



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

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Series	Agency:	Division:	Section:	Revision:
Authorization No: 10551593	AGO	BCII	NA	0
Agency Series No.: BCI-ID-016		Record Series Title: Weekly Court Disposition Reports (External)		
Record Series Description: Reports sent from courts to the Bureau of Criminal Investigation & Identification (BCI) that add sentencing information to arrests that have occurred in their jurisdictions in order to update the Computerized Criminal History (CCH) database. The reports provided by the courts contain information about the disposition of court cases, including but not limited to, sentencing, probation, fines, restitution and other stipulations.				
Agency Web Link:				
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<input checked="" type="checkbox"/> Confidential Description		Vital Description		
<hr/>				
Because this information is part of Computerized Criminal History (CCH) Database it is protected under ORC 109.57 (duties of superintendent).				
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Media	Retention Period	Retention Justification	Method of Disposal	
<hr/>				
Machine Readable	Retain 6 months.		Delete	
Paper	Retain 110 years or 7 years after death as established by adequate proof.	Paper dispositions could contain finger prints, which are considered finger print cards (Criminal History and Biometric Indicator Files (BCI-ID-012)). Electronic dispositions do not contain finger prints.	Shred	
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Approvals:				
Created			Date: 1/26/2016	
Approved	Nathan Owens, Records Coordinator		Date: 1/26/2016	
Approved	Pari Swift, Records Officer		Date: 1/26/2016	
Approved	Bunnie Jones, Record Administrator		Date: 2/10/2016	
Approved	Fred Previts, State Archivist		Date: 2/10/2016	
Approved	Martin Meeks, State Auditor		Date: 2/11/2016	
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Notes:				
Note Date	Note Description	User		
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