



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551295 **Agency:** AGO **Division:** AT67 **Section:** NA **Revision:** 0

Agency Series No.: 67-OAG-17 **Record Series Title:** Settlement/Mediation Materials

Record Series Description: Documents needed to carry out terms of antitrust settlements and mediation, working with the claims administrator and escrow agent, and the distribution of settlement monies. Can include, but is not limited to, settlement agreements, materials pertaining to the selection of mediator, escrow agent and claims administrator, escrow agreements, claims administration materials, materials pertaining to public notice, and reports to demonstrate compliance with terms of agreement.

Agency Web Link:

Confidential Description **Vital Description**

ORC 2710.03 Mediation communications privileged (149.43(A) (1)(i)) - ORC 2710.05 lists exceptions to the privilege, also SSN (5 U.S.C 552a) and possibly medical records

Media	Retention Period	Retention Justification	Method of Disposal
Paper	after settlement agreement reached and case closed		Shred
Machine Readable	15 years from when the settlement agreement reached, the end of the consent decree, or judicial extension, provided audited.	2305.06 Contract in writing (15 years), Judicial extension can go on for long periods of time.	Delete

Approvals:

Created		Date: 3/29/2010
Approved	Pari Swift, Records Officer	Date: 3/29/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 3/30/2010
Approved	Martin Meeks, State Auditor	Date: 3/30/2010
Approved	Fred Previts, State Archivist	Date: 4/2/2010

Notes:

Note Date	Note Description	User