



Policy and Public Affairs 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
Mail Log	562-OAG-01 055-0621	Record of incoming mail for section.			Machine Readable – 2 years Paper – 2 years		Machine Readable – Erase Paper – Wastepaper	9/2/2003
Regional Liaison Weekly Progress Report	568-OAG-01 055-0643	Weekly Activity Report for the Regional Liaison Field Staff of the Attorney General's Office who work out of their homes.			Paper – 4 years		Paper – Wastepaper	4/9/1993



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Schedule File	562-OAG-02 055-0644	Contains invitations, correspondence, certificates (such as of attendance and appreciation), briefing materials, and weekly schedules of appearances to be made by the Attorney General his/herself			Paper – Retain in office for 1 year, transfer to Records Center for 4 years, then destroy.		Paper – Wastepaper	9/2/2003
Bill Files	562-OAG-02 10551192	Creates a file for each bill in the current General Assembly that pertains to the functions of the Attorney General’s Office. Bills are tracked from introduction to passage and files include any relevant memos, analyses or opinions.			Machine Readable – 5 years. Paper – 5 years after review for state archives.		Machine Readable – Erase Paper – Trash	9/2/2003
Project File	562-OAG-04 055-0645	One file by subject containing correspondence, projects or projects ideas, information reference materials, media materials (such as news releases, news clips, announcements, reports, etc.), and briefing materials.			Paper – Retain in office until no longer of importance to the administration then transfer to State Records Center for 4 years, have reviewed by archives, then destroy.		Paper – Wastepaper	10/17/2003



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Project Files	562-OAG-4 10551205	Files maintained by subject containing correspondence, projects or project ideas, information/reference materials, media materials (such as news releases, news clips, announcements, reports, etc.).			Paper – Retain for 4 years after the file is created. Maybe maintained on-site or in state storage. Have reviewed by State Archives prior to destruction.		Paper – Archives	1/20/2004
Joint Legislative Ethics Commission	562-OAG-06 10551119	Ethics commission registration forms to register various employees with the Joint Legislative Ethics Commission for the purpose of disclosing lobbying activities for review by the Inspector General.			Paper – Retain 2 years then destroy. Machine Readable – Retain 2 years then destroy.		Paper – Trash Machine Readable – Delete	12/17/2002



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
Boards & Commissions	562-OAG-09 10551191	Meeting minutes and personal notes from meetings.			Machine Readable – Retain until the end of term then destroy. Paper – Retain until the end of term have reviewed by State Archives prior to destroying.	Originals are kept at Board or Commission.	Machine Readable – Delete Paper – Trash	9/2/2003
Legislator/Constituent File	562-OAG-10 10551174	Contains letters from and responding to State and Federal legislators regarding their constituents.			Machine Readable – Retain 2 years then destroy. Paper – Retain 2 years then destroy.		Machine Readable – Delete Paper – Trash	12/17/2002
Bill/Issue Files	562-OAG-11 10551102	Research and memos re: issues or bills in the General Assembly which may affect AGO.			Machine Readable – Retain 4 years then destroy. Paper – Retain 4 years then destroy.		Machine Readable – Delete Paper – Trash	12/17/2002



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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
Files from Previous Liaison	562-OAG-12 10551120	Legislative research done by employees who held liaison position 3 years ago.			Machine Readable – Retain 2 years then destroy. Paper – Retain 2 years then destroy.		Machine Readable – Delete Paper – Trash	12/17/2002
Antitrust	562-OAG-15 10551103	Litigation information re: Money received by office from the settlement of an Antitrust lawsuit, to be used as donations to various charities.			Machine Readable – Retain 2 years then destroy. Paper – Retain 2 years then destroy.		Machine Readable – Delete Paper – Trash	12/17/2002
Charitable Settlements	562-OAG-16 10551122	Record of all donations made to any charity by the Attorney General’s Office for a 2 year period.			Machine Readable – Retain 2 years then destroy. Paper – Retain 2 years then destroy.		Machine Readable – Delete Paper – Trash	12/17/2002



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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
Requests for Funding	562-OAG-17 10551123	List of Charities, Agencies or Programs that would like to be considered to receive a donation from the Attorney General's Office in the event we receive money from a lawsuit settlement.			Machine Readable – Retain 1 year then destroy. Paper – Retain 1 year then destroy.		Machine Readable – Delete Paper – Trash	12/17/2002
Conferences & Office Wide Events	562-OAG-19 10551124	Record of all materials generated by and relating to the planning of all AGO conferences and office wide events such as Operation Feed and Combined Charitable Campaign.			Machine Readable – Retain 4 year then destroy. Paper – Retain 4 years then destroy.		Machine Readable – Delete Paper – Trash	12/17/2002



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
Two Days in May 1999-2002	562-OAG-20 10551158	All records regarding Attorney General's Office Crime Victims Conference titled "Two Days in May" held from 1999-2002, ends in 2002.			Machine Readable – Retain 2 years, have reviewed by State Archives prior to destroying. Paper – Retain 2 years, have reviewed by State Archives prior to destroying.		Machine Readable – Delete Paper – Trash	12/17/2002
Section Files	562-OAG-25 10551125	Personal research conducted by Director of Policy to gain knowledge about the functions of each of the 30 sections within the Attorney General's Office.			Machine Readable – Retain until the end of term then destroy. Paper – Retain until the end of term then destroy.	This information is relevant to the current administration; once the term has ended the information is no longer of value.	Machine Readable – Delete Paper – Trash	12/17/2002



