ANDY WILSON
OHIO ATTORNEY GENERAL

# Office-Wide/General 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.

The Office-Wide/General Records Retention Schedules listed below may be used by any section, division, or unit of the Ohio Attorney General's Office that creates or maintains the types of records described in each of the following records retention schedules. The "Office-Wide" retention schedules were developed specifically for the Ohio Attorney General's Office. The "General" schedules, beginning on page 26, were developed by the State of Ohio for use by any state agency, and have been adopted by the Ohio Attorney General's Office.

Please note that some sections, divisions, and/or units of the Ohio Attorney General's Office may use more specific retention schedules for types of records similar to those maintained under the "Office-Wide" and/or "General" schedules. Check the section pages at the left for more specific retention schedules applicable to any particular section.

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Media Format and Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Public Records Request Files | OW-AGO-01<br><br>10551291 | Files documenting public records requests and responses of the Ohio Attorney General's Office (AGO) pursuant to ORC 149.43. Records include, but are not limited to, the original request, correspondence between the AGO and the requester, internal correspondence, and copies of responsive records. | | | Electronic – Retain 3 years from request completion.<br><br>Paper – Retain 3 years from request completion. If scanned and saved electronically, dispose of paper immediately. | | Electronic – Delete<br><br>Paper – Shred | 12/2/2024 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Class Action Fairness Act (CAFA) Notices | OW-AGO-02<br><br>10551331 | Notices of proposed settlements of federal class action lawsuits which are being submitted to court for approval. The notices describe details of the proposed settlement, estimated number of potential class members and estimated percentage of monetary entitlement per class member for Ohio. Receipt of notices gives the Attorney General's Office the opportunity to review settlement and object. File also contains internal recommendation form (per 28 USCS 1715). | Only the internal recommendation form, which is attorney work product, is considered confidential (ORC 149.43). | | Electronic – Retain 1 year. External electronic medium, such as CDs, received by AGO can be disposed once records are saved electronically to AGO network.<br><br>Paper – Retain 1 year, unless scanned and saved electronically. | | Electronic – Delete<br><br>Paper – Shred | 1/5/2021 |
| Confidential Personal Information (CPI) System Access Logs | OW-AGO-03<br><br>10551379 | Manual and electronic logs documenting employee access to confidential personal information (CPI) pursuant to ORC 1347.15 and OAC 109-4-05. | | | Electronic – 2 years.<br><br>Paper – 2 years. | | Electronic – Delete<br><br>Paper – Shred | 12/11/2010 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Legislative Analysis Files | OW-AGO-04<br><br>10551380 | Analysis of potential or proposed legislation and its impact on the Attorney General's Office, its clients, and constituents. Can include, but is not limited to, copies of current and pending legislation or draft legislation, analysis of issues and impact, correspondence, research materials, and memo recommending office position on legislation. | Portions could be considered attorney/client privilege if a section is advising the attorney general. | | Electronic – 4 years (if maintained electronically), then review for continual administrative or legal value.<br><br>Paper – 4 years (if maintained electronically), then review for continual administrative or legal value. If converted to electronic format, dispose after conversion. | | Electronic – Delete<br><br>Paper – Shred | 12/11/2010 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Amicus Brief Files | OW-AGO-05<br><br>10551381 | Amicus briefs filed by the Ohio Attorney General's Office (AGO) to advance the state's position in litigation to which it is not a party. Records include, but are not limited to, drafts, research, correspondence, and other filed documents like briefs and pleadings relating to the case that the brief is referencing. | May contain attorney/client privilege material or attorney work product (ORC 149.43). | | Electronic – Retain 2 years from case closure and all appeals in related case have exhausted.<br><br>Paper – Retain 2 years from case closure and all appeals in related case have exhausted. If scanned and saved electronically, dispose of paper immediately. | | Electronic – Delete<br><br>Paper – Shred | 12/10/2024 |
| Attendance Records | OW-AGO-06<br><br>10551382 | Documents time worked or leave taken by employees of the Ohio Attorney General's Office (AGO) for purposes of calculating payroll compensation. Records include, but are not limited to, attendance logs and reports, overtime compensation time forms, alternative work schedule requests, and leave requests. | | | Electronic – Retain 3 years, provided audited. | | Electronic – Delete | 12/2/2024 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Research/Reference Files | OW-AGO-08<br><br>10551423 | Records compiled and used as reference tools to do legal, case law, statutory, or general research. Records include, but are not limited to, court decisions, law journal articles, memos discussing legal issues, statutes, subject files, sampled briefs and pleadings, and any other information that is used for general reference purposes. | May contain attorney/client privilege material or attorney work product (ORC 149.43). | | Electronic – Retain until no longer of administrative value.