



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

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Series
Authorization No: 10550770 **Agency:** AGO **Division:** WC60 **Section:** NA **Revision:** 1

Agency Series No.: 60-OAG-06 **Record Series Title:** Settlement Transfer Sheets

Record Series Description: List of settlement agreement sent to the Bureau of Workers Compensation (BWC), used to verify which agreements sent on a particular day and that the BWC received the listed agreements. Typically includes date sent, claimant and claim number.

Agency Web Link:

Confidential Description **Vital Description**

ORC 4121.10, 4123.88, attorney/client privilege, attorney work product

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain in section 1 year, then destroy.		Shred

Approvals:

Created		Date: 3/31/2010
Approved	Pari Swift, Records Officer	Date: 3/31/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 4/2/2010
Approved	Martin Meeks, State Auditor	Date: 4/5/2010
Approved	Fred Previts, State Archivist	Date: 4/7/2010

Notes:

Note Date	Note Description	User