



DAVE YOST

OHIO ATTORNEY GENERAL

Human Resources 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 |
|-----------------------------|---|--|--------------------------|-------------------|---|--|--------------------|------------------------|
| Payroll Authorization Files | 567-AGO-57 10551447 | Reference files used to document changes in payroll information. Can include, but is not limited to, deduction authorizations, tax forms, copies of personnel actions, direct deposit forms, and payroll related correspondence. | | | Paper – 1 year after employee terminates. | Used for reference while employee is active. | Paper – Shred | 7/29/2011 |



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| Accident Illness Reports | 567-OAG-11 10551025 | Report of information relative to an accident and/or injury/illness on the job. | | | Paper – Retain until imaging has been verified then destroy. Microform – Retain 5 years from when the report was produced then destroy. | | Paper – Shred Microform – Shred | 12/17/2007 |
| Request for Accommodations-ADA | 567-OAG-27 10551018 | Case files for agency employees covered by ADA. | | | Paper – Retain 1 year after employee leaves payroll then destroy. | | Paper – Shred | 12/17/2007 |
| Equal Employment Opportunity Program Plans | 567-OAG-42 10551096 | Equal Employment Opportunity affirmative action plans, EEO strategic plans (EEOSP), and civil rights EEO plans. | | | Paper – Retain 2 years have reviewed by State Archives prior to destroying. | | Paper – Shred | 10/23/2002 |



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| Equal Employment Opportunity Training Evaluations | 567-OAG-45 10551115 | EEO training evaluations for various EEO Awareness Training Classes, re. Sexual Harassment Awareness Training, EEO Compliance Training. | | | Paper – Retain 2 years in EEO unit. | | Paper – Shred | 10/23/2002 |
| Equal Employment Opportunity Training Materials | 567-OAG-48 10551348 | Materials and information related to internal Equal Employment Opportunity (EEO) trainings, including new hire orientation. Can include but is not limited to PowerPoint presentations and reference material used to prepare training materials. | | | Electronic – Until superseded. Paper – Until superseded. | | Electronic – Erase Paper – Wastepaper | 9/9/2010 |



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| Equal Employment Opportunity Applicant and New Hire Reports | 567-OAG-49 10551350 | Reports run to fulfill Department of Justice reporting requirements as well as for internal use. The reports can include statistics on the number and employment classifications of applicants and new hires, and are often categorized by gender, race, disability, veteran status, age, and position classification. | | | Electronic – 3 years, provided audited. Paper – Until no longer of administrative value. | Reports only printed for ease of use when necessary. Electronic is official record. | Electronic – Delete Paper – Recycle | 9/9/2010 |
| Equal Employment Opportunity New Hire Form | 567-OAG-50 10551351 | Voluntary form completed by new hires containing demographics such as name, position hired for, race, gender, disability status, military status, and where they heard about the position opening. Information submitted to DAS for EEO-4 requirements and used by Department of Justice. | | | Electronic – 3 years, provided audited. Paper – 3 years, provided audited. | DOJ has a 2 year reporting cycle. This allows for a year of review following the end of the cycle. | Electronic – Delete Paper – Shred | 9/9/2010 |



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| Equal Employment Opportunity Investigation Files | 567-OAG-51 10551349 | File maintained per OAC 123:1-49-14 to maintain compliance with Equal Employment Opportunity (EEO) regulations. Can include, but may not be limited to, EEO discrimination complaint form and receipt notification, investigative report, investigative questionnaire, evidentiary material, and documentation of findings/determination. | ORC 149.43(A)(1)(h) Confidential Law Enforcement Investigatory Record and OAC 123:1. | | Electronic – 5 years after resolution. Paper – 5 years after resolution. | Resolution being cases resolved within agency, by EEOC or by U.S. Court, whichever is final. | Electronic – Delete Paper – Shred | 4/19/2011 |



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| Personnel Files | 567-OAG-51 10551397 | File maintained for each employee which may include, but is not limited to items such as application/resume, new hire documentation, position descriptions, human resource requests, recommendations for hire, personnel actions, training records, change of address forms, emergency contact information, letters of commendation, policy and procedures acknowledgements, performance evaluations, disciplinary documents and separation records. | Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc. | | Electronic – Until no longer of administrative value. Paper – Retain portions used to verify employment, retirement, or OPERS contributions 50 years after separation. Purge all other records 6 years after separation. | Electronic – At times, it had been practice to scan files for internal convenience. The hardcopy (paper) file is the official record. Paper – An employee taking disability retirement has reinstatement rights for 5 years from the effective date of disability benefit (ORC 145.362, OAC 123:1-30-04). Long-term documents needed to verify employment, retirement & OPERS contributions. | Electronic – Delete Paper – Shred | 1/20/2011 |



