

# RECORDS RETENTION SCHEDULE

- New
- One-time Disposal
- Revision

<b>OFFICIAL USE ONLY</b>
Series Authorization No.

Agency	Division/Institution	Section/Unit
Agency Series No.	Record Series Title	
Record Series Description		
In which medium does this record series reside? (Check all that apply) <b>P</b> <input type="checkbox"/> Paper	Does this record series contain: <input type="checkbox"/> Confidential Information	State method of destruction
<b>M</b> <input type="checkbox"/> Microform	<input type="checkbox"/> Vital Information	
<b>E</b> <input type="checkbox"/> Machine Readable Record		

**Instructions:**

A separate retention period is required for each medium in this record series. Retention justification is required only if a record series is scheduled for destruction longer than five years after its creation, or five years after the close of a transaction or case life, or five years after an event

Medium Code	Retention Period	Retention Justification

<p><b>In accordance with Section 149.333 of the Ohio Revised Code, a schedule of retention and destruction for the above record series is hereby established. No record series shall be retained, destroyed, or transferred in violation of this schedule. This schedule shall become effective on the last date of approved.</b></p>	<b>APPROVALS</b>	
	Authorized Agency Official	Date
	Records Management Analyst	Date
	State Records Administrator	Date
	State Archivist	Date
	State Auditor	Date