



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

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**Series**  
**Authorization No.:** 10551589      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 0

**Agency Series No.:** BCI-ID-012      **Record Series Title:** Criminal History and Biometric Indicator Files  
**Record Series Description:** The Bureau of Criminal Investigation & Identification (BCI) is the central repository for the State of Ohio, per 109.57-.69, for all information required therein, including information necessary to run background checks and criminal identification. These files are made up of data in the Computerized Criminal History (CCH) system, the Automated Fingerprint Identification System (AFIS), and all interconnected subsystems.  
**Agency Web Link:**

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

Because this information is part of the Computerized Criminal History (CCH) database, it is protected under ORC 109.57 (duties of superintendent).      Mission critical system - hard to recreate.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 110 years or 7 years after death is adequately established.	110 years follows the FBI's retention schedule. However, because BCI systems will contain additional information beyond the FBI systems, it is necessary to retain BCI's data independently. 110 years or 7 years after death should ensure that there is no more need to reference a person's record for reference in future violations, identifications, investigations, or prosecutions.	Delete
Paper	Retain 110 years or 7 years after death is adequately established.	110 years follows the FBI's retention schedule. However, because BCI systems will contain additional information beyond the FBI systems, it is necessary to retain BCI's data independently. 110 years or 7 years after death should ensure that there is no more need to reference a person's record for reference in future violations, identifications, investigations, or prosecutions.	Shred

**Approvals:**

<b>Created</b>		<b>Date:</b> 1/26/2016
<b>Approved</b>	Nathan Owens, Records Coordinator	<b>Date:</b> 1/26/2016
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 1/26/2016
<b>Approved</b>	Bunnie Jones, Record Administrator	<b>Date:</b> 2/1/2016
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 2/3/2016
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 2/10/2016

**Notes:**

Note Date	Note Description	User