ANDY WILSON
OHIO ATTORNEY GENERAL

Health Care Fraud 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
Grand Jury Recordings	075-OAG-12 10551230	Contains Special Grand Jury Recordings.	Ohio Criminal Rule 6E. All grand jury records must be kept confidential.		Electronic – Retain Electronically for 20 Years.	Legal References.	Electronic – Shred	9/9/2008
Prosecuted Case Files	075-OAG-17 10551632	Prosecuted case files for Healthcare fraud section, including, but not limited to the Medical Fraud Control Unit (MFCU) and Worker's Compensation Fraud Unit (WCFU), investigatory materials, administrative documents, attorney work product, research, pleadings, correspondence, discovery, expert materials and settlement materials.	42CFR 431.300, ORC 149.43(A)(1)(a)(g), ORC 149.43(A)(1)(h), ORC 149.43 (A)(2)(c), ORC 109.02, ORC 109.84, ORC 109.85 and ORC 109.86.		Electronic – Retain electronically for 20 years from case closure. Paper – Retain for 20 years from case closure, unless saved electronically.	Reference and research purposes, often used to find repeating themes or patterns of abuse.	Electronic – Delete Paper – Shred	12/1/2016

ANDY WILSON
OHIO ATTORNEY GENERAL

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
Non-Prosecuted Cases	075-OAG-18 10551633	Research and investigatory materials, as well as administrative documents, for the Healthcare Fraud section, including, but not limited to the Medicated Fraud Control Unit (MFCU) and Worker's Compensation Fraud Unit (WCFU) for investigations but cases not prosecuted.	42CFR 431.300, ORC 149.43(A)(1)(a)(g), ORC 149.43(A)(1)(h), ORC 149.43 (A)(2)(c), ORC 109.02, ORC 109.84, ORC 109.85 and ORC 109.8.		Electronic – Retain electronically for 20 years from case closure. Paper – Retain for 20 years from case closure, unless saved electronically.	Reference and research purposes, often used to find repeating themes or patterns of abuse.	Electronic – Delete Paper – Shred	12/1/2016
Medicaid Fraud Control Grant Documentation	074-OAG-19 10551660	Documents grant application and awarding of grant funding from the federal Department of Health & Human Services. Records include, but are not limited to, reports, quarterly financial and statistical reports outlining the unit's indictments and convictions, correspondence, and expenditure records received by Medicaid Fraud Control Unit's Federal Grant group that is from the Department of Health and Human Services.			Electronic – Retain 5 years. Paper – Retain 5 year. If scanned and saved electronically, dispose of paper immediately.	Provide records are available for current audit cycle by Department of HHS' Office of Inspector General which examines past 3 fiscal years.	Electronic – Delete Paper – Shred	5/18/2022

ANDY WILSON
OHIO ATTORNEY GENERAL

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
Grand Jury Records	075-OAG-02 10551200	Contains attendance records, subpoenas, court filings and correspondence. (Formerly OAG-75-6)	Ohio Criminal Rule 6E All grand jury records must be kept confidential.		Electronic – Retain electronically for two years.	Legal references.	Electronic – Wastepaper	4/11/2008
Electronic Docket System	075-OAG-20 10551659	System that helps track and manage investigations and prosecutions handled by the Health Care Fraud section. System contains, but is not limited to, case information, (suspects, defendants, charges, sentences, significant events etc.), agent activities, evidence control documentation, supporting files, calendar appointments, and some financial-related information (restitutions, investigation costs, civil recoveries, etc.) related to case work.	Safeguarding Information on Applicants and Recipients (42 CFR 431.300); trial preparation and confidential law enforcement investigatory records (ORC 149.43).	Some records are the only record.	Electronic – Retain 20 years after closure. Paper – Retain 20 years after case closure, unless scanned and saved electronically.	Reference and reporting purposes.	Electronic – Delete Paper – Shred	8/3/2017

ANDY WILSON
OHIO ATTORNEY GENERAL

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
Original Documentary Evidence	075-OAG-21 10551717	Originals and copies of records collected from external providers, informants, or other agencies for investigations and possible prosecution. Records include, but are not limited to, business, medical, or financial records.	Records may contain Medicaid, medical, or confidential investigatory information protected by ORC 5160.45 (Disclosure of medical assistance information), ORC 149.43 (Availability of public records for inspection and copying), and 45 CFR 1007.11 (Duties and responsibilities of the unit).		Paper – Transfer to owner as mandated by statute or court order. If evidence is not claimed but consists of copies of original documents, which are maintained by the originals source, destroy. If the evidence consists of originals and is either not claimed or was created internally, retain 6 months after case closure if related to non-prosecuted case or retain 4 years if related to prosecuted case. If evidence was created internally and a copy of materials is already being retained as part of a case file, destroy.		Shred	4/10/2026

ANDY WILSON
OHIO ATTORNEY GENERAL

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
Law Enforcement Automated Data Systems (LEADS) Printouts	075-OAG-22	Printouts of information from the Law Enforcement Automated Data Systems (LEADS) used for reference purposes in investigative work by Health Care Fraud section. Information on printouts may include, but are not limited to, driver's license information, Bureau of Motor Vehicle information, and criminal record checks.	Confidential law enforcement investigatory records (ORC 149.43).		Paper – Retain until no longer of administrative value, then dispose of immediately.		Paper – Shred	5/18/2022