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Series
Authorization No: 10551607 **Agency:** AGO **Division:** BG57 **Section:** NA **Revision:** 0

Agency Series No.: 057-OAG-38 **Record Series Title:** Court Case Files (Workers' Compensation Defense Unit)

Record Series Description: Files gathered and used to manage and litigate cases concerning worker's compensation. Client files containing court cases and appeals against administrative hearing rulings by client agencies. Can include, but is not limited to, pleadings, memorandum, affidavits, attorney work product, medical records, motions, judgments, evidence, correspondence, settlement and negotiation documents, hearing and deposition materials, and general administrative documents.

Agency Web Link:

Confidential Description **Vital Description**

5 U.S.C. § 552a (SSN), ORC 149.43 (specifically Medical Records (ORC 149.43(A)(1)(a)), 4121.10, Attorney Work Product and Attorney/Client Privilege.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Medical records disposed of after final court entry and all appeals exhausted. Retain all other documents for 4 years after case closed, dismissed, or settled and all appeals exhausted, unless scanned and saved electronically.	Medical records release says that records will only be used for the specific litigation that they were released for. It is also rare for the medical records to be needed after the case is completed.	Shred
Machine Readable	Medical records disposed of after final court entry and all appeals exhausted. Retain all other documents for 4 years after case closed, dismissed, or settled and all appeals exhausted.	Medical records release says that records will only be used for the specific litigation that they were released for. It is also rare for the medical records to be needed after the case is completed.	Delete

Approvals:

Created		Date: 3/11/2016
Approved	Nathan Owens, Records Coordinator	Date: 3/11/2016
Approved	Pari Swift, Records Officer	Date: 3/11/2016
Approved	Bunnie Jones, Record Administrator	Date: 3/15/2016
Approved	Fred Previts, State Archivist	Date: 3/15/2016
Approved	Martin Meeks, State Auditor	Date: 3/18/2016

Notes:

Note Date	Note Description	User