



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

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- [New](#)
 - [Agency Specific](#)
 - [General](#)
- [Pending\(9\)](#)
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[Agency/Divison/
Section List](#)

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[Agency Contacts](#)

Series
 Authorization No: 10550967 Agency: AGO Division: SC89 Section: NA Revision: 0

Agency Series No.: 89-OAG-5 Record Series Title: Client General Files

Record Series Description: Contains information pertaining to clients, but not case specific.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain until no longer of administrative value.	Often referred to. Needed adm. as a record of agency activity per ORC 109.07 and 109.08. Also of adm. value in handling public record requests.	Trash
Machine Readable	Retain until no longer of administrative value.	Often referred to. Needed adm. as a record of agency activity per ORC 109.07 and 109.08. Also of adm. value in handling public record requests.	Delete

Approvals:

Created		Date: 12/6/2001
Approved	Sherrye Willis, Records Officer	Date: 3/15/2002
Approved	Michael Hardenbrook, Record Administrator	Date: 3/21/2002
Approved	Charles Arp, State Archivist	Date: 3/27/2002
Approved	Martin Meeks, State Auditor	Date: 3/27/2002

Notes:

Note Date	Note Description	User
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