



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

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Series
Authorization No: 10551561 **Agency:** AGO **Division:** WC60 **Section:** NA **Revision:** 0

Agency Series No.: 60-OAG-27 **Record Series Title:** Litigation Billing Tracking Information
Record Series Description: System to track invoices. Each entry contains information about the date of service being invoiced, the service provider and Tax ID, claimant's number, amount billed, Assistant Attorney General assigned to case and date invoice sent to client.

Agency Web Link:

Confidential Description	Vital Description
ORC 4121.10 & 4123.88, attorney/client privilege, attorney/client work product	

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain for 1 year or until entered electronically.		Shred
Machine Readable	Retain for 1 year.		Delete

Approvals:

Created		Date: 1/29/2015
Approved	Pari Swift, Records Officer	Date: 1/29/2015
Approved	Bunnie Jones, Record Administrator	Date: 2/10/2015
Approved	Martin Meeks, State Auditor	Date: 2/17/2015
Approved	Fred Previts, State Archivist	Date: 2/18/2015

Notes:

Note Date	Note Description	User
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