



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551604 **Agency:** AGO **Division:** BCII **Section:** NA **Revision:** 0

Agency Series No.: BCI-ADM-23 **Record Series Title:** Case Files - Serious Offenses (Non-Death)

Record Series Description: This record series relates equally to both Laboratory and Investigation case files. Case files pertain to evidence submission, forensic analysis, and criminal investigations. Applies to assault, drug trafficking, environmental violations, fugitive apprehension, kidnapping, arson, sex offenses, fraud and theft offenses valued at greater than \$1000.00, and all aggravated thefts in which the Bureau of Criminal Investigation (BCI) assistance was requested or provided. Can include, but is not limited to: requests for assistance, reports, evidence submission sheets and custody records, recordings, subpoenas, laboratory notes, and photos.

Agency Web Link:

Confidential Description

Vital Description

Confidential Law Enforcement Investigatory Records (CLEIRs) 149.43, coroner's records 310-10 & 313.10, OHLEG & criminal history 109.57, other records prohibited from release under state or federal statute 149.43.

Active cases will be needed within 72 hours. Closed cases are not as urgent.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	If in paper, 50 years, unless microfilmed.	20 year statute of limitations (with exceptions listed in RC 2901.13) Therefore, another 30 years is added to ensure all statute of limitations have expired and retention can be run from case open.	Shred
Machine Readable	50 years unless microfilmed.	20 year statute of limitations (with exceptions listed in RC 2901.13) Therefore, another 30 years is added to ensure all statute of limitations have expired and retention can be run from case open.	Delete
Microform	If microfilmed, 50 years.	20 year statute of limitations (with exceptions listed in RC 2901.13) Therefore, another 30 years is added to ensure all statute of limitations have expired and retention can be run from case open.	Shred

Approvals:

Created		Date: 2/4/2016
Approved	Nathan Owens, Records Coordinator	Date: 2/4/2016
Approved	Pari Swift, Records Officer	Date: 2/4/2016
Approved	Bunnie Jones, Record Administrator	Date: 2/27/2016
Approved	Martin Meeks, State Auditor	Date: 3/3/2016
Approved	Fred Previts, State Archivist	Date: 3/8/2016

Notes:

Note Date	Note Description	User