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Series
 Authorization No: 10551508 Agency: AGO Division: SC89 Section: NA Revision: 0

Agency Series No.: 89-OAG-13 Record Series Title: Retention Agreements
 Record Series Description: Contract between Attorney General's Office and outside counsel that establishes the provisions of legal services to be provided by outside counsel, as well as reporting responsibilities, alary and budget information, and other terms of the agreement.
 Agency Web Link:

Confidential Description Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	8 years from expiration (signed on or after 9/28/2012), 15 years from expiration (signed prior to 9/28.2012) or until saved electronically.	ORC 2305.06 stipulates an 8 years statute of limitation for contracts and agreements in writing. Because the retroactive clause is dependant on variables, any before 9/28/2012 will be retained for 15 years per the previous statute of limitations.	Recycle
Machine Readable	8 years from expiration (signed on or after 9/28/2012), 15 years from expiration (signed prior to 9/28.2012)	ORC 2305.06 stipulates an 8 years statute of limitation for contracts and agreements in writing. Because the retroactive clause is dependant on variables, any before 9/28/2012 will be retained for 15 years per the previous statute of limitations.	Delete

Approvals:

Created		Date: 10/3/2012
Approved	Pari Swift, Records Officer	Date: 10/3/2012
Approved	Bunnie Jones, Record Administrator	Date: 10/17/2012
Approved	Martin Meeks, State Auditor	Date: 10/23/2012
Approved	Fred Previts, State Archivist	Date: 10/23/2012

Notes:

Note Date	Note Description	User
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