



**DAVE YOST**

OHIO ATTORNEY GENERAL

## 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				Unknown – Fulfill the requirements of O.R.C. 117.49. Retain 2 years after expiration of lease, and then destroy.		Unknown – Unknown	2/8/2011
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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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
Printing Orders	GAR-OES-12 10551403	Used to submit specification for a printing job to State Printing and to encumber the dollars needed for the job.			Unknown – Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown – Unknown	2/8/2011



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Vehicle Operations File	GAR-VT-03 10551364	Includes service records, compilation sheets, operation maintenance reports of licensed vehicles, warranty and guaranty statements, operating manual, reports and shop-work orders, accident reports, repair records, mileage and usage logs etc.			Unknown – Retain during ownership of vehicle, then destroy.		Unknown – Unknown	11/4/2010
GAF-74 Purchase of Land Records	GEN-0697 055-0697	Appraisals, encumbrances, fund transfers, plans, resolutions, Attorney General's opinions, contracts and any other original documents related to the acquisition of real property by the state of Ohio through O.R.C. 127.13 or other O.R.C. sections.			Paper – Retain permanently with the original instrument filed pursuant to O.R.C. 117.49. Retain photocopies in agency until property conveyed, and then destroy.		Paper – Permanent	2/16/1995



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Equipment Disposal Form	GSA-OAG-01 10551413	Documentation of assets scheduled for salvage by the Attorney General's Office, utilized to reconcile exceptions to physical asset inventory in OAKS. Includes 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.			Paper – 3 years		Paper – Recycle	2/22/2011
Physical Inventory Records	GSA-OAG-02 10551414	Records, reports, and other working documents which detail the annual fixed asset inventory of the office. These records are compared to OAKS records to reconcile differences and are used to compile an annual report to DAS.			Electronic – 3 years provided audited.  Paper – 3 years provided audited.		Electronic – Delete  Paper – Recycle	2/22/2011



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Equipment Transfer Forms	GSA-OAG-03 10551415	Internal control sheet for assignment, location, serial number, and asset number (AG tag number). Used by the Fixed Asset Manager and their staff to monitor and maintain accurate records of assets owned by the Attorney General's Office.			Electronic – 3 fiscal years.  Paper – 3 fiscal years or until scanned and verified.		Electronic – Delete  Paper – Recycle	2/22/2011
Fixed Asset Reports	GSA-OAG-04 10551436	Includes, but is not limited to, the mandatory Office of Budget and Management's GAPP reporting package which details capitalized assets, land improvements, vehicles (not in Fleet Ohio) and the Department of Administrative Service's certification report which details total cost, depreciation, additions/subtractions to AGO asset inventory, active assets (submitted electronically through DAS website and printed for our record).			Electronic – 3 years provided audited.  Paper – Until scanned.		Electronic – Delete  Paper – Shred	5/18/2011



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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



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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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Project Files	GSB-OAG-03 10551456	All paperwork related to facilities projects involving minor or major alterations to office work space on buildings leased or owned by the AGO. Includes but 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 – 2 years after project complete.  Paper – 2 years after project complete.		Electronic – Delete  Paper – Shred	9/3/2011
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



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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



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Voyager Monthly Report	GSF-OAG-01 10551434	The Voyager Monthly Report is generated by The Office of Fleet Management & Department of Administrative Services. It contains an itemized list (and may include corresponding receipts) of all purchases with Voyager Card assigned to each vehicle, including gasoline, minor repairs and maintenance.			Paper – 1 year, provided state audit is completed and released.		Paper – Shred	5/15/2011
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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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 trip. 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 – Retain 1 year. Any information to an AGO fleet vehicle will be retained with its vehicle file.		Paper – Shred	6/11/2018



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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