



Constitutional Offices 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
Ethics Inquiry Sheet	86-OAG-31 10550745	A form that documents ethics questions posed to the office's ethics officer, and the advice given.			Machine Readable – Retain five years (5), then destroy. Paper – Retain five years (5), then destroy.		Machine Readable – Delete Paper – Wastepaper	11/30/2001



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Ohio Sunshine Laws Manual Requests	86-OAG-34 10551265	Requests for copies of the Ohio Sunshine Laws manual. Information is entered into Ohio Sunshine Laws Manual Request Log upon receipt. (Most requests are received through a form completed and submitted via an online web form, which is emailed to the section.)						9/18/2009



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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
Declaratory Judgment Notifications	86-OAG-47 10551427	As mandated by Ohio Revised Code 2721.12 the Attorney General's Office becomes involved with declaratory judgement complaints that challenge the constitutionality of state and local statutes. Declaratory Judgement files can include, but are not limited to the complaint received, the AGO response (also filed with the court), a non-participation letter (NPL), no challenge letters (NCL), notice of reservation of rights and appearance, motion to dismiss, verification of dismissal and court orders. If the AGO becomes involved with a declaratory judgement complaint, a litigation case file will be opened.			Machine Readable – 3 years or until verification of dismissal or settlement, whichever is earlier. Paper – 3 years or until scanned.		Machine Readable – Erase Paper – Shred	5/6/2011



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
Declaratory Judgment Complaint Tracking	56-OAG-48 10551424	Complaint information used for trending and statistical purposes, as well as to see if correspondence received is related to current or previously received complaints. Information includes date complaint received, case name, case number, court, statute, and request to the court, comments, and Attorney General's Office response date and date dismissed.				Machine Readable – 5 years or upon verification of dismissal or settlement, whichever is earlier.	Machine Readable – Erase	5/6/2011
Declaratory Judgment Transient Documents	86-OAG-49 10551428	Courtesy copies received and evaluated by attorney for relevance or potential office involvement. Includes discovery materials (between other parties from whom the AGO received copies), notice from the courts, non-dispositive pleadings, motions and correspondence.				Machine Readable – Retain until no longer of administrative value. Paper – Retain until no longer of administrative value.	Machine Readable – Delete Paper – Recycle	5/6/2011



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
Ballot Initiatives and Referenda	86-OAG-50 10551425	Part petitions (summary language, proposed initiative, signatures) submitted and created by third party, forms issued by AGO to the County Board of Elections to report the number of valid signatures, approval/rejection notification correspondence, legal memos, recommendations to Attorney General to sign, inter-agency correspondence, correspondence between Attorney General and staff, Secretary of State, boards and other agencies.			Machine Readable – 2 years from appearance on ballot or rejection of certification by office. If certified but does not appear on ballot within 10 years, destroy 10 years after issuance of certification letter. Appraise by State Archives. Paper – 2 years from appearance on ballot or rejection of certification by office. If certified but does not appear on ballot within 10 years, destroy 10 years after issuance of certification letter. Appraise by State Archives.	Once language is certified, there is no statute of limitations for appearing on ballot. Although it is rare for there to be a multi-year gap.	Machine Readable – Delete Paper – Shred	5/6/2011



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Articles of Incorporation Review Files	86-OAG-51 10551553	ORC 1724.04 & 1726.03 require AGO to review Articles of Incorporation, or amendments, pertaining to Community Improvement Corp (ORC 1724.04), Development Corporations (ORC 1726.03), or County Land Reutilization Corp. (ORC 1724.04) to ensure consistency with state and federal laws. Files include, but not limited to, correspondence from Secretary of State (SOS) asking for AGO review, the article to be reviewed, amendments if applicable, and AGO findings letter to the SOS.			Machine Readable – 5 years. Paper – Until scanned and saved to document management system.		Machine Readable – Delete Paper – Recycle	9/17/2014



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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
Ethics Screen Memo	86-OAG-52 10551571	Documents ethical, conflict of interest, screens implemented between persons or sections of the AGO in the spirit of the Ohio Rules of Professional Conduct. Records include, but not limited to, the ethics screen memo stipulating the terms of the screen as well as any correspondence related to the screen. May also include document management system block access forms.			Machine Readable – Retain for 3 years after closure of ethics screen.		Machine Readable – Delete	6/22/2015
Ohio Sunshine Laws manual Request Logs	86-OAG-53 10551569	Spreadsheet containing basic contact information of persons requesting the Ohio Sunshine Laws Manual, originally received via the OSLM request form or written requests used to generate mailing labels as well as for statistical purposes.			Machine Readable – Retain for 1 year.		Machine Readable – Delete	6/22/2015



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
Public Records and Open Meeting Inquiries Log	86-OAG-54 10551570	Logs of inquiries to and responses from AGO staff about public records, open meetings and related legal matters.	Attorney/Client Privilege		Machine Readable – 3 years from end of calendar year.		Machine Readable – Delete	6/22/2015
Public Records Mediation Request Files	86-OAG-55 10551580	Requests by a third-party for the AGO to provide mediation between two parties concerning public records requests. These files can include, but are not limited to, the mediation intake form, agreement between the two parties to mediate and correspondence with the parties.	Uniform Mediation Act (ORC Chapter 2710) makes mediation communications privilege.		Machine Readable – 1 year from end of calendar year. Paper – 1 year from end of calendar year or until scanned, whichever is earlier.		Machine Readable – Delete Paper – Shred	10/1/2015



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
Adam Walsh Act Sex Offender Reclassification Files	86-OAG-56 10551637	Sexual Offender reclassification files created by the Attorney General's Office in 2007-2008 after state legislation authorized the office to reclassify offenders from their original court ordered classifications under Megan's law to a new tiered system under the Adam Walsh Act. Files may also contain copies of petitions to contest reclassification sent by common pleas courts on behalf of offenders, AGO motions to dismiss, complaints, summons, and related court filings. In 2010 the Ohio Supreme Court found this retroactive clause unconstitutional and ordered the AGO to reclassify the offenders under their original classification. [This records series is obsolete.]			Paper – One-time disposal. Destroy upon approval of this retention schedule.	These documents are from the 2007-2008 reclassification effort. They are no longer of any value since the retroactive reclassification was declared unconstitutional and their status reverted back to its original. These are not the case files.	Paper – Shred	2/1/2017