



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

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Series
Authorization No: 10551540 **Agency:** AGO **Division:** BCII **Section:** NA **Revision:** 0

Agency Series No.: BCI-OLG-04 **Record Series Title:** OHLEG Search Engine Access Logs

Record Series Description: OHLEG Search Engine Access Logs capture the identity of the person performing a search, the IP address the search was conducted from, the time of the search, the search criteria entered into the search engine, and which documents or data was looked at. Logs are used to audit system security and use, and investigate misuse of the OHLEG Search Engine.

Agency Web Link:

Confidential Description **Vital Description**

R.C. 109.57(C) and (D)

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	8 years	Statute of limitations for felony misuse is 6 years, but legal proceedings could extend several years and data could be requested.	Delete

Approvals:

Created		Date: 2/21/2014
Approved	Pari Swift, Records Officer	Date: 2/21/2014
Approved	Bunnie Jones, Record Administrator	Date: 2/26/2014
Approved	Martin Meeks, State Auditor	Date: 2/28/2014
Approved	Fred Previts, State Archivist	Date: 3/6/2014

Notes:

Note Date	Note Description	User