<br><br>Paper – Retain until no longer of administrative value. If scanned and saved electronically, dispose of paper immediately. | | Electronic – Delete<br><br>Paper – Shred | 12/2/2024 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Federal and State Grant Files | OW-AGO-09<br><br>10551453 | Grants or cooperative agreements where the Ohio Attorney General's Office (AGO) is the prime or sub-recipient of federal or state funding. Records include, but may not be limited to, grant applications and supporting documentation, award and acceptance forms, quarterly reports, progress reports explaining the use of funds, financial reports, time and effort reports from consultants, correspondence, and copies of documents such as financial records, personnel record for individuals reimbursed under the award, and contracts for work performed. | | | Electronic – Retain 3 years from date of notification by awarding agency that the grant has been programmatically & fiscally closed or 3 years after final single year audit report is released, whichever is later.<br><br>Paper – Retain 3 years from date of notification by awarding agency that the grant has been programmatically & fiscally closed or 3 years after final single year audit report is released, whichever is later. If scanned and saved electronically, dispose of paper immediately. | | Electronic – Delete<br><br>Paper – Shred | 12/2/2024 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Responses – Informal Opinions, Advisory Letters, and Memorandum | OW-AGO-10<br><br>10551487 | Written guidance, counsel, or information provided by the Ohio Attorney General's Office (AGO) to answer questions or provide information about the law and enable the requester to draw conclusions or provide guidance. Records include, but are not limited to, the initial request, response by the AGO, correspondence, and attachments or pertinent references that are included with the response. | May contain attorney/client privilege material and attorney work product (ORC 149.43). | | Electronic – Retain 7 years and until no longer of administrative value.<br><br>Paper – Retain 7 years and until no longer of administrative value. If scanned and saved electronically, dispose of paper immediately. | Unlike Formal Opinions, Informal Opinions are not published. Decisions and opinions have research/reference value to the AGO. | Electronic – Delete<br><br>Paper – Shred | 12/2/2024 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Legal Advice/Client Files | OW-AGO-11<br><br>10551497 | Legal advice provided to clients for questions that do not rise to the level of a formal or informal opinion. Records include, but are not limited to, correspondence, copies of meeting notes, agendas and minutes from client meetings, and other reference materials provided by or collected on the client agency. | Contains attorney/client privilege, attorney work product, and other confidential records (ORC 149.43). | | Electronic – Retain 5 years until no longer of administrative value or retain 1 year after elimination of client agency.<br><br>Paper – Retain 5 years until no longer of administrative value or retain 1 year after elimination of client agency. If scanned and saved electronically, dispose of paper immediately. | Needed for reference purposes and legal consistency. | Electronic – Erase<br><br>Paper – Shred | 3/6/2026 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Administrative Hearing Files | OW-AGO-12<br><br>10551507 | Documents client hearings by the Ohio Attorney General's Office (AGO) to resolve disputes, make decisions, or review actions concerning such matters like professional licenses, unemployment, and other regulatory issues. 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, file sent by client (gathered during investigation), legal research, evidentiary materials, pleadings, exhibits, correspondence, attorney work product, report and recommendation from hearing officer, settlement and negotiation documents, and final adjudication order. | Numerous confidentiality statutes specific to client agencies, attorney/client privilege, attorney work product, SSN, and other sections of ORC 149.43. | | Electronic – Retain 1 year after hearing closed.<br><br>Paper – Retain 1 year after hearing closed. If scanned and saved electronically, dispose of paper immediately. | | Electronic – Delete<br><br>Paper – Shred | 3/6/2026 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Court Case Files | OW-AGO-13<br><br>10551515 | Documents court cases handled by or on the behalf of the Ohio Attorney General's Office (AGO) and/or its client agencies originating from lawsuits or appeals of administrative hearing rulings. Sometimes case files are originated as appeals of administrative hearing rulings by client agencies. Records include, but are not limited to, pleadings, memorandum, affidavits, attorney work product, legal research, motions, judgments, discovery, evidence, transcripts, correspondence, settlement and negotiation documents, and hearing and deposition materials, all gathered to protect the interest of the client. | Numerous confidentiality statutes specific to client agencies, attorney/client privilege, attorney work product, SSN, and potentially other sections of ORC 149.43. | | Electronic – Retain 2 years from date of final appealable order or case dismissal.<br><br>Paper – Retain 2 years from date of final appealable order or case dismissal. If scanned and saved electronically, dispose of paper immediately. | Some cases handled by the AGO will fall under different applicable records retention schedules as there are specific legal or administrative requirements that require them to be retained longer than 2 years. | Electronic – Delete<br><br>Paper – Shred | 3/6/2026 |

