View Schedule

Return to Welcome

Schedule

- *New*
  - Agency Specific
  - General
- Pending(16)
- General Schedule List

Disposal

Search

Agency/Division/ Section List

Login
Help

Site Map
Search
DAS Home
State Home
Agency Contacts

Series Authorization No:	Agency:	Division:	Section:	Revision:
10551629	AGO	BCII	NA	0

Agency Series No.: BCI-ADM-26 **Record Series Title:** Case Files - Misdemeanors and Low-Level Offenses

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 every case in which BCI assistance was requested or provided, not covered under "Case Files - Death-Related, Missing Persons, and CODIS-entered Lab Work" or "Case Files - Serious Offenses (Non-Death)". 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 ORC 310.10 & 313.10, OHLEG & criminal history ORC 109.57, other records prohibited from release under state or federal statute ORC 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	Retain 15 years.	While the statute of limitations for a felony is 6 years (ORC 2901.13(A)(1)(a)) or a misdemeanor 2 years (ORC 2901.13(A)(1)(b)), other sections of 2901.13 offer exceptions to these limits, which might require longer retention. 15 years would account for the possibility of delayed prosecution and appeals, while allowing retention to run from case open.	Delete
Paper	If in paper, retain 15 years.	While the statute of limitations for a felony is 6 years (ORC 2901.13(A)(1)(a)) or a misdemeanor 2 years (ORC 2901.13(A)(1)(b)), other sections of 2901.13 offer exceptions to these limits, which might require longer retention. 15 years would account for the possibility of delayed prosecution and appeals, while allowing retention to run from case open.	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