



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 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. 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 Paper – Permanent	10/19/2023



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Records Disposal Request Records	RM-AGO-2 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. 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 Paper – Shred	10/19/2023



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Records Management Work Order Requests	RM-AGO-03 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 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 statutes 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