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Series
Authorization No: 10551595 **Agency:** AGO **Division:** BCII **Section:** NA **Revision:** 0

Agency Series No.: BCHD-019 **Record Series Title:** Webcheck Forms

Record Series Description: Form completed by individuals requesting background check from the Ohio Bureau of Criminal Investigation & Identification (BCI). Records can include demographic information from the fingerprint card (including name, date of birth, social security number), reason for the background check, reference number, payment method, and signature of individual and Webcheck operator.

Agency Web Link:

Confidential Description **Vital Description**

ORC 149.43 - SSI

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 1 year.	ORC 109.572(D) makes form valid for 12 months, after which, a new form would need to be completed.	Shred

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

Notes:

Note Date	Note Description	User