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| Unemployment Files | 567-OAG-52 10551442 | Files that serve to answer employee and ODJFS questions about unemployment compensation. Includes request from ODJFS Unemployment Compensation, disciplinary documentation, salary/fiscal documentation, reply from ODJFS regarding payout. | | | Paper – 2 years. | | Paper – Shred | 6/29/2011 |
| Equal Employment Opportunity Applicant Survey | 567-OAG-52 10551347 | Optional form created by DAS and used by office to collect statistics, such as race, gender, age, veteran status, and disability, on applicant pool. Documents the number of applicants per job opening and fulfills government requirements for collection of data. | | | Electronic – 3 years, provided audited. Paper – 3 years, provided audited. | Dept. of Justice has 2 year reporting cycle. This allows for review at end of reporting period. | Electronic – Delete Paper – Shred | 9/9/2010 |
| Seniority List | 567-OAG-53 10551443 | List of bargaining unit employees, including hire date, section, classification, pay range and seniority status. Used to differentiate between employees for tenure, seniority and other personnel action decisions. | | | Electronic – 2 years. | Corresponds with how long DAS required to maintain per bargaining contracts. | Electronic – Delete | 6/29/2011 |



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| Benefit Files | 567-OAG-54 10551450 | All forms and paperwork that serve to document the benefits rights of AGO staff, including enrollment information, change in benefits forms, proof documents, and correspondence. | Social Security numbers and state employee home address (case law). | | Paper – 1 year after separation. | Information also entered in OAKS. | Paper – Shred | 7/20/2011 |
| Medical Records | 567-OAG-55 10551445 | Medical records can include disability application, doctor notes, medical reports, supplemental information, childbirth leave records, and doctor’s notes for accommodating temporary medical circumstances. Utilized to track medical leave approval, status and hours, to establish patterns of abuse, and to prove that the AGO is fulfilling its legal requirements in giving access to disability and FMLA benefits (does not include ADA or Workers Compensation records). | Some medical records may be confidential under 149.43. | | Paper – 3 years from last instance. | | Paper – Shred | 7/29/2011 |



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| Worker's Compensation Files | 567-OAG-56 10551448 | Files that document workplace injuries for purposes of providing compensation. Can include medical documentation, claims, accident reports, payout documentation, First Report of Injury reports, and communication between AGO, Bureau of Workers' Compensation, employees and medical providers. | Social security numbers, some medical records may be confidential under 149.43. | | Paper – 5 years from last activity on claim or until there is a full and final settlement, whichever is later. | ORC 4123.52 - 5 years from last activity on claim (unless prior to 10/11/2006, then 10 years). | Paper – Shred | 7/29/2011 |
| Collective Bargaining Agreements | 567-OAG-58 10551446 | Final negotiated contracts between office and collective bargaining units outlining the terms and conditions of employment, rights and obligations of the parties. | | | Paper – 25 years. | Continuing violation class action suits can extend for long periods of time. | Paper – Recycle | 7/29/2011 |



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| Grievance Records | 567-OAG-60 10551452 | Can include, but is not limited to, grievance forms, responses, settlement agreements, arbitration awards, and memos of understanding. Submitted when an employee believes that a violation of a collective bargaining agreement has occurred. | | | Electronic – Until converted to paper. Paper – 30 years. | Only source of information used to establish "past practice" interpreting collective bargaining language. No statute of limitations on disputes involving collective bargaining agreements. | Electronic – Delete Paper – Shred | 7/29/2011 |
| Collective Bargaining Negotiation Files | 567-OAG-61 10551449 | Documentation of negotiation and contract process between AGO and labor unions. Can include, but is not limited to, previous contract, final contract, negotiation minutes, agreed upon and signed articles of collective bargaining agreement, management notes and proposals, drafts, action log, and mediation fact-finding reports. | ORC 4117.21 makes meetings private if it is a mediation, ORC 2710.03, 149.43. | | Paper – 10 years. | Covers 3 contract cycles for reference purposes when negotiating new contracts. | Paper – Shred | 7/29/2011 |



