



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

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**Series**  
**Authorization No:** 10551596      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 0

**Agency Series No.:** BCI-ID-018      **Record Series Title:** Webcheck Audits  
**Record Series Description:** Audits of national webcheck locations in that State of Ohio to determine compliance with the Federal Bureau of Investigation (FBI) and the Ohio Bureau of Criminal Investigation & Identification (BCI) policies. Records may include, but are not limited to, transactions reviewed for the audit, background checks of individuals operating equipment, MOU between webcheck agency and BCI, result of audit, and correspondence.  
**Agency Web Link:**

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

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Because this information is part of Computerized Criminal History (CCH) Database it is protected under ORC 109.57 (duties of superintendent) and 109.572.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 5 years from close of the audit.		Delete
Paper	Retain 5 years from close of the audit.		Shred

**Approvals:**

<b>Created</b>		<b>Date:</b> 1/26/2016
<b>Approved</b>	<b>Nathan Owens, Records Coordinator</b>	<b>Date:</b> 1/26/2016
<b>Approved</b>	<b>Pari Swift, Records Officer</b>	<b>Date:</b> 1/26/2016
<b>Approved</b>	<b>Bunnie Jones, Record Administrator</b>	<b>Date:</b> 2/10/2016
<b>Approved</b>	<b>Fred Previts, State Archivist</b>	<b>Date:</b> 2/10/2016
<b>Approved</b>	<b>Martin Meeks, State Auditor</b>	<b>Date:</b> 2/11/2016

**Notes:**

Note Date	Note Description	User
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