ANDY WILSON
OHIO ATTORNEY GENERAL

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
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
Security Records	561-OAG-20 10551552	Records created as a result of emergency security protocols.	ORC 149.433 Security and Infrastructure Records		Electronic – Retain until no longer of value to the security operations.		Electronic – Delete	7/15/2014

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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
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 form 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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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
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
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

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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
Human Trafficking Assistance Files	561-OAG-25 10551808	Records to help track and provide assistance between Ohio Attorney General's Office (AGO) and victims of human trafficking. Such assistance may include, but is not limited to, providing crisis intervention; completing a Crime Victim Compensation application; providing information on legal rights and protections or on the criminal justice process; assisting victims submitting statements to courts; intervening with landlords, creditors, and employers on behalf of the victim; and assisting with safety planning. Records include, but are not limited to, email correspondence, police reports, constituent tips and information on human trafficking, and other information on the victims and their referrals.	Records may contain medical records, social security numbers, attorney work product, and Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43). Information may also be protected by the health Insurance Portability and Accountability Act of 1996 (HIPAA).	AGO is the only record holder of this information.	Electronic – Retain 5 years from start of assistance. Paper – Retain 5 years from start of assistance. If scanned and saved electronically, dispose of paper immediately.	Government entities are exempted from the 7-year requirement for social work record keeping as found in OAC 4757-5-09.	Electronic – Delete Paper – Shred	2/28/2024