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**Series**  
**Authorization No:** 10551580      **Agency:** AGO      **Division:** CC86      **Section:** NA      **Revision:** 0

**Agency Series No.:** 86-OAG-55      **Record Series Title:** Public Records Mediation Request Files

**Record Series Description:** Requests by a third-party for the Attorney General's Office to provide mediation between two parties concerning public records requests. These files can include, but are not limited to, the mediation intake form, agreement between the two parties to mediate, and correspondence with the parties.

**Agency Web Link:**

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

Uniform Mediation Act (ORC Chapter 2710) makes mediation communications privileged.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 1 year from end of calendar year.		Delete
Paper	Retain 1 year from end of calendar year or until scanned, whichever is earlier.		Shred

**Approvals:**

<b>Created</b>		<b>Date:</b> 9/2/2015
<b>Approved</b>	Nathan Owens, Records Coordinator	<b>Date:</b> 9/2/2015
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 9/16/2015
<b>Approved</b>	Bunnie Jones, Record Administrator	<b>Date:</b> 9/30/2015
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 9/30/2015
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 10/1/2015

**Notes:**

Note Date	Note Description	User