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Human Resources 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
Payroll Authorization Files	567-AGO-57 10551447	Reference files used to document changes in payroll information. Can include, but is not limited to, deduction authorizations, tax forms, copies of personnel actions, direct deposit forms, and payroll related correspondence.			Electronic – 1 year after employee terminates. Paper – 1 year after employee terminates.	Used for reference while employee is active.	Electronic - Delete Paper – Shred	8/25/2022

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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
Accident Illness Reports	567-OAG-11 10551025	Report of information relative to an accident and/or injury/illness on the job.			Paper – Retain until imaging has been verified then destroy. Microform – Retain 5 years from when the report was produced then destroy.		Paper – Shred Microform – Shred	12/17/2007
Request for Accommodations-ADA	567-OAG-27 10551018	Case files for agency employees covered by ADA.			Paper – Retain 1 year after employee leaves payroll then destroy.		Paper – Shred	12/17/2007
Equal Employment Opportunity Program Plans	567-OAG-42 10551096	Equal Employment Opportunity affirmative action plans, EEO strategic plans (EEOSP), and civil rights EEO plans.			Electronic – Retain 2 years. Paper – Retain 2 years.		Electronic - Delete Paper – Shred	8/30/2022

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
Equal Employment Opportunity Training Evaluations	567-OAG-45 10551115	EEO training evaluations for various EEO Awareness Training Classes, re. Sexual Harassment Awareness Training, EEO Compliance Training.			Paper – Retain 2 years in EEO unit.		Paper – Shred	10/23/2002
Equal Employment Opportunity Training Materials	567-OAG-48 10551348	Materials and information related to internal Equal Employment Opportunity (EEO) trainings, including new hire orientation. Can include but is not limited to PowerPoint presentations and reference material used to prepare training materials.			Electronic – Until superseded. Paper – Until superseded.		Electronic – Erase Paper – Wastepaper	9/9/2010
Equal Employment Opportunity Applicant and New Hire Reports	567-OAG-49 10551350	Reports run to fulfill Department of Justice reporting requirements as well as for internal use. The reports can include statistics on the number and employment classifications of applicants and new hires, and are often categorized by gender, race, disability, veteran status, age, and position classification.			Electronic – 3 years, provided audited. Paper – Until no longer of administrative value.	Reports only printed for ease of use when necessary. Electronic is official record.	Electronic – Delete Paper – Recycle	9/9/2010

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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
Equal Employment Opportunity New Hire Form	567-OAG-50 10551351	Voluntary form completed by new hires containing demographics such as name, position hired for, race, gender, disability status, military status, and where they heard about the position opening. Information submitted to DAS for EEO-4 requirements and used by Department of Justice.			Electronic – 3 years, provided audited. Paper – 3 years, provided audited.	DOJ has a 2 year reporting cycle. This allows for a year of review following the end of the cycle.	Electronic – Delete Paper – Shred	9/9/2010
Equal Employment Opportunity Investigation Files	567-OAG-51 10551349	File maintained per OAC 123:1-49-14 to maintain compliance with Equal Employment Opportunity (EEO) regulations. Can include, but may not be limited to, EEO discrimination complaint form and receipt notification, investigative report, investigative questionnaire, evidentiary material, and documentation of findings/determination.	ORC 149.43(A)(1)(h) Confidential Law Enforcement Investigatory Record and OAC 123:1.		Electronic – 5 years after resolution. Paper – 5 years after resolution.	Resolution being cases resolved within agency, by EEOC or by U.S. Court, whichever is final.	Electronic – Delete Paper – Shred	4/19/2011

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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
Personnel Files	567-OAG-51 10551397	Records maintained for each employee employed at the Ohio Attorney General's Office (AGO) covering their employment history, job performance, and other related personal information. Records include, but are not limited to, application/resume, new hire documentation, position descriptions, HR requests, recommendations for hire, personnel actions, training records, change of address forms, emergency contact information, letters of commendation, policy and procedure acknowledgments, performance evaluations, disciplinary documents, employment verification, and separation notices.	Portions may be confidential by state or federal law or case law, such as social security numbers, home addresses, etc. (ORC 149.43).		Electronic – Retain 7 years from effective date of employee separation. Paper – Retain 7 years from effective date of employee separation. If scanned and saved electronically, dispose of paper immediately.	Per ORC 145.362, an employee who takes a disability separation has reinstatement rights for 5 years.	Electronic – Delete Paper – Shred	10/8/2025