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OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Presentation, Training, and Workshop Files | OW-AGO-14<br><br>10551514 | Materials and information related to internal and external presentations, trainings and workshops developed and/or conducted by Ohio Attorney General's Office (AGO) staff. Records can include, but are not limited to, presentation, handouts, reference materials used to develop trainings, logistical arrangements, correspondence, copies of contracts, agreements and payment information, evaluations, registration forms, and attendance documentation. | | | Electronic – Retain 2 years or until material is superseded or revised, whichever is earlier.<br><br>Paper – Retain 2 years or until material is superseded or revised. If scanned and saved electronically, dispose of paper immediately. | | Electronic – Delete<br><br>Paper – Recycle | 1/9/2026 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Check Tracking Logs | OW-AGO-16<br><br>10551517 | Tracks checks received by the office and delivered to another section or client. These logs show evidence of receipt and delivery. Information that the logs capture can include, but may not be limited to: date check received, payer, check number, payment amount, date delivered to client or section, and person signing for delivery. | | | Electronic – 1 calendar year, provided audited. | | Electronic – Delete | 10/31/2012 |
| Programs and Special Project Files | OW-AGO-17<br><br>10551527 | Files concerning programs, initiatives, or special projects which lead to the development of new materials or programs for or provided by the Ohio Attorney Generals' Office (AGO). Records include, but are not limited to, correspondence, research, work products, agendas, meeting summaries, memos, and final product, recommendation, or outcome. | | | Electronic – Retain 5 years from completion or termination of program/project.<br><br>Paper – Retain 5 years from completion or termination of program/project. If scanned and saved electronically, dispose of paper immediately. | | Electronic – Delete<br><br>Paper – Shred | 12/10/2024 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Security Video and Logs | OW-AGO-18<br><br>10551560 | Security Video and Logs are used to maintain security of AGO facilities as well as assist in any investigative action that may need to be conducted. The security video system captures movement in certain areas of the AGO facilities per floor, door, and/or area. The running date, time, and locations are logged in the video system. Screen shots can be grabbed from the video. File may include, but are not limited to, video, screen captured photos from video, and transaction from the video system. | Security video in certain areas of the AGO operations may be restricted by various portions of the ORC. | Video could capture date, time, and location in the event an AGO facility is evacuated and no AG employees are in the office or to document the occurrence of a disaster/incident in the office that will disrupt normal business operations. | Electronic – Video automatically overwritten after a minimum of 21 days. | Any video needed for investigations will be copied from the system and retained according to the appropriate retention schedule for the investigation or case that it pertains to. | Electronic – Delete | 2/6/2015 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Working Group Files | OW-AGO-19<br><br>10551562 | Working Group Files concern working groups within the AGO Office that are comprised of either strictly internal personnel or of personnel both internal and external to the Office, and that monitor the ongoing activities, events, trends, occurrences, topics, legislation, news, standards, and/or practices concerning a specific subject or area of law for the purpose of staying aware of trends and recommending potential actions or initiatives. Work is ongoing and does not necessarily have a defined outcome or completion. Files may include, but are not limited to, correspondence, research, agendas, meeting summaries, and memos. | | | Electronic – Retain until no longer of administrative value.<br><br>Paper – Retain until no longer of administrative value. | These files, much like reference files, will be continually weeded as topics and trends change over time rendering certain work and research of working groups obsolete. Anything that rises above monitoring or education will result in a special project, investigation, or case that will be retained in accordance with other appropriate retention schedules. | Electronic – Delete<br><br>Paper – Shred | 2/18/2015 |

