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Health and Human 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
Court Case Files	69-OAG-11 10551689	Case files serve as primary source of litigation information for case filed in state and federal courts concerning Ohio Attorney General (AGO) client agencies. Records include, but not limited to, pleadings, memorandum, affidavits, attorney general product, legal research, motions, judgements, discovery, evidence, transcripts, correspondence, settlement & negotiation documents, and hearing & deposition materials.	ORC 149.43 – possibly contains medical records, social security numbers, attorney/client privilege, attorney work product, etc. Information may also be protected by the Health Insurance Portability and Accountability Act of 1996 (HIPPA).		Machine Readable – Retain 5 years after case has closed and all appeals have exhausted. Paper – Retain 5 years after case has closed and all appeals have exhausted, unless scanned and save electronically.	Information useful for repeat cases or instances of federal arbitration.	Machine Readable – Delete Paper – Shred	7/17/2018

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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
Administrative Hearing Files	69-OAG-12 10551832	Documents hearings by the Ohio Attorney General's Office (AGO) to resolve disputes, make decisions, or review actions concerning such matters like professional licenses and other regulatory issues for the health-related client agencies. Records include, but are not limited to, notice of opportunity for hearing, letter of intent, request for hearing, hearing notifications, scheduling information, case summons, court record, continuances, investigation file sent by client, legal research, evidentiary materials, pleadings, exhibits, correspondence, attorney work product, report and recommendation from hearing officer, settlement and negotiation documents, and final adjudication order.	Possibly contains medical records, social security numbers, attorney/client privilege, attorney work product, etc. (ORC 149.43). Information may also be protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).		Electronic –5 years after hearing closed. Paper –5 years after hearing closed. If scanned and saved electronically, dispose of paper immediately.	Five years provides ample time for files to be available for repeat or future relevant violations.	Electronic – Delete Paper –Shred	8/26/2026