



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

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**Series**  
**Authorization No:** 055-0177      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 2

**Agency Series No.:** BCI-LAB-03      **Record Series Title:** Subject/Victim Index File  
**Record Series Description:** Index, by subject and/or victim name, to cases worked on by BCII laboratory. Lists county, case number, subject and/or victim name, submitting law enforcement agency, and type of case.

**Agency Web Link:**

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

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Permanent (Index files in this format stopped being created in 2002. Now searchable in LIMS.)	Death related cases are permanent, therefore the index is permanent. Other types of cases interfiled.	Permanent

**Approvals:**

<b>Created</b>		<b>Date:</b> 11/19/2010
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 11/19/2010
<b>Approved</b>	Michael Hardenbrook, Record Administrator	<b>Date:</b> 12/7/2010
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 12/7/2010
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 12/11/2010

**Notes:**

Note Date	Note Description	User