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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
Unemployment Files	567-OAG-52 10551442	Per ORC 4141.28, the Ohio Attorney General's Office (AGO) will report to the Ohio Department of Jobs and Family Services (ODJFS) employee unemployment compensation requests for approval or rejection. Records include, but are not limited to, ODJFS unemployment compensation request, employee disciplinary documentation, salary/fiscal documentation, and reply from ODJFS regarding the payout.	Files contain social security numbers (5 U.S.C. § 552a).		Retain 2 years from the decision made by ODJFS.	Employees have 21 days to appeal decisions made by the ODJFS director (ORC 4141.281) and 30 days to appeal to the court of common pleas (ORC 4141.282). Retaining for 2 years provides enough time to run legal course.).	Paper –Shred Electronic – Delete	8/7/2026
Equal Employment Opportunity Applicant Survey	567-OAG-52 10551347	Optional form created by DAS and used by office to collect statistics, such as race, gender, age, veteran status, and disability, on applicant pool. Documents the number of applicants per job opening and fulfills government requirements for collection of data.			Electronic – 3 years, provided audited. Paper – 3 years, provided audited.	Dept. of Justice has 2 year reporting cycle. This allows for review at end of reporting period.	Electronic – Delete Paper – Shred	9/9/2010

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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
Seniority List	567-OAG-53 10551443	List of bargaining unit employees, including hire date, section, classification, pay range and seniority status. Used to differentiate between employees for tenure, seniority and other personnel action decisions.			Electronic – 2 years.	Corresponds with how long DAS required to maintain per bargaining contracts.	Electronic – Delete	6/29/2011
Benefit Files	567-OAG-54 10551450	All forms and paperwork that serve to document the benefits rights of AGO staff, including enrollment information, change in benefits forms, proof documents, and correspondence.	Social Security numbers and state employee home address (case law).		Paper – 1 year after separation.	Information also entered in OAKS.	Paper – Shred	7/20/2011

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
Medical Records	567-OAG-55 10551445	Medical records can include disability application, doctor notes, medical reports, supplemental information, childbirth leave records, and doctor's notes for accommodating temporary medical circumstances. Utilized to track medical leave approval, status and hours, to establish patterns of abuse, and to prove that the AGO is fulfilling its legal requirements in giving access to disability and FMLA benefits (does not include ADA or Workers Compensation records).	Some medical records may be confidential under 149.43.		Electronic – 3 years from last instance. Paper – 3 years from last instance.		Electronic - Delete Paper – Shred	8/25/2022
Worker's Compensation Files	567-OAG-56 10551448	Files that document workplace injuries for purposes of providing compensation. Can include medical documentation, claims, accident reports, payout documentation, First Report of Injury reports, and communication between AGO, Bureau of Workers" Compensation, employees and medical providers.	Social security numbers, some medical records may be confidential under 149.43.		Paper – 5 years from last activity on claim or until there is a full and final settlement, whichever is later.	ORC 4123.52 - 5 years from last activity on claim (unless prior to 10/11/2006, then 10 years).	Paper – Shred	7/29/2011

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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
Grievance Records	567-OAG-60 10551452	Per ORC 4117.03, documents process when an employee believes that a violation of a collective bargaining agreement between the labor union and the Ohio Attorney General's Office (AGO has occurred. Records include, but are not limited to, grievance forms, responses, settlement agreements, arbitration awards, and memos of understanding.	Portions may be confidential due to ORC 149.43 (medical records).		Electronic – Retain 7 years after settlement. Paper – Retain 7 years after settlement. If scanned and saved electronically, dispose of paper immediately.	Potentially useful for reference in future contract negotiations.	Electronic – Delete Paper – Shred	9/10/2025
Collective Bargaining Negotiation Files	567-OAG-61 10551449	Documents negotiation and contract process between labor unions and the Ohio Attorney General's Office (AGO). Records include, but are not limited to, previous contract, final contract, negotiation minutes, agreed-upon and signed articles of collective bargaining agreement, management notes and proposals, action log, and mediation fact-finding reports.	May contain information considered privileged per ORC 4117.21, 2710.03, and 149.43.		Electronic – Retain 12 years after new contract is approved. Paper – Retain 12 years after new contract is approved. If scanned and saved electronically, dispose of paper immediately.	Provides 4 contract cycles-worth of records for fact-finding purposes during contract negotiations (OAC 4117-9-05(K)).	Electronic – Delete Paper – Shred	9/10/2025

