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OHIO ATTORNEY GENERAL

Special Prosecutions 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
Non-Prosecuted Cases	SP-AGO-01 10551754	Cases the Ohio Attorney General's Office (AGO) determined not to, agreed not to, or did not have enough evidence to pursue and resulted in no prosecution. 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, hearing and disposition materials, and reports from local law enforcement.	Numerous confidentiality statutes specific to client agencies, attorney/client privilege, attorney work product, SSN, and potentially other sections of ORC 149.43.	AGO may be only agency to have copy of records.	Electronic – Retain 4 years from decision not to prosecute. If decision not made, retain permanently. Paper – Retain 4 years from decision not to prosecute, unless scanned and saved electronically. If decision not made, retain permanently.		Electronic – Delete Paper – Shred	2/13/2020

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Misdemeanor-Offense Prosecuted Cases	SP-AGO-02 10551757	Prosecuted cases by the Ohio Attorney General's Office (AGO) that rise to the conviction of a misdemeanor or minor misdemeanor violation. 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, hearing and deposition materials, and reports from local law enforcement.	Numerous confidentiality statutes specific to client agencies, attorney/client privilege, attorney work product, SSN, and potentially other sections of ORC 149.43.	AGO may be only agency to have copy of records.	Electronic – Retain 5 years from case closing. If case resulted in a not guilty or no bills, retain for 2 years from case closing. Paper – Retain 5 years from case closing. If case resulted in a not guilty or no bills, retain for 2 years from case closing. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Shred	6/4/2025

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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
Felony-Offense Prosecuted Cases	SP-AGO-03 10551756	Prosecuted cases by the Ohio Attorney General's Office (AGO) that rise to the conviction of a felony violation not rising to those stipulated in ORC sections 2901.13(A)(3), 2903.01, 2903.02, 2907.02, and 2907.03. 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, hearing and deposition materials, and reports from local law enforcement.	Numerous confidentiality statutes specific to client agencies, attorney/client privilege, attorney work product, SSN, and potentially other sections of ORC 149.43.	AGO may be only agency to have copy of records.	Electronic – Retain 10 years from case closing. If case resulted in a not guilty or no bills, retain for 2 years from case closing. If the case concerns officer-involved use of force that resulted in no bills, retain 5 years from case closing. Paper – Retain 10 years from case closing. If case resulted in a not guilty or no bills, retain for 2 years from case closing. If the case concerns officer-involved use of force that resulted in no bills, retain 5 years from case closing. If scanned and saved electronically, dispose of paper immediately.	Provides enough time in the event of post-conviction relief, judicial release motions, and prosecutorial or prejudice delays to run their course.	Electronic – Delete Paper – Shred	6/4/2025

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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
Felony-Offense (2901.13(A)(3)) Prosecuted Cases	SP-AGO-04 10551755	Prosecuted cases by the Ohio Attorney General's Office (AGO) that rise to the conviction of a felony offense of those stipulated in ORC section 2901.13(A)(3). 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, hearing and deposition materials, and reports from local law enforcement.	Numerous confidentiality statutes specific to client agencies, attorney/client privilege, attorney work product, SSN, and potentially other sections of ORC 149.43.	AGO may be only agency to have copy of records.	Electronic – Retain 20 years from case closing. If case resulted in a not guilty verdict or no bills, retain for 2 years from case closing. If the case concerns officer-involved use of force that resulted in no bills, retain 5 years from case closing. Paper – Retain 20 years from case closing. If case resulted in a not guilty verdict or no bills, retain for 2 years from case closing. If the case concerns officer-involved use of force that resulted in no bills, retain 5 years from case closing. If scanned and saved electronically, dispose of paper immediately.	Provides enough time in the event of post-conviction relief, judicial release motions, and prosecutorial or prejudice delays to run their course.	Electronic – Delete Paper – Shred	6/4/2025

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Murder Offense Prosecuted Cases	SP-AGO-05 10551753	Prosecuted cases by the Ohio Attorney General's Office (AGO) per ORC 2903.01 and 2903.02 concerning aggravated murder and murder. 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, hearing and deposition materials, and reports from local law enforcement.	Numerous confidentiality statutes specific to client agencies, attorney/client privilege, attorney work product, SSN, and potentially other sections of ORC 149.43.	AGO may be only agency to have copy of records.	Electronic – Retain 30 years from case closing or until execution, whichever is later. If case resulted in a not guilty verdict or no bills, retain for 2 year from case closing. If the case concerns officer-involved use of force that resulted in no bills, retain 5 years from case closing. Paper – Retain 30 years from case closing or until execution, whichever is later. If case resulted in a not guilty verdict or no bills, retain for 2 year from case closing. If the case concerns officer-involved use of force that resulted in no bills, retain 5 years from case closing. If scanned and saved electronically, dispose of paper immediately.	Provides enough time in the event of post-conviction relief, judicial release motions, and prosecutorial or prejudice delays to run their course. In cases where the sentence is death, inmates may be filing habeas motions frequently.	Electronic – Delete Paper – Shred	6/4/2025

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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
Sexual Battery and Rape Offense Prosecuted Cases	SP-AGO-06 10551758	Prosecuted cases by the Ohio Attorney General's Office (AGO) concerning felony-level offenses as those stipulated in ORC sections 2907.02 and 2907.03. 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, hearing and deposition materials, and reports from local law enforcement.	Numerous confidentiality statutes specific to client agencies, attorney/client privilege, attorney work product, SSN, and potentially other sections of ORC 149.43.	AGO may be only agency to have copy of records.	Electronic – Retain 30 years from case closing or until execution, whichever is later. If case resulted in a not guilty verdict or no bills, retain for 2 year from case closing. Paper – Retain 30 years from case closing or until execution, whichever is later. If case resulted in a not guilty verdict or no bills, retain for 2 year from case closing. If scanned and saved electronically, dispose of paper immediately.	Provides enough time in the event of post-conviction relief, judicial release motions, and prosecutorial or prejudice delays to run their course.	Electronic – Delete Paper – Shred	6/4/2025