



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

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**Series**  
**Authorization No.:** 055-0179      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 1

**Agency Series No.:** BCI-LAB-05      **Record Series Title:** Case Information Log Book (1942-2002)

**Record Series Description:** Case entries for each case from 1942-2002. Includes case number, date evidence submitted, submitting agency, BCII lab sections involved, victims" and/or subjects" name(s), and/or any additional data recording BCI reception of a case, so that details of a case can be concisely logged and track completion of casework.

**Agency Web Link:**

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

Unsolved cases could fall under the Confidential Law Enforcement Investigatory Records provision ORC 149.43(A) (1)(h).

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Permanent	Death-related cases are permanent and intermixed.	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