

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

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**Series**
**Authorization No:**  
 10551265

**Agency:**  
 AGO

**Division:**  
 CC86

**Section:**  
 NA

**Revision:**  
 0

**Agency Series No.:** 86-oag-34

**Record Series Title:** Ohio Sunshine Laws Manual Requests

**Record Series Description:** Requests for copies of the Ohio Sunshine Laws manual. Information is entered into Ohio Sunshine Laws Manual Request Log upon receipt. (Most requests are received through a form completed and submitted via an online web form, which is emailed to the section.)

**Agency Web Link:**
**Confidential Description**
**Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	destroy after entered into the request log spreadsheet		Delete
Paper	destroy after entered into the request log spreadsheet		Recycle

**Approvals:**

Created		Date: 9/11/2009
Approved	Pari Swift, Records Officer	Date: 9/11/2009
Approved	Michael Hardenbrook, Record Administrator	Date: 9/14/2009
Approved	Fred Previts, State Archivist	Date: 9/18/2009
Approved	Martin Meeks, State Auditor	Date: 9/18/2009

**Notes:**

Note Date	Note Description	User
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