



Administration Records Retention Schedules

The table below list records retention schedules for the Ohio Attorney General’s Office that have been approved by the Department of Administrative Services (DAS), State Archives, and Auditor of State. To view the official agency retention schedules, please go to the [Ohio Government Records Database](#). **Disclaimer:** If you have any issues reading this document, please feel free to [Contact Us](#) and we will try to provide an accessible version.

Record Series Title	Agency and Series Authorization Numbers	Record Series Description	Confidential Description	Vital Description	Retention Period	Retention Justification	Method of Disposal	Date Schedule Approved
Outside Audit Reports and Office Responses	561-OAG-12 10551002	The Audit Report that is delivered to the AGO by the Auditor of State following completion of the annual audit of this office, and our official response to any concerns or recommendations raised on the audit.			Paper – Retain in office until obsolete, superseded or replaced, then destroy.		Paper – Trash	10/23/2002
Attorney General’s Travel Books	561-OAG-13 10551005	Travel books consist of day to day schedules for in-state and out-of-state travel			Machine Readable – Retain 4 years. Paper – Retain 4 years.		Machine Readable – Erase Paper – Shred	10/23/2002



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National Association of Attorneys General Meeting	561-OAG-14 10551106	Meeting agendas and documents received by participation and membership in the National Association of Attorney Generals. Records also include reference materials and notes.			Machine Readable – Retain 4 years, prior to destroying have reviewed by State Archives. Paper – Retain 4 years, prior to destroying have reviewed by State Archives.		Machine Readable – Erase Paper – Shred	11/29/2002
Regretted Invitations for Attorney General	561-OAG-16 10551030	Records that document events that Attorney General regretted (Regretted events are events that cannot be attended for reasons separate from the purpose of the event)			Machine Readable – Retain 4 years. Paper – Retain 4 years.		Machine Readable – Erase Paper – Shred	11/29/2002
Accepted Invitations for Attorney General	561-OAG-17 10551004	Event that Attorney General attended.			Machine Readable – Retain 4 years. Paper – Retain 4 years.		Machine-Readable – Erase Paper – Shred	11/15/2002



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Daily Schedules	561-OAG-18 10551193	Documentation of the Attorney Generals daily business including official business schedules or itineraries			Machine Readable – Retain 4 years. Paper – Retain 4 years.		Machine Readable – Erase Paper – Shred	4/28/2003
Security Records	561-OAG-20 10551552	Records created as a result of emergency security protocols.	ORC 149.433 Security and Infrastructure Records		Machine Readable – Retain until no longer of value to the security operations.		Machine Readable – Delete	7/15/2014



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State Awards for Economic Development Reviews	561-OAG-21 10551680	Per ORC 125.122, the Ohio Attorney General (AGO) shall review compliance to terms and conditions by entities who have received state awards for economic development from the Ohio Development Service Agency (ODSA) and produce an annual report to the General Assembly with the findings. Such awards may come in the form of grants, sub grants, loans, awards, cooperative agreements, and other forms of financial assistance agreements/amendments, annual reports, and AGO final report.			Machine Readable – Retain 2 years from release of final report. Destroy once requirements of ORC 149.11 are completed. Paper – Retain 2 years from release of final report, unless scanned and saved electronically. Destroy once requirements of ORC 149.11 are completed.		Machine Readable – Delete Paper – Shred	4/26/2018