



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

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**Series**  
**Authorization No:** 10551427      **Agency:** AGO      **Division:** CC86      **Section:** NA      **Revision:** 0

**Agency Series No.:** 86-oag-47      **Record Series Title:** Declaratory Judgment Notifications

**Record Series Description:** As mandated by Ohio Revised Code 2721.12 the Attorney General's Office becomes involved with declaratory judgement complaints that challenge the constitutionality of state and local statutes. Declaratory Judgement files can include, but are not limited to the complaint received, the Attorney General's Office response (also filed with the court), a non-participation letter (NPL), no challange letters (NCL), notice of reservation of rights and appearance, motion to dismiss, verification of dismissal and court orders. If the Attorney General's Office becomes involved with a declaratory judgement complaint, a litigation case file will be opened.

**Agency Web Link:**

**Confidential Description**

**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	3 years or until scanned		Shred
Machine Readable	3 years or until verification of dismissal or settlement, whichever is earlier.		Erase

**Approvals:**

<b>Created</b>		<b>Date:</b> 4/25/2011
<b>Approved</b>	John Contonio, Records Coordinator	<b>Date:</b> 4/25/2011
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 4/25/2011
<b>Approved</b>	Michael Hardenbrook, Record Administrator	<b>Date:</b> 4/26/2011
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 4/26/2011
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 5/6/2011

**Notes:**

Note Date	Note Description	User