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Series
Authorization No: 10551598 **Agency:** AGO **Division:** BCIJ **Section:** NA **Revision:** 0

Agency Series No.: BCI-ID-021 **Record Series Title:** Sealed Record of Dismissals and Convictions
Record Series Description: Court orders requesting the removal of arrest and/or dispositions from an individual's active criminal history and associated records. Records may relate to either ORC 2953.52 Expungements (Sealing of Dismissals) and/or ORC 2953.32, et. seq. (Sealing of Convictions).

Agency Web Link:

Confidential Description **Vital Description**

Other than a few exceptions in ORC 109.572, 2953.32, 2953.52, by their nature, sealed or expunged records are confidential. Mission critical system - hard to recreate.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 110 years or 7 years after adequate proof of death.	110 years follows the FBI's retention schedule for criminal histories. However, because BCI records will contain additional information beyond the FBI systems, it is necessary to retain BCI 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 adequate proof of death.	110 years follows the FBI's retention schedule for criminal histories. However, because BCI records will contain additional information beyond the FBI systems, it is necessary to retain BCI 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:

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
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