



## Education 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
Memoranda of Understanding for Campus Counsel	82-OAG-12 10551263	Records establishing provisions of legal services by in-house counsel to colleges and universities who are designated as an Assistant Attorney General. Can include, but not limited to, information on the organization of the university office, salary/budget information, selection method, term, job responsibilities, supervision of litigation, appointment of special counsel, and duration.			Paper – 1 year after superseded.		Paper – Recycle	9/18/2009



# DAVE YOST

OHIO ATTORNEY GENERAL

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
Appointment Letters	82-OAG-17 10551247	Letter signed by the Attorney General and sent to college or university designating an appointed Assistant Attorney General pursuant to the Memo of Understanding for Campus Counsel.			Paper – Until separation from position as assistant attorney general.		Paper – Recycle	9/11/2009
Case Files	82-OAG-18 10551262	Serve as the primary source of litigation information and may contain, but are not limited to, documents such as settlement agreements, findings of recovery, pleadings, motions, judgements, attorney correspondence, discovery/evidence, all gathered to protect the interest of the client.	Attorney/client privilege, along with information that could fall under FERPA, HIPPA, and 149.43 (peace officer).		Machine Readable – 3 years from close of case and all appeals exhausted.  Paper – 3 years from close of case and all appeals exhausted.		Machine Readable – Delete  Paper – Shred	9/18/2009