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Series
Authorization No: 10551600 **Agency:** AGO **Division:** BCII **Section:** NA **Revision:** 0

Agency Series No.: BCI-ID-022 **Record Series Title:** Mental Incompetency Forms
Record Series Description: Form received by the Bureau of Criminal Investigation & Identification (BCI) from either the Probate Court, a mental health facility, or State hospital as required by ORC 5122.311. Records may contain, but are not limited to, the subject's name, date of birth, social security number, finding of a need for court ordered treatment or found by court "not guilty by reason of insanity" or "incompetent/mentally defective".

Agency Web Link:

Confidential Description **Vital Description**

Because this information is part of Computerized Criminal History (CCH) Database it is protected under ORC 109.57 (duties of superintendent). ORC 5122.311(B) - mental health notifications and the information they contain are confidential and not public records.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain until data is entered into database. Records are then retained per "Criminal History and Biometric Indicator Files (BCI-ID-012)".		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