



## 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
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			Electronic – Retain 4 years.  Paper – Retain 4 years.		Electronic – Erase  Paper – Shred	10/23/2002
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.			Electronic – Retain 4 years, prior to destroying have reviewed by State Archives.  Paper – Retain 4 years, prior to destroying have reviewed by State Archives.		Electronic – Erase  Paper – Shred	11/29/2002



# DAVE YOST

OHIO ATTORNEY GENERAL

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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)			Electronic – Retain 4 years.  Paper – Retain 4 years.		Electronic – Erase  Paper – Shred	11/29/2002
Accepted Invitations for Attorney General	561-OAG-17 10551004	Event that Attorney General attended.			Electronic – Retain 4 years.  Paper – Retain 4 years.		Electronic – Erase  Paper – Shred	11/15/2002
Daily Schedules	561-OAG-18 10551193	Documentation of the Attorney Generals daily business including official business schedules or itineraries			Electronic – Retain 4 years.  Paper – Retain 4 years.		Electronic – Erase  Paper – Shred	4/28/2003



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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.			Electronic – 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.		Electronic – Delete  Paper – Shred	4/26/2018



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Employee Conflict of Interest Tracking Database	561-OAG-23 10551792	Information collected on Ohio Attorney General's Office employees to identify any potential conflicts of interest concerning matters handled by the office in the spirit of the Ohio Rules of Professional Conduct. Information includes, but is not limited to, spousal/relative's information, past employment history, case history, and other state involvements.	Attorney/Client privilege (ORC 149.43)		Electronic – Retain until information no longer of use to conflict check or 90 days after employee separates from the office, whichever occurs first.		Electronic – Delete	12/15/2021



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Ethics Screen Records	561-OAG-24 10551791	Documents review process to identify conflicts of interest between entities within the Ohio Attorney General’s Office and the ethical screens implemented between persons or sections of the office in the spirit of the Ohio Rules of Professional Conduct. Records include, but are not limited to, ethics screen memo stipulating terms of the screen, correspondence, and tracking information.			Electronic – Retain 2 years from end of case, end of conflict, or screen confirmed no longer needed.  Paper – Retain 2 years from end of case, end of conflict, or screen confirmed no longer needed, unless scanned and saved electronically.		Electronic – Delete  Paper – Shred	12/15/2021