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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
Random Drug Test Form	567-OAG-62 10551504	Form from the Department of Administrative Services (DAS) completed by the AGO for each person on DAS"s randomly generated roster. Form includes name and ID number for employee being tested, date of drug test, type of test, and testing site. (Rosters and results retained by DAS according to DAS retention schedules).			Paper – 2 years.	In line with federal requirements such as 49 CFR 199.22(b)(2), (b)(3) and (c)(2).	Paper – Recycle	8/7/2012
Employee Exit Questionnaire	567-OAG-64 10551502	Voluntary questionnaire completed by employees separating from AGO employment and used by the office to assist in evaluating the quality of employees" work experience while with the AGO.			Paper – 2 years.		Paper – Recycle	8/7/2012

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
Background Files	567-OAG-67 10551550	Records collected to verify background information for a new employee during their hiring process. Records include, but are not limited to, internal checklist or summary sheet, Civil Service Applications, background information form completed by applicant, tax waiver, web check results, and driving record. Other documents, if applicable, may include emailed polygraph results, polygraph reports, college transcripts, credit check release, pre-employment drug test documentation, field investigation results, results from physical and psychological exams, military service discharge papers, and polygraph and field investigation form.	Portions may be confidential due to ORC 149.43 (medical records & peace officer familial information) and polygraph Q/A Sheet.		Electronic – Retain 5 years from hiring decision if employed up to 5 years. If employed longer than 5 years, retain 1 year after separation. Paper – Retain 5 years from hiring decision if employed up to 5 years. If employed longer than 5 years, retain 1 year after separation. If scanned and saved electronically, destroy paper.		Electronic – Delete Paper – Shred	6/30/2021
Tuition Reimbursement and Educational Assistance	567-OAG-68 10551568	All documentation, including reports related to requests, approval, denial and reimbursement of employee education assistance (e.g. tuition reimbursement).			Electronic – 3 years. Paper – 3 years.		Electronic – Delete Paper – Shred	5/18/2015

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
Employee Identification Photographs	567-OAG-69 10551634	Photos used for employee ID badges and internet. Records consist of employee at time of hiring or when their photo has been updated.			Electronic – Until employee separates from the office or their photo is updated.		Electronic – Delete	12/1/2016
Limited Access File	567-OAG-70 10551635	Documents maintained outside the scope of personnel files. Can include, but may not be limited to, personnel actions, internal investigations documents, and settlement agreements for exempt and bargaining unit employees.	SSN, home address, peace officer – ORC 149.43.		Electronic – 5 years from separation for employees who disability retired prior to 1/7/2013, unless converted to paper. For all other employees, 3 years from separation, unless converted to paper. Paper – For employees who disability retired prior to 1/7/2013, 5 years from separation. For all other employees, 3 years from separation.	An employee wo took a disability retirement prior to 1/7/2013 has reinstatement rights for 5 years from effective date of disability benefit. After 1/7/2013, employees who take a disability retirement have 3 years to reinstate. ORC 145.362.	Electronic – Delete Paper – Shred	12/8/2016

