



Constituent Services 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
Constituent Inquiries	CON-AGO-01 10551460	Correspondence of a general nature from individuals, companies and organizations seeking direction, assistance or referral to appropriate entities, most often outside the AGO. The Constituent Inquiries Database (CID) tracks incoming communications and actions taken upon those inquiries by the AGO.			Machine Readable – 4 years (CID & Content manager). Paper – 6 months, provided scanned.	The paper is not the complete record, but only that which the office receives in paper format.	Machine Readable - Delete Paper – Recycle	10/18/2011