



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

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[Schedule](#)

- [New](#)
 - [Agency Specific](#)
 - [General](#)
- [Pending\(16\)](#)
- [General Schedule List](#)

[Disposal](#)

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[Agency/Division/Section List](#)

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- [Search](#)
- [DAS Home](#)
- [State Home](#)
- [Agency Contacts](#)

Series
Authorization No: 10551635 **Agency:** AGO **Division:** HUMR **Section:** NA **Revision:** 0

Agency Series No.: 567-OAG-70 **Record Series Title:** Limited Access File
Record Series Description: Documents maintained outside the scope of personnel files. Can included, but may not be limited to, personnel actions, internal investigation documents, and settlement agreements for exempt and bargaining unit employees.
Agency Web Link:

Confidential Description **Vital Description**

SSN, home address, peace officer - ORC 149.43

Media	Retention Period	Retention Justification	Method of Disposal
Paper	For employees who disability retired prior to 1/7/2013, 5 years from separation. For all other employees, 3 years from separation.	An employee who took a disability retirement prior to 1/7/2013 has reinstatement rights for 5 years from effective date of disability benefit. After 1/7/2013, employees who take a disability retirement have 3 years to reinstate. ORC 145.362	Shred
Machine Readable	5 years from separation for employees who disability retired prior to 1/7/2013, unless converted to paper. For all other employees, 3 years from separation, unless converted to paper.	An employee who took a disability retirement prior to 1/7/2013 has reinstatement rights for 5 years from effective date of disability benefit. After 1/7/2013, employees who take a disability retirement have 3 years to reinstate. ORC 145.362	Delete

Approvals:

Created		Date: 12/2/2016
Approved	Nathan Owens, Records Coordinator	Date: 12/2/2016
Approved	Pari Swift, Records Officer	Date: 12/2/2016
Approved	Bunnie Jones, Record Administrator	Date: 12/5/2016
Approved	Martin Meeks, State Auditor	Date: 12/8/2016
Approved	Fred Previts, State Archivist	Date: 12/8/2016

Notes:

Note Date	Note Description	User
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