



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

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Series
Authorization No: 10551621 **Agency:** AGO **Division:** EE71 **Section:** NA **Revision:** 0

Agency Series No.: 071-OAG-05 **Record Series Title:** Waste Facility Investigative Background Files

Record Series Description: Investigative background files are used to conduct a background analysis of waste facilities, their ownership, and key employees for the production of an investigative report that the Ohio Attorney General's Office issues to the Ohio Environmental Protection Agency (EPA) for its use in the issuance or renewal of permits and licenses. Documents can include, but are not limited to, disclosure statements submitted by applicants, investigative notes and work product, supporting documentation, and final investigative report.

Agency Web Link:

Confidential Description **Vital Description**

FBI & BCI investigations & credit reports. Key employee information from the companies such as SSN, criminal histories, etc.

| Media | Retention Period | Retention Justification | Method of Disposal |
|------------------|---|--|--------------------|
| Machine Readable | Retain 3 years from facility closure or change of ownership, provided audited. | Per ORC 3734.42(F)(2), applicant facilities can provide an affidavit for their triennial review in lieu a new disclosure statement if nothing has changed for their facility. Investigators will need to reference previous original disclosure files in order to complete their report. | Delete |
| Paper | Retain 3 years from facility closure or change of ownership, provided audited, unless scanned and saved electronically. | Per ORC 3734.42(F)(2), applicant facilities can provide an affidavit for their triennial review in lieu a new disclosure statement if nothing has changed for their facility. Investigators will need to reference previous original disclosure files in order to complete their report. | Shred |

Approvals:

| | | |
|-----------------|------------------------------------|------------------------|
| Created | | Date: 8/15/2016 |
| Approved | Nathan Owens, Records Coordinator | Date: 8/15/2016 |
| Approved | Pari Swift, Records Officer | Date: 8/15/2016 |
| Approved | Bunnie Jones, Record Administrator | Date: 9/16/2016 |
| Approved | Fred Previts, State Archivist | Date: 9/20/2016 |
| Approved | Martin Meeks, State Auditor | Date: 9/22/2016 |

Notes:

| Note Date | Note Description | User |
|-----------|------------------|------|
| | | |