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Series
 Authorization No: 10551468 Agency: AGO Division: PA74 Section: NA Revision: 0

Agency Series No.: PTA-PRO-07 Record Series Title: Peace Officer Files
 Record Series Description: Includes, but is not limited to, training information form, appointment history, evaluation letters, appointment document (400), training determination letter, termination notice from employing agency (401), copies of responses to PRR, prior equivalents (transcripts, certifications of training), correspondence, proof of training completion, cease functioning/satisfactory letters, arbitration agreement, additional info that displays officer history and whether officer is in compliance.
 Agency Web Link:

Confidential Description Vital Description

Medical records 149.43(A)(1)(a),(A)(3) if applicable, ORC 149.43
 (A) (1) (p) Peace Officer Information

Media	Retention Period	Retention Justification	Method of Disposal
Paper	10 years from Peace Officer's termination date or until documents and/or data saved electronically	Documentation necessary to determine eligibility to be a peace officer. Eligible for duration of career.	Shred
Machine Readable	10 years from Peace Officer's termination date	Documentation necessary to determine eligibility to be a peace officer. Eligible for duration of career.	Delete

Approvals:

Created		Date: 1/6/2012
Approved	John Contonio, Records Coordinator	Date: 1/6/2012
Approved	Martin Meeks, State Auditor	Date: 1/20/2012
Approved	Pari Swift, Records Officer	Date: 1/23/2012
Approved	Michael Hardenbrook, Record Administrator	Date: 1/26/2012
Approved	Fred Previts, State Archivist	Date: 1/27/2012

Notes:

Note Date	Note Description	User
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