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|---|---|---|---|---|---|---|---|---|
| Deposited Checks | OW-AGO-20<br><br>10551563 | Checks received by the AGO in the course of its work as payment for any fees owed to the Attorney General's Office but ultimately paid to the State Treasurer's Office. | | | Paper – Retain 60 days after scanned into bank's system for deposit with the Treasurer of State's Office. | | Paper – Shred | 3/6/2015 |
| Process and Reference Logs | OW-AGO-21<br><br>10551573 | Logs used to document certain points of activity or information for referential use as well as tracking workflow progress. | | | Electronic – Retain until revised, superseded, obsolete or no longer of administrative value.<br><br>Paper – Retain until revised, superseded, obsolete or no longer of administrative value. | | Electronic – Delete<br><br>Paper – Shred | 6/22/2015 |

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Media Format and Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Templates, Forms, and Sample Responses | OW-AGO-22<br><br>10551572 | Templates, forms, or model letters to be used by staff as a starting point from which to customize to fit a particular function or response. This schedule pertains to only the templates, forms and models. Once a new record is created from these and used in an official capacity, those records will be retained under the appropriate functional records retention schedule. | | | Electronic – Retain until revised, obsolete, or superseded.<br><br>Paper – Retain until revised, obsolete, or superseded. | | Electronic – Delete<br><br>Paper – Shred | 6/22/2015 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Letter of Representation (Asset Representation Letter) | OW-AGO-23<br><br>10551574 | Inventory of properties prepared by head of state agency before leaving office and submitted to successor, Governor, Auditor of State, and the Attorney General as required by ORC 117.17. The Latter of Representation contains an inventory of all properties, supplies, furniture, credits, and moneys and any other thing belonging to the state of Ohio. Information includes name of item, agency tag number, serial number, location, dollar amount and other pertinent information. | | | Electronic – Retain 4 years, then destroy.<br><br>Paper – Until scanned and verified, then destroy. | | Electronic – Delete<br><br>Paper – Shred | 6/22/2015 |

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Media Format and Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Unfunded Grant Applications | OW-AGO-24<br><br>10551636 | Files of grants applied for, but ultimately no grant funding was received. Files may include, but are not limited to, the grant application submitted, supporting documentation, record explaining rejection, and miscellaneous correspondence. | | | Electronic – Retain 2 years from beginning of internal grant preparations.<br><br>Paper – Retain 2 years from beginning of internal grant preparations or until converted to electronic format. | | Electronic – Delete<br><br>Paper – Shred | 12/8/2016 |
| Calendars, Appointment Books, and Itineraries | OW-AGO-25<br><br>10551642 | These records document an AGO employee, section, or unit's appointments, schedules, functions, or use of time. This series encompasses calendars, appointment books, planners, itineraries and other similar records. | Records may include non-AGO, personal information intermixed with AGO information. | | Electronic – Until no longer of administrative value, continually revised or superseded.<br><br>Paper – Until no longer of administrative value, continually revised or superseded. | | Electronic – Delete<br><br>Paper – Shred | 3/24/2017 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Phone System Recordings | OW-AGO-26<br><br>10551639 | Recordings of in-bound and out-bound calls for quality assurance, security assessment, or for Constituent Inquiries Database (CID) entries. [Any call needed for investigation, litigation, or as a CID entry will be copied from the system and retained according to the appropriate retention schedule for the investigation or case to which it pertains.] | Calls could contain personally identifiable information, confidential personal information, or IRS 1075 tax information. | | Electronic – Records automatically deleted after 30 days based on third-party service's recording system. [Any call needed for investigation, litigation, or as a CID entry will be copied from the system and retained according to the appropriate retention schedule for the investigation or case to which it pertains.] | | Electronic – Delete | 3/24/2017 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Building Access Control Records | OW-AGO-27<br><br>10551651 | Access control systems that manage AGO employees access permissions and access history to AGO building floors/rooms. Records include information on, but not limited to, employee photographs, unique employee identifiers, card access permissions, access history, and general employee account/card information. [Should any access information be needed for investigation or litigation, it will be copied from the system and retained according to the appropriate retention schedule for the investigation or case to which it pertains.] | Portions may be confidential due to ORC 149.43 (peace officer information). | | Electronic – Retain 90 days or delete upon employee separation from the office. [Should any access information be needed for investigation or litigation, it will be copied from the system and retained according to the appropriate retention schedule for the investigation or case to which it pertains.] | | Electronic – Delete | 6/13/2017 |

