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Series
Authorization No: 10551609 **Agency:** AGO **Division:** CR70 **Section:** NA **Revision:** 0

Agency Series No.: 70-OAG-47 **Record Series Title:** Ohio Civil Rights Commission Active Case Files

Record Series Description: Case files allow Civil Rights Section to litigate the case, proving the complaint in court and providing necessary documentation to record the issues brought before the Ohio Civil Rights Commission (OCRC). Files include, but are not limited to, pleadings, correspondence, discovery, evidence, witness testimony, intake forms (statistics), personal information of complainants, subpoenas, and documents required by the OCRC.

Agency Web Link:

Confidential Description

Vital Description

Attorney/client privilege, possibly 149.43, conciliation 4112.05, social security numbers.

Losing the data would affect the rights of the complainants.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 2 years from date of final action.		Delete
Paper	Retain 60 days from date of final action, then return to OCRC.		Shred

Approvals:

Created		Date: 4/12/2016
Approved	Nathan Owens, Records Coordinator	Date: 4/12/2016
Approved	Pari Swift, Records Officer	Date: 4/12/2016
Approved	Bunnie Jones, Record Administrator	Date: 4/21/2016
Approved	Martin Meeks, State Auditor	Date: 4/21/2016
Approved	Fred Previts, State Archivist	Date: 4/25/2016

Notes:

Note Date	Note Description	User