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**Series**  
**Authorization No:** 10551550      **Agency:** AGO      **Division:** HUMR      **Section:** NA      **Revision:** 0

**Agency Series No.:** 567-OAG-67      **Record Series Title:** Background Files

**Record Series Description:** Can include but may not be limited to; internal checklist or summary sheet, Civil Service Applications, background information form completed by applicant, tax waiver, web check results, and driving record. Other documents, if applicable, may include emailed polygraph results, polygraph reports, college transcripts, credit check release, pre-employment drug test documentation, field investigation results, results from physical and psychological exams, military service discharge papers, and polygraph and field investigation form.

**Agency Web Link:**

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


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 Portions may be confidential due to ORC 149.43 (medical records & peace officer familial information) and polygraph Q/A Sheet.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	5 years from hiring decision.		Shred
Machine Readable	5 years from hiring decision.		Delete

**Approvals:**

<b>Created</b>		<b>Date:</b> 6/12/2014
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 6/12/2014
<b>Approved</b>	Bunnie Jones, Record Administrator	<b>Date:</b> 6/18/2014
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 6/19/2014
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 6/26/2014

**Notes:**

Note Date	Note Description	User