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Series
 Authorization No: 10551484 Agency: AGO Division: PA74 Section: NA Revision: 0

Agency Series No.: PTA-EDU-01 Record Series Title: State Certification Examination (SCE) Testing Files
 Record Series Description: File kept for each type of basic program academy and school number that documents the state certification examinations. File includes opening approval letter from OPOTC to school commander, state certification examination (SCE) appointment notification, correspondence, SCE student roster, qualification form, summary of exam results, scantron sheets, absence notification, special accomodations request and supporting documentation.

Agency Web Link:

Confidential Description Vital Description

ORC 149.43(A)(1)(p) peace officer information, ORC 109.75(L) tests

Media	Retention Period	Retention Justification	Method of Disposal
Paper	4 years	Much of this information is duplicative of what is kept in the school record files	Shred

Approvals:

Created		Date: 4/12/2012
Approved	Pari Swift, Records Officer	Date: 4/12/2012
Approved	Michael Hardenbrook, Record Administrator	Date: 4/12/2012
Approved	Martin Meeks, State Auditor	Date: 4/12/2012
Approved	Fred Previts, State Archivist	Date: 4/18/2012

Notes:

Note Date	Note Description	User
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