



## Office-Wide/General 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.

The Office-Wide/General Records Retention Schedules listed below may be used by any section, division, or unit of the Ohio Attorney General's Office that creates or maintains the types of records described in each of the following records retention schedules. The "Office-Wide" retention schedules were developed specifically for the Ohio Attorney General's Office. The "General" schedules, beginning on page 26, were developed by the State of Ohio for use by any state agency, and have been adopted by the Ohio Attorney General's Office.

Please note that some sections, divisions, and/or units of the Ohio Attorney General's Office may use more specific retention schedules for types of records similar to those maintained under the "Office-Wide" and/or "General" schedules. Check the section pages at the left for more specific retention schedules applicable to any particular section.

Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Public Records Request Files	OW-AGO-01 10551291	Documents pertaining to public records requests, including but not limited to the original request, correspondence between staff and requestor or other staff, redacted and un-redacted responsive records. Maintained to document compliance with public records law obligations.			Machine Readable – 3 years. Paper – 3 years.		Machine-Readable – Delete Paper – Shred	2/16/2010



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Class Action Fairness Act (CAFA) Notices	OW-AGO-02 10551331	Notices of proposed settlements of federal class action lawsuits which are being submitted to court for approval. The notices describe details of the proposed settlement, estimated number of potential class members and estimated percentage of monetary entitlement per class member for Ohio. Receipt of notices gives the Attorney General's Office the opportunity to review settlement and object. File also contains internal recommendation form (per 28 USCS 1715).	Only the internal recommendation form, which is attorney work product, is considered confidential (ORC 149.43).		Electronic – Retain 1 year. External electronic medium, such as CDs, received by AGO can be disposed once records are saved electronically to AGO network.  Paper – Retain 1 year, unless scanned and saved electronically.		Electronic – Delete  Paper – Shred	1/5/2021
Confidential Personal Information (CPI) System Access Logs	OW-AGO-03 10551379	Manual and electronic logs documenting employee access to confidential personal information (CPI) pursuant to ORC 1347.15 and OAC 109-4-05.			Machine Readable – 2 years.  Paper – 2 years.		Machine-Readable – Delete  Paper – Shred	12/11/2010



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Legislative Analysis Files	OW-AGO-04 10551380	Analysis of potential or proposed legislation and its impact on the Attorney General’s Office, its clients, and constituents. Can include, but is not limited to, copies of current and pending legislation or draft legislation, analysis of issues and impact, correspondence, research materials, and memo recommending office position on legislation.	Portions could be considered attorney/client privilege if a section is advising the attorney general.		Machine Readable – 4 years (if maintained electronically), then review for continual administrative or legal value.  Paper – 4 years (if maintained electronically), then review for continual administrative or legal value. If converted to electronic format, dispose after conversion.		Machine Readable – Delete  Paper – Shred	12/11/2010



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Amicus Brief Files	OW-AGO-05 10551381	Amicus briefs filed by the Attorney General’s Office to advance the state’s position in litigation to which it is not a party. File may also include, but it is not limited to, drafts, research, correspondence, and other filed documents (briefs, pleadings, etc.) relating to the case that the brief is referencing.			Machine Readable – Until all appeals in related case exhausted. If brief useful as a future template or other files have research value, transfer to Research/Reference series for further retention.  Paper – Until all appeals in related case exhausted. If brief useful as a future template or other files have research value, transfer to Research/Reference series for further retention.		Machine Readable – Delete  Paper – Recycle	12/11/2010
Attendance Records	OW-AGO-06 10551382	Can include attendance reports, overtime compensation time forms, alternative work schedule, and leave requests.			Machine Readable – 3 years, provided audited.  Paper – 3 years, provided audited.		Machine Readable – Delete  Paper – Recycle	12/11/2010



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Program Development Materials	OW-AGO-07 10551394	Records documenting the identification, development and implementation of new programs or potential reforms. Materials can include, but are not limited to, memos, correspondence, meeting summaries and related research.			Machine Readable – 4 years from program implementation and until no longer of administrative value. If program not implemented, dispose after 1 year of inactivity on project.  Paper – 4 years from program implementation and until no longer of administrative value. If program not implemented, dispose after 1 year of inactivity on project.		Machine Readable – Delete  Paper – Wastepaper	1/20/2011



