ANDY WILSON
OHIO ATTORNEY GENERAL

Opinions 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
Land Title Opinions	77-OAG-35 10551429	Opinions written any time that a piece of real property is sold or purchased by the State of Ohio which serve to determine who holds claims to a property in the State of Ohio and assures that the title is clear of all liens and previous claims. Includes listing of encumbrances on the property and summary of what is not assured by the opinion.	Possibly attorney/client privilege, attorney work product (ORC 149.43).		Electronic – Retain 5 years. Paper – Retain 5 years, unless scanned and saved electronically.	Needed for reference purposes and legal consistency.	Electronic – Delete Paper – Shred	10/2/2019

ANDY WILSON
OHIO ATTORNEY GENERAL

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
Formal Opinions	77-OAG-37 10551688	Legal advice or counsel, issued under the signature of the AG, based on questions of law posed to the office, generally in regards to how a particular statute should be read, applied of interpreted. Records can include, but are not limited to, the request, acknowledgement, response, correspondence and other pertinent material relating to the request and response.			Electronic – Retain 7 years. Paper – Retain 7 years unless scanned and saved electronically.	Allows the opportunity for potentially associated cases to go through all levels of court. Formal opinions themselves are published in multiple print and online formats for long-term reverence.	Electronic – Delete Paper – Shred	7/9/2018
Of Counsel Activities	77-OAG-38 10551732	Research and advice provided by the Opinions Section to senior administration and other sections of the Ohio Attorney General's Office (AGO) regarding to matters unrelated to the preparation of formal opinions. Records include, but are not limited to, advice, results of research, and memorandum.	Attorney/Client Privilege, Attorney Works Product (ORC 149.43).		Electronic – Retain 10 years. Paper – Retain 10 years. Dispose of if scanned and saved electronically.	Used for research/reference purposes.	Electronic – Delete Paper – Shred	5/6/2019

ANDY WILSON
OHIO ATTORNEY GENERAL

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
Informal Opinions	77-OAG-39 10551733	Written guidance, counsel, or information based on questions of law posed. Unlike a Formal Opinion, informal opinions concern issues that may be considered privileged attorney/client communication. Records include, but are not limited to, the initial request, response from section, advisory letters and memoranda, correspondence, and attachments or pertinent references included with the response.	Attorney/Client Privilege, Attorney Work Product (ORC 149.43)		Electronic – Retain 7 years. Paper – Retain 7 years, unless scanned and saved electronically.	Unlike Formal Opinions, informal opinions are not published. Decisions and opinions have research/reference value for the section.	Electronic – Delete Paper – Shred	5/30/2019