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Schedule

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[Search](#)

[Agency/Divison/Section List](#)

[Login Help](#)

[Site Map](#)
[Search](#)
[DAS Home](#)
[State Home](#)
[Agency Contacts](#)

Series
 Authorization No: 10551475 Agency: AGO Division: PA74 Section: NA Revision: 0

Agency Series No.: PTA-PRO-06 Record Series Title: Instructor Files (Non-Expiring)

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 amended applications (Prior to 2001, certain statutes allowed for non-expiring certificates. After 2001 all instructor certificates were given expiration dates)

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	Dispose of upon approval of schedule		Shred
Machine Readable	Dispose of upon approval of schedule		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
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