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Research/Reference Files	OW-AGO-08 10551423	Legal research files, including but not limited to copies of court decisions, law journal articles, memos discussing legal issues, statutes, and sample/template briefs and pleadings. Compiled and used as a reference tool to do legal, case law, and statutory research for consistency in legal advice. Could also include non-legal subject files collected and organized by topic for general research purposes.			Machine Readable – Until no longer of administrative value.  Paper – Until no longer of administrative value.		Machine Readable – Erase  Paper – Shred	5/6/2011



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Federal Grant Files	OW-AGO-09  10551453	Grants or cooperative agreements where the AGO is the prime or sub-recipient of federal funding. Can include, but may not be limited to, grant applications and supporting documentation, award and acceptance forms, quarterly reports, progress reports explaining the use of funds, financial reports, time and effort reports from consultants, correspondence, and copies of documents such as financial records, personnel record for individuals reimbursed under the award, and contracts for work performed. Files are maintained for audit purposes as mandated by federal granting agencies and to document project outcomes.			Machine Readable – 3 years from date of notification by awarding agency that the grant has been programmically & fiscally closed or 3 years after final single year audit report is released, whichever is later.  Paper – 3 years from date of notification by awarding agency that the grant has been programmically & fiscally closed or 3 years after final single year audit report is released, whichever is later.	44 CFR 13.42, 28 CFR 66 and 70.	Machine Readable – Delete  Paper – Recycle	5/13/2014



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Responses: Informal Opinions, Advisory Letters, Memoranda	OW-AGO-10  10551487	Written guidance, counsel, or information based on questions of law posed. Advisory letters and memoranda serve to provide information about the law and enable the requestor to draw the conclusion. Informal opinions may contain more definitive answers leading to guidance. Unlike Formal Opinions (77-OAG-30), these can be issued as privileged attorney/client communications. Files may contain request, response, correspondence, attachments or pertinent references that are included with the response.	If the response goes to a client of the AGO, it is an attorney/client privilege communication.		Machine Readable – Until no longer of administrative value.  Paper – Permanent	Unlike Formal Opinions, Informal Opinions are not published. They are, however, administratively and historically valuable to document what decisions were based on at any given time.	Machine Readable – Delete  Paper – Permanent	4/18/2012





Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Legal Advice/Client Files	OW-AGO-11 10551497	Correspondence, legal advice, responses to requests for legal advice from clients that do not rise to the level of a formal or informal opinion. Can also include copies of meeting notes, agendas and minutes from client meetings.	Attorney/client privilege, Attorney work product		Machine Readable – 5 years until no longer of administrative value, or 1 year after elimination of client agency.  Paper – 5 years until no longer of administrative value, or 1 year after elimination of client agency.	Needed for reference purposes and legal consistency.	Machine Readable – Erase  Paper – Shred	6/7/2012



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Administrative Hearing Files	OW-AGO-12 10551507	Administrative Hearing Files may include, but are not limited to, notice of opportunity for hearing, letter of intent, request for hearing, hearing notifications, scheduling information, case summons, court record, continuances, file sent by client (gathered during investigation), legal research, evidentiary materials, pleadings, exhibits, correspondence, attorney work product, report and recommendation from hearing officer, settlement and negotiation documents, and final adjudication order. (Includes 119 hearings)	Numerous confidentiality statutes specific to client agencies, attorney work product, attorney/client privilege, SSN, investigatory information and other potential 149.43 exemptions.		Machine Readable – 1 year after case closed out of internal case management system.  Paper – 1 year after case closed out of internal case management system, or until saved electronically.		Machine Readable – Delete  Paper – Shred	10/3/2012



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Court Case Files	OW-AGO-13  10551515	Court case files serve as the primary source of litigation information and may contain, but are not limited to, pleadings, memorandum, affidavits, attorney work product, legal research, motions, judgments, discovery, evidence, transcripts, correspondence, settlement and negotiation documents, and hearing and deposition materials, all gathered to protect the interest of the client. Sometimes case files are originated as appeals against administrative hearing rulings by client agencies.	Numerous confidentiality statutes specific to client agencies, attorney/client privilege, attorney work product, SSN, and potentially ORC 149.43.		Machine Readable – 2 years from date of final appealable order or dismissal.  Paper – 2 years from date of final appealable order or dismissal, or until saved electronically.		Machine Readable – Delete  Paper – Shred	10/31/2012



