



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

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Series
Authorization No: 055-0510 **Agency:** AGO **Division:** CL62 **Section:** NA **Revision:** 1

Agency Series No.: 062-OAG-04 **Record Series Title:** Debt Certification Cards (a.k.a Certs/White Certs)

Record Series Description: Cards forwarded to Attorney General's Office listing debts for collection. Information includes claim and serial numbers, judgment information, county filed, debtor contact information at time of debt, type of claim, period of debt, amount due, penalty and total, date lien occurred and date certified debt sent to Attorney General for collection.

Agency Web Link:

Confidential Description

Vital Description

This is the only place debt period information is found prior to information being entered into debt account system.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	40 years (per ORC 131.02(F)(2))	ORC 131.02 (F)(2) allows the Attorney General to cancel debt 40 years from date certified. Not filed chronologically. All should be disposed of by 2026	Shred

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