



Records Management 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
Records Retention Schedules	RM-AGO-01 10551405	Form that identifies and describes records series kept by the office, media formats, and the length of time the office will retain the records in each series. Retention schedules may also indicate confidentiality statutes that might be applicable, vital record status, and justification of retention period. Also indicated on the schedules are the dates the schedule was approved. (related statutes ORC 149.333 and ORC 149.43(B)(2))			Machine-Readable – Until revised, superseded, or marked obsolete (electronic also available through DAS RIMS). Paper – Permanent	Must be able to demonstrate that records were disposed of in accordance with schedule that was in effect at time of disposition.	Machine-Readable – Delete Paper – Permanent	2/11/2011



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Records Disposal Request Forms	RM-AGO-2 10551406	Form used to document the disposal of records in accordance with approved retention schedules. Information can include record series title, authorization number, series number, inclusive dates of records disposed, quantity/volume, media format, and date of final disposition.			Machine Readable – Until no longer of administrative value. Paper – Permanent	Useful in responding to public record requests for destroyed records. Might be needed in public records litigation.	Machine Readable – Delete Paper – Permanent	2/11/2011
iManage Workspace Requests	RM-AGO-03 10551549	These are requests to Records Management concerning the creation and maintenance of workspaces within the document management system. Requests can concern the creation, metadata editing, closing, or deletion of a workspace.	Sometimes the mere existence of a case is confidential by various section statutes. If these are ever requested, they should undergo legal review.		Machine Readable – Retain 1 year.		Machine Readable – Delete	6/10/2014