



Workers Compensation 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
Doctor Dispositions	060-OAG-04 055-0404	Witness testimony by medical professionals during litigation. These are select tapes or transcripts separated from case file once it is closed and re-purposed for internal staff training on how to conduct a deposition or as a research tool on particular topics covered by depositions.	ORC 4121.10, 4123.88, attorney/client privilege, attorney work product		Machine Readable – Retain until related case file closed and retention period expired or until no longer of administrative value for training & research, whichever is longer. Paper – Retain until related case file closed and retention period expired or until no longer of administrative value for training & research, whichever is longer.		Machine Readable – Delete Paper – Shred	4/7/2010



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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
Litigation Billing Tracking Information	60-OAG-27 10551561	System to track invoices. Each entry contains information about the date of service being invoiced, the service provider and Tax ID, claimant's number, amount billed, Assistant Attorney General assigned to case and date invoice sent to client.	ORC 4121.10 & 4123.88, attorney/client privilege, attorney/client work product.		Machine-Readable – Retain for 1 year. Paper – Retain for 1 year or until entered electronically.		Machine-Readable – Delete Paper – Shred	2/18/2015



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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
Case Files	60-OAG-28 10551583	Documents used to litigate case and record events that have occurred in a case. Could include, but is not limited to, cover letter, appeal and complaint, claim packet (from the Industrial Commission & Bureau of Worker's Compensation), Assistant Attorney General notes, pleadings, correspondence, court orders, discovery, medical records and release forms, deposition transcripts and videos, summary reports, investigative reports, and employer's records (created and gather by the AGO).	5 U.S.C. § 552a (SSN), ORC 149.43, 4121.10, Claim File – 4123.88, Attorney Work Product and Attorney/Client Privilege		Machine Readable – Medical records disposed of after final court entry and all appeals exhausted. Retain all other documents for 4 years after case closed and all appeals exhausted. Paper – Medical records disposed of after final court entry and all appeals exhausted. Retain all other documents for 4 years after case closed and all appeals exhausted, unless scanned and saved electronically.	Medical records release says that records will only be used for the specific litigation that they were released for. It is also rare for the medical records to be needed after the case is completed.	Machine Readable – Delete Paper – Shred	10/20/2015