



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

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Series
Authorization No: 10551567 **Agency:** AGO **Division:** F564 **Section:** NA **Revision:** 0

Agency Series No.: FIN-04 **Record Series Title:** Independent Contractor Acknowledgement Form
Record Series Description: Form sent by Business Counsel section to independent contractors or non-public employees hired by the AGO for contractual work informing them that they are not eligible for an Ohio Public Employee Retirement account (OPERS) during their contracted work. A redacted version of the form is made and sent to the Ohio Department of Administrative Services (DAS) by the Finance section and both the original and redacted versions of the form are maintained by the Finance section. Form also referred to as the "Look Forward" form.

Agency Web Link:

Confidential Description **Vital Description**

Social Security numbers or Tax Identifiable numbers (TIN) are found on the form.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 5 years from date services began, provided audited.	ORC 145.038 "Acknowledgement of Independent Contractor Status"	Delete

Approvals:

Created		Date: 3/24/2015
Approved	Pari Swift, Records Officer	Date: 3/24/2015
Approved	Bunnie Jones, Record Administrator	Date: 4/6/2015
Approved	Martin Meeks, State Auditor	Date: 4/7/2015
Approved	Fred Previts, State Archivist	Date: 4/29/2015

Notes:

Note Date	Note Description	User
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