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General 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
Lease Records of Lands or Buildings	GAR-BLM-01 10551404	Contractual agreements between the State and various parties conveying an estate in property for a limited period, subject to various conditions, in exchange for monetary or other types of consideration. Records include, but are not limited to, related correspondence, actual signed contract, transactional documents, security reviews, facility specs (blueprints) and needs.			Electronic – Fulfill the requirements of O.R.C. 117.49. Retain 2 years after expiration of lease, and then destroy. Paper – Fulfill the requirements of O.R.C. 117.49. Retain 2 years after expiration of lease, and then destroy.		Electronic – Delete Paper – Shred	2/8/2011

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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
Purchase of Land Records	GAR-BLM-03 10551772	Appraisals, encumbrances, fund transfers, plans, resolutions, Attorney General opinions, contracts and any other original documents related to the acquisition of real property by the State of Ohio.			Electronic – Upon completing requirements of ORC 117.49, retain in agency until property is sold or conveyed. Paper – Upon completing requirements of ORC 117.49, retain in agency until property is sold or conveyed.		Electronic – Delete Paper – Shred	3/30/2021
Capital Projects Master	GAR-BLM-06 10551407	Used to establish descriptive information for each capital project and to update previously entered capital projects data.			Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown – Unknown	2/15/2011

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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
Postal and Registered Mail Records	GAR-OES-13 10551768	Records used to track mail received or sent from the Ohio Attorney General's Office (AGO) from overnight or ground shipping services. Records include, but are not limited to, mailing slips, return receipts, reports, tracking logs, and other tracking records received when mail is sent.			Electronic – Retain 1 year. Paper – Retain 1 year, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	7/15/2020

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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
Vehicle Operation Files	GAR-VT-03 10551801	Files concerning the ownership and maintenance of Ohio Attorney General vehicles. Records include, but are not limited to, service records, compilation sheets, operation maintenance reports of licensed vehicles, warranty and guaranty statements, operating manuals, report and work orders, accident reports, repair records, and mileage and usage logs.			Electronic – Retain for 2 years if concerning maintenance, service, expired registration, or usage records. All other documents, such as the title and current registration, should be retained until vehicle is salvaged or sold, then destroy. Paper – Retain for 2 years if concerning maintenance, service, expired registration, or usage records. All other documents, such as the title and current registration, should be retained until vehicle is salvaged or sold, then destroy. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Shred	1/23/2023

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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
Equipment Disposal Form	GSA-OAG-01 10551413	Documents office assets scheduled for salvage by the Ohio Attorney General's Office and utilized to reconcile exceptions to physical asset inventory in the Ohio Department of Administration's (DAS) systems. Records include, but are not limited to, equipment disposal form which documents asset and serial numbers and other descriptive information, DAS turn-in form detailing assets turned over to state salvage or disposed of onsite, and any other reports or documents pertaining to salvage.			Electronic – Retain 4 fiscal years, provided applicable audit reports have been released. Paper – Retain 4 fiscal years, provided applicable audit reports have been released. If scanned and saved electronically, dispose of immediately.		Electronic – Delete Paper – Shred	1/23/2023

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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
Physical Inventory Records	GSA-OAG-02 10551414	Per ORC 125.16, reports, records, and working documents collected for the annual fixed asset inventory to be used for reconciliation with Ohio Department of Administrative Services' (DAS) records in preparation for the annual report to DAS. Records include, but are not limited to, listing of asset tag numbers, exception reports concerning assets not reconciled, and other reports to document asset review differences.			Electronic – Retain 4 fiscal years, provided applicable audit reports have been released. Paper – Retain 4 fiscal years, provided applicable audit reports have been released. If scanned and saved electronically, dispose of immediately.		Electronic – Delete Paper – Shred	1/23/2023

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Equipment Transfer Forms	GSA-OAG-03 10551415	Tracks Ohio Attorney General's Office assets being transferred in ownership within the office to monitor and maintain accurate record of assets. Records include, but are not limited to, internal control sheet for assignment, location, serial number, and asset tag number.			Electronic – Retain 4 fiscal years, provided applicable audit reports have been released. Paper – Retain 4 fiscal years, provided applicable audit reports have been released. If scanned and saved electronically, dispose of immediately.		Electronic – Delete Paper – Shred	1/23/2023

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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
Fixed Asset Reports	GSA-OAG-04 10551436	Per ORC 126.16, certified report submitted to the Ohio Department of Administrative Services (DAS) accounting all fixed assets of the office. Records include, but are not limited to, Office of Budget and Management's (OBM) generally accepted accounting principles (GAAP) reporting package detailing the capitalized assets, land improvements, vehicles (not in Fleet Ohio), and the DAS' certification report which details total cost, depreciation, and additions/subtractions to AGO asset inventory.			Electronic – Retain 4 fiscal years, provided applicable audit reports have been released. Paper – Retain 4 fiscal years, provided applicable audit reports have been released. If scanned and saved electronically, dispose of immediately.		Electronic – Delete Paper – Shred	1/23/2023