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Presentation, Training, and Workshop Files	OW-AGO-14 10551514	Materials and information related to internal and external presentations, trainings and workshops developed and/or conducted by Attorney General's Office staff. Can include, but is not limited to, presentation, handouts, reference materials used to develop trainings, logistical arrangements, correspondence, copies of contracts, agreements and payment information, evaluations, registration forms, and attendance documentation.			Machine Readable – 4 years or until superseded, whichever is earlier.  Paper – 4 years or until superseded, whichever is earlier, or until saved electronically.		Machine-Readable – Delete  Paper – Recycle	10/30/2012
Mail Log	OW-AGO-15 10551516	Mail log is created to record the mail received by sections of the office. It can contain fields such as date received initials of the person who logged the piece of mail, sender and recipient information, and a brief description of the letter's contents.			Machine Readable – 1 year from end of calendar year.  Paper – 1 year from end of calendar year.		Machine Readable – Delete  Paper – Recycle	10/31/2012



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Check Tracking Logs	OW-AGO-16 10551517	Tracks checks received by the office and delivered to another section or client. These logs show evidence of receipt and delivery. Information that the logs capture can include, but may not be limited to: date check received, payer, check number, payment amount, date delivered to client or section, and person signing for delivery.			Machine Readable – 1 calendar year, provided audited.		Machine Readable – Delete	10/31/2012



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Special Project Files	OW-AGO-17 10551527	Files that document work on special projects requested or authorized by the Attorney General, administration, section-level administration, or through the office's affiliations with professional associations (such as NAAG and bar associations) and extend beyond basic research/reference files because they involve the development of new materials or programs through actions or producing a product, project, or other outcome or determination. Projects can include, but are not limited to, research or writing assignments and potential program development or reforms. Files can include, but may not be limited to, correspondence, research, work products, agendas, meeting summaries, memos, and final product, recommendation or outcome.			Machine Readable – 5 years from completion of project, then review annually for continuing administrative value. Review by State Archives prior to disposal.  Paper – 5 years from completion of project, or until saved electronically, then review annually for continuing administrative value. Review by State Archives prior to disposal.		Machine Readable – Delete  Paper – Shred	3/6/2014



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Security Video and Logs	OW-AGO-18 10551560	Security Video and Logs are used to maintain security of AGO facilities as well as assist in any investigative action that may need to be conducted. The security video system captures movement in certain areas of the AGO facilities per floor, door, and/or area. The running date, time, and locations are logged in the video system. Screen shots can be grabbed from the video. File may include, but are not limited to, video, screen captured photos from video, and transaction from the video system.	Security video in certain areas of the AGO operations may be restricted by various portions of the ORC.	Video could capture date, time, and location in the event an AGO facility is evacuated and no AG employees are in the office or to document the occurrence of a disaster/incident in the office that will disrupt normal business operations.	Machine Readable – Video automatically overwritten after a minimum of 21 days.	Any video needed for investigations will be copied from the system and retained according to the appropriate retention schedule for the investigation or case that it pertains to.	Machine Readable – Delete	2/6/2015



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Working Group Files	OW-AGO-19 10551562	Working Group Files concern working groups within the AGO Office that are comprised of either strictly internal personnel or of personnel both internal and external to the Office, and that monitor the ongoing activities, events, trends, occurrences, topics, legislation, news, standards, and/or practices concerning a specific subject or area of law for the purpose of staying aware of trends and recommending potential actions or initiatives. Work is ongoing and does not necessarily have a defined outcome or completion. Files may include, but are not limited to, correspondence, research, agendas, meeting summaries, and memos.			Machine Readable – Retain until no longer of administrative value.  Paper – Retain until no longer of administrative value.	These files, much like reference files, will be continually weeded as topics and trends change over time rendering certain work and research of working groups obsolete. Anything that rises above monitoring or education will result in a special project, investigation, or case that will be retained in accordance with other appropriate retention schedules.	Machine Readable – Delete  Paper – Shred	2/18/2015





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Deposited Checks	OW-AGO-20 10551563	Checks received by the AGO in the course of its work as payment for any fees owed to the Attorney General's Office but ultimately paid to the State Treasurer's Office.			Paper – Retain 60 days after scanned into bank's system for deposit with the Treasurer of State's Office.		Paper – Shred	3/6/2015
Process and Reference Logs	OW-AGO-21 10551573	Logs used to document certain points of activity or information for referential use as well as tracking workflow progress.			Machine Readable – Retain until revised, superseded, obsolete or no longer of administrative value.  Paper – Retain until revised, superseded, obsolete or no longer of administrative value.		Machine Readable – Delete  Paper – Shred	6/22/2015



