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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.

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 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. Paper – Retain 3 years from request completion. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Shred	12/2/2024

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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
Class Action Fairness Act (CAFA) Notices	OW-AGO-02 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. Paper – Retain 1 year, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	1/5/2021
Confidential Personal Information (CPI) System Access Logs	OW-AGO-03 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. Paper – 2 years.		Electronic – Delete Paper – Shred	12/11/2010

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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
Legislative Analysis Files	OW-AGO-04 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. Paper – 4 years (if maintained electronically), then review for continual administrative or legal value. If converted to electronic format, dispose after conversion.		Electronic – Delete Paper – Shred	12/11/2010

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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
Amicus Brief Files	OW-AGO-05 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. 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 Paper – Shred	12/10/2024
Attendance Records	OW-AGO-06 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

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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
Research/Reference Files	OW-AGO-08 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. Paper – Retain until no longer of administrative value. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Shred	12/2/2024

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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
Federal and State Grant Files	OW-AGO-09 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. 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 Paper – Shred	12/2/2024

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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
Responses – Informal Opinions, Advisory Letters, and Memorandum	OW-AGO-10 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. 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 Paper – Shred	12/2/2024

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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
Legal Advice/Client Files	OW-AGO-11 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. 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 Paper – Shred	3/6/2026

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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
Administrative Hearing Files	OW-AGO-12 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. Paper – Retain 1 year after hearing closed. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Shred	3/6/2026

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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
Court Case Files	OW-AGO-13 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. 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 Paper – Shred	3/6/2026

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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
Presentation, Training, and Workshop Files	OW-AGO-14 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. Paper – Retain 2 years or until material is superseded or revised. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Recycle	1/9/2026

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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
Check Tracking Logs	OW-AGO-16 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 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. Paper – Retain 5 years from completion or termination of program/project. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Shred	12/10/2024

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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
Security Video and Logs	OW-AGO-18 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. Camera footage is stored in the camera system labeled by site, then camera location; and will automatically begin overwriting old footage at the 30-day retention mark. Files may include, but are not limited to, video, screenshots from video, and audit logs from the video system. 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.	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 30 days.		Electronic – Delete	10/28/2026

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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
Working Group Files	OW-AGO-19 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. 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 Paper – Shred	2/18/2015

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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
Deposited Checks	OW-AGO-20 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 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. Paper – Retain until revised, superseded, obsolete or no longer of administrative value.		Electronic – Delete Paper – Shred	6/22/2015

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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
Templates, Forms, and Sample Responses	OW-AGO-22 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. Paper – Retain until revised, obsolete, or superseded.		Electronic – Delete Paper – Shred	6/22/2015

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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
Letter of Representation (Asset Representation Letter)	OW-AGO-23 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. Paper – Until scanned and verified, then destroy.		Electronic – Delete Paper – Shred	6/22/2015

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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
Unfunded Grant Applications	OW-AGO-24 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. Paper – Retain 2 years from beginning of internal grant preparations or until converted to electronic format.		Electronic – Delete Paper – Shred	12/8/2016
Calendars, Appointment Books, and Itineraries	OW-AGO-25 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. Paper – Until no longer of administrative value, continually revised or superseded.		Electronic – Delete Paper – Shred	3/24/2017

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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
Phone System Recordings	OW-AGO-26 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

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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
Building Access Control Records	OW-AGO-27 10551651	Access control systems that manage access permissions and access history to building floors/rooms for the employees of the Office of the Ohio Attorney General (AGO). 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 peace officer information (ORC 149.43)		Electronic – Retain 90 days or delete upon employee separation from the office.		Electronic – Delete	10/28/2026

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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
Security Training Records	OW-AGO-28 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. 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 Paper – Shred	11/2/2017

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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
Attorney General Joint Committee on Agency Rule Review (JCARR) Rulemaking Documents	OW-AGO-29 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. Paper – Retain 6 years, unless scanned and saved electronically.	Paper - Used for reference before next mandatory 5 year rule review cycle (ORC 119.04). Machine Readable - Used for reference before next mandatory 5 year rule review cycle (ORC 119.04).	Electronic – Delete Paper – Shred	3/8/2018

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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
Section Policies and Procedures	OW-AGO-30 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 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. Paper – Retain 9 years after applicable transition, unless scanned and saved electronically.	Used for reference by next two administration terms.	Electronic – Delete Paper – Shred	5/3/2019

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
Unsuccessful Bids and Submissions by Vendors	OW-AGO-32 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. Paper – Retain 2 years from contract awarding, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	4/17/2020

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
Visitors' Log	OW-AGO-33 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. Paper – Retain 1 year then destroy.		Electronic – Delete Paper – Shred	4/22/2021
Boards and Commissions Meeting Minutes and Related Records	OW-AGO-34 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. Paper – Retain 4 years then transfer meeting minutes to the State Archives, unless scanned and saved electronically. Destroy all other records afterwards.		Electronic – Delete Paper – Shred	5/5/2021

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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
CALEA Accreditation Files	OW-AGO-35 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. Paper – Retain 4 years from awarding accreditation. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete 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 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. Paper – Retain 1 year from completion of legal mandate. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Shred	1/9/2026

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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
Executive Correspondence	GAR-CM-01 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. Paper – Retain 2 years then transfer to State Archives.		Electronic – Delete Paper – Shred	12/10/2010

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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
General Correspondence	GAR-CM-02 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. Paper – Retain 6 months and then destroy.		Electronic – Delete Paper – Shred	4/21/2021

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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
Transient Documents	GAR-CM-04 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. Paper – Retain until no longer of administrative value, then destroy.		Electronic – Delete Paper – Shred	4/12/2021
Office Equipment Service Request	GAR-OES-01 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

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
Requisitions for Supplies	GAR-OES-08 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 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. 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 Paper – Shred	2/11/2010

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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
Annual Reports and Publications	GAR-RPM-01 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 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 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 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 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

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
Travel Expense Report	GAR-VT-02 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 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

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
Written Reprimands	GP-O-07 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. 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 Paper – Shred	5/9/2002
Training Manuals	GP-O-12 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