



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

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**Series**  
**Authorization No:** 10551387      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 0

**Agency Series No.:** BCI-LAB-13      **Record Series Title:** DNA Collection Card

**Record Series Description:** Demographic information (name, DOB, SSN, gender, reace, etc.), qualifying offense, signature and right thumb print of person collected from, names of collector and witness to collection, date of collection, date collection received at BCII lab and by whom (this information is entered into CODIS, BCI-LAB-14).

**Agency Web Link:**

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

ORC 149.43(A)(1)(j) and ORC 109.573      Information on card matched with that in CODIS and physical DNA sample.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	125 years from date of collection	To allow time for identification if perpetrator and/or victim is young or for use in cold cases.	Shred

**Approvals:**

<b>Created</b>		<b>Date:</b> 11/15/2010
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 11/15/2010
<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
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