



## Bureau of Criminal Investigation (BCI) Records Retention Schedules

The table below list records retention schedules for the Ohio Attorney General’s Office that have been approved by the Department of Administrative Services (DAS), State Archives, and Auditor of State. To view the official agency retention schedules, please go to the [Ohio Government Records Database](#). **Disclaimer:** If you have any issues reading this document, please feel free to [Contact Us](#) and we will try to provide an accessible version.

| Record Series Title                    | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description | Vital Description | Retention Period                          | Retention Justification | Method of Disposal | Date Schedule Approved |
|--|---|--|--------------------------|-------------------|---|-------------------------|--------------------|------------------------|
| Local Law Enforcement Training         | BCI-ADM-06<br>055-0158                  | Training of local law enforcement contains correspondence relating to training of law enforcement, correspondence relating to the Ohio Law Enforcement Instructors Association.  |                          |                   | Paper – Retain seven years, then destroy. |                         | Paper – Wastepaper | 10/24/1979             |
| Data Systems Identification Operations | BCI-ADM-07<br>055-0159                  | Data Systems and Identification operations files contains pertinent monthly report files, the different committees BCI represents relating to the Criminal Justice Information System. Also contains their operating grants. |                          |                   | Paper – Retain seven years, then destroy. |                         | Paper – Wastepaper | 10/24/1979             |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>          | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>   | <b>Confidential Description</b> | <b>Vital Description</b> | <b>Retention Period</b>                   | <b>Retention Justification</b> | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|-------------------------------------|--|--|---------------------------------|--------------------------|---|--------------------------------|---------------------------|-------------------------------|
| Law Enforcement Communication Files | BCI-ADM-08<br>055-0160                         | Law Enforcement Communications Committee files contain general correspondence and correspondence pertaining to the LECC, its minutes and agenda and material pertinent to its operation. |                                 |                          | Paper – Retain seven years, then destroy. |                                | Paper – Wastepaper        | 10/24/1979                    |
| Expungement Files                   | BCI-ADM-13<br>055-0165                         | Expungement files contain material and correspondence relating to the expungement of criminal records in the Identification Division of this Bureau.                                     |                                 |                          | Paper – Retain seven years, then destroy. |                                | Paper – Wastepaper        | 10/24/1979                    |
| Appointment Books                   | BCI-ADM-14<br>055-0166                         | Appointment books.   |                                 |                          | Paper – Retain three years, then destroy. |                                | Paper – Wastepaper        | 10/24/1979                    |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b> | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>   | <b>Confidential Description</b>   | <b>Vital Description</b> | <b>Retention Period</b>                         | <b>Retention Justification</b> | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|----------------------------|--|--|---|--------------------------|---|--------------------------------|---------------------------|-------------------------------|
| CALEA Accreditation Files  | BCI-ADM-16<br>10551459                         | Copies of various types of records created or maintained by BCI, such as work-load assessments, inspections, reports, and work product, compiled to provide the Commission on Accreditation for Law Enforcement Agencies (CALEA) a comprehensive display of the work done by BCI in order to demonstrate compliance with standards and attain accreditation. | ORC 149.43 (investigations, peace officer familial information, and other potential exemptions) |                          | Paper – 3 years from awarding of accreditation. |                                | Paper – Shred             | 9/20/2011                     |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                               | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description   | Vital Description | Retention Period   | Retention Justification   | Method of Disposal                               | Date Schedule Approved |
|---|---|--|--|-------------------|--|---|--|------------------------|
| Domestic Violence Incident Statistics and Reports | BCI-ADM-17<br>10551520                  | Pursuant to ORC 3113.32, local law enforcement submits monthly summaries of domestic violence incident statistics, which are used by BCI to create an annual statistical report. The monthly summaries include statistical information about the number of domestic violence incidents reported to local law enforcement, types of charges (if any) stemming from the incidents, relationships of the parties involved, types of resulting injuries, ethnicity, age, and gender. | Data and statistics collected protected by ORC 109.57(D)(1)(b) and possibly ORC 149.43(A)(1)(h). |                   | Machine Readable – Retain 10 years from final publication and fulfilment of ORC 149.11 requirements.<br><br>Paper – Retain 10 years from final publication and fulfilment of ORC 149.11 requirements, unless scanned and saved electronically. | Data collected for reports help show history of change and may be used for trend analysis for future analysis projects. | Machine Readable – Delete<br><br>Paper – Recycle | 11/12/2019             |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b> | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>  | <b>Confidential Description</b> | <b>Vital Description</b> | <b>Retention Period</b>  | <b>Retention Justification</b> | <b>Method of Disposal</b>                        | <b>Date Schedule Approved</b> |
|----------------------------|--|---|---------------------------------|--------------------------|--|--------------------------------|--|-------------------------------|
| State Fine Reports         | BCI-ADM-18<br>10551524                         | Summary reports from local law enforcement for criminal gang activity fines and mandatory drug fines. Reports list the use and disposition of all fine monies, record of receipts, general types of expenditures, and the specific amount of each general type of expenditure. Reporting requirements are outlined in ORC 2923.42(C)(2)(b) and 2925.03 (F)(2)(b). |                                 |                          | Machine Readable – 4 years (scanned image or data entered through OHLEG system).<br><br>Paper – 4 years or until scanned/data entry, whichever is earlier (some entered online and never exist in paper format). |                                | Machine Readable – Delete<br><br>Paper – Recycle | 1/15/2013                     |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                 | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description | Vital Description | Retention Period  | Retention Justification   | Method of Disposal                               | Date Schedule Approved |
|-------------------------------------|---|--|--------------------------|-------------------|---|---|--|------------------------|
| State Forfeiture Reports            | BCI-ADM-19<br>10551521                  | Summary reports from local law enforcement listing items seized or forfeited, what was converted into cash, and items or services paid for by seized funds. Reporting requirements were outlined in 2981.11(B)(4). The requirement that the Attorney General receive this report was eliminated in HB 487 of the 129th General Assembly in June 2012, making this series obsolete. |                          |                   | Machine Readable – Destroy upon receipt of approved schedule.<br><br>Paper – Destroy upon receipt of approved schedule. | Obsolete as of June 2012 when HB 487 – 129 <sup>th</sup> General Assembly eliminated the reporting requirement. | Machine Readable – Delete<br><br>Paper – Recycle | 1/15/2013              |
| Criminal Gang Fine Activity Reports | BCI-ADM-20<br>10551538                  | Use and disposition for all fine money, receipts, general expenditure, amount of, and specifics, of expenditures. Reporting requirements ORC 2923.42 (C)(2)(b).  |                          |                   | Machine Readable – 4 years<br><br>Paper – 4 years or until scanned.   |   | Machine Readable – Delete<br><br>Paper – Shred   | 1/28/2014              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                   | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description  | Vital Description | Retention Period  | Retention Justification                               | Method of Disposal                             | Date Schedule Approved |
|---------------------------------------|---|--|---|-------------------|---|---|--|------------------------|
| Mandatory Drug Fine Reports           | BCI-ADM-21<br>10551539                  | Reports from local law enforcement from local mandatory drug fines. Lists disposition of all fine money, receipts, general expenditures, Reporting requirements outlined in ORC 2925.06 (F)(2)(b). Obsolete as of 6/30/2013. |   |                   | Machine Readable – Obsolete series, destroy remainder upon receipt of this approved schedule.<br><br>Paper – Obsolete series, destroy remainder upon receipt of this approved schedule. | Record series obsolete as of June 30, 2013 per HB 59. | Machine Readable – Delete<br><br>Paper – Shred | 2/12/2014              |
| Annual Firearms Qualification Records | BCI-ADM-27<br>10551716                  | Per ORC 109.801, the annual firearms requalification form documents a BCI agent's firearms proficiency by completing a testing program approved by the Ohio Peace Officer Training Academy (OPOTA).                          | Records may contain information protected by ORC 149.433 – Exempting Security and Infrastructure Records. |                   | Machine Readable – Retain 5 years.<br><br>Paper – Retain 5 years, unless scanned and saved electronically.  | Referred to for training purposes and review.         | Machine Readable – Delete<br><br>Paper – Shred | 2/11/2019              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>                            | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>   | <b>Confidential Description</b>                                      | <b>Vital Description</b> | <b>Retention Period</b>            | <b>Retention Justification</b>   | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|---|--|--|--|--------------------------|------------------------------------|--|---------------------------|-------------------------------|
| Criminal Justice Information System (CJIS) Audit Logs | BCI-ADM-28<br>10551743                         | Logs that track the auditing capabilities of an information system holding CJIS-related information such as login records, permission and password changes, administrator commands, modifications or deletion of information, and remote network access; identify audit-related information that establish what types of events occurred, when the event occurred, where the event occurred, the source of the event, the outcome of the event, and identification of those associated with the event that occurred within the system; and retain information that will help reconstruct events in the event of unauthorized activity or malfunctions within the information system. | May contain information protected by various state and federal laws. |                          | Machine Readable – Retain 8 years. | Per ORC 2913.04, unauthorized use of LEADS and OHLEG systems has a statute of limitations of 6 years, but legal proceedings could extend several years and data could be requested. CJIS information may be accessible through such systems. | Machine Readable – Delete | 10/7/2019                     |





# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                               | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description  | Vital Description | Retention Period   | Retention Justification   | Method of Disposal                             | Date Schedule Approved |
|---|---|---|---|-------------------|--|---|--|------------------------|
| Human Trafficking Incident Statistics and Reports | BCI-ADM-29<br>10551749                  | Per ORC 109.66, these records concern the required annual reporting of human trafficking statistics from local law enforcement to the Ohio Attorney General’s Bureau of Criminal Investigation (AGO BCI) for an annual report to be published by the AGO. Records include, but are not limited to, human trafficking reports extracted from Ohio Law Enforcement Gateway (OHLEG), information and updates from the Ohio Human Trafficking Commission, correspondence with local law enforcement on reporting requirements, and annual reports from the AGO. | Information, data, statistics gathered or disseminated through OHLEG protected by ORC 109.57(D)(1)(b) and possibly ORC 149.43(A)(1)(h). |                   | Machine Readable – Retain 10 years from final report publication, fulfillment of ORC 149.11 requirements, and until no more administrative value.<br><br>Paper – Retain 10 years from final report publication, fulfillment of ORC 149.11 requirements, and until no more administrative value, unless scanned and saved electronically. | Data collected for reports help show history of change and may be used for trend analysis for future analysis projects. | Machine Readable – Delete<br><br>Paper – Shred | 12/19/2019             |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>      | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>  | <b>Confidential Description</b> | <b>Vital Description</b> | <b>Retention Period</b>                   | <b>Retention Justification</b> | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|---------------------------------|--|---|---------------------------------|--------------------------|---|--------------------------------|---------------------------|-------------------------------|
| Correspondence to Other Nations | BCI-ID-006<br>055-0173                         | These files contain requests and police clearance letters for visa purposes forwarded to American Embassies in other nations via the State Dept., Washington, D.C. on individuals who have resided in Ohio. |                                 |                          | Paper – Retain two years, then destroy.   |                                | Paper – Wastepaper        | 10/24/1979                    |
| Communication Logs              | BCI-ID-007<br>055-1074                         | A log is kept in the Radio Room of all messages received and transmitted by radio or teletype.  |                                 |                          | Paper – Retain three years, then destroy. | No value at conversion.        | Paper – Wastepaper        | 10/24/1979                    |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                     | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description  | Vital Description | Retention Period  | Retention Justification   | Method of Disposal                             | Date Schedule Approved |
|---|---|---|---|-------------------|---|---|--|------------------------|
| RapBack Program Rapsheets & Transcripts | BCI-ID-010<br>10551536                  | Rapsheet detail criminal history information entered into the criminal database by law enforcement agencies and courts. Criminal instances that generate rapsheets can include but are not limited to arrests and court appearances. Rapsheets and transcripts serve as proactive reporting to organizations when an enrollee who has undergone a fingerprint-based background check has subsequent criminal activity, allowing the subscribing organization to research the offense and make decisions concerning whether the event disqualifies the enrollee from employment, licensure, volunteering, etc. | ORC 109.572(E) - Information in the Retained Applicant Fingerprint Database is confidential and not a public record under 149.43. |                   | Machine Readable – Post-implementation of Rap Back Version 2.0 – retain 60 days after automated notification sent.<br><br>Paper – Prior to implementation of Rap Back 2.0 – retain 2 years from notification. | Full and current criminal histories maintained in Computerized Criminal History Database. These rapsheets are moments in time. Subscribers’ capture of documentation is what would be used in an employment decisions, not the rapsheet stored in AGO system. | Machine Readable – Delete<br><br>Paper – Shred | 1/7/2014               |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>                      | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>   | <b>Confidential Description</b>   | <b>Vital Description</b> | <b>Retention Period</b>                       | <b>Retention Justification</b>  | <b>Method of Disposal</b>                  | <b>Date Schedule Approved</b> |
|---|--|--|---|--------------------------|---|---|--|-------------------------------|
| RapBack Program Notifications and Activity Logs | BCI-ID-011<br>10551537                         | The RapBack program generates proactive reports to organizations when an enrollee who has undergone a fingerprint-based background check has subsequent criminal activity. Based on information received from courts and law enforcement, notification is sent to the subscriber that activity has occurred on an enrollee's record. The notifications allow the subscribing organization to research the offense and make decisions concerning whether the event disqualifies the enrollee from employment, licensure, volunteering, etc. Manual and automated logs and emails included in this series track the subscriber's actions within the account. | ORC 109.572(E) - Information in the Retained Applicant Fingerprint Database is confidential and not a public record under 149.43. |                          | Machine Readable – 2 years<br>Paper – 2 years | Full and current criminal histories maintained in Computerized Criminal History Database. These rapsheets are moments in time. Subscribers' capture of documentation is what would be used in an employment decisions, not the rapsheet stored in AGO system. | Machine-Readable – Delete<br>Paper – Shred | 1/7/2014                      |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                            | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description   | Vital Description                           | Retention Period  | Retention Justification  | Method of Disposal                             | Date Schedule Approved |
|--|---|--|--|---|---|--|--|------------------------|
| Criminal History and Biometric Indicator Files | BCI-ID-012<br><br>10551589              | The Bureau of Criminal Investigation & Identification (BCI) is the central repository for the State of Ohio, per 109.57-.69, for all information required therein, including information necessary to run background checks and criminal identification. These files are made up of data in the Computerized Criminal History (CCH) system, the Automated Fingerprint Identification System (AFIS), and all interconnected subsystems. | Because this information is part of the Computerized Criminal History (CCH) database, it is protected under ORC 109.57 (duties of superintendent). | Mission critical system – hard to recreate. | Machine Readable – Retain 110 years or 7 years after death is adequately established.<br><br>Paper – Retain 110 years or 7 years after death is adequately established. | 110 years follows the FBI’s retention schedule. However, because BCI systems will contain additional information beyond the FBI systems, it is necessary to retain BCI’s data independently . 110 years or 7 years after death should ensure that there is no more need to reference a person’s record for reference in future violations, identifications, investigations, or prosecutions. | Machine Readable – Delete<br><br>Paper – Shred | 2/10/2016              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b> | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>  | <b>Confidential Description</b>  | <b>Vital Description</b> | <b>Retention Period</b>  | <b>Retention Justification</b>  | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|----------------------------|--|---|--|--------------------------|--|---|---------------------------|-------------------------------|
| Arsonist Registry          | BCI-ID-013<br>10551591                         | Per ORC 2909.14-.15, sheriff's offices enter demographic information of convicted arsonists into the database statutorily maintained by the Bureau of Criminal Investigation & Identification (BCI). Demographic information includes, but is not limited to, the convicted arsonist's name, address, personally identifying information, and conviction information. | ORC 2909.15(E)(2) – the registry of arson offenders maintained by BCI is not public record under ORC 149.43. |                          | Paper – Retain 110 years or 7 years after adequate proof of death. | Useful in identifying patterns of offending by cross-referencing registry with investigation files for resolving new and cold cases. 110 years or 7 years after death should ensure that there is no more need to reference a person's record for reference in future violations, identifications, investigations, or prosecutions. | Paper – Shred             | 2/11/2016                     |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>      | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>  | <b>Confidential Description</b>  | <b>Vital Description</b> | <b>Retention Period</b>  | <b>Retention Justification</b>  | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|---------------------------------|--|---|--|--------------------------|--|---|---------------------------|-------------------------------|
| State Registry of Sex Offenders | BCI-ID-014<br>10551590                         | Pursuant to the requirement of 2950.13, the Office of the Ohio Attorney General/Bureau of Criminal Investigation & Identification (BCI) shall maintain a state registry of sex offenders and child victim offenders. Registry also provides information for public notifications. Demographic information includes, but is not limited to, the sex offender's name, address, personally identifying information, conviction information, victim information, and registration status. | ORC 2950.13 registry itself is not a public record, though portions are used to provide public information about sex offender locations. |                          | Machine Readable – Retain until terminated by operation of statute or court order, 110 years, or 7 years after adequate proof of death, whichever comes earlier. | Length of time will vary by degrees of classification and nature of offense. 110 years or 7 years after death should ensure that there is no more need to reference a person's record for reference in future violations, identifications, investigations, or prosecutions. | Machine Readable – Delete | 2/11/2016                     |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>                  | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>  | <b>Confidential Description</b> | <b>Vital Description</b> | <b>Retention Period</b>   | <b>Retention Justification</b>   | <b>Method of Disposal</b>                      | <b>Date Schedule Approved</b> |
|---|--|---|---------------------------------|--------------------------|---|--|--|-------------------------------|
| Weekly Court Disposition Reports (Internal) | BCI-ID-015<br>10551592                         | Reports from Bureau of Criminal Investigation & Identification (BCI) to the courts providing that status of the accepted/rejected transactions on the Computerized Criminal History (CCH) database. Rejections can occur if technical requirements are not met or if the transaction is submitted with missing information. The court has the ability to review the report and resubmit the transactions. |                                 |                          | Machine Readable – Retain for 5 years.<br><br>Paper – Retain 110 years or 7 years after death as established by adequate proof. | Paper dispositions could contain finger prints, which are considered finger print cards (Criminal History and Biometric Indicator Files (BCI-ID-012)). Electronic dispositions do not contain finger prints. | Machine Readable – Delete<br><br>Paper – Shred | 2/11/2016                     |





# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                         | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description  | Vital Description | Retention Period   | Retention Justification  | Method of Disposal                             | Date Schedule Approved |
|---|---|--|---|-------------------|--|--|--|------------------------|
| Weekly Court Disposition Reports (External) | BCI-ID-016<br>10551593                  | Reports sent from courts to the Bureau of Criminal Investigation & Identification (BCI) that add sentencing information to arrests that have occurred in their jurisdictions in order to update the Computerized Criminal History (CCH) database. The reports provided by the courts contain information about the disposition of court cases, including but not limited to, sentencing, probation, fines, restitution and other stipulations. | Because this information is part of Computerized Criminal History (CCH) Database it is protected under ORC 109.57 (duties of superintendent). |                   | Machine Readable – Retain 6 months.<br><br>Paper – Retain 110 years or 7 years after death as established by adequate proof. | Paper dispositions could contain finger prints, which are considered finger print cards (Criminal History and Biometric Indicator Files (BCI-ID-012)). Electronic dispositions do not contain finger prints. | Machine Readable – Delete<br><br>Paper – Shred | 2/11/2016              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                        | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description  | Vital Description | Retention Period  | Retention Justification | Method of Disposal                             | Date Schedule Approved |
|--|---|--|---|-------------------|---|-------------------------|--|------------------------|
| Court and Law Enforcement Compliance Files | BCI-ID-017<br><br>10551594              | Reports that help determine compliance of local law enforcement in the submission of arrest data per ORC 109.59 and 109.60 and compliance of courts in the submission of disposition data per ORC 1905.033 and 109.57. Reports use data from the Computerized Criminal History (CCH) database, which can include, but may not be limited to, Originating Agency Identification Number (ORI), submitting agency, date of submission or number of submissions, and correspondence with courts and local law enforcement. | Because this information is part of Computerized Criminal History (CCH) Database it is protected under ORC 109.57. Certain original identifiers, such as Originating Agency Identification Numbers (ORI) or SSNs may be protected under other state and federal laws. |                   | Machine Readable – Retain 2 years.<br><br>Paper – Retain 2 years. |                         | Machine Readable – Delete<br><br>Paper – Shred | 2/11/2016              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description  | Vital Description | Retention Period  | Retention Justification | Method of Disposal                             | Date Schedule Approved |
|---------------------|---|---|---|-------------------|---|-------------------------|--|------------------------|
| Webcheck Audits     | BCI-ID-018<br>10551596                  | Audits of national webcheck locations in that State of Ohio to determine compliance with the Federal Bureau of Investigation (FBI) and the Ohio Bureau of Criminal Investigation & Identification (BCI) policies. Records may include, but are not limited to, transactions reviewed for the audit, background checks of individuals operating equipment, MOU between webcheck agency and BCI, result of audit, and correspondence. | Because this information is part of Computerized Criminal History (CCH) Database it is protected under ORC 109.57 (duties of superintendent) and 109.572. |                   | Machine Readable – Retain 5 years from close of audit.<br><br>Paper – Retain 5 years from close of audit. |                         | Machine Readable – Delete<br><br>Paper – Shred | 2/11/2016              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                         | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description   | Vital Description                           | Retention Period  | Retention Justification  | Method of Disposal                             | Date Schedule Approved |
|---|---|---|--|---|---|--|--|------------------------|
| Sealed Record of Dismissals and Convictions | BCI-ID-021<br>10551598                  | Court orders requesting the removal of arrest and/or dispositions from an individual's active criminal history and associated records. Records may relate to either ORC 2953.52 Expungements (Sealing of Dismissals) and/or ORC 2953.32, et. seq. (Sealing of Convictions). | Other than a few exceptions in ORC 109.572, 2953.32, 2953.52, by their nature sealed or expunged records are confidential. | Mission critical system – hard to recreate. | Machine Readable – Retain 110 years or 7 years after adequate proof of death.<br><br>Paper – Retain 110 years or 7 years after adequate proof of death. | 110 years follows the FBI's retention schedule for criminal histories. However, because BCI records will contain additional information beyond the FBI systems, it is necessary to retain BCI data independently. 110 years or 7 years after death should ensure that there is no more need to reference a person's record for reference in future violations, identifications, investigations, or prosecutions. | Machine Readable – Delete<br><br>Paper – Shred | 2/11/2016              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title       | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description  | Vital Description | Retention Period   | Retention Justification | Method of Disposal | Date Schedule Approved |
|---------------------------|---|--|---|-------------------|--|-------------------------|--------------------|------------------------|
| Mental Incompetency Forms | BCI-ID-022<br>10551600                  | Form received by the Bureau of Criminal Investigation & Identification (BCI) from either the Probate Court, a mental health facility, or State hospital as required by ORC 5122.311. Records may contain, but are not limited to, the subject’s name, date of birth, social security number, finding of a need for court ordered treatment or found by court “not guilty by reason of insanity” or “incompetent/mentally defective.” | Because this information is part of Computerized Criminal History (CCH) Database it is protected under ORC 109.57 (duties of superintendent). ORC 5122.311(B) – mental health notifications and the information they contain are confidential and not public records. |                   | Paper – Retain until data is entered into database. Records are then retained per “Criminal History and Biometric Indicator Files (BCI-ID0012)”. |                         | Paper – Shred      | 2/11/2016              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description              | Vital Description | Retention Period  | Retention Justification  | Method of Disposal                             | Date Schedule Approved |
|---------------------|---|---|---------------------------------------|-------------------|---|--|--|------------------------|
| Presumed Dead File  | BCI-ID-023<br>10551599                  | Fingerprint cards, criminal histories, and name index cards of a criminal who, because of inactivity and other valid criteria such as age, are presumed dead. | ORC 109.57 (duties of superintendent) |                   | Machine Readable – Retain 110 years or 7 years after adequate proof of death.<br><br>Paper – Retain 110 years or 7 years after adequate proof of death. | 110 years follows the FBI’s retention schedule for criminal histories. However, because BCI records will contain additional information beyond the FBI systems, it is necessary to retain BCI data independently. 110 years or 7 years after death should ensure that there is no more need to reference a person’s record for reference in future violations, identifications, investigations, or prosecutions. | Machine Readable – Delete<br><br>Paper – Shred | 2/11/2016              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                  | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description   | Vital Description  | Retention Period   | Retention Justification  | Method of Disposal                             | Date Schedule Approved |
|--------------------------------------|---|---|--|--|--|--|--|------------------------|
| Civilian Applicant Background Checks | BCI-ID-024<br>10551750                  | Documents background check requests by applicants for, but not limited to, employment background checks, child placement, personal use/need, VISA purposes, occupational licenses, and carrying concealed handgun licenses (CHL) permits. Applicants are compared to the Computerized Criminal History (CCH) and Automated Fingerprint Identification System (AFIS) to see if there is any disqualifying criminal history. Records include, but are not limited to, application, fingerprint collection, and response letters from the Bureau of Criminal Investigation (BCI) confirming the status of the check. | Information from an application may be confidential under ORC 109.57(D) and (E) (cannot release civilian prints without subpoena), ORC 2953.32(D) and 2953.53(D) (sealed records), and ORC 149.43 (social security numbers). | Webcheck agencies submit their collected applications to BCI, so these may be only records in existence. | Machine Readable – Retain 6 years and is no longer a RapBack enrollee.<br><br>Paper – Retain 6 years and is no longer a RapBack enrollee, unless scanned and saved electronically, then destroy. | Provides an extra year for reviewing previous application for those licenses/permits that have 5 year renewal cycle, such as the CHL licenses. RapBack enrollees need fingerprints on file for entire time they are enrolled in the RapBack program. | Machine Readable – Delete<br><br>Paper – Shred | 12/19/2019             |
| LINK Records                         | BCI-INV-16<br>10550815                  | DNA database on unidentified bodies or missing individuals.   |  |  | Machine Readable – Until identification is rendered.   |  | Machine Readable – Burn                        | 12/20/2001             |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                              | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description  | Vital Description | Retention Period   | Retention Justification   | Method of Disposal                             | Date Schedule Approved |
|--|---|--|---|-------------------|--|---|--|------------------------|
| Missing Child and Adult Clearinghouse Case Files | BCI-INV-22<br>10551653                  | Information submitted to AGO by local law enforcement that allows AGO to issue an endangered child or missing persons alert. Records include, but are not limited to, description of missing person, information on custodian. Potential suspect, lead law enforcement agency, telephone logs, missing persons posters, photos, photo release form, news clippings, correspondence, copy of police report, and copy of AGO entry into National Center for Missing and Exploited Children system. | Confidential Law Enforcement Investigatory records (CLEIRS) (ORC 149.43). |                   | Machine Readable – Retain 3 years after located, provided person has reached the age of majority (age 18). Records needed for investigations will be copied and retained per the applicable BCI case file retention schedule.<br><br>Paper – If not located within 8 years, maintain a paper file until 3 years after located, provided person has reached the age of majority (age 18), unless scanned and saved electronically. Records needed for investigations will be copied and retained per the applicable BCI case file retention schedule. | Review for pattern of persons who habitually go missing. Helpful across law enforcement jurisdictional lines and to begin new searches. | Machine Readable – Delete<br><br>Paper – Shred | 8/3/2017               |





# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title           | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description  | Vital Description  | Retention Period   | Retention Justification  | Method of Disposal                             | Date Schedule Approved |
|-------------------------------|---|---|---|--|--|--|--|------------------------|
| Cold Case Investigation Files | BCI-INV-23<br>10551762                  | Case files from Bureau of Criminal Investigation (BCI) investigative units pertaining to criminal investigations that have not been solved yet or resulted in a charge. Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes, and photos. | Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43) and information from the Ohio Law Enforcement Gateway (OHLEG) (ORC 109.57) are confidential. | Active cases will be needed within 72 hours. Closed cases are not as urgent. | Machine Readable – Once case is solved, retain per applicable investigative records retention schedule. Otherwise, retain permanently.<br><br>Paper – Once case is solved, retain per applicable investigative records retention schedule. Otherwise, retain permanently, unless scanned and saved electronically. | Cold case investigations may require additional evidence or technology to be solved. Therefore retaining records until such information or time is provided is necessary to solve the cases. | Machine Readable – Delete<br><br>Paper – Shred | 6/24/2020              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                     | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description  | Vital Description  | Retention Period   | Retention Justification  | Method of Disposal                             | Date Schedule Approved |
|---|---|---|---|--|--|--|--|------------------------|
| Misdemeanor Offense Investigation Files | BCI-INV-24<br>10551766                  | Case files from Bureau of Criminal Investigation (BCI) investigative units pertaining to criminal investigations that result in misdemeanor or minor misdemeanor charges. Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes, and photos. | Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43) and information from the Ohio Law Enforcement Gateway (OHLEG) (ORC 109.57) are confidential. | Active cases will be needed within 72 hours. Closed cases are not as urgent. | Machine Readable – Retain 5 years from case closing.<br><br>Paper – Retain 5 years from case closing, unless scanned and saved electronically. | While statute of limitations for a misdemeanor is 2 years (ORC 2901.13(A)(1)(b)), 5 years would account for possible delay of prosecution and appeals. | Machine Readable – Delete<br><br>Paper – Shred | 6/24/2020              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description  | Vital Description  | Retention Period   | Retention Justification  | Method of Disposal                             | Date Schedule Approved |
|------------------------------------|---|---|---|--|--|--|--|------------------------|
| Felony Offense Investigation Files | BCI-INV-25<br>10551767                  | Case files from Bureau of Criminal Investigation (BCI) investigative units pertaining to criminal investigations that result in felony charges not rising to those stipulated in ORC section 2901.13(A)(3), 2903.01, 2903.02, 2907.02, and 2901.03. Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes, and photos. | Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43) and information from the Ohio Law Enforcement Gateway (OHLEG) (ORC 109.57) are confidential. | Active cases will be needed within 72 hours. Closed cases are not as urgent. | Machine Readable – Retain 10 years from case closing.<br><br>Paper – Retain 10 years from case closing, unless scanned and saved electronically. | While statute of limitations for a felony is 6 years (ORC 2901.13(A)(1)(a)), 10 years would account for possible delay of prosecution and appeals. | Machine Readable – Delete<br><br>Paper – Shred | 6/24/2020              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                                | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description  | Vital Description  | Retention Period   | Retention Justification  | Method of Disposal                             | Date Schedule Approved |
|--|---|---|---|--|--|--|--|------------------------|
| Felony Offense (2901.13(A)(3)) Investigation Files | BCI-INV-26<br>10551763                  | Case files from Bureau of Criminal Investigation (BCI) investigative units pertaining to criminal investigations that result in felony charges to offenses listed in ORC 2901.13(A)(3). Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes, and photos. | Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43) and information from the Ohio Law Enforcement Gateway (OHLEG) (ORC 109.57) are confidential. | Active cases will be needed within 72 hours. Closed cases are not as urgent. | Machine Readable – Retain 25 years from case closing.<br><br>Paper – Retain 25 years from case closing, unless scanned and saved electronically. | While statute of limitations for a felony under ORC 2901.13(A)(3) is 20 years, 25 years would account for possible delay of prosecution and appeals. | Machine Readable – Delete<br><br>Paper – Shred | 6/24/2020              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                                  | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description  | Vital Description  | Retention Period  | Retention Justification  | Method of Disposal  | Date Schedule Approved |
|--|---|---|---|--|---|--|---|------------------------|
| Murder & Homicide Felony Offense Investigation Files | BCI-INV-27<br><br>10551764              | Case files from Bureau of Criminal Investigation (BCI) investigative units pertaining to criminal investigations that result in felony charges of aggravated murder and murder falling under ORC 2903.01 and 2903.02. Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes, and photos. | Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43) and information from the Ohio Law Enforcement Gateway (OHLEG) (ORC 109.57) are confidential. | Active cases will be needed within 72 hours. Closed cases are not as urgent. | Machine Readable – Retain permanently, unless in paper or microfilm.<br><br>Paper – Retain permanently, unless in microfilm.<br><br>Microform – Retain permanently. | Per ORC 2901.13(A)(2), there is no statute of limitations for aggravated murder (ORC 2903.01) and murder (ORC 2903.02) offenses. | Machine Readable – Delete<br><br>Paper – Shred<br><br>Microform – Permanent | 6/24/2020              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title  | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description  | Vital Description  | Retention Period  | Retention Justification  | Method of Disposal  | Date Schedule Approved |
|--|---|--|---|--|---|--|---|------------------------|
| Sexual Battery and Rape Felony Offense Investigation Files | BCI-INV-28<br><br>10551765              | Case files from Bureau of Criminal Investigation (BCI) investigative units pertaining to criminal investigations that result in felony charges of sexual battery and rape offenses described in ORC 2907.02 and 2907.03. Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes, and photos. | Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43) and information from the Ohio Law Enforcement Gateway (OHLEG) (ORC 109.57) are confidential. | Active cases will be needed within 72 hours. Closed cases are not as urgent. | Machine Readable – Retain permanently, unless in paper or microfilm.<br><br>Paper – Retain permanently, unless in microfilm.<br><br>Microform – Retain permanently. | While statute of limitations for a felony under ORC 2907.02 and 2907.03 is 25 years, the nature of reviewing sexual assault forensic evidence is leading to longer term review for cold cases and additional conviction charges. | Machine Readable – Delete<br><br>Paper – Shred<br><br>Microform – Permanent | 6/24/2020              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title       | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description | Vital Description | Retention Period  | Retention Justification   | Method of Disposal | Date Schedule Approved |
|---------------------------|---|---|--------------------------|-------------------|---|---|--------------------|------------------------|
| Evidence Inventory        | BCI-LAB-02<br>055-0176                  | Inventory of evidence submitted by local law enforcement agencies for BCII processing, and returned and/or disposed of upon completion. Includes case number, county, physical location of evidence, date of return or destruction, notation of intended recipient. (formerly Property File or Evidence Control Document) |                          |                   | Paper – Permanent   | Documents receipt and disposition of evidence.  | Paper – Permanent  | 12/11/2010             |
| Subject/Victim Index File | BCI-LAB-03<br>055-0177                  | Index, by subject and/or victim name, to cases worked on by BCII laboratory. Lists county, case number, subject and/or victim name, submitting law enforcement agency, and type of case.  |                          |                   | Paper – Permanent (Index files in this format stopped being created in 2002. Now searchable in LIMS.) | Death related cases are permanent, therefore the index is permanent. Other types of cases interfiled. | Paper – Permanent  | 12/11/2010             |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                   | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description  | Vital Description | Retention Period  | Retention Justification   | Method of Disposal | Date Schedule Approved |
|---------------------------------------|---|--|---|-------------------|---|---|--------------------|------------------------|
| County Index File                     | BCI-LAB-04<br>055-0178                  | Index, by county, to cases worked on by BCII laboratory. Other information includes case number, subject and/or victim name, submitting law enforcement agency and type of case. (Cross index, by county, of BCI-LAB-02 and BCI-LAB-03).   |   |                   | Paper – Permanent (Index files in this format stopped being created in 2002. Now searchable in LIMS.) | Death related cases are permanent, therefore the index is permanent. Other types of cases interfiled. | Paper – Permanent  | 12/11/2010             |
| Case Information Log Book (1942-2002) | BCI-LAB-05<br>055-0179                  | Case entries for each case from 1942-2002. Includes case number, date evidence submitted, submitting agency, BCII lab sections involved, victim's and/or subjects' name(s), and/or any additional data recording BCI reception of a case, so that details of a case can be concisely logged and track completion of case work. | Unsolved cases could fall under the Confidential Law Enforcement Investigatory Records provision ORC 149.43(A)(1)(h). |                   | Paper – Permanent   | Death related cases are permanent and intermixed.   | Paper – Permanent  | 12/11/2010             |





# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b> | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>   | <b>Confidential Description</b>     | <b>Vital Description</b>  | <b>Retention Period</b>                    | <b>Retention Justification</b>   | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|----------------------------|--|--|-------------------------------------|---|--|--|---------------------------|-------------------------------|
| DNA Collection Card        | BCI-LAB-13<br>10551387                         | Demographic information (name, DOB, SSN, gender, race, etc.), qualifying offense, signature and right thumb print of person collected from, names of collector and witness to collection, date of collection, date collection received at BCII lab and by whom (this information is entered into CODIS, BCI-LAB-14). | ORC 149.43(A)(1)(j) and ORC 109.573 | Information on card matched with that in CODIS and physical DNA sample. | Paper – 125 years from date of collection. | To allow time for identification if perpetrator and/or victim is young or for use in cold cases. | Paper – Shred             | 12/11/2010                    |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>                      | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>   | <b>Confidential Description</b>              | <b>Vital Description</b>        | <b>Retention Period</b>                               | <b>Retention Justification</b>   | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|---|--|--|--|---------------------------------|---|--|---------------------------|-------------------------------|
| DNA Profile (CODIS) - Combined DNA Index System | BCI-LAB-14<br>10551383                         | Electronically maintained DNA profile used for future identification purposes. Includes the DNA profile generated from the sample (BCI-LAB-15) obtained from and submitted by local law enforcement agencies as well as demographic information (name, DOB, SSN, gender, race, etc.), qualifying offense, names of collector and witness to collection, date of collection, date collection received at BCII lab and by whom (this information is obtained through the DNA collection card BCI-LAB-13 and entered into CODIS). | ORC<br>149.43(A)(1)(j)<br>and ORC<br>109.573 | Needed to match hits in system. | Machine Readable – 125 years from date of collection. | To allow time for identification if perpetrator and/or victim is young or for use in cold cases. | Machine Readable – Delete | 12/11/2010                    |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description             | Vital Description  | Retention Period  | Retention Justification   | Method of Disposal                       | Date Schedule Approved |
|---------------------|---|--|--------------------------------------|--|---|---|--|------------------------|
| DNA Samples         | BCI-Lab-15<br>10551386                  | Per ORC 109.573, 2152.74, and 2901.07, the Bureau of Criminal Investigation (BCI) laboratory unit receives DNA samples from local law enforcement for persons arrested/charged for a felony offense or sexually-related misdemeanor. Samples are then submitted to the Ohio DNA database for match analysis. Records include, but are not limited to, submitted DNA samples, DNA collection forms, and communications between BCI and local law enforcement. | DNA Records (ORC 149.43 and 109.573) | If CODIS hits on a match, the profile must be rerun from the original sample for verification. | <p>Electronic - Retain DNA sample submission information for 125 years from date of collection. If sample is rejected per failing standards per OAC 109:5-5-02, retain for 1 year. If sample is duplicative to existing samples within the past 5 years per OAC 109:5-5-02, destroy after confirming.</p> <p>Paper – Retain DNA sample and collection card for 125 years from date of collection. If sample is rejected per failing standards per OAC 109:5-5-02, retain for 1 year. If sample is duplicative to existing samples within the past 5 years per OAC 109:5-5-02, destroy after confirming.</p> | To allow time for identification if perpetrator and/or victim is young or related to a cold case. | Electronic - Delete<br><br>Paper – Shred | 10/23/2020             |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                   | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description   | Vital Description | Retention Period  | Retention Justification  | Method of Disposal        | Date Schedule Approved |
|---------------------------------------|---|--|--|-------------------|---|--|---------------------------|------------------------|
| Unsolved Latent Print Database (AFIS) | BCI-LAB-19<br>10551395                  | Contains images of fingerprints (including partials and palm prints) that have yet to be identified. The prints are from crime scenes and submitted to BCII from local law enforcement. BCII images the prints and submits them to AFIS along with any known demographics. These prints help to match suspects to unsolved cases through matching with other images in database. | ORC 149.43(A)(1)(h) Confidential Law Enforcement Investigatory Records, part of active investigations. |                   | Machine Readable – Delete after identity made, case solved, or print determined not to be viable. If match made, print copy and place in case file per BCI-LAB-16, 17 or 18.    |  | Machine Readable – Delete | 1/20/2011              |
| DNA Extracts                          | BCI-LAB-23<br>10551606                  | Purified DNA is isolated by the Bureau of Criminal Investigation (BCI) from evidence submitted from law enforcement where BCI laboratory assistance is required.   | Confidential Law Enforcement Investigatory Records (CLEIRs), DNA profile confidential RC 149.43.       |                   | Paper – DNA extracts will be retained as long as they can be reasonably maintained. (This series is not retained in paper, but are a biological sample that is in a case file). | BCI recognizes that biological material breaks down over time. Original evidence is returned to local law enforcement. | Paper – Other             | 3/8/2016               |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title     | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description  | Vital Description | Retention Period   | Retention Justification | Method of Disposal                             | Date Schedule Approved |
|-------------------------|---|---|---|-------------------|--|-------------------------|--|------------------------|
| Lab Accreditation Files | BCI-LAB-24<br>10551625                  | Records that provide a comprehensive display of the compliance with standards for accreditation purposes. Records include, but are not limited to, organizational charts, meeting records, purchasing records, audit reports, proficiency test records, testimony monitoring records, and other records as requested by the accrediting body conducting the review. | Since accreditation files are compilations (copies) of records maintained by the agency, various statutes cited by BCI record series could apply, including but not limited to 149.43 and 109.57. |                   | Machine Readable - Retain 4 years from the close of an accreditation cycle, provided external assessment completed.<br><br>Paper – Retain 4 years from the close of an accreditation cycle, provided external assessment completed, unless scanned and saved electronically. |                         | Machine Readable – Delete<br><br>Paper – Shred | 9/22/2016              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description | Vital Description   | Retention Period   | Retention Justification  | Method of Disposal  | Date Schedule Approved |
|---------------------|---|--|--------------------------|---|--|--|---|------------------------|
| Lab Quality Records | BCI-LAB-25<br>10551627                  | Records provided documentation of compliance to accreditation requirements as well as testing methods and quality assurance measures taken. Records include, but are not limited to, proficiency test summaries, copies of proficiency test records, validation studies, training records, corrective action records, preventive action records, and archived policy/procedures relating to the specific test methods or applicable instruments. |                          | Court cases can be made or broken if the office cannot prove the reliability of its practices. This documentation cannot be recreated from other sources. | Machine Readable – Retain 50 years, unless maintained in paper or microfilm.<br><br>Paper – Retain 50 years.<br><br>Microform – Retain 50 years. | These records may be referred to during specific quality reviews and may affect the testimony of staff for cases during trial. Quality reviews may be referenced during reviews of the effects of previous methods when new/emerging technologies are available or in regards to a specific scientist’s work. Records need to be available for duration of a scientist’s career and into future for emerging technologies. | Machine Readable – Delete<br><br>Paper – Shred<br><br>Microform – Shred | 10/7/2016              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title   | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description   | Vital Description  | Retention Period   | Retention Justification  | Method of Disposal  | Date Schedule Approved |
|-----------------------|---|---|--|--|--|--|---|------------------------|
| Laboratory Case Files | BCI-LAB-26<br>10551770                  | Records concerning evidence submission and forensic analysis by the Bureau of Criminal Investigation (BCI) laboratory unit for BCI, local law enforcement, or other law enforcement investigations. Records include, but are not limited to, forensic reports, evidence submission sheets and custody records, copies of polygraph reports, lab reports, subpoenas, examiner notes, and photos. | Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43), DNA Records (ORC 149.43), and information from the Ohio Law Enforcement Gateway (OHELG) (ORC 109.57) are confidential. | Active cases will be needed within 72 hours. Closed cases are not as urgent. | Electronic – Retain permanently, unless microfilmed.<br><br>Paper – Retain permanently, unless microfilmed or scanned electronically.<br><br>Microform – Retain permanently. | While there are statutes of limitations for certain felony and misdemeanor charges, the lab does not receive information from local governments on how cases are resolved. Also the nature of forensic evidence analysis and changes in technology may allow reanalysis of some older cases. | Electronic – Delete<br><br>Paper – Shred<br><br>Microform – Permanent | 8/13/2020              |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>   | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>   | <b>Confidential Description</b> | <b>Vital Description</b> | <b>Retention Period</b>  | <b>Retention Justification</b> | <b>Method of Disposal</b>                      | <b>Date Schedule Approved</b> |
|------------------------------|--|--|---------------------------------|--------------------------|--|--------------------------------|--|-------------------------------|
| School Emergency/Floor Plans | BCI-OLG-01<br>10551297                         | ORC 3313.536 mandates that Ohio schools submit to the Attorney General's Office for posting on the Ohio Law Enforcement Gateway (or its successor) a copy of their current safety plan and floor plan. Safety plans generally contain protocol for protecting persons and property from serious threats and protocol for responding to various types of emergency events that could occur. | ORC 3313.536 and ORC 149.433    |                          | Machine Readable – Until superseded.<br><br>Paper – 30 days after scanned. |                                | Machine Readable – Delete<br><br>Paper – Shred | 4/2/2010                      |





# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                     | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description | Vital Description | Retention Period  | Retention Justification   | Method of Disposal        | Date Schedule Approved |
|---|---|--|--------------------------|-------------------|---|---|---------------------------|------------------------|
| Online Protection Order Registry (OPOR) | BCI-OLG-02<br>10551531                  | This is an online portal for Ohio courts to enter data for use in generating records in the protection order process, such as the petition, ex parte hearing, full hearing, 10A form and other relevant records. Also used in real-time for law enforcement to view the details concerning issued protection orders. Cases in OPOR receive unique case numbers which tie all documents relating to a particular order together. An OPOR case entry is not an official copy of the protection orders, which are printed orders with a judge's signature and retained at the court in accordance with each court's retention schedules. Judges and law enforcement will periodically refer to an OPOR case to identify any recent, expired orders when dealing with repeat protective order cases. |                          |                   | Machine Readable – 5 years after expiration or canceling of the protective order. | Follows in line with Federal record-keeping practices for protective orders and NCIC databases. Data contained in OPOR is for convenience & not considered the official record of protection order. | Machine Readable – Delete | 12/10/2013             |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>           | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>  | <b>Confidential Description</b>   | <b>Vital Description</b> | <b>Retention Period</b>                                 | <b>Retention Justification</b>               | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|--------------------------------------|--|---|---|--------------------------|---|--|---------------------------|-------------------------------|
| BMV Driver's License Images (dfacts) | BCI-OLG-03<br>10551535                         | Drivers license images obtained from Bureau of Motor Vehicles and matched with other information gathered for the purpose of law enforcement. | ORC 149.43(A)(1)(h) Confidential Law Enforcement Investigatory Record, various Ohio Law Enforcement Gateway exemptions. |                          | Machine Readable – 10 years from ingestion into dFacts. | Non-current photos can help with cold cases. | Machine Readable – Delete | 1/7/2014                      |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>      | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>  | <b>Confidential Description</b> | <b>Vital Description</b> | <b>Retention Period</b>     | <b>Retention Justification</b>   | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|---------------------------------|--|---|---------------------------------|--------------------------|-----------------------------|--|---------------------------|-------------------------------|
| OHLEG Search Engine Access Logs | BCI-OLG-04<br>10551540                         | OHLEG Search Engine Access Logs capture the identity of the person performing a search, the IP address the search was conducted from, the time of the search, the search criteria entered into the search engine, and which documents or data was looked at. Logs are used to audit system security and use, and investigate misuse of the OHLEG Search Engine. | R.C. 109.57(C) and (D)          |                          | Machine Readable – 8 years. | Statute of Limitations for felony misuse is 6 years, but legal proceedings could extend several years and data could be requested. | Machine Readable – Delete | 3/6/2014                      |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title                                 | Agency and Series Authorization Numbers | Record Series Description  | Confidential Description | Vital Description | Retention Period  | Retention Justification  | Method of Disposal  | Date Schedule Approved |
|---|---|--|--------------------------|-------------------|---|--|---|------------------------|
| Requests for Electronic Records Disposal from OHLEG | BCI-OLG-05<br>10551650                  | Documents approval process for requests from local law enforcement agencies to destroyed records in the Ohio Law Enforcement Gateway (OHLEG) network in accordance with their approved records retention schedules. The OHLEG network is supported by the Bureau of Criminal Investigation (BCI) and the Office of the Ohio Attorney General (AGO). Records destroyed are not records of BCI or the AGO. Records include, but are not limited to, an external request for destruction by local law enforcement, a copy of the local records commission approved RC-3 form, and a certificate of destruction generated by the AGO to confirm the completion of the destruction request. |                          |                   | Machine Readable – Retain permanently, unless printed or microfilmed.<br><br>Paper – If in paper, retain permanently, unless microfilmed.<br><br>Microform – I microfilmed, retain permanently. | Retained in accordance to local records commission retention requirements in order to document destruction of non-Ohio Attorney General records. | Machine Readable – Delete<br><br>Paper – Shred<br><br>Microform – Shred | 6/5/2017               |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title              | Agency and Series Authorization Numbers | Record Series Description   | Confidential Description  | Vital Description                                     | Retention Period   | Retention Justification | Method of Disposal                             | Date Schedule Approved |
|----------------------------------|---|---|---|---|--|-------------------------|--|------------------------|
| Violent Offender Database        | BCI-OLG-06<br>10551760                  | Per ORC 2903.42, database consisting of information on enrollees classified as violent offenders, including those from out-of-state, by law enforcement groups like county sheriffs, Ohio Attorney General (AGO), Bureau of Criminal Investigation (BCI), and Ohio Department of Rehabilitation and Corrections (ODRC). Demographic information in the database includes, but is not limited to, offender's name, address, personally identifying information, driver's and vehicle information, employment information, and offense information. | Database is not a public record (ORC 2903.43(F)(3)(b) and (c)). | Only place this information is collectively together. | Machine Readable – Retain 2 years after enrollee's enrollment period or extension date expires, unless sealed/expunged.<br><br>Paper – Retain 2 years after enrollee's enrollment period or extension date expires, unless sealed/expunged, or until scanned and saved electronically. |                         | Machine Readable – Delete<br><br>Paper – Shred | 3/27/2020              |
| BCI Standard Operation Procedure | BCI-PR-005<br>055-0242                  | BCI standard operation procedure.   |   |   | Paper – Retain until replaced.   |                         | Paper – Wastepaper                             | 10/24/1979             |



# DAVE YOST

OHIO ATTORNEY GENERAL

| Record Series Title          | Agency and Series Authorization Numbers | Record Series Description                                   | Confidential Description | Vital Description | Retention Period   | Retention Justification | Method of Disposal                              | Date Schedule Approved |
|------------------------------|---|---|--------------------------|-------------------|--|-------------------------|---|------------------------|
| UCR Newsletters              | BCI-PUF-50<br>055-0233                  | UCR Newsletters.  |                          |                   | Paper – Permanent.   |                         | Paper – Permanent                               | 10/24/1979             |
| UCR Data                     | BCI-PUF-51<br>055-0234                  | Monthly returns submitted by Ohio law enforcement agencies. |                          |                   | Microform – Microfilmed record kept permanently.<br><br>Paper – Retain two years, then destroy.                            |                         | Microform – Permanent<br><br>Paper – Wastepaper | 10/24/1977             |
| Crime in Ohio Annual Reports | BCI-PUF-52<br>055-0235                  | Crime in Ohio Annual Reports.                               |                          |                   | Paper – Permanent.   |                         | Paper – Permanent                               | 10/24/1979             |
| DVP Data                     | BCI-PUF-53<br>055-0236                  | Monthly returns submitted by Ohio law enforcement agencies. |                          |                   | Microform – Microfilm retained permanently.<br><br>Paper – Retain two years, then microfilm. Microfilm retain permanently. |                         | Microform – Permanent<br><br>Paper – Wastepaper | 10/24/1979             |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>             | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>                    | <b>Confidential Description</b> | <b>Vital Description</b> | <b>Retention Period</b>  | <b>Retention Justification</b> | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|--|--|---|---------------------------------|--------------------------|--|--------------------------------|---------------------------|-------------------------------|
| UCR & DVP Procedures – Forms           | BCI-PUF-54<br>055-0237                         | UCR and DVP procedures – Forms                      |                                 |                          | Paper – Retained until replaced, revised, or obsolete. Then destroy. |                                | Paper – Wastepaper        | 10/24/1979                    |
| Release of Abandoned Property          | BCI-TS-011<br>055-0256                         | Release of abandon property to investment recovery. |                                 |                          | Paper – Retain two years then destroy.                               |                                | Paper – Wastepaper        | 1/16/1980                     |
| Standard Operating Procedures          | BCI-TS-012<br>055-0257                         | Standard operating procedures – BCI.                |                                 |                          | Paper – Retain two years then destroy.                               |                                | Paper – Wastepaper        | 1/16/1980                     |
| Public Tour Schedule                   | BCI-TS-015<br>055-0260                         | Public tour schedule.                               |                                 |                          | Paper – Retain one year, then destroy.                               |                                | Paper – Wastepaper        | 1/16/1980                     |
| Office Record of Building Keys Issued. | BCI-TS-016<br>055-0261                         | Office record of building keys issued.              |                                 |                          | Paper – Retain permanently.  |                                | Paper – Permanent.        | 1/16/1980                     |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>          | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>  | <b>Confidential Description</b> | <b>Vital Description</b> | <b>Retention Period</b>                               | <b>Retention Justification</b> | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|-------------------------------------|--|---|---------------------------------|--------------------------|---|--------------------------------|---------------------------|-------------------------------|
| Building Inspection Certificates    | BCI-TS-019<br>055-0264                         | Building inspection certificates.   |                                 |                          | Paper – Retain permanently.                           |                                | Paper – Permanent.        | 1/16/1980                     |
| LEERN Agreement of Custody          | BCI-TS-067<br>055-0312                         | LEERN agreement of custody’s (contract between law enforcement agency and BCI). |                                 |                          | Paper – Permanent.                                    |                                | Paper – Permanent.        | 1/16/1980                     |
| Sheriff’s Application File          | BCI-TS-069<br>055-0314                         | Sheriff’s application file for LEERN radios.                                    |                                 |                          | Paper – Retain until request is filled, then destroy. |                                | Paper – Wastepaper        | 1/16/1980                     |
| Request for Additional LEERN Radios | BCI-TS-070<br>055-0315                         | Request for additional LEERN radios.  |                                 |                          | Paper – Retain until request is filled, then destroy. |                                | Paper – Wastepaper        | 1/16/1980                     |





# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>      | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>  | <b>Confidential Description</b> | <b>Vital Description</b> | <b>Retention Period</b>                                 | <b>Retention Justification</b> | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|---------------------------------|--|---|---------------------------------|--------------------------|---|--------------------------------|---------------------------|-------------------------------|
| Request for LEERN Handy-Talkies | BCI-ITS-071<br>055-0316                        | Request for LEERN handy-talkies.  |                                 |                          | Paper – Retain until request is filled, then destroy.   |                                | Paper – Wastepaper        | 1/16/1980                     |
| Stolen LEERN Radio Equipment    | BCI-TS-072<br>055-0317                         | Stolen LEERN radio equipment.   |                                 |                          | Paper – Permanent.                                      |                                | Paper – Permanent.        | 1/16/1980                     |
| Intelligence Files              | NIU-003<br>10551177                            | Records of information received on criminal activity by citizen or law enforcement agencies either by telephone or in writing. Information might include names addresses vehicles and specifics on criminal activity. Copies of such reports are sent to the local agencies. Retention does not exceed five years unless further intelligence on the same criminal suspects is developed. |                                 |                          | Paper – Retain 5 years after date of the last activity. |                                | Paper – Shred             | 12/11/2002                    |



# DAVE YOST

OHIO ATTORNEY GENERAL

| <b>Record Series Title</b>   | <b>Agency and Series Authorization Numbers</b> | <b>Record Series Description</b>  | <b>Confidential Description</b>  | <b>Vital Description</b> | <b>Retention Period</b> | <b>Retention Justification</b>  | <b>Method of Disposal</b> | <b>Date Schedule Approved</b> |
|------------------------------|--|---|--|--------------------------|-------------------------|---|---------------------------|-------------------------------|
| Confidential Informant Files | NIU-012<br>10551156                            | Confidential records of persons who have cooperated with law enforcement authorities during narcotics investigations. | Information given by individuals who have cooperated with law enforcement authorities during a Narcotic Investigation. |                          | Paper – Permanent.      | Records are permanent in the event harm comes to one of these informants. | Paper – Permanent.        | 11/15/2002                    |