View Schedule

Series Authorization No:	Agency:	Division:	Section:	Revision:
10551614	AGO	CP66	NA	0

Agency Series No.: 066-OAG-49 **Record Series Title:** Elder Justice Case Files

Record Series Description: Case work done by Elder Justice Initiative (EJI) unit, which receives elder-related inquiries/complaints forwarded from the Constituent Services section concerning issues like neglect, abuse, or exploitation. Records include, but may not be limited to, evidence, police reports, doctor reports, internal and external correspondence, and case closing letters.

Agency Web Link:

Confidential Description	Vital Description
5 U.S.C. § 552a (SSN), ORC 149.43 (confidential law enforcement investigatory records, banking information, medical records, attorney-client privilege)	

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years after case closed, unless scanned and saved electronically.		Shred
Machine Readable	2 years after case closed.		Delete

Approvals:

Created		**Date: 8/4/2016**
Approved	**Nathan Owens, Records Coordinator**	**Date: 8/4/2016**
Approved	**Pari Swift, Records Officer**	**Date: 8/10/2016**
Approved	**Bunnie Jones, Record Administrator**	**Date: 8/10/2016**
Approved	**Martin Meeks, State Auditor**	**Date: 8/11/2016**
Approved	**Fred Previts, State Archivist**	**Date: 8/17/2016**

Notes:

Note Date	Note Description	User