



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

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Series
Authorization No: 10551316 **Agency:** AGO **Division:** CF58 **Section:** NA **Revision:** 0

Agency Series No.: 058-oag-14 **Record Series Title:** Solicitation Registration Files (Initial Registration)

Record Series Description: Solicitation Registration form (generally either the Uniform Registration Statement or the Charitable Organization Registration Statement) and attachments such as copies of the charitable organization's articles of incorporation, IRS determination letter, listing of officers, by-laws and any follow up amendments or changes to the information (ORC 1716 requires charitable organizations 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	Life of charity or duration of solicitation in Ohio 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