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Series
 Authorization No: 10551463 Agency: AGO Division: PA74 Section: NA Revision: 0

Agency Series No.: PTA-PRO-12 Record Series Title: Prior Equivalent Training Analysis (except Peace Officers)
 Record Series Description: Information used to determine OPOTA course equivalence from prior training and course work. Includes, but is not limited to application for prior equivalent training, certificate of prior training, transcripts and/or other supporting documentation, letter of completion, proficiency record (weapon score sheets), letter/certification of determination.

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 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

