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Series
 Authorization No: 10551466 Agency: AGO Division: PA74 Section: NA Revision: 0

Agency Series No.: PTA-PRO-11 Record Series Title: Continuing Professional Training (CPT)/Agency Roster Report
 Record Series Description: Includes a listing of every officer employed at particular agency during year, training completion reports, drafts of these documents. Used to report an accurate count of officers and officers compliance with CPT requirements. (ORC 109.761, 109.803, and OAC 109:2-18) (There will only be CPT documentation when/if the program was funded for any given year)

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Paper	4 years or until documents and/or data saved electronically		Shred
Machine Readable	4 years		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: 1/24/2012

Notes:

Note Date	Note Description	User
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