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OHIO ATTORNEY GENERAL

Data Services 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
Data Requests	DAT-OAG-01 10551673	Document requests for Ohio Attorney General (AGO) held data from external government agencies & other entities. Records include, but are not limited to, copy of memorandum of understanding or contract, correspondence, any date provided by requester used to identify data to extract, extract and/ or processed/redacted request files, and applicable consent and/or legal compliance forms.	Data provided by requestor, extract, and processes request files or correspondence may contain regulated information restricted by various portions of the ORC 149.43, HIPPA, FERPA, CIJS, IRS 1075, and other applicable regulations.		Electronic – Retain 2 years after certificate of destruction is received. Paper – Retain 2 years after certificate of destruction is received, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	12/19/2017

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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
Data Request Certificates of Destruction	DAT-OAG-02 10551674	Documents the destruction of Ohio Attorney General (AGO) owned data outputs or extracts received by requesting government agencies or other entities from the AGO per the terms of a memorandum of understanding or contract. A record include information on, but is not limited to, description of information destroyed, date of destruction, description of destruction method, individuals and witnesses involved in the destruction, as well as information regarding vendors used in destruction process.			Electronic – Retain permanently, unless printed or microfilmed. Paper – If in paper, retain permanently, unless microfilmed. Microform – If microfilmed, retain permanently.	Retained to document requesting government agency or other entity had destroyed AGO owned data in accordance to terms of a memorandum of understanding or contract.	Electronic – Delete Paper – Shred Microform – Permanent	12/19/2017

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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
Data Analytic Reviews	DATA-OAG-03 10551799	Reviews of office data-related documentation to provide statistics and reporting on various needs or uses by the office for actionable, data-driven decisions or to maximize service delivery. Records include, but are not limited to, correspondence, spreadsheets, flowcharts, and other development and presentation records.			Electronic – Retain 4 years and until no longer of administrative value.		Electronic – Delete	9/6/2022