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

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Series

Authorization No:	Agency:	Division:	Section:	Revision:
10551557	AGO	CL62	NA	0

Agency Series No.: 062-OAG-19 **Record Series Title:** Mistaken Identity Affidavits

Record Series Description: Mistaken Identity files are created when a lien is mistakenly put on a taxpayer with the same name as another. The taxpayer will provide information about the error and Collections Enforcement will review the issue and cross check CUBS for any hits to determine whether or not the lien was put on the proper person. If it is mistaken identity, an affidavit is needed to prove the mistaken identity. Records include, but are not limited to, the original report of mistaken identity, an affidavit, and, if determined a mistaken identity, a notification about the error to be sent to the Clerk of Courts.

Agency Web Link:

☑ Confidential Description	☑ Vital Description
Contains SSN, Drivers Licenses, Medicare Cards, etc. Internal Revenue Codes: 6103, 7213, 7431, and ORC 5703.21.	Proves a person's identity.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years		Shred
Machine Readable	2 years		Delete

Approvals:

Created		**Date: 12/3/2014**
Approved	**Pari Swift, Records Officer**	**Date: 12/3/2014**
Approved	**Bunnie Jones, Record Administrator**	**Date: 12/5/2014**
Approved	**Fred Previts, State Archivist**	**Date: 12/5/2014**
Approved	**Martin Meeks, State Auditor**	**Date: 12/11/2014**

Notes:

Note Date	Note Description	User