



**DAVE YOST**

OHIO ATTORNEY GENERAL

## 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
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.)				Electronic – Destroy after entered into the request log spreadsheet.  Paper – Destroy after entered into the request log spreadsheet.	Electronic – Delete  Paper – Recycle	9/18/2009



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OHIO ATTORNEY GENERAL

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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.			Electronic – 3 years or until verification of dismissal or settlement, whichever is earlier.  Paper – 3 years or until scanned.		Electronic – Erase  Paper – Shred	5/6/2011



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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.			Electronic – 5 years or upon verification of dismissal or settlement, whichever is earlier.		Electronic – Erase	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.			Electronic – 5 years.  Paper – Until scanned and saved to document management system.		Electronic – Delete  Paper – Recycle	9/17/2014



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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.			Electronic – Retain for 1 year.		Electronic – Delete	6/22/2015
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		Electronic – 3 years from end of calendar year.		Electronic – Delete	6/22/2015



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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.		Electronic – 1 year from end of calendar year.  Paper – 1 year from end of calendar year or until scanned, whichever is earlier.		Electronic – Delete  Paper – Shred	10/1/2015



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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



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OHIO ATTORNEY GENERAL

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Ballot Initiatives and Referendum Petitions	86-OAG-57 10551788	Initiative and referendum petitions related to the Ohio Attorney General’s Office (OAG) responsibilities set forth in ORC 3519.01. Records include, but are not limited to, petitions submitted by petitioners, forms issued by OAG to the County Board of Elections (BOE) to report the number of valid signatures and the County BOE responses thereto, rejection notification correspondence, legal memos and research, recommendations to Attorney General, and correspondence related to the petition.	Some attorney/client privilege and attorney work product (ORC 149.43).	Petition materials, such as the signatures, may be only copy in existence.	Electronic – Retain 2 years from certification, rejection, or withdrawal. Official certification letter retained under 86-OAG-58 schedule. Have reviewed by State Archives before destroying petition materials.  Paper – Retain 2 years from certification, rejection, or withdrawal. Official certification letter retained under 86-OAG-58 schedule. Have reviewed by State Archives before destroying petition materials.	Once language is certified, there is no statute of limitations for appearing on ballot. The certification letter is what is necessary, not petition materials, for any sort of challenges.	Electronic – Delete  Paper – Shred	9/20/2021





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Ballot Petitions and Referendum Certification Letters	86-OAG-58 10551789	Certification letters for ballot initiatives and referendums related to the Ohio Attorney General's Office (OAG) responsibilities set forth in ORC 3519.01.			Electronic – Retain 15 years from certification.  Paper – Retain 15 years from certification, unless scanned and saved electronically.	Once language is certified, there is no statute of limitations for appearing on ballot. Certification, matter to be referred, and fair and truthful language is what must be retained, not the other petition materials.	Electronic – Delete  Paper – Shred	9/20/2021



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OHIO ATTORNEY GENERAL

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Community Improvement Corporations Article Reviews	86-OAG-59 10551797	Per ORC 1724.04, the Ohio Attorney General’s Office will review the articles for incorporation of any community improvement corporation forwarded by the Secretary of State’s Office to verify if they are consistent with the law and constitution. Records include, but are not limited to, internal and external correspondence related to the submission.	May contain attorney/client privilege material (ORC 149.43).		Electronic – Retain 1 year after making determination for the Secretary of State’s Office.  Paper – Retain 1 year after making determination for the Secretary of State’s Office. Dispose immediately if scanned and saved electronically.		Electronic – Delete  Paper - Shred	4/4/2022



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Adult Entertainment Establishment Advice	86-OAG-60 10551796	Under Ohio law, such as ORC 503.52 and 715.55, the Ohio Attorney General’s Office will provide legal guidance and assistance upon request to develop resolution and/or local ordinances regarding the operation of adult entertainment establishments. Records include, but are not limited to, internal and external correspondence related to the submission.	May contain attorney/client privilege material and attorney work product (ORC 149.43).		Electronic – Retain 5 years after providing advice and/or draft resolution.  Paper – Retain 5 years after providing advice and/or draft resolution. Dispose immediately if scanned and saved electronically.		Electronic – Delete  Paper – Shred	4/4/2022