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Outside Counsel 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
Electronic data systems pertaining to Special Counsel	89-OAG-8 10551148	This records series contains all records maintained with the "Professional File System" and the "Special Counsel File System." These systems are electronic databases containing electronic records pertaining to Special Counsel assignments, invoices, controlling board information, mail management, projections, client information and special counsel contract information.			Electronic – Retain until superseded, obsolete, or replaced, then destroy.		Electronic – Erase	11/15/2002

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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
Controlling Board Filings	89-OAG-15 10551510	Formal request to Controlling Board to get approval waiver for non-competitive selection in order to contract with outside counsel on behalf of clients whose individual vendor contracts exceed $50,000. Can include, but is not limited to controlling board forms and filing documents, correspondence with clients and firms, notes and research.			Electronic – 2 fiscal years.		Electronic – Delete	10/23/2012
Client Projections	89-OAG-16 10551513	Report generated for each client that lists all matters for the current fiscal year and the associated costs, as well as budget projections and anticipated matters for the next fiscal year. Used to establish client budget projections for the following year.			Electronic – Retain 2 fiscal years. Paper – Retain 2 fiscal years. If scanned and saved electronically, dispose of paper immediately.		Electronic - Delete Paper – Shred	12/28/2022

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Client Matter Files	89-OAG-17 10551511	Records tracking Ohio Attorney General client matters assigned to outside and special counsel law firms. Also details any resulting expenses incurred by the law firm. Records include, but are not limited to, client requests to outside counsel representation, case assignment and amendment letters, submitted invoices by counsel, invoice approval letters, case summary updates, and correspondence.			Electronic – Retain 6 years from end of fiscal year. Paper – Retain 6 years from end of fiscal year. If scanned and saved electronically, dispose of paper immediately.	Per ORC 2305.06, an action upon a specialty or an agreement, contract, or promise in writing shall be brought within six years after the cause of action accrued.	Electronic – Delete Paper – Shred	12/28/2022

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Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Method of Disposal	Date Schedule Approved
Appointment Letters	89-OAG-18 10551512	Letters appointing outside counsel for special counsel work. These letters have not been created since 2008 and were decorative. They did not serve as the official appointment of special counsel.			Paper – One-time disposal of obsolete records: these letters are no longer created and hold no value to the office since these are decorative copies. The official appointment is the assignment letter within the Client file.		Paper – Recycle	10/23/2012

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Outside Counsel Firm Files and Retention Agreements	89-OAG-19 10551690	Files compiled and used to make decisions on hiring outside counsel firms. Those hired will contain a contract between the Ohio Attorney General's Office (AGO) and the outside counsel that establishes the provisions of legal services to be provided by the outside counsel, as well as reporting responsibilities, salary and budget information, and other terms of the agreement. Records include, but are not limited to, completed request for qualifications (RFQ), firm biographies, affidavit of eligibility, declaration of material assistance (DMA), affirmative action plan verification (AAPV), W-9 and vendor ID forms, conflict waivers, retention agreement, correspondence, and quarterly status reports.	ORC 149.43 – Attorney/Client Privilege, Attorney Work Product		Electronic – Retain 6 years from end of fiscal year. Paper – Retain 6 years from end of fiscal year. If scanned and saved electronically, dispose of paper immediately.	Per ORC 2305.06, an action upon a specialty or an agreement, contract, or promise in writing shall be brought within six years after the cause of action accrued.	Electronic – Delete Paper – Shred	12/28/2022

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Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Method of Disposal	Date Schedule Approved
Outside Counsel Proposals to Attorney General	89-OAG-20 10551692	Outside Counsel firms proposed cases to the Ohio Attorney General's Office (AGO). Records include, but are not limited to, correspondence, spreadsheet data from pension funds, and memos from law firms assessing strengths of the potential cases.	ORC 149.43 – Attorney Work Product, Attorney/Client Privilege		Electronic – Retain 6 months. Paper – Retain 6 months, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	10/4/2018