ANDY WILSON
OHIO ATTORNEY GENERAL

Criminal Justice 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
Corrections & Habeas Corpus Litigation Files	81-OAG-06 10551693	Corrections and Habeas Corpus cases are brought in state and federal courts. Case file track the work of the office to oppose litigation brought by inmates seeking to oppose prison conditions (Corrections) or prison sentences (Habeas Corpus). Records include, but may not be limited to, pleadings, exhibits, court orders, decisions, petitions, case-related correspondence, discovery, and deposition transcripts.	ORC 149.43 – pre-sentence investigation reports, attorney work product, attorney/client privilege, and SSN.		Electronic – 5 years from case closing. Paper – 5 years from case closing, unless scanned and saved electronically.	Used for reference for repeated filings from prisoners.	Electronic – Delete Paper – Shred	11/5/2018

ANDY WILSON
OHIO ATTORNEY GENERAL

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
Post-Conviction DNA Application	81-OAG-07 10551701	Documents requests by eligible inmates for post-conviction DNA testing per ORC 2953.71 & 2953.81. Application includes, but is not limited to, the following information: defendant/inmate background conviction background, evidence for testing, acknowledgement to terms and conditions, and certifications of services.	ORC 149.43		Electronic – 90 days after decision is made. Paper – 90 days after decision, unless scanned and saved electronically.		Electronic – Delete Paper –Shred	11/5/2018

ANDY WILSON
OHIO ATTORNEY GENERAL

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
Capital Crimes Litigation Files	81-OAG-08 10551769	Death penalty cases brought in state and federal courts. Records include, but are not limited to, transcripts, exhibits, pleadings, decisions associated with legal action for current and prior proceedings, discovery material, defense records, dispositions, correspondence, research on previous motions, orders and rulings, attorney notes and material compiled for Ohio Attorney General response to executive clemency, and federal Habeas Corpus petitions.	Attorney work products and attorney-client privileged materials could be included.	Needed for active, high-profile cases.	Electronic – Retain 10 years after inmate's death or resentencing and no longer of administrative value. Review for possible transfer to State Archives before destruction. Paper – Retain 10 years after inmate's death or resentencing and no longer of administrative value, unless scanned and saved electronically. Review for possible transfer to State Archives before destruction.	Used for reference in habeas corpus petitions and complaints submitted by death row inmates or advocacy groups.	Electronic – Delete Paper – Recycle	8/6/2020

ANDY WILSON
OHIO ATTORNEY GENERAL

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
Interception Warrant Applications	81-OAG-09 10551784	Per ORC 2933.53(B)(9), the Ohio Attorney General's Office receives and issues a written statement agreeing or disagreeing with the issuance of an interception warrant, such as a wiretap, by county prosecuting attorney. Records include, but are not limited to, the initial application from county prosecuting attorney as well as the written response from the OAG.	Applications approved are sealed by the issuing judge per ORC 2933.56(B).		Electronic – Retain 3 years from issuance. Paper – Retain 3 years from issuance. If scanned and saved electronically, then destroy.		Electronic – Delete Paper – Shred	7/16/2021