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Executive Agencies 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
E-Verify Complaints	057-OAG-39 10551831	Per ORC 4151.04, the Ohio Attorney General's Office (AGO) will collect complaints and investigate alleged violations of ORC 4151.02 and 4151.03 concerning the E-Verify Workforce Integrity Act. Records include, but are not limited to, complaint form, correspondence, records created or collected during the investigation, notices of violations, as well as any applicable disqualification information to be provided to the Ohio Department of Administrative Services or if an administrative hearing is held to the Ohio Department of Commerce. If the AGO decides to pursue civil or administrative action over a violation, those records will be retained under the applicable records retention schedules of the office.	Portions may be considered be considered confidential law enforcement investigatory records (ORC 149.43).		Electronic - Retain 10 years from close of investigation. If no investigation is commenced, retain 2 years. Paper - Retain 10 years from close of investigation. If no investigation is commenced, retain 2 years. If scanned and saved electronically, dispose of paper immediately.	Per 18 U.S.C. § 329, the statue of limitation for an offense concerning citizenship or naturalization is 10 years after the commission of the offense.	Electronic – Delete Paper - Shred	7/7/2026