



Civil Rights 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
Attorney Quarterly Reports	70-OAG-16 10550917	Attorney quarterly reports of pending cases. No longer use. However will keep remaining records within the retention policy in accordance with the file retention policy.			Paper – 2 years.		Paper – Wastepaper	12/17/2007
Section Policy and Procedures	70-OAG-22 10550914	Policies and Procedures that govern the Civil Rights Section.			Microform – Retain until policy and/or procedure is no longer effective.		Microform – Permanent	3/1/2002



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Section Staff Meeting Agenda	70-OAG-41 10551280	Informational packet used to coordinate and document section staff meetings. Includes meeting agenda, informational handouts, sign-in sheets, copies of meal reimbursements, and other relevant materials.	Could include attorney/client privilege information.		Machine Readable – 2 years. Paper – 2 years.		Machine Readable – Delete Paper – Recycle	12/9/2009
Ohio Civil Rights Commission Active Case Files	70-OAG-47 10551609	Case files allow Civil Rights section to litigate the case, proving the complaint in court & providing necessary documentation to record the issues brought before OCRC. File include pleadings, correspondence, discovery, evidence, witness testimony, intake forms (statistics), personal information of complainants, subpoenas and documents required by OCRC	Attorney/client privilege, possibly 149.43, conciliation 4112.05, Social Security Numbers	Losing this data could affect the rights of complainants	Machine Readable – Retain 2 years from date of final action. Paper – Retain 60 days from date of final action, then return to OCRC.		Machine Readable - Delete Paper – Shred	4/25/2016



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Constituent Inquiries	70-OAG-48 10551620	Correspondence of a general nature from individuals, companies & organizations seeking information, direction, assistance or referral to appropriate entities, most often outside the Attorney General's Office			Machine Readable - 4 years Paper – 4 years or until saved electronically.		Machine Readable - Delete Paper – Shred	9/22/2016



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Ohio Civil Rights Commission Meeting Files	70-OAG-49 10551631	Memo & agenda items, including draft order, summary of cases, and legal recommendation for disposition of case, prepared by AGO to inform the Ohio Civil Rights Commission (OCRC) of items for its agenda at commission meetings. Provides the OCRC with the information it needs to vote to close a case. Also contains but is not limited to, copies of investigatory probable cause cases from the OCRC, written complaints by the AGO civil rights section on cases, OCRC confirmation agenda and other materials for the commission meeting, as well as minutes from OCRC meetings.	Attorney/Client Privilege		Machine Readable – Retain for 3 years. Paper – Retain for 3 years unless scanned and saved electronically.		Machine Readable – Delete Paper – Shred	12/1/2016