ORC 2305.06, statute of limitations on an action upon a specialty or an agreement, contract, or promise in writing shall be brought within six years after the cause of action accrued. So while the officially signed contract will stay with the client agency, the AGO will have attorney work product that may be necessary for legal defense.	Electronic – Delete Paper – Shred	10/14/2026

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
Client Litigation Risk Files	561-BsC-11 10551602	Annual financial report requested by OBM for the state Auditor re the material loss contingencies arising from pending or threatened litigation and from un-asserted claims and assessments (over $10 million) against the AGO or its client agencies. Includes letter from OMB, AGO reporting forms on clients, responses from clients, correspondence requesting information and the final reporting to the State Auditor with any follow-up reporting they may request.	Attorney/Client privilege		Electronic – 1 year after submitting.		Electronic – Delete	3/8/2016
Vendor Performance Reviews	561-BsC-12 10551682	Documents vendor performance for possible future reference by sections of the office for seeking purchase or goods and services. Includes vendor performance review form & possible vendor response			Electronic – 5 fiscal years.	Provides several years' worth of vendor performance for sections of office to review when seeking purchase of good and services.	Electronic – Delete	4/26/2018

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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
Contracts and Related Documents	561-BsC-13 10551759	Contracts concerning the purchase of goods and/or services for the Ohio Attorney General's Office (AGO) and outside clients including colleges, universities, and state agencies. Records include, but are not limited to, contracts, contract amendments, contract encumbrances, bidding information, complaints to vendor, requests to purchase (RTP) and response, real estate records, licenses, grants, non-disclosure agreements, and service-level agreements preceding development contract ends.	Possibly contains attorney/client privilege and attorney work product protected by ORC 149.43.		Electronic – Retain 8 years from end of contract. Paper – Retain 8 years from end of contract, unless scanned and saved electronically.	Per ORC 2305.06, statute of limitations on an action upon a specialty or an agreement, contract, or promise in writing shall be brought within eight years after the cause of action accrued.	Electronic – Delete Paper – Shred	3/17/2020

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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
Loan, Bond and Finance Issuance Opinions	561-BsC-14 10551795	Documents non-litigation opinions by the Ohio Attorney General's Office providing assurance to loans, bonds, and other financial transactions being sold or refunded by client agencies. Records include, but are not limited to, due diligence correspondence with AGO sections, signed bond issuance letters, reference copies of bond, and information about bond buying, trading, or selling, and other financial transactions.			Electronic – Retain 10 years from issuance. Paper – Retain 10 years from issuance. Dispose immediately if scanned and saved electronically.	For reference purposes during the life of the loan, bond, or other financial transaction,	Electronic – Delete Paper – Shred	1/14/2022