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Templates, Forms, and Sample Responses	OW-AGO-22 10551572	Templates, forms, or model letters to be used by staff as a starting point from which to customize to fit a particular function or response. This schedule pertains to only the templates, forms and models. Once a new record is created from these and used in an official capacity, those records will be retained under the appropriate functional records retention schedule.			Machine Readable – Retain until revised, obsolete, or superseded.  Paper – Retain until revised, obsolete, or superseded.		Machine Readable – Delete  Paper – Shred	6/22/2015



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Letter of Representation (Asset Representation Letter)	OW-AGO-23 10551574	Inventory of properties prepared by head of state agency before leaving office and submitted to successor, Governor, Auditor of State, and the Attorney General as required by ORC 117.17. The Letter of Representation contains an inventory of all properties, supplies, furniture, credits, and moneys and any other thing belonging to the state of Ohio. Information includes name of item, agency tag number, serial number, location, dollar amount and other pertinent information.			Machine Readable – Retain 4 years, then destroy.  Paper – Until scanned and verified, then destroy.		Machine Readable – Delete  Paper – Shred	6/22/2015



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Unfunded Grant Applications	OW-AGO-24 10551636	Files of grants applied for, but ultimately no grant funding was received. Files may include, but are not limited to, the grant application submitted, supporting documentation, record explaining rejection, and miscellaneous correspondence.			Machine Readable – Retain 2 years from beginning of internal grant preparations.  Paper – Retain 2 years from beginning of internal grant preparations or until converted to electronic format.		Machine Readable – Delete  Paper – Shred	12/8/2016
Calendars, Appointment Books, and Itineraries	OW-AGO-25 10551642	These records document an AGO employee, section, or unit’s appointments, schedules, functions, or use of time. This series encompasses calendars, appointment books, planners, itineraries and other similar records.	Records may include non-AGO, personal information intermixed with AGO information.		Machine Readable – Until no longer of administrative value, continually revised or superseded.  Paper – Until no longer of administrative value, continually revised or superseded.		Machine Readable – Delete  Paper – Shred	3/24/2017



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Phone System Recordings	OW-AGO-26 10551639	Recordings of in-bound and out-bound calls for quality assurance, security assessment, or for Constituent Inquiries Database (CID) entries. [Any call needed for investigation, litigation, or as a CID entry will be copied from the system and retained according to the appropriate retention schedule for the investigation or case to which it pertains.]	Calls could contain personally identifiable information, confidential personal information, or IRS 1075 tax information.		Machine Readable – Records automatically deleted after 30 days based on third-party service’s recording system. [Any call needed for investigation, litigation, or as a CID entry will be copied from the system and retained according to the appropriate retention schedule for the investigation or case to which it pertains.]		Machine Readable – Delete	3/24/2017



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Building Access Control Records	OW-AGO-27 10551651	Access control systems that manage AGO employees access permissions and access history to AGO building floors/rooms. Records include information on, but not limited to, employee photographs, unique employee identifiers, card access permissions, access history, and general employee account/card information. [Should any access information be needed for investigation or litigation, it will be copied from the system and retained according to the appropriate retention schedule for the investigation or case to which it pertains.]	Portions may be confidential due to ORC 149.43 (peace officer information).		Machine Readable – Retain 90 days or delete upon employee separation from the office. [Should any access information be needed for investigation or litigation, it will be copied from the system and retained according to the appropriate retention schedule for the investigation or case to which it pertains.]		Machine Readable – Delete	6/13/2017



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Security Training Records	OW-AGO-28 10551665	Materials and information related to presentations, trainings, and workshops developed and/or conducted by AGO staff concerning issues of security compliance to state and federal regulations, such as protecting “Federal Tax Information (FTI); “Criminal Justice Information (CJI)”, or information protected by the “Health Insurance Portability and Accountability Act of 1996 (HIPAA)”. Records include, but are not limited to, presentations, handouts, reference materials used to develop trainings, logistical arrangements, correspondence, copies of contracts, agreements and/or payment information, evaluations, registration forms, and attendance documentation.			Machine Readable – Retain 6 years, provided audited.  Paper – Retain 6 years, provided audited, unless scanned and saved electronically.	Several federal regulations require these records be retained for auditing purposes. The longest of these retention requirements is HIPAA (45 CFR 164.316(b) (2) (i)) which is a 6 year retention period.	Machine Readable – Delete  Paper – Shred	11/2/2017



