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Library 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
Library Research Files	566-OAG-5 10551346	Topical files compiled and used as a reference tool for legal, case law, and statutory research, and other general research purposes.	May contain attorney work product or attorney/client privilege materials (ORC 149.43).		Electronic – Until information becomes obsolete, superseded, or no longer of administrative or research value.		Electronic – Delete	9/27/2023
Library Acquisitions Files	566-OAG-6 10551345	Documents pertaining to the Ohio Attorney General's Office's library's acquisition of library materials and on-line resources. Records include, but are not limited to, communications between staff and/or publishers, invoices, and packing slips.			Electronic – Retain 2 years. Paper – Destroy packing slips after verifying against invoice.		Electronic – Delete Paper – Shred	9/27/2023

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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
Section Library Requests	566-OAG-8 10551565	Research requests from AGO sections to the AGO library for assistance on research, citations, bibliographic instruction, library setup or advice. Include, but not limited to, initial section request, the library's response, and any research or information gathered to answer a request. [If research rises to the level of having continuing value as a resource for the office, then the research will be maintained in the PDF library under a different retention schedule. If a request is related to a long term project, the responses and research collected for the project will be maintained with the project file under a different retention schedule.]	Some requests concern providing password information such as accounts in Westlaw or Lexis Nexis.		Electronic – Retain 6 months after completion of request.		Electronic – Delete	4/1/2015