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|---|---|---|---|---|---|---|---|---|
| Security Training Records | OW-AGO-28<br><br>10551665 | Materials and information related to presentations, trainings, and workshops developed and/or conducted by AGO staff concerning issues of security compliance to state and federal regulations, such as protecting "Federal Tax Information (FTI):, "Criminal Justice Information (CJI)", or information protected by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)". Records include, but are not limited to, presentations, handouts, reference materials used to develop trainings, logistical arrangements, correspondence, copies of contracts, agreements and/or payment information, evaluations, registration forms, and attendance documentation. | | | Electronic – Retain 6 years, provided audited.<br><br>Paper – Retain 6 years, provided audited, unless scanned and saved electronically. | Several federal regulations require these records be retained for auditing purposes. The longest of these retention requirements is HIPAA (45 CFR 164.316(b) (2) (i)) which is a 6 year retention period. | Electronic – Delete<br><br>Paper – Shred | 11/2/2017 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Attorney General Joint Committee on Agency Rule Review (JCARR) Rulemaking Documents | OW-AGO-29<br><br>10551677 | Documents the Ohio Attorney General's (AGO) adoption, amendment, and rescission of Ohio Administrative Code (OAC) rules as set forth in ORC 119.03 as well as the office's mandate to review existing OAC rules per ORC 106.03. Records include, but are not limited to, worksheets and information used to draft, amend, or conduct the 5-year review of the OAC rules, documents related to JCARR proceedings transcripts of public hearings, copies of rules, attendance sheets documenting those who testify/speak on record, printed copies of testimonies, questionnaires and other forms related to the process of filing rules with the Register of Ohio, outside public commentary, and inter-office correspondence. | Attorney Work Product (ORC 149.43). | | Electronic – Retain 6 years.<br><br>Paper – Retain 6 years, unless scanned and saved electronically. | Paper - Used for reference before next mandatory 5 year rule review cycle (ORC 119.04).<br><br>Machine Readable - Used for reference before next mandatory 5 year rule review cycle (ORC 119.04). | Electronic – Delete<br><br>Paper – Shred | 3/8/2018 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Section Policies and Procedures | OW-AGO-30<br><br>10551730 | Documents outlining internal policies, procedures, and/or protocol used by sections of the Ohio Attorney General's Office. Used to inform employees of section practices and operational standards. | May contain security and infrastructure records and other exempted information (ORC 149.43 and 149.433). | Needed for reference for restarting office operations. | Electronic – Retain until superseded, replaced, or made obsolete. | | Electronic – Delete | 5/1/2019 |
| Transition Documents | OW-AGO-31<br><br>10551731 | Documents used to train and/or provide information about the status of the office as it transitions from one administration to the next. Reports include, but are not limited to, summarizing section functions, organizational charts/staffing structure, assignments/responsibilities, upcoming decisions or key events, pending matters, internal procedures, and other information needed to inform. | May contain attorney/client privilege, attorney work product, confidential law enforcement investigatory records, and other information protected by ORC 149.43. | | Electronic – Retain 9 years after applicable transition.<br><br>Paper – Retain 9 years after applicable transition, unless scanned and saved electronically. | Used for reference by next two administration terms. | Electronic – Delete<br><br>Paper – Shred | 5/3/2019 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Unsuccessful Bids and Submissions by Vendors | OW-AGO-32<br><br>10551761 | Quotes and proposed pricing for goods and/or services by soliciting vendors for competitive bids and other purchase needs made by the Ohio Attorney General's Office (AGO), but are ultimately not awarded a contract. Records include, but are not limited to, request for quotes/qualifications/proposals, technical specifications developed from IT, internal process documents used by IT, legal advice from Business Counsel, questions and answers, evaluations/scoring sheets, and bidding challenges. Winning bids will be retained with the contract file and some bidding documents may be retained with ITS project files for development purposes. | Responses to a competitive solicitation are confidential until the announcement of a contract or cancellation of the competitive solicitation (ORC 9.28). Possibly contains attorney/client privilege and attorney work product protected by ORC 149.43. | | Electronic – Retain 2 years from contract awarding.<br><br>Paper – Retain 2 years from contract awarding, unless scanned and saved electronically. | | Electronic – Delete<br><br>Paper – Shred | 4/17/2020 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| Visitors' Log | OW-AGO-33<br><br>10551780 | Records documenting the entry and departure of employees and visitors into Ohio Attorney General buildings during and/or after office hours. | | | Electronic – Retain 1 year then destroy.<br><br>Paper – Retain 1 year then destroy. | | Electronic – Delete<br><br>Paper – Shred | 4/22/2021 |
| Boards and Commissions Meeting Minutes and Related Records | OW-AGO-34<br><br>10551781 | Records documenting discussions and decisions held by boards and commissions led by the Ohio Attorney General's Office. Records include, but are not limited to, meeting agenda, meeting minutes, copies of previous meeting minutes, handouts and copies of materials to discuss at the meeting, attendee sign-in sheets, and possibly a recording of the meeting. | Some subcommittee, advisory group, and general correspondence may concern information protected by ORC 149.43 and other statutes. | | Electronic – Retain 4 years then transfer meeting minutes to the State Archives. Destroy all other records afterwards.<br><br>Paper – Retain 4 years then transfer meeting minutes to the State Archives, unless scanned and saved electronically. Destroy all other records afterwards. | | Electronic – Delete<br><br>Paper – Shred | 5/5/2021 |