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
Sex Offender Registration and Notification Statue	562-OAG-26 10551159	Legislative research regarding the establishment of the Sex Offender Registration and notification Statue, as passed by the General Assembly.			Machine Readable – Retain 2 years have reviewed by State Archives prior to destroying. Paper – Retain 2 years have reviewed by State Archives prior to destroying.	This information is not confidential.	Machine Readable – Delete Paper – Wastepaper	12/17/2002
Correspondence	562-OAG-27 10551126	Letters to and from legislators.			Machine Readable – Retain 4 years, have reviewed by State Archives prior to destroying. Paper – Retain 4 years, have reviewed by State Archives prior to destroying.		Machine Readable – Delete Paper – Trash	12/17/2002



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
Constituent Files	562-OAG-28 10551128	Includes constituent communications (i.e., letters, faxes & email); staff responses -referrals; and constituent communications having been forwarded to the AG's office by the Governor's office or other public agencies.			Machine Readable – Retain 2 years then destroy. Paper – Retrain 2 years then destroy.		Machine Readable – Delete Paper – Shred	9/17/2008
Media Briefing Materials	88-OAG-10 10551664	Helps staff inform media/attorney general on topics such as school funding. Records contain, but are not limited to, brief summary of the interview or event, informational narratives, statistics, and some past press releases or images of the interviewer.	May contain briefings on pending legal cases, criminal investigations, attorney-client privilege communications (ORC 149.43).		Machine Readable – Retain 4 years, prior to destroying have reviewed by State Archives. Paper – Retain 4 years unless scanned and saved electronically, have reviewed by State Archives.		Machine Readable – Delete Paper – Shred	8/11/2017



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AGO Podcasts	88-OAG-11 10551681	Outward-facing communications to the public to educate or relay information concerning the works/services of the AGO. Records include, but are not limited to, emails, draft scripts, and podcast recordings.			Machine Readable – Retain 4 years, prior to destroying have reviewed by State Archives.		Machine Readable – Delete	4/26/2018
Press Releases	88-OAG-12 10551699	Press releases regarding news and office initiatives and litigation.		These are the only copies existing.	Machine Readable – Retain 4 years, prior to destroying have reviewed by State Archives. Paper – Retain 4 years, prior to destroying have reviewed by State Archives, unless scanned and saved electronically.		Machine Readable – Delete Paper – Shred	11/5/2018



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Columns Written by the Attorney general	88-OAG-13 10551700	Columns that discuss the Attorney General's opinion on major issues and office initiatives.			Machine Readable – Retain 4 years, prior to destroying have reviewed by State Archives. Paper – Retain 4 years, prior to destroying have reviewed by State Archives, unless scanned and saved electronically.		Machine Readable – Delete Paper – Shred	11/5/2018



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
Public Affairs Briefing Materials	88-OAG-14 10551698	Internal information about office issues that staff uses to field media questions and prepare the Attorney General for interviews.	May contain Confidential Law Enforcement Investigatory Records (CLEIRS), attorney/client privilege, attorney work product, and other records protected by ORC 149.43.		Machine Readable – Retain 2 years. Paper – Retain 2 years, unless scanned and saved electronically.		Machine Readable – Delete Paper – Shred	11/5/2018
Daily Itinerary Briefings	88-OAG-15 10551706	Briefings used to prepare the Attorney General for the next day’s media interview or travel day.	May contain attorney work product, attorney/client privilege, and other information protected by ORC 149.43.		Machine Readable – Retain 2 years. Paper – Retain 2 years, unless scanned and saved electronically.		Machine Readable – Delete Paper – Shred	11/16/2018



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Speeches	88-OAG-16 10551705	Prepared text, as drafted, of speeches by Attorney General at major events since election.			Machine Readable – Retain 4 years, prior to destroying have reviewed by State Archives. Paper – Retain 4 years, prior to destroying have reviewed by State Archives, unless scanned and saved electronically.		Machine Readable – Delete Paper – Shred	11/15/2018
Attorney General Office Clips (Editorials)	88-OAG-17 10551704	Articles from newspapers and websites about the Attorney General and other office issues to have on file for reference.			Machine Readable – Retain 2 years. Paper – Retain 2 years, unless scanned and saved electronically.		Machine Readable – Delete Paper – Shred	11/15/2018



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AGO Newsletters	88-OAG-18 10551703	Newsletters sent or posted promoting issues and initiatives from various sections of the Attorney General's Office (AGO). Records include, but are not limited to, mass mailing emails and postings on AGO website.			Machine Readable – Retain 4 years. Paper – Retain 4 years, unless scanned and saved electronically.		Machine Readable – Delete Paper – Shred	11/15/2018
Audiovisual Materials	88-OAG-19 10551702	Informational or promotional videos produced by Attorney General's Office (AGO) for press releases, social media, and other initiatives or the office.			Machine Readable – Retain 4 years, prior to destroying have reviewed by State Archives.		Machine Readable – Delete	11/15/2018