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
Floor Plans	GSB-OAG-01 10551455	Floor plans for State-owned or leased property, including work stations and floor arrangements. Used for logistical purposes and future planning projects.			Electronic – Retain until revised or superseded. Dispose of last version when no longer occupying facility. Paper – Retain until revised, superseded or scanned. Dispose of last version when no longer occupying facility or when scanned.		Electronic – Erase Paper – Shred	9/3/2011
Blueprints/Construction Drawings (AGO Owned)	GSB-OAG-02 10551458	"As-built" drawings and blueprints of AGO owned facilities that are utilized for ongoing maintenance disaster recovery situations, and future projects. Can Include but not be limited to information about critical systems, electrical systems, HVAC, tile, lighting, carpeting, flooring plans, walls, furniture, modules, work station locations, fire systems.	149.433(B)Security and infrastructure records.	Necessary to resume functions after a disaster.	Electronic – Retain one complete set 2 years after sale of property. Drafts and updates can be disposed of when superseded. Paper – Retain one complete set 2 years after sale of property. Drafts and updates can be disposed of when superseded.		Electronic – Delete Paper – Delete	9/3/2011

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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
Project Files	GSB-OAG-03 10551456	Records related to projects involving minor or major alterations to Ohio Attorney General (AGO) office work space in buildings leased or owned by the AGO. Records include, but are not limited to, communication from vendors regarding project, drawings, photos, floor plans, copies of invoices, scope of work, purchase orders, agreements and copies of contracts.			Electronic – Retain 7 years from close of project. Paper – Retain 7 years from close of project. If scanned and saved electronically, dispose of paper immediately.	Per ORC 2305.06, statute of limitations on an action upon a specialty or an agreement, contract, or promise in writing shall be brought within six years after the cause of action accrued.	Electronic – Delete Paper – Shred	3/5/2024
Annual Service Contract Files	GSB-OAG-04 10551457	Annual service contracts relating to functions and services at facilities owned or leased by the AGO. Includes but not limited to quotes, contract, bids, scope of work, copies of purchase order, invoices and correspondence.			Paper – When contract expires or is superseded by new contract.		Paper – Shred	9/3/2011

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
Equipment Lease Files	GSB-OAG-05 10551454	Files specific to a particular lease on a piece of equipment. May include but not limited to lease, copies of purchase orders, invoices, requirements, specifications detailing equipment.			Paper – Duration of Lease.		Paper – Shred	9/3/2011
Building Maintenance Requests	GSB-OAG-06 10551582	Correspondence documenting building maintenance requests received by the AGO General Services section which is then handled by the AGO or forwarded onto the building's management. Requests could concern, but are limited to, issues like locking, card access not working, pest control, or power outages/HVAC issues.			Electronic – Retain for 2 years.		Electronic – Delete	10/15/2015
Motor Vehicle Request Form	GSF-OAG-02 10551435	All documentation pertaining to the request for use of an AGO fleet vehicle. Includes originals and copies of vehicle request forms, section coordinator e-mails determining availability of vehicles.			Electronic – 30 days. Paper – 30 days - Not retained in paper after 7/2010.		Electronic – Delete Paper – Shred	5/18/2011

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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
Vehicle GPS Data	GSF-OAG-03 10551626	System captures data mileage, speed, fuel emissions safety and more in order for the agency to identify ways to improve efficiency and reduce costs.	Some date and records may be considered Confidential Law Enforcement Investigatory Records covered under ORC 149.43(A)(1)(h) & 149.43(A)(2).		Electronic – 30 days for vehicle tracking data, all other data will be overwritten after 90 days.		Electronic – Delete	10/7/2016
Vehicle Inspection Forms	GSF-OAG-04 10551684	Form used to document the mileage and the condition issues with an AGO fleet vehicle during a trio. Form includes, but is not limited to, the following information: Vehicle mileage, condition of vehicles before and during trip, any notifications of issues with the vehicle, and a signature by the driver.			Paper – Destroy upon approval of this retention schedule.	Forms no longer being placed in fleet vehicles as of March 2022.	Paper – Shred	3/15/2022

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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
Office Services and Copy Center Requests	GSS-OAG-01 10551581	Correspondence between AGO employees and General Services' Office Services or the AGO Copy Center concerning, but not limited to, deliveries, mail room tasks, simple office upkeep/changes shipping and receiving, copy orders and printing orders.	Copy Center requests may contain confidential information, drafts, and/or evidence.		Electronic – Retain 1 year. Paper – Retain 1 year.		Electronic – Delete Paper – Shred	10/15/2015