



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

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Series
Authorization No: 10551574 **Agency:** AGO **Division:** AGOW **Section:** **Revision:** 0

Agency Series No.: OW-AGO-23 **Record Series Title:** Letter of Representation (Asset Representation Letter)

Record Series Description: Inventory of properties prepared by head of state agency before leaving office and submitted to successor, Governor, Auditor of State, and the Attorney General as required by ORC 117.17. The Letter of Representation contains an inventory of all properties, supplies, furniture, credits, and moneys and any other thing belonging to the state of Ohio. Information includes name of item, agency tag number, serial number, location, dollar amount and other pertinent information.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine			
Readable	Retain 4 years, then destroy.		Delete
Paper	Until scanned and verified, then destroy.		Shred

Approvals:

Created		Date: 6/3/2015
Approved	Nathan Owens, Records Coordinator	Date: 6/3/2015
Approved	Pari Swift, Records Officer	Date: 6/9/2015
Approved	Bunnie Jones, Record Administrator	Date: 6/16/2015
Approved	Martin Meeks, State Auditor	Date: 6/18/2015
Approved	Fred Previts, State Archivist	Date: 6/22/2015

Notes:

Note Date	Note Description	User