



## 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.	Machine Readable – 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.		Machine Readable – Delete  Paper – Shred	2/13/2020



# DAVE YOST

OHIO ATTORNEY GENERAL

<b>Record Series Title</b>	<b>Agency and Series Authorization Numbers</b>	<b>Record Series Description</b>	<b>Confidential Description</b>	<b>Vital Description</b>	<b>Retention Period</b>	<b>Retention Justification</b>	<b>Method of Disposal</b>	<b>Date Schedule Approved</b>
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.	Machine Readable – Retain 5 years from case closing.  Paper – Retain 5 years from case closing, unless scanned and saved electronically.		Machine Readable – Delete  Paper – Shred	2/13/2020



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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.	Machine Readable – Retain 10 years from case closing.  Paper – Retain 10 years from case closing, unless scanned and saved electronically.	Provides enough time in the event of post-conviction relief, judicial release motions, and prosecutorial or prejudice delays to run their course.	Machine Readable – Delete  Paper – Shred	2/13/2020



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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.	Machine Readable – Retain 20 years from case closing.  Paper – Retain 20 years from case closing, unless scanned and saved electronically.	Provides enough time in the event of post-conviction relief, judicial release motions, and prosecutorial or prejudice delays to run their course.	Machine Readable – Delete  Paper – Shred	2/13/2020



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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.	Machine Readable – Retain 30 years from case closing or until execution, whichever is later.  Paper – Retain 30 years from case closing or until execution, whichever is later, unless scanned and saved electronically.	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.	Machine Readable – Delete  Paper – Shred	2/13/2020



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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.	Machine Readable – Retain 30 years from case closing.  Paper – Retain 30 years from case closing, unless scanned and saved electronically.	Provides enough time in the event of post-conviction relief, judicial release motions, and prosecutorial or prejudice delays to run their course.	Machine Readable – Delete  Paper – Shred	2/13/2020