



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

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**Series**  
**Authorization No:** 10551571      **Agency:** AGO      **Division:** CC86      **Section:** NA      **Revision:** 0

**Agency Series No.:** 86-OAG-52      **Record Series Title:** Ethics Screen Memo  
**Record Series Description:** Documents ethical, conflict of interest, screens implemented between persons or sections of the AGO in the spirit of the Ohio Rules of Professional Conduct. Records include, but are not limited to, the ethics screen memo stipulating the terms of the screen as well as any correspondence related to the screen. May also include document management system block access forms.

**Agency Web Link:**

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain for 3 years after the closure of the ethics screen.		Delete

**Approvals:**

Created		Date: 5/28/2015
Approved	Nathan Owens, Records Coordinator	Date: 5/28/2015
Approved	Pari Swift, Records Officer	Date: 6/9/2015
Approved	Bunnie Jones, Record Administrator	Date: 6/16/2015
Approved	Martin Meeks, State Auditor	Date: 6/18/2015
Approved	Fred Previts, State Archivist	Date: 6/22/2015

**Notes:**

Note Date	Note Description	User