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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
Position Management Files	567-OAG-71 10551687	Per Ohio Revised Code 124.14, documents process to assign employees to job classifications that fit their positions as well as document changes or job audits of classification specifications, position descriptions, and other designations. The final determination from job audit added to employee's personnel file. The final version of classification specification would be filled with the Ohio Department of Administrative Services. Records include, but are not limited to, input gathered from sections of the office, unions, or employees; allocation chart showing pay ranges; drafts and edits to job classifications; reports; and salary information and analysis.	Portions of audit forms may be confidential due to ORC 149.43.		Electronic – Retain 5 years after completion. Paper – Retain 5 years after completion, unless scanned and saved electronically.	Assures information is available during potential administration transitions.	Electronic – Delete Paper – Shred	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
Law School Recruitment Files	567-OAG-72 10551711	Documents the Ohio Attorney General's solicitation to law schools for potential recruitment of recent graduates. Records include, but are not limited to, cover letter, resume, transcript, writing sample, offer letter or close out letter, rater sheets, and interview questions.	Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc.		Electronic – Retain 2 years from date of offer letter or close out letter. Paper – Retain 2 years from date of offer letter or close out letter, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	12/13/2018
Resumes and Candidate Materials	567-OAG-73 10551710	Solicited and unsolicited resumes from applicants interested in a position at the Ohio Attorney General's Office. Records include, but are not limited to, resumes, applications, correspondence, and letters of reference. These records do not pertain to a specific job posting.	Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc.		Electronic – Retain 2 years. Paper – Retain 2 years from date of offer, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	12/13/2018

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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
Job Posting Files	567-OAG-74 10551709	Documents the hiring process for those applying to Ohio Attorney General position openings. Records include, but are not limited to, interview rater sheets, resumes and/or applications, posting descriptions, recommendation to hire forms, professional references, correspondence, and other applicable information.	Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc.		Electronic – Retain 2 years after position filled or closed, unless scanned and saved electronically. Paper – Retain 2 years after position filled or closed.		Electronic – Delete Paper – Shred	12/13/2018
Extern Files	567-OAG-75 10551708	Documents pertaining to the partnership non-paid volunteers (externs), which demonstrate proof of partnership. Records include, but are not limited to, proof of enrollment, Ohio civil service application and/or resume, externship agreement, policy acknowledgments, and paperwork required by school (if applicable), and correspondence.			Electronic – Retain 1 year from start date. Paper – Retain 1 year from start date, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	12/13/2018

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
Employment Verification Requests	567-OAG-76 10551707	Documents review and confirmation of a past or current employment of an AGO employee for outside entities such as financial institutions or state bar associations. The AGO may confirm employment information such as dates of employment, position(s) held, and salary.	Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc.		Electronic – Retain 2 years from answering. Paper – Retain 2 years from answering, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	12/13/2018
Non-EEO Internal Investigations	567-OAG-77 10551712	Records concerning allegations of non-Equal Employment Opportunity (EEO) workplace violations such as workplace harassment, policy violations and misconduct, and other non-discriminatory complaints and/or investigations. Such investigations may use Bureau of Criminal Investigation (BCI) and/or other investigator resources. Records include, but are not limited to, complaints, notes, statements, correspondence, investigatory reports, interviews, determinations, record of actions taken.	Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc.		Electronic – Retain 3 years from close of investigation. Paper – Retain 3 years from close of investigation, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	12/14/2018

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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
USCIS I-9 Employment Eligibility Forms	567-OAG-78 10551714	As mandated by the Immigration Reform and Control Act of 1986, the United States Citizenship and Immigration Services (USCIS) I-9 form is used to verify an employee's identity and legal authorization to work within the United States. The form contains information such as the employee's name, social security number, date of birth, and employer review and verification of documented identification of the employee.	Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc.		Paper – Retain 3 years from date of hiring or 1 year after employment is terminated, whichever is later.	Immigration Reform and Control Act, Title 8 USC Section § 1324A.	Paper – Shred	12/14/2018
Building Access Requests	567-OAG-79 10551713	Communications to building management requesting non-standard access to Ohio Attorney General buildings/floors.			Electronic – 1 year, unless printed. Paper – Retain 1 year.		Electronic – Delete Paper – Shred	12/14/2018

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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
Tables of Organization	567-OAG-80 10551726	Tables of organization for each section of the Ohio Attorney General's Office listing employee name, classification or working title, and position number.			Electronic – Retain until superseded, obsolete, or replaced. Paper – Retain until superseded, obsolete, or replaced.		Electronic – Delete Paper – Shred	4/1/2019
Financial Disclosure Statements & Joint Legislative and Ethics Commission "JLEC" Statements	GP-M-04 10551293	Official document that outlines personal sources of income, immediate family, business interest, real property, debtors and creditors, investments, gifts and travel expenses and all corresponding documents, i.e. Request for financial disclosure information and receipt thereof.			Paper – Retain 2 years, then destroy.		Paper – Unknown	3/30/2010