



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

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**Series**  
**Authorization No:** 10551586      **Agency:** AGO      **Division:** CL62      **Section:** NA      **Revision:** 0

**Agency Series No.:** 062-OAG-25      **Record Series Title:** Foreclosure Case Files  
**Record Series Description:** Case file compiled when the State of Ohio is a lien holder in a foreclosure case. Can include, but is not limited to, the complaint, the AGO answer, correspondence, and copies of pleadings and other documents submitted by parties in the case.

**Agency Web Link:**

**Confidential Description**      **Vital Description**

Possible attorney/client privilege or attorney work product.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 8 years from opening of case or 1 year after AGO disclaims interest, whichever is earlier. Transient documents can be deleted when they are no longer of administrative value.	Since the AGO is not directly involved in litigating the case, it is difficult to know when a case has closed, so we have added a few years to the retention to allow time for the case to run its course from date open. Additionally, as a party to the case, the AGO is sent copies of court filings which it does not use and which are available on most clerks of court websites. These documents are transient and should be disposed of when no longer of administrative value.	Delete
Paper	Until scanned or transient records are no longer administrative value.	Since the AGO is not directly involved in litigating the case, it is difficult to know when a case has closed, so we have added a few years to the retention to allow time for the case to run its course from date open. Additionally, as a party to the case, the AGO is sent copies of court filings which it does not use and which are available on most clerks of court websites. These documents are transient and should be disposed of when no longer of administrative value.	Shred

**Approvals:**

<b>Created</b>		<b>Date:</b> 10/29/2015
<b>Approved</b>	Nathan Owens, Records Coordinator	<b>Date:</b> 10/29/2015
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 10/29/2015
<b>Approved</b>	Bunnie Jones, Record Administrator	<b>Date:</b> 11/20/2015
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 11/27/2015
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 12/3/2015

**Notes:**

Note Date	Note Description	User
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