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Series  
 Authorization No: 10551470      Agency: AGO      Division: PA74      Section: NA      Revision: 0

Agency Series No.: PTA-PRO-10      Record Series Title: School Commander (Administrator) Files

Record Series Description: Application to be a school commander, supporting documentation (transcripts, reference letters, etc., depending on requirements, educational/training documents), school commander certificate. Basic training school commander files to include peace officer, private security, corrections, jailer, bailiff, canine evaluator, and adult parole authority and other certification and standards commander programs. Per OAC 109:2, all school commanders must be approved by OPOTA.

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 after last school conducted or until documents and/or data saved electronically		Shred
Machine Readable	4 years after last school conducted		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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