



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