



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).		Electronic – 2 years from initial action. Paper – 2 years from initial action.	Files maintained long-term by Deferred Compensation.	Electronic – Delete Paper – Shred	4/18/2012