ANDY WILSON
OHIO ATTORNEY GENERAL

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|---|---|---|---|---|---|---|---|---|
| CALEA Accreditation Files | OW-AGO-35<br><br>10551803 | Files collected and provided to the Commission on Accreditation for Law Enforcement Agencies (CALEA) by applicable sections of the Ohio Attorney General's Office to attain accreditation for compliance with public safety agency standards. Records include, but are not limited to, work-load assessments, inspections, reports, and work product. | Contains information on investigations, peace officer familial information, and other potential exemptions per ORC 149.43. | | Electronic – Retain 4 years from awarding accreditation.<br><br>Paper – Retain 4 years from awarding accreditation. If scanned and saved electronically, dispose of paper immediately. | | Electronic – Delete<br><br>Paper – Shred | 2/24/2023 |

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| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Media Format and Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Third-Party Subpoenas | OW-AGO-36<br><br>10551826 | Court order received by the Ohio Attorney General's Office (AGO) concerning lawsuits the AGO is not involved in, but is required to provide documents, testimony, or other information relevant to the case. Records include, but are not limited to, the subpoena received, correspondence, and responsive documents sent by the AGO. If the AGO files a motion to quash and litigation commences, those records would be retained under the applicable court case files records retention schedule. | | | Electronic – Retain 1 year from completion of legal mandate.<br><br>Paper – Retain 1 year from completion of legal mandate. If scanned and saved electronically, dispose of paper immediately. | | Electronic – Delete<br><br>Paper – Shred | 1/9/2026 |

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|---|---|---|---|---|---|---|---|---|
| Executive Correspondence | GAR-CM-01<br><br>10551372 | Incoming and outgoing correspondence of agency head dealing with significant aspects of the administration of their offices. Records document major activities, organizational functions, agency history, and includes information concerning agency policies, procedures, program, fiscal and personnel matters. | | | Electronic – Retain 2 years then transfer to State Archives.<br><br>Paper – Retain 2 years then transfer to State Archives. | | Electronic – Delete<br><br>Paper – Shred | 12/10/2010 |

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|---|---|---|---|---|---|---|---|---|
| General Correspondence | GAR-CM-02<br><br>10551779 | Routine correspondence pertaining to day-to-day activities of the office. Includes internal correspondence (letters, memos), correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations; requests for routine information or publications provided to the public by an agency which are answered by standard form letters, and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy). | Possibility that the communications could concern confidential or sensitive information protected by various state and federal statutes such as ORC 149.43. | | Electronic – Retain 6 months and then destroy.<br><br>Paper – Retain 6 months and then destroy. | | Electronic – Delete<br><br>Paper – Shred | 4/21/2021 |

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|---|---|---|---|---|---|---|---|---|
| Transient Documents | GAR-CM-04<br><br>10551778 | All informal communications which convey information of temporary importance in lieu of oral communication including telephone voicemail, chats, posts, instant, and text messages, post-it notes, drafts, generic emails, social media posts, and shared departmental calendars. These communications have very little administrative value as they do not set policy, establish guidelines, define procedures, certify a transaction, or become a receipt. | | | Electronic – Retain until no longer of administrative value, then destroy.<br><br>Paper – Retain until no longer of administrative value, then destroy. | | Electronic – Delete<br><br>Paper – Shred | 4/12/2021 |
| Office Equipment Service Request | GAR-OES-01<br><br>10551366 | Used to request installation or modification of any equipment or service provided by telephone, computer, copier companies, etc. | | | Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. | | Unknown – Unknown | 11/5/2010 |

