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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
Domestic Violence Incident Statistics and Reports	BCI-ADM-17 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).		Electronic – Retain 10 years from final publication and fulfilment of ORC 149.11 requirements. 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.	Electronic – Delete Paper – Recycle	11/12/2019

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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 Fine Reports	BCI-ADM-18 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).			Electronic – 4 years (scanned image or data entered through OHLEG system). Paper – 4 years or until scanned/data entry, whichever is earlier (some entered online and never exist in paper format).		Electronic – Delete Paper – Recycle	1/15/2013

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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 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.			Electronic – Destroy upon receipt of approved schedule. Paper – Destroy upon receipt of approved schedule.	Obsolete as of June 2012 when HB 487 – 129th General Assembly eliminated the reporting requirement.	Electronic – Delete Paper – Recycle	1/15/2013
Criminal Gang Fine Activity Reports	BCI-ADM-20 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).			Electronic – 4 years Paper – 4 years or until scanned.		Electronic – Delete Paper – Shred	1/28/2014

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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 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.			Electronic – Obsolete series, destroy remainder upon receipt of this approved schedule. Paper – Obsolete series, destroy remainder upon receipt of this approved schedule.	Record series obsolete as of June 30, 2013 per HB 59.	Electronic – Delete Paper – Shred	2/12/2014
Annual Firearms Requalification Records	BCI-ADM-27 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.		Electronic – Retain 5 years. Paper – Retain 5 years, unless scanned and saved electronically.	Referred to for training purposes and review.	Electronic – Delete Paper – Shred	2/11/2019

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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 Justice Information System (CJIS) Audit Logs	BCI-ADM-28 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.		Electronic – 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.	Electronic – Delete	10/7/2019

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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 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).		Electronic – Retain 10 years from final report publication, fulfillment of ORC 149.11 requirements, and until no more administrative value. 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.	Electronic – Delete Paper – Shred	12/19/2019

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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 Assault Examination Kit Statistics and Reports	BCI-ADM-30 10551809	Per ORC 2933.821, these records concern the required annual reporting by all governmental evidence-retention entities that receive, maintain, store, or preserve sexual assault examination kits 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, information entered into the reporting system by governmental evidence-retention entities, correspondence with entities on reporting requirements, and the final annual report by the AGO.			Electronic – Retain 10 years from final report publication, fulfillment of ORC 149.11 requirements, and until no more administrative value. Paper – Retain 10 years from final report publication, fulfillment of ORC 149.11 requirements, and until no more administrative value. If scanned and saved electronically, dispose of paper immediately.	Data collected for reports help show history of change and may be used for trend analysis for future analysis projects.	Electronic – Delete Paper – Shred	3/19/2024

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
BCI Training Certification Files	BCI-ADM-31 10551827	Documents training certificates completed by employees of the Bureau of Criminal Investigation (BCI), kept solely by BCI staff, for purposes of supporting work functions.			Paper – Retain until employee separates from the office.	Individuals may be subpoenaed to testify, so while they are still a BCI employee, we want to keep their training certificates on file.	Paper – Shred	2/17/2026
Correspondence to Other Nations	BCI-ID-006 055-0173	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-007 055-1074	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

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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 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.		Electronic – Post-implementation of Rap Back Version 2.0 – retain 60 days after automated notification sent. 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.	Electronic – Delete Paper – Shred	1/7/2014

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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 Notifications and Activity Logs	BCI-ID-011 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.		Electronic – 2 years 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.	Electronic – Delete Paper – Shred	1/7/2014

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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 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.	Electronic – Retain 110 years or 7 years after death is adequately established. Paper – Retain 110 years or 7 years after death is adequately established. If scanned, dispose of paper file as soon as possible.	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.	Electronic – Delete Paper – Shred	8/31/2022

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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
Arsonist Registry	BCI-ID-013 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

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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 Registry of Sex Offenders	BCI-ID-014 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.		Electronic – 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.	Electronic – Delete	2/11/2016

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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 (Internal)	BCI-ID-015 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.			Electronic – Retain for 5 years. 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.	Electronic – Delete Paper – Shred	2/11/2016

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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 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).		Electronic – Retain 6 months. 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.	Electronic – Delete Paper – Shred	2/11/2016

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 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.		Electronic – Retain 2 years. Paper – Retain 2 years.		Electronic – Delete Paper – Shred	2/11/2016

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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 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.		Electronic – Retain 5 years from close of audit. Paper – Retain 5 years from close of audit.		Electronic – Delete Paper – Shred	2/11/2016

