



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

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**Series**  
**Authorization No:** 10551537      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 0

**Agency Series No.:** BCI-ID-011      **Record Series Title:** RapBack Program Notifications and Activity Logs

**Record Series Description:** The RapBack program generates proactive reports to organizations when an enrollee who has undergone a fingerprint-based background check has subsequent criminal activity. Based on information received from courts and law enforcement, notification is sent to the subscriber that activity has occurred on an enrollee's record. The notifications allow the subscribing organization to research the offense and make decisions concerning whether the event disqualifies the enrollee from employment, licensure, volunteering, etc. Manual and automated logs and emails included in this series track the subscriber's actions within the account.

**Agency Web Link:**

**Confidential Description**      **Vital Description**

ORC 109.5721(E) - Information in the Retained Applicant Fingerprint Database is confidential and not a public record under 149.43.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	2 years	Full and current criminal histories maintained in Computerized Criminal History database. These rapsheets are moments in time. Subscriber's capture of documentation is what would be used in an employment decision, not the rapsheets stored in the AGO system	Shred
Machine Readable	2 years	Full and current criminal histories maintained in Computerized Criminal History database. These rapsheets are moments in time. Subscriber's capture of documentation is what would be used in an employment decision, not the rapsheets stored in the AGO system	Delete

**Approvals:**

<b>Created</b>		<b>Date:</b> 12/31/2013
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 12/31/2013
<b>Approved</b>	Bunnie Jones, Record Administrator	<b>Date:</b> 1/2/2014
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 1/3/2014
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 1/7/2014

**Notes:**

Note Date	Note Description	User
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