ANDY WILSON
OHIO ATTORNEY GENERAL

Policy and Public Affairs 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
Joint Legislative Ethics Commission Filings	562-OAG-06 10551119	Per ORC 121.62, the Ohio Attorney General's Office will submit an initial registration statement with the Joint Legislative Ethics Commission to disclose lobbying activities. Records include, but are not limited to, the initial filing to register the lobbyists, quarterly filings confirming the continuing existence of each engagement described in an initial registration statement listing the specific executive agency decisions that the lobbyist sought to influence under the engagement during the period covered by the updated statement and their expenditures, and notifications concerning the termination of an engagement with a lobbyist.			Electronic – Retain 2 years. Paper – Retain 2 years. If scanned and saved electronically, dispose of immediately.		Electronic – Delete Paper – Shred	6/7/2022

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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
Legislator/Constituent File	562-OAG-10 10551174	Files kept concerning inquiries made by state and federal legislators regarding their constituents or other affairs. Records include, but are not limited to, correspondence from and responding to legislators.			Electronic – Retain 2 years. Paper – Retain 2 years. If scanned and saved electronically, dispose of immediately.		Electronic – Delete Paper – Shred	6/7/2022
Charitable Settlements	562-OAG-16 10551122	Record of all donations made to any charity by the Attorney General's Office for a 2 year period.			Electronic – Retain 2 years then destroy. Paper – Retain 2 years then destroy.		Electronic – Delete Paper – Trash	12/17/2002
Section Files	562-OAG-25 10551125	Personal research conducted by Director of Policy to gain knowledge about the functions of each of the 30 sections within the Attorney General's Office.			Electronic – Retain until the end of term then destroy. Paper – Retain until the end of term then destroy.	This information is relevant to the current administration; once the term has ended the information is no longer of value.	Electronic – Delete Paper – Trash	12/17/2002

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Media Briefing Materials	88-OAG-10 10551664	Helps staff inform media/attorney general on topics such as school funding. Records contain, but are not limited to, brief summary of the interview or event, informational narratives, statistics, and some past press releases or images of the interviewer.	May contain briefings on pending legal cases, criminal investigations, attorney-client privilege communications (ORC 149.43).		Electronic – Retain 4 years, prior to destroying have reviewed by State Archives. Paper – Retain 4 years unless scanned and saved electronically, have reviewed by State Archives.		Electronic – Delete Paper – Shred	8/11/2017
AGO Podcasts	88-OAG-11 10551681	Outward-facing communications to the public to educate or relay information concerning the works/services of the AGO. Records include, but are not limited to, emails, draft scripts, and podcast recordings.			Electronic – Retain 4 years, prior to destroying have reviewed by State Archives.		Electronic – Delete	4/26/2018

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Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Method of Disposal	Date Schedule Approved
Press Releases	88-OAG-12 10551699	Press releases regarding news and office initiatives and litigation.		These are the only copies existing.	Electronic – Retain 4 years, prior to destroying have reviewed by State Archives. Paper – Retain 4 years, prior to destroying have reviewed by State Archives, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	11/5/2018

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Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Method of Disposal	Date Schedule Approved
Columns Written by the Attorney general	88-OAG-13 10551700	Columns that discuss the Attorney General's opinion on major issues and office initiatives.			Electronic – Retain 4 years, prior to destroying have reviewed by State Archives. Paper – Retain 4 years, prior to destroying have reviewed by State Archives, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	11/5/2018

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Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Method of Disposal	Date Schedule Approved
Public Affairs Briefing Materials	88-OAG-14 10551698	Internal information about office issues that staff uses to field media questions and prepare the Attorney General for interviews.	May contain Confidential Law Enforcement Investigatory Records (CLEIRS), attorney/client privilege, attorney work product, and other records protected by ORC 149.43.		Electronic – Retain 2 years. Paper – Retain 2 years, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	11/5/2018

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Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Method of Disposal	Date Schedule Approved
Daily Itinerary Briefings	88-OAG-15 10551706	Briefings used to prepare the Attorney General for the next day's media interview or travel day.	May contain attorney work product, attorney/client privilege, and other information protected by ORC 149.43.		Electronic – Retain 2 years. Paper – Retain 2 years, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	11/16/2018
Speeches	88-OAG-16 10551828	Prepared text, as drafted, of speeches by the Attorney General at major events since they were elected.			Electronic – Retain 4 years, prior to destroying have reviewed by State Archives. Paper – Retain 4 years, unless scanned and saved electronically, prior to destroying have reviewed by State Archives.		Electronic – Delete Paper – Shred	3/11/2026

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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
Attorney General Office Clips (Editorials)	88-OAG-17 10551704	Articles from newspapers and websites about the Attorney General and other office issues to have on file for reference.			Electronic – Retain 2 years. Paper – Retain 2 years, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	11/15/2018
AGO Newsletters	88-OAG-18 10551703	Newsletters sent or posted promoting issues and initiatives from various sections of the Attorney General's Office (AGO). Records include, but are not limited to, mass mailing emails and postings on AGO website.			Electronic – Retain 4 years. Paper – Retain 4 years, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	11/15/2018
Audiovisual Materials	88-OAG-19 10551702	Informational or promotional videos produced by Attorney General's Office (AGO) for press releases, social media, and other initiatives or the office.			Electronic – Retain 4 years, prior to destroying have reviewed by State Archives.		Electronic – Delete	11/15/2018