



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

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Series
Authorization No: 10551250 **Agency:** AGO **Division:** ED82 **Section:** NA **Revision:** 0

Agency Series No.: 82-oag-19 **Record Series Title:** Administrative Hearing Files
Record Series Description: File may contain, but is not limited to, the initial letter of intent, personnel files, evidentiary materials, hearing notificaitons, case summons, court record, and attorney notes for hearings brought before the Ohio Board of Education. If the report of the hearing officer is appealed, the information contained within an Administrative Hearing File becomes part of a Case File.

Agency Web Link:

Confidential Description **Vital Description**

investigatory information per ORC 149.43

Media	Retention Period	Retention Justification	Method of Disposal
Paper	1 year after case closed		Shred
Machine Readable	1 year after case closed		Delete

Approvals:

Created		Date: 9/1/2009
Approved	Pari Swift, Records Officer	Date: 9/1/2009
Approved	Michael Hardenbrook, Record Administrator	Date: 9/9/2009
Approved	Martin Meeks, State Auditor	Date: 9/10/2009
Approved	Fred Previts, State Archivist	Date: 9/11/2009

Notes:

Note Date	Note Description	User
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