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| Random Drug Test Form | 567-OAG-62 10551504 | Form from the Department of Administrative Services (DAS) completed by the AGO for each person on DAS's randomly generated roster. Form includes name and ID number for employee being tested, date of drug test, type of test, and testing site. (Rosters and results retained by DAS according to DAS retention schedules). | | | Paper – 2 years. | In line with federal requirements such as 49 CFR 199.22(b)(2), (b)(3) and (c)(2). | Paper – Recycle | 8/7/2012 |
| Employee Exit Questionnaire | 567-OAG-64 10551502 | Voluntary questionnaire completed by employees separating from AGO employment and used by the office to assist in evaluating the quality of employees' work experience while with the AGO. | | | Paper – 2 years. | | Paper – Recycle | 8/7/2012 |



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| Background Files | 567-OAG-67 10551550 | Can include but may not be limited to; internal checklist or summary sheet, Civil Service Applications, background information form completed by applicant, tax waiver, web check results, and driving record. Other documents, if applicable, may include emailed polygraph results, polygraph reports, college transcripts, credit check release, pre-employment drug test documentation, field investigation results, results from physical and psychological exams, military service discharge papers, and polygraph and field investigation form. | Portions may be confidential due to ORC 149.43 (medical records & peace officer familial information) and polygraph Q/A Sheet. | | Electronic – 5 years from hiring decision. Paper – 5 years from hiring decision. | | Electronic – Delete Paper – Shred | 6/26/2014 |
| Tuition Reimbursement and Educational Assistance | 567-OAG-68 10551568 | All documentation, including reports related to requests, approval, denial and reimbursement of employee education assistance (e.g. tuition reimbursement). | | | Electronic – 3 years. Paper – 3 years. | | Electronic – Delete Paper – Shred | 5/18/2015 |



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| Employee Identification Photographs | 567-OAG-69 10551634 | Photos used for employee ID badges and internet. Records consist of employee at time of hiring or when their photo has been updated. | | | Electronic – Until employee separates from the office or their photo is updated. | | Electronic – Delete | 12/1/2016 |
| Limited Access File | 567-OAG-70 10551635 | Documents maintained outside the scope of personnel files. Can include, but may not be limited to, personnel actions, internal investigations documents, and settlement agreements for exempt and bargaining unit employees. | SSN, home address, peace officer – ORC 149.43. | | Electronic – 5 years from separation for employees who disability retired prior to 1/7/2013, unless converted to paper. For all other employees, 3 years from separation, unless converted to paper. Paper – For employees who disability retired prior to 1/7/2013, 5 years from separation. For all other employees, 3 years from separation. | An employee who took a disability retirement prior to 1/7/2013 has reinstatement rights for 5 years from effective date of disability benefit. After 1/7/2013, employees who take a disability retirement have 3 years to reinstate. ORC 145.362. | Electronic – Delete Paper – Shred | 12/8/2016 |



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| Position Management Files | 567-OAG-71 10551687 | Per Ohio Revised Code 124.14, documents process to assign employees to job classifications that fit their positions as well as document changes or job audits of classification specifications, position descriptions, and other designations. The final determination from job audit added to employee's personnel file. The final version of classification specification would be filled with the Ohio Department of Administrative Services. Records include, but are not limited to, input gathered from sections of the office, unions, or employees; allocation chart showing pay ranges; drafts and edits to job classifications; reports; and salary information and analysis. | Portions of audit forms may be confidential due to ORC 149.43. | | Electronic – Retain 5 years after completion. Paper – Retain 5 years after completion, unless scanned and saved electronically. | Assures information is available during potential administration transitions. | Electronic – Delete Paper – Shred | 6/21/2018 |



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| Law School Recruitment Files | 567-OAG-72 10551711 | Documents the Ohio Attorney General's solicitation to law schools for potential recruitment of recent graduates. Records include, but are not limited to, cover letter, resume, transcript, writing sample, offer letter or close out letter, rater sheets, and interview questions. | Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc. | | Electronic – Retain 2 years from date of offer letter or close out letter. Paper – Retain 2 years from date of offer letter or close out letter, unless scanned and saved electronically. | | Electronic – Delete Paper – Shred | 12/13/2018 |
| Resumes and Candidate Materials | 567-OAG-73 10551710 | Solicited and unsolicited resumes from applicants interested in a position at the Ohio Attorney General's Office. Records include, but are not limited to, resumes, applications, correspondence, and letters of reference. These records do not pertain to a specific job posting. | Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc. | | Electronic – Retain 2 years. Paper – Retain 2 years from date of offer, unless scanned and saved electronically. | | Electronic – Delete Paper – Shred | 12/13/2018 |