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|---|---|---|---|---|---|---|---|---|
| Requisitions for Supplies | GAR-OES-08<br><br>10551290 | Documents used to order supplies from a storeroom. | | | Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. | | Unknown – Unknown | 2/11/2010 |
| Policies and Procedures | GAR-PP-01<br><br>10551286 | Administrative policies and procedures governing the operation, regulations, and/or procedures of an agency or program, including directives, manuals, and handbooks. Series may include executive level policies and procedures which are used by the head of an agency or executive level office and address agency-wide operations, critical agency functions, or issues of public visibility or concern. | | | Electronic – Retain 2 years after revised, superseded, or obsolete, then contact State Archives for review and possible transfer. Dispose of is not transferred.<br><br>Paper – Retain 2 years after revised, superseded, or obsolete, then contact State Archives for review and possible transfer. Dispose of is not transferred. | | Electronic – Delete<br><br>Paper – Shred | 2/11/2010 |

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|---|---|---|---|---|---|---|---|---|
| Annual Reports and Publications | GAR-RPM-01<br><br>10551498 | Printed matter published by state agencies for distribution to the public. Also includes other published annual and periodic reports on agency activities. | | | Unknown – Upon publication, fulfill the requirements of O.R.C. 149.11. Destroy excess copies when no longer of administrative value. | | Unknown – Unknown | 6/20/2012 |
| Audiovisual Materials | GAR-RPM-04<br><br>10551777 | Includes photographs (negatives, prints, slides, transparencies, and related items) audio and video recordings documenting state agency activities and functions. Also includes any corresponding logs or indices. Does not include records scheduled according to content such as surveillance/security video or recordings of hearings/meetings. | | | Unknown – Retain in agency for two years, or until information is no longer of administrative value, then contact State Archives for review and possible transfer. Dispose of if not transferred. | | Unknown – Unknown | 4/2/2021 |

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|---|---|---|---|---|---|---|---|---|
| Monthly & Weekly Reports | GAR-RPM-05<br><br>10551773 | Documents and advises supervisors and management status of on-going office activities to include projects, issues and events; advises supervisors of various events and issues. | | | Unknown – Retain 1 year, then destroy. | | Unknown – Unknown | 4/2/2021 |
| Minutes of Agency Staff Meetings | GAR-RPM-06<br><br>10551287 | Minutes and supporting records documenting internal policy decisions. | | | Unknown – Retain 2 years, then contact State Archives for review and possible transfer. Dispose of if not transferred. | | Unknown – Unknown | 2/11/2010 |
| Out-of-State Travel Request | GAR-VT-01<br><br>10551612 | Internal form used to obtain authorization for out-of-state travel for a state employee. | | | Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. | | Unknown – Unknown | 6/22/2016 |

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|---|---|---|---|---|---|---|---|---|
| Travel Expense Report | GAR-VT-02<br><br>10551619 | Used for claiming reimbursement for in-state and out of state travel. | | | Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. | | Unknown – Unknown | 8/24/2016 |
| Telephone Logs, Bills and Call Records | GP-M-03<br><br>10551611 | Listing of long distance calls made by agency personnel for a particular time period. | | | Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. | | Unknown – Unknown | 6/22/2016 |

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|---|---|---|---|---|---|---|---|---|
| Written Reprimands | GP-O-07<br><br>10550982 | A reprimand that documents a violation of work rules or policies by an employee of the agency. | | | Electronic – Retain 2 years from effective date unless an agreement has been established and no other discipline imposed during the last 2 years.<br><br>Paper – Retain 2 years from effective date unless an agreement has been established and no other discipline imposed during the last 2 years. | | Electronic – Delete<br><br>Paper – Shred | 5/9/2002 |
| Training Manuals | GP-O-12<br><br>10551775 | Manuals produced or attained by an agency for internal personnel training. | | | Unknown – Retain until superseded, obsolete, or replaced, then destroy. | | Unknown – Unknown | 4/2/2021 |