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Information Technologies 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
Network Project Folders	76-OAG-3 10551165	Documents related to network design and configurations, network diagrams and logs and network staff task assignments (includes assignments, status reports and target dates).			Electronic – Retain until superseded, replaced or obsolete then destroy.		Electronic – Delete	11/29/2002
GA-28 Telephone Service Request	GEN-0695 055-0695	Used to request installation or modification of any equipment or service provided by telephone company.			Paper – Retain two years, then destroy.		Paper – Wastepaper	2/16/1995

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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
Data Processing Product/Vendor and State Contracts Reference	IT-AD-03 10551555	Information on data processing equipment, software, and other products and their vendors.			Unknown – Retain until audited By Auditor of State and audit report is released and all discrepancies are resolved, then destroy. See GAR-C-02.		Unknown – Unknown	12/04/2014
Computer Usage Files	IT-OP-08 10551353	Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.			Electronic – Retain until no longer of administrative value to agency, then destroy.		Electronic – Unknown	9/27/2010
Computer Run Scheduling Records	IT-OP-10 10551610	Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.			Unknown – Retain until no longer of administrative or fiscal value, then destroy.		Unknown – Unknown	5/13/2016

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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
System Test Data	ITS-DEV-01 10551679	System test data is pulled from AGO production systems, manufactured by the AGO, or through user tests to be used as testing material for new hardware or software system features, data base updates or modifications, of for reporting needs to determine if desired output is occurring. Data is chosen randomly for same instances or specifically for other instances, such as tests on a specific field where information is entered in (i.e. SSN); data is typically obfuscated.	May contain confidential or personal identification information (ORC 149.43).		Electronic – Until no longer useful for the system for which it is related.		Electronic – Delete	3/22/2018

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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
Automated Program Listing and Source Code	ITS-DEV-02 10551821	Automated program code which generates the machine-language instructions used to operate an automated information system.	Security and Infrastructure Records (ORC 149.433)	Needed to restart office systems.	Electronic – Retain 2 years from last use, modification, or decommissioning of the associated system or application related to the code.		Electronic – Delete	4/11/2025
Internet Usage Logs	ITS-OAG-01 10551461	Logs, generated by internet monitoring software, that monitor browsing history and webpage views of employees. The system allows for querying of data in order to look for patterns of excessive internet use and is used for general management purposes and potential disciplinary actions.			Electronic – 6 months.		Electronic – Delete	11/18/2011

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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
Non-AGO Employee System Access Policy	ITS-OAG-02 10551638	Documents, agreements, policy acknowledgements and needed resources for Non-AGO employees and their employers when they are hired to complete contracted work requiring access to AGO systems, Information can include, but is not limited to, information about the non-AGO user and their employer, and information on related AGO contract and/or AGO ITS Work Order number to which it was assigned.	Contain login credentials.	Login credentials and information may be needed quickly to get services up and running in the wake of a disaster.	Electronic – 7 years from the end of contract or account whichever is later. Paper – 7 years, or until converted to electronic format, whichever comes first.	IRS1075 publication requires audit records to be obtained for 7 years. These records should be in line with that for use for after the fact investigations of security incidents. In order to be able to enforce this agreement against someone who may have caused such an incident, agreements should be retained for 7 years as well.	Electronic – Delete Paper – Shred	2/21/2017

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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
Data Feed Input-Output Files	ITS-OAG-03 10551683	Temporary files received from outside record-keeping entities that are then loaded and saved in AGO systems or intermediary files sent to from AGO office in order to complete a file/date transmission records include, but not limited to, copies of received or sent documents or date being saved to or pulled from AGO system.	May contain confidential or personal identification information (ORC 149.43) or Security and Infrastructure records (ORC 149.433).		Electronic – Retain 6 months after loaded in or sent from AGO systems.		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
ITS Tracking System Work Orders	ITS-OAG-04 10551734	Documents work orders handled by the Information Technologies Client Services for the AGO and some constituents like law enforcement agencies, courts, and some instances the public. Entries contain information about the requester, the work order, the technician assigned to the order, the related AGO section, the location the order concerns (if applicable), the sate the order was created, and the date the order was closed.	Work orders may contain information protected by ORC 149.43, HIPAA (45 CFR Part 160), CJIS (28 CFR Part 20), PII or CPI (ORC 1347), FERPA (34 CFR Part 99), or IRS 1075 (26 USC 6103) regulations.		Electronic – Retain 7 years after the work order completion. If work order(s) concern an Information Technologies project, that work order(s) will be retained per the applicable "Project Management Office Files" retention schedule.	To be in compliance with Internal Revenue Code Section 6103 (Publication 1075), these work orders should be retained for 7 years to be available to support after-the-fact investigations of security incidents.	Electronic – Delete	6/27/2019

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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
Project Management Office Files	ITS-OAG-05 10551735	Files that document the life-cycle of an Information Technology Services (ITS) project from the initial work order requesting the development, the designing, and final approval and initiation of a new system. ITS Project Management, Infrastructure, and Security units will work with AG sections in the development of these projects. Once a project is completed, the system will become operational and managed by the Infrastructure unit. Records can include, but are not limited to, work orders and enhancement work orders, design documents, schedules, system test plans, and sign-offs. Data and test data housed in resulting systems will not fall under this schedule, but under retention schedules specific to those records' information.	ORC 149.433 - Exempting Security and Infrastructure Records. Test data housed in these records may fall into many areas of regulated information, such as IRS 1075 (IRS Publication 1075, USC Title 26, IRC 6103) and FBI CJIS (28 CFR Part 20).		Electronic & Paper – Retain 2 years after life of system/related system(s) plus needed time to convert/migrate data to newer system or if project is canceled, unless scanned and saved electronically. For systems to be decommissioned, retain with the longest applicable records retention schedule associated with the data housed within the system, unless scanned and saved electronically.	Project files are needed for management of active systems in the office. Files are also needed in the event of a conversion from a current system to a newer system or in the decommissioning of a current system.	Electroic – Delete Paper – Shred	6/27/2019

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
System Backup Files	ITS-OAG-06 10551771	System Backup Files contain copies of all electronic records, documents, files and information stored on agency servers. They are used as a safeguard to restore office functions and documents in the event of an emergency or system loss. Back up files are to be used only for disaster recovery purposes.	Backups could potentially contain confidential information (ORC 149.43).	Used in disaster recovery efforts.	Electronic – Retain up to 6 months. Microform – Retain up to 6 months.		Electronic – Delete Microform – Shred	9/9/2020
Litigation Support Matters	LSU-AGO-01 10551640	Records documenting the services requested of the Litigation Support Unit from other sections of the AGO. Can include the initial request, services rendered, related metrics and additional correspondence. Services are administrative in nature and can include, but may not be limited to, legal hold assistance, document production, review platform upload, and courtroom technology needs.			Electronic – Retain until matter closed. Paper – Retain until closed, unless scanned and saved electronically.	Litigation Support Unit will return any user-added raw data to the owning sections upon completing the matter.	Electronic – Delete Paper – Shred	3/24/2017