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| Job Posting Files | 567-OAG-74 10551709 | Documents the hiring process for those applying to Ohio Attorney General position openings. Records include, but are not limited to, interview rater sheets, resumes and/or applications, posting descriptions, recommendation to hire forms, professional references, correspondence, and other applicable information. | Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc. | | Electronic – Retain 2 years after position filled or closed, unless scanned and saved electronically. Paper – Retain 2 years after position filled or closed. | | Electronic – Delete Paper – Shred | 12/13/2018 |
| Extern Files | 567-OAG-75 10551708 | Documents pertaining to the partnership non-paid volunteers (externs), which demonstrate proof of partnership. Records include, but are not limited to, proof of enrollment, Ohio civil service application and/or resume, externship agreement, policy acknowledgments, and paperwork required by school (if applicable), and correspondence. | | | Electronic – Retain 1 year from start date. Paper – Retain 1 year from start date, unless scanned and saved electronically. | | Electronic – Delete Paper – Shred | 12/13/2018 |



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| Employment Verification Requests | 567-OAG-76 10551707 | Documents review and confirmation of a past or current employment of an AGO employee for outside entities such as financial institutions or state bar associations. The AGO may confirm employment information such as dates of employment, position(s) held, and salary. | Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc. | | Electronic – Retain 2 years from answering. Paper – Retain 2 years from answering, unless scanned and saved electronically. | | Electronic – Delete Paper – Shred | 12/13/2018 |
| Non-EEO Internal Investigations | 567-OAG-77 10551712 | Records concerning allegations of non-Equal Employment Opportunity (EEO) workplace violations such as workplace harassment, policy violations and misconduct, and other non-discriminatory complaints and/or investigations. Such investigations may use Bureau of Criminal Investigation (BCI) and/or other investigator resources. Records include, but are not limited to, complaints, notes, statements, correspondence, investigatory reports, interviews, determinations, record of actions taken. | Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc. | | Electronic – Retain 3 years from close of investigation. Paper – Retain 3 years from close of investigation, unless scanned and saved electronically. | | Electronic – Delete Paper – Shred | 12/14/2018 |



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| USCIS I-9 Employment Eligibility Forms | 567-OAG-78 10551714 | As mandated by the Immigration Reform and Control Act of 1986, the United States Citizenship and Immigration Services (USCIS) I-9 form is used to verify an employee's identity and legal authorization to work within the United States. The form contains information such as the employee's name, social security number, date of birth, and employer review and verification of documented identification of the employee. | Portions may be confidential by state or federal law or case law, such as SSN, home addresses, etc. | | Paper – Retain 3 years from date of hiring or 1 year after employment is terminated, whichever is later. | Immigration Reform and Control Act, Title 8 USC Section § 1324A. | Paper – Shred | 12/14/2018 |
| Building Access Requests | 567-OAG-79 10551713 | Communications to building management requesting non-standard access to Ohio Attorney General buildings/floors. | | | Electronic – 1 year, unless printed. Paper – Retain 1 year. | | Electronic – Delete Paper – Shred | 12/14/2018 |



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| Tables of Organization | 567-OAG-80 10551726 | Tables of organization for each section of the Ohio Attorney General's Office listing employee name, classification or working title, and position number. | | | Electronic – Retain until superseded, obsolete, or replaced. Paper – Retain until superseded, obsolete, or replaced. | | Electronic – Delete Paper – Shred | 4/1/2019 |
| Financial Disclosure Statements & Joint Legislative and Ethics Commission "JLEC" Statements | GP-M-04 10551293 | Official document that outlines personal sources of income, immediate family, business interest, real property, debtors and creditors, investments, gifts and travel expenses and all corresponding documents, i.e. Request for financial disclosure information and receipt thereof. | | | Paper – Retain 2 years, then destroy. | | Paper – Unknown | 3/30/2010 |