



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

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Series
Authorization No: 10551300 **Agency:** AGO **Division:** CF58 **Section:** NA **Revision:** 0

Agency Series No.: 058-oag-09 **Record Series Title:** Solicitation Notice

Record Series Description: Comprised of the Solicitation Notice, which identifies the professional solicitor conducting the campaign and contains name of charity, dates of solicitation, methods used, phone numbers and location from which work will be conducted, amount of gross revenue retained by the charity, and the Contract, which includes agreement between charitable organization and professional solicitor. (mandated by ORC 1716.07)

Agency Web Link:

Confidential Description

Vital Description

| Media | Retention Period | Retention Justification | Method of Disposal |
|------------------|--------------------------------|---|--------------------|
| Paper | 90 days | | Shred |
| Machine Readable | 5 years from close of campaign | Used to establish fact patterns for investigative purposes. | Delete |

Approvals:

| | | |
|-----------------|---|------------------------|
| Created | | Date: 3/31/2010 |
| Approved | Pari Swift, Records Officer | Date: 3/31/2010 |
| Approved | Michael Hardenbrook, Record Administrator | Date: 4/5/2010 |
| Approved | Fred Previts, State Archivist | Date: 4/7/2010 |
| Approved | Martin Meeks, State Auditor | Date: 4/7/2010 |

Notes:

| Note Date | Note Description | User |
|-----------|------------------|------|
| | | |