



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

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**Series**

**Authorization No:** 10551335      **Agency:** AGO      **Division:** AT67      **Section:** NA      **Revision:** 0

**Agency Series No.:** 67-OAG-19      **Record Series Title:** Docketed Case Files

**Record Series Description:** Documents relating to the management, investigation and/or litigation of cases. Including but not limited to research materials, administrative documentation, pleadings, correspondence, discovery requests, settlement information, and expert materials.

**Agency Web Link:**

**Confidential Description**      **Vital Description**

Attorney/Client Privilege, Attorney Work Product, Common Interest Privilege -LEXSEE 902 F.2D 244, 249, Ohio Revised Code 1331.16 - Investigative Demand Discovery covered by protective order

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable		After case closed out of internal case management system and all appeals exhausted (settlement/mediation records will be scheduled separately in electronic format - see 67-OAG-17)	Delete
Paper		After case closed out of internal case management system and all appeals exhausted (settlement/mediation records will be scheduled separately in electronic format - see 67-OAG-17)	Shred

**Approvals:**

<b>Created</b>		<b>Date:</b> 5/27/2010
<b>Approved</b>	<b>Pari Swift, Records Officer</b>	<b>Date:</b> 5/27/2010
<b>Approved</b>	<b>Michael Hardenbrook, Record Administrator</b>	<b>Date:</b> 6/9/2010
<b>Approved</b>	<b>Martin Meeks, State Auditor</b>	<b>Date:</b> 6/10/2010
<b>Approved</b>	<b>Fred Previts, State Archivist</b>	<b>Date:</b> 6/17/2010

**Notes:**

**Note Date**

**Note Description**

**User**

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