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Series
 Authorization No: 10551515 Agency: AGO Division: AGOW Section: Revision: 0

Agency Series No.: OW-AGO-13 Record Series Title: Court Case Files
 Record Series Description: Court case files serve as the primary source of litigation information and may contain, but are not limited to, pleadings, memorandum, affidavits, attorney work product, legal research, motions, judgements, discovery, evidence, transcripts, correspondence, settlement and negotiation documents, and hearing and deposition materials, all gathered to protect the interest of the client. Sometimes case files are originate as appeals against administrative hearing rulings by client agencies.

Agency Web Link:

Confidential Description Vital Description

Numerous confidentiality statutes specific to client agencies, attorney/client privilege, attorney work product, SSN, and potentially ORC 149.43

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years from date of final appealable order or dismissal, or until saved electronically.		Shred
Machine Readable	2 years from date of final appealable order or dismissal.		Delete

Approvals:

Created		Date: 9/13/2012
Approved	Pari Swift, Records Officer	Date: 9/13/2012
Approved	Bunnie Jones, Record Administrator	Date: 9/19/2012
Approved	Martin Meeks, State Auditor	Date: 9/20/2012
Approved	Fred Previts, State Archivist	Date: 10/31/2012

Notes:

Note Date	Note Description	User
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