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# Records Management 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 |
|---|---|---|---|---|---|---|---|---|
| Records Retention Schedules | RM-AGO-01<br><br>10551405 | Per ORC 149.333, records retention schedules are approved by the Department of Administrative Services to identify and describe records series kept by the Ohio Attorney General's Office, their media formats, and what length of time the office will retain the records in each series. Retention schedules may include information on, but are not limited to, confidentiality statutes that might be applicable, vital records status, and retention period justification. | | | Electronic – Retain permanently.<br><br>Paper – Retain permanently. | Per ORC 149.351, office must be able to demonstrate that records were disposed of in accordance with schedule that was in effect at time of disposition. | Electronic – Permanent<br><br>Paper – Permanent | 10/19/2023 |

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|---|---|---|---|---|---|---|---|---|
| Records Disposal Request Records | RM-AGO-2<br><br>10551406 | Records documenting the disposal of records in accordance to approved records retention schedules for the office. Information may include, but is not limited to, inclusive dates of records disposed, quantity/volume, media format, date of final destruction, and potential list of specific matters destroyed. | | | Electronic – Retain 10 years.<br><br>Paper – Retain 10 years. If scanned and saved electronically, dispose of paper immediately. | ORC 149.351 (E) provides a 5 year statute of limitations for claims of unlawful removal, destruction, mutilation, transfer, or damage of public office records outside of their applicable records retention schedules/records retention policy. | Electronic – Delete<br><br>Paper – Shred | 10/19/2023 |

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| Records Management Work Order Requests | RM-AGO-03<br><br>10551549 | Requests between AGO employees and Records Management concerning, but not limited to, the use and maintenance of off-site records storage, the office's document management/case management systems, or confidential shredding services. Series does not concern records disposal requests which are retained under RM-AGO-02. | Some requests may concern case work in which the mere existence of a case is confidential by various section statutes. If these are ever requested, they should undergo legal review. | | Electronic – Retain 1 year. | | Electronic – Delete | 10/19/2023 |

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| Records Inventory and Analysis Forms | RM-AGO-04<br><br>10551806 | Form used in the analysis of a record series in order to develop a records retention schedule based on the administrative, fiscal, legal, and historical value of the records. Form may include information on, but is not limited to, the confidentiality statues that might be applicable to the series, vital record status, retention period and corresponding schedule information, record series description, and media format/storage information. | | | Electronic – Retain until superseded by an updated analysis or until record series is no longer created. | | Electronic – Delete | 10/19/2023 |