



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

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**Series**  
**Authorization No:** 10551542      **Agency:** AGO      **Division:** CP66      **Section:** NA      **Revision:** 0

**Agency Series No.:** 066-OAG-45      **Record Series Title:** Investigative Case Files  
**Record Series Description:** Investigation files can include, but may not be limited to, documents, complaints, correspondence, databases, correspondence with other agencies and law enforcement, memoranda or communications pertaining to companies or persons being investigated, and preliminary research and investigative/attorney work product used to determine merit for formal investigation or opening formal case. Could also contain cease and desist notices and/or Assurance of Voluntary Compliance. Investigations that culminated in legal cases may also include records or materials used for litigation and case management including, but not limited to the complaint, legal documents, internal memos, correspondence, pleadings, evidentiary materials, subpoena records, discovery materials, attorney notes, research, attorney work product, copies of financial records and litigation expenses, and transcripts.

**Agency Web Link:**

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

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Attorney/client privilege, attorney work product, CLEIRS 149.43(A)(2)& (A)(4), ORC 1345.05(A)(7), ORC 1346.06 Cease & desist, copyright, pursuant to court order

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Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	5 years from when last closed out of internal case management system	Needed to keep track of actions of company/organizations/person involved to review in the event of repeat violations or reopening of a case	Delete
Paper	After closed out of internal case management system, provided scanned. Items not capable of being scanned/uploaded are returned to consumer or retained in original form 5 years after closed out of internal case management system.	Needed to keep track of actions of company/organizations/person involved to review in the event of repeat violations or reopening of a case	Shred

**Approvals:**

<b>Created</b>		<b>Date:</b> 4/4/2014
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 4/4/2014
<b>Approved</b>	Bunnie Jones, Record Administrator	<b>Date:</b> 4/14/2014
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 4/15/2014
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 4/18/2014

**Notes:**

Note Date	Note Description	User
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