



**DAVE YOST**

OHIO ATTORNEY GENERAL

## Executive Agencies 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
Qualified Domestic Relations Files	057-OAG-30 10551486	Documents sent to AGO by Deferred Compensation for legal review and advice on the validity of the Qualified Domestic Relations Orders. Files can include, but my not be limited to the qualified domestic relations order, cover letter, subpoenas, correspondence, and internal memos and notes.	Attorney/client privileged communications, SSN, ORC 148.05 (personal history, medical records, tax records).		Machine Readable – 2 years from initial action.  Paper – 2 years from initial action.	Files maintained long-term by Deferred Compensation.	Machine Readable – Delete  Paper – Shred	4/18/2012



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<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>
Trademark Registration Files	057-OAG-32 10551496	Files retained to prove ownership of trademark and priority of use. Files include clearance search materials to certify good faith in adoption of mark, application and registration, trademark certificate, specimens, attorney work product, and other related documents.(AGO & Client files).	Attorney Client privilege attorney work product.	Legal entitlement, could have monetary value.	Machine Readable – 3 years after decision not to use trademark (AGO & Client files).  Paper – 3 years after decision not to use trademark (AGO & Client files).	Even if it expires, there is a 3 year statute of limitations to get it back (15 USC 1051).	Machine Readable – Erase  Paper – Shred	6/1/2012



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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
Copyright Registrations & Assignments	057-OAG-33  10551493	Documents that demonstrate that copyrightable subject matter was created in the course and scope of employment. Also includes the signed assessment of copyright, registration application, certificate of registration, subsequent assignments, documents that assign/grant copyright of the AGO.	Attorney/client privilege, attorney work product, subject to copyright laws.	Establishes legal rights. Monetary value.	Machine Readable – 5 years & unless no longer of administrative value from receipt of certification of registration or assignment.  Paper – 2 years after useful life of property (AGO), 2 years from receipt of certificate of registration or assignment (Client files).	Duty to preserve property. Potential long-term monetary value.	Machine Readable – Erase  Paper – Shred	5/24/2012



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<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>
Intellectual Property Licensing Files	057-OAG-34 10551492	Files that allow the AGO or its clients to enforce licensing rights, limit liabilities, and ensure compensation. Files can include, but not be limited to, request for legal service, licensing agreement, correspondence, work product, record of transacted obligations under the license, termination, extension, or modifications of licenses.	Attorney work product, Attorney/Client privilege		Machine Readable – 2 years from expiration, termination, or cancellation.  Paper – 2 years from expiration, termination, or cancellation.		Machine Readable – Erase  Paper – Shred	5/16/2012