



Library 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
Library Research Files	566-OAG-5 10551346	Topical files compiled and used as a reference tool for legal, case law, and statutory research as well as for general research purposes. (Also referred to as PDF Library)			Machine Readable – Until information becomes obsolete, superseded, or until no longer of administrative or research value.		Machine Readable – Delete	9/9/2010
Library Acquisitions Files	566-OAG-6 10551345	Documents pertaining to the acquisition of library materials and online resources, including but not limited to the library acquisition request form, communications between staff and/or publishers, and special orders.			Machine Readable – 2 years. Paper – Until converted to electronic format.		Machine Readable – Delete Paper – Recycle	9/9/2010



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Online Research and Reference Users Access Records	566-OAG-7 10551343	Documents created to control or monitor individual access to a system and its data, created for security purposes, including but not limited to user account records and password files assigned to staff for the use of proprietary online research and reference tools.	ORC 149.433 (security/infrastructure).		Machine Readable – Until revised, superseded or obsolete. Paper – Until revised, superseded or obsolete.		Machine Readable – Delete Paper – Shred	9/9/2010



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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
Section Library Requests	566-OAG-8 10551565	Research requests from AGO sections to the AGO library for assistance on research, citations, bibliographic instruction, library setup or advice. Include, but not limited to, initial section request, the library's response, and any research or information gathered to answer a request. [If research rises to the level of having continuing value as a resource for the office, then the research will be maintained in the PDF library under a different retention schedule. If a request is related to a long term project, the responses and research collected for the project will be maintained with the project file under a different retention schedule.]	Some requests concern providing password information such as accounts in Westlaw or Lexis Nexis.		Machine Readable – Retain 6 months after completion of request.		Machine Readable – Delete	4/1/2015