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Series
Authorization No: 10551628 **Agency:** AGO **Division:** BCII **Section:** NA **Revision:** 0

Agency Series No.: BCI-ADM-25 **Record Series Title:** Case Files - Death-Related, Missing Persons, and CODIS-entered DNA cases

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 aggravated murder, murder, manslaughter, any homicide or suspicious death investigation or criminal prosecution in which BCI assistance was requested or provided. Also applies to; missing persons until found; death-related officer-involved critical incidents; and any DNA case files with Combined DNA Index System (CODIS) entry. 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), 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
Machine Readable	125 years unless microfilmed.	There is no statute of limitations on death-related cases, therefore they need to be retained until it is reasonably anticipated that all parties are deceased. Per memorandum of understanding (MOU) between the Federal Bureau of Investigation (FBI) and Ohio Bureau of Criminal Investigation (BCI), CODIS-entered cases need to be retained for the duration of other DNA series retained by the office.	Delete
Paper	If in paper, 125 years, unless microfilmed.	There is no statute of limitations on death-related cases, therefore they need to be retained until it is reasonably anticipated that all parties are deceased. Per memorandum of understanding (MOU) between the Federal Bureau of Investigation (FBI) and Ohio Bureau of Criminal Investigation (BCI), CODIS-entered cases need to be retained for the duration of other DNA series retained by the office.	Shred
Microform	If microfilmed, 125 years.	There is no statute of limitations on death-related cases, therefore they need to be retained until it is reasonably anticipated that all parties are deceased. Per memorandum of understanding (MOU) between the Federal Bureau of Investigation (FBI) and Ohio Bureau of Criminal Investigation (BCI), CODIS-entered cases need to be retained for the duration of other DNA series retained by the office.	Shred

Approvals:

Created

Date: 10/3/2016

Approved	Nathan Owens, Records Coordinator	Date: 10/3/2016
Approved	Pari Swift, Records Officer	Date: 10/3/2016
Approved	Bunnie Jones, Record Administrator	Date: 10/4/2016
Approved	Fred Previts, State Archivist	Date: 10/4/2016
Approved	Martin Meeks, State Auditor	Date: 10/7/2016

Notes:

Note Date	Note Description	User
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