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Attorney General Joint Committee on Agency Rule Review (JCARR) Rulemaking Documents	OW-AGO-29 10551677	Documents the Ohio Attorney General’s (AGO) adoption, amendment, and rescission of Ohio Administrative Code (OAC) rules as set forth in ORC 119.03 as well as the office’s mandate to review existing OAC rules per ORC 106.03. Records include, but are not limited to, worksheets and information used to draft, amend, or conduct the 5-year review of the OAC rules, documents related to JCARR proceedings transcripts of public hearings, copies of rules, attendance sheets documenting those who testify/speak on record, printed copies of testimonies, questionnaires and other forms related to the process of filing rules with the Register of Ohio, outside public commentary, and inter-office correspondence.	Attorney Work Product (ORC 149.43).		Machine Readable – Retain 6 years.  Paper – Retain 6 years, unless scanned and saved electronically.	Paper - Used for reference before next mandatory 5 year rule review cycle (ORC 119.04).  Machine Readable - Used for reference before next mandatory 5 year rule review cycle (ORC 119.04).	Machine Readable – Delete  Paper – Shred	3/8/2018





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Section Policies and Procedures	OW-AGO-30 10551730	Documents outlining internal policies, procedures, and/or protocol used by sections of the Ohio Attorney General's Office. Used to inform employees of section practices and operational standards.	May contain security and infrastructure records and other exempted information (ORC 149.43 and 149.433).	Needed for reference for restarting office operations.	Machine Readable – Retain until superseded, replaced, or made obsolete.		Machine Readable – Delete	5/1/2019
Transition Documents	OW-AGO-31 10551731	Documents used to train and/or provide information about the status of the office as it transitions from one administration to the next. Reports include, but are not limited to, summarizing section functions, organizational charts/staffing structure, assignments/responsibilities, upcoming decisions or key events, pending matters, internal procedures, and other information needed to inform.	May contain attorney/client privilege, attorney work product, confidential law enforcement investigatory records, and other information protected by ORC 149.43.		Machine Readable – Retain 9 years after applicable transition.  Paper – Retain 9 years after applicable transition, unless scanned and saved electronically.	Used for reference by next two administration terms.	Machine Readable – Delete  Paper – Shred	5/3/2019



Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Unsuccessful Bids and Submissions by Vendors	OW-AGO-32 10551761	Quotes and proposed pricing for goods and/or services by soliciting vendors for competitive bids and other purchase needs made by the Ohio Attorney General's Office (AGO), but are ultimately not awarded a contract. Records include, but are not limited to, request for quotes/qualifications/proposals, technical specifications developed from IT, internal process documents used by IT, legal advice from Business Counsel, questions and answers, evaluations/scoring sheets, and bidding challenges. Winning bids will be retained with the contract file and some bidding documents may be retained with ITS project files for development purposes.	Responses to a competitive solicitation are confidential until the announcement of a contract or cancellation of the competitive solicitation (ORC 9.28). Possibly contains attorney/client privilege and attorney work product protected by ORC 149.43.		Machine Readable – Retain 2 years from contract awarding.  Paper – Retain 2 years from contract awarding, unless scanned and saved electronically.		Machine Readable – Delete  Paper – Shred	4/17/2020



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Correspondence, Executive	GAR-CM-01 10551372	Correspondence of the head of an agency dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, procedures, program, fiscal and personnel matters.			Unknown – Retain 2 years then transfer to State Archives.		Unknown – Unknown	12/10/2010
Correspondence, General	GAR-CM-02 10551246	Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).			Unknown – Retain 6 months, then destroy.		Unknown – Unknown	9/4/2009



