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Series
 Authorization No: 10551472 Agency: AGO Division: PA74 Section: NA Revision: 0

Agency Series No.: PTA-PRO-05 Record Series Title: Instructor Files (Renewable)
 Record Series Description: Can include but is not limited to the instructor application, copies of training certificates, resume, letters of reference, school transcripts, letters of equivalents, awards and other supporting documents that verify training/experience, copy of OPOTA Instructor Certificate which notes which courses can be taught, and application renewals and amendments.

Agency Web Link:

Confidential Description Vital Description

5 U.S.C & 552a (SSN), ORC 149.43 (A) (1) (p) Peace Officer Information

Media	Retention Period	Retention Justification	Method of Disposal
Paper	4 years from expiration or until documents and/or data saved electronically		Shred
Machine Readable	4 years from expiration		Erase

Approvals:

Created		Date: 1/6/2012
Approved	John Contonio, Records Coordinator	Date: 1/6/2012
Approved	Pari Swift, Records Officer	Date: 1/6/2012
Approved	Michael Hardenbrook, Record Administrator	Date: 1/19/2012
Approved	Martin Meeks, State Auditor	Date: 1/20/2012
Approved	Fred Previts, State Archivist	Date: 1/27/2012

Notes:

Note Date	Note Description	User

