



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

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[Agency/Division/](#)

[Section List](#)

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[Site Map](#)  
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[DAS Home](#)  
[State Home](#)  
[Agency Contacts](#)

**Series**  
**Authorization No:** 055-0178      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 1

**Agency Series No.:** BCI-LAB-04      **Record Series Title:** County Index File

**Record Series Description:** Index, by county, to cases worked on by BCII laboratory. Other information includes case number, subject and/or victim name, submitting law enforcement agency and type of case. (Cross index, by county, of BCI-LAB-02 and BCI-LAB-03)

**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