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Lists/Directories	GAR-CM-04 10551253	Includes mailing lists, directories, rosters, and registers compiled by an agency.			Unknown – Retain until superseded, obsolete, or replaced, then destroy.		Unknown – Unknown	9/11/2009
Transient Documents	GAR-CM-05 10551491	Includes telephone messages, post-it notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.			Unknown – Retain until no longer of administrative value, then destroy.		Unknown – Unknown	4/19/2012
Office Equipment Service Request	GAR-OES-01 10551366	Used to request installation or modification of any equipment or service provided by telephone, computer, copier companies, etc.			Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown – Unknown	11/5/2010
Invoices (Accounts Payable Invoices)	GAR-OES-06 10551369	Bill for goods shipped or services rendered. They are matched with purchase orders and receiving reports, and attached to vouchers for payment.			Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown – Unknown	11/5/2010



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Requisitions for Supplies	GAR-OES-08 10551290	Used to order supplies, forms, food, etc. from a storeroom.			Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown – Unknown	2/11/2010
Postal Records, Registered Mail, Insured Mail Logs, and Metered Records	GAR-OES-09 10551195				Paper – Retain 1 year, then destroy.		Unknown – Unknown	7/10/2003
Directives, Manuals, and Handbooks	GAR-PP-01 10551286	Publications produced by an agency detailing operations, regulations, and/or procedures of an agency.			Unknown – Retain until superseded, obsolete, or replaced, then transfer to State Archives for their possible retention or destruction.		Unknown – Unknown	2/11/2010



<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>Media Format and Method of Disposal</b>	<b>Date Schedule Approved</b>
Annual Reports	GAR-RPM-01 10551498	Also includes other published periodic reports on agency activities.			Unknown – Upon publication, fulfill the requirements of O.R.C. 149.11. Destroy excess copies when no longer of administrative value.		Unknown – Unknown	6/20/2012
Publications, State	GAR-RPM-02 10551252	Printed matter published by state agencies for distribution to the public.			Unknown – Upon publication, fulfill the requirements of O.R.C. 149.11. Destroy excess copies when no longer of administrative value.		Unknown – Unknown	9/11/2009
Monthly & Weekly Reports	GAR-RPM-07 10551613	Documents status of on-going projects and issues; advises supervisors of various events and issues.			Unknown – Retain 1 year, then destroy.		Unknown – Unknown	6/22/2016



<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>Media Format and Method of Disposal</b>	<b>Date Schedule Approved</b>
Minutes of Agency Staff Meetings	GAR-RPM-08 10551422	Minutes and supporting records documenting internal policy decisions.			Unknown – Retain 2 years, then transfer to State Archives for their possible retention or destruction.		Unknown – Unknown	5/5/2011
Visitor’s Log	GAR-RPM-10 10551438	Records documenting the entry and departure of employees and visitors into a State office building during and/or after office hours.			Unknown – Retain 1 year, then destroy.		Unknown – Unknown	6/1/2011
Records Storage Service Request	GAR-RR-03 10551283	A form that is used to deposit, retrieve, return and destroy records stored off-site.			Paper – For deposits, destructions and returns, retain 2 years after transaction is completed then destroy. For retrievals only, retain until transaction is completed (e.g. Return to storage), then destroy.		Paper – Unknown	12/23/2009



<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>Media Format and Method of Disposal</b>	<b>Date Schedule Approved</b>
Out-of-State Travel Request	GAR-VT-01 10551612	Internal form used to obtain authorization for out-of-state travel for a state employee.			Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown – Unknown	6/22/2016
Travel Expense Report	GAR-VT-02 10551619	Used for claiming reimbursement for in-state and out of state travel.			Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown – Unknown	8/24/2016
Federal or State Audit Reports	GF-M-02 10551564	Copies of audit reports issued by the Auditor of State or federal government.			Unknown – Retain 2 year, then destroy.		Unknown – Unknown	3/6/2015
Telephone Logs, Bills and Call Records	GP-M-03 10551611	Listing of long distance calls made by agency personnel for a particular time period.			Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown – Unknown	6/22/2016





Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Media Format and Method of Disposal	Date Schedule Approved
Employee Discipline and Grievance Records	GP-O-07 10550982				Paper – Retain 7 years after case is closed, then destroy. (Be aware that some collective contracts specify where such documents can be kept.)		Paper – Unknown	5/9/2002
Training Manuals	GP-O-08 10551254	Manuals produced by an agency for internal personnel training.			Unknown – Retain until superseded, obsolete, or replaced, then destroy.		Unknown – Unknown	9/11/2009
Payroll Warrant Records and Payroll Disbursement Records	GP-PAY-02 10551551				Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. If Federal funds are involved, retain according to appropriate Federal schedules.		Unknown – Unknown	7/1/2014