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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 Forms	BCI-ID-019 10551595	Form completed by individuals requesting background check from the Ohio Bureau of Criminal Investigation & Identification (BCI). Records can include demographic information from the fingerprint card (including name, date of birth, social security number), reason for the background check, reference number, payment method, and signature of individual and Webcheck operator.	ORC 149.43 – SSI		Paper – Retain 1 year.	ORC 109.572(D) makes form valid for 12 months, after which, a new form would need to be completed.	Paper – Shred	2/11/2016

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
Expungement and Sealed Records of Dismissals and Convictions	BCI-ID-021 10551598	Per ORC 2953.32 and 2953.33, court orders and records requesting the removal of arrest and/or dispositions from an individual's active criminal history at the Bureau of Criminal Investigation (BCI). Records include, but are not limited to, order from court, cover sheet from clerk of courts, and possibly some correspondence between courts and BCI.	Other than a few exceptions in ORC 109.572 and 2953.34, by their nature, sealed or expunged records are confidential.	Per ORC 2953.34, BCI is required to access these records for purposes of background checks. BCI may be the only entity that has these records.	Electronic – Retain 110 years or 7 years after death is adequately established. Paper – Retain 110 years or 7 years after death is adequately established. If scanned, dispose of paper file as soon as possible.	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 background checks, future violations, identifications, investigations, or prosecutions.	Electronic – Delete Paper – Shred	2/9/2024

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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 10551600	Notifications received by the Bureau of Criminal Investigation (BCI) from either the probate court, 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, and finding of a need for court ordered treatment or found by court "not guilty by reason of insanity" or "incompetent/mentally defective."	Mental health notifications and the information they contain are confidential and not public records (ORC 5122.311).	Mission critical system – hard to recreate.	Electronic – Retain until court order received requesting subject's removal from mental incompetency database. Paper – Retain until court order received requesting subject's removal from mental incompetency database.	Forms are supporting documentation to the National Instant Criminal Background Check System (NICS) records which need to be maintained for auditing purposes. NICS records maintained indefinitely until they are canceled by originating agency (28 CFR § 25.9).	Electronic – Delete Paper – Shred	8/10/2021

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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 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)		Electronic – Retain 110 years or 7 years after adequate proof of death. 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.	Electronic – Delete Paper – Shred	2/11/2016

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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 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.	Electronic – Retain 6 years and is no longer a RapBack enrollee. 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.	Electronic – Delete Paper – Shred	12/19/2019
LINK Records	BCI-INV-16 10550815	DNA database on unidentified bodies or missing individuals.			Electronic – Until identification is rendered.		Electronic – Burn	12/20/2001

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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 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).		Electronic – 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. 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.	Electronic – Delete Paper – Shred	8/3/2017

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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 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.	Electronic – Once case is solved, retain per applicable investigative records retention schedule. Otherwise, retain permanently. 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.	Electronic – Delete Paper – Shred	6/24/2020

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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 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.	Electronic – Retain 5 years from case closing. 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.	Electronic – Delete Paper – Shred	6/24/2020

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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 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.	Electronic – Retain 10 years from case closing. 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.	Electronic – Delete Paper – Shred	6/24/2020

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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 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.	Electronic – Retain 25 years from case closing. 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.	Electronic – Delete Paper – Shred	6/24/2020

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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 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.	Electronic – Retain permanently, unless in paper or microfilm. Paper – Retain permanently, unless in microfilm. 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.	Electronic – Delete Paper – Shred Microform – Permanent	6/24/2020

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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 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.	Electronic – Retain permanently, unless in paper or microfilm. Paper – Retain permanently, unless in microfilm. 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.	Electronic – Delete Paper – Shred Microform – Permanent	6/24/2020

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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
BCI Tech Ops Requests for Assistance	BCI-INV-29 10551793	Documents the sharing and/or loaning of Bureau of Criminal Investigation (BCI) equipment to Ohio local law enforcement for their ongoing investigations by the BCI investigation tech-ops unit. Records include, but are not limited to, correspondence with local law enforcement concerning the request as well as a tracking log for the equipment loaned to each agency.	May contain information considered Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43).		Electronic – Retain 6 months after assistance has been completed. Paper – Retain 6 months after assistance has been completed, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	1/4/2022

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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
Body-Worn Camera Recordings and Logs	BCI-INV-30 10551800	Audio and video recordings from body-worn cameras by Bureau of Criminal Investigation (BCI) agents and/or investigators when working in the field. Recordings include, but are not limited to, information such as time recording viewed, how long it was viewed for, who it was viewed by, and a log of whether the recording was copied or edited. An unedited version of recordings will be retained while an edited version will be retained with the investigative file under the appropriate retention schedule for which BCI investigation it pertains to.	Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43).	Recordings may be only copy of record needed for active investigations.	Electronic – Recordings retained up to 180 days. Any recording needed for investigations will be copied from the system and retained according to the appropriate retention schedule for which BCI investigation it pertains to.		Electronic – Delete	12/15/2022

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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
Election