



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

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Series
Authorization No: 10551301 **Agency:** AGO **Division:** CF58 **Section:** NA **Revision:** 0

Agency Series No.: 058-oag-13 **Record Series Title:** Registration Files (Trusts)
Record Series Description: Trust (501(C)(3)) registration (CRF-1) is only completed once as long as Trust exists in Ohio. Contains information about the purpose of the organization and attachments which may include but not limited to copies of articles of incorporation, IRS determination letter, officers listing, and by-laws. Any submitted amendments to by-laws or changes to officers are also included in this file. (ORC 109.1 requires Trusts to register with the Attorney General's Office).

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	90 Days		Shred
Machine Readable	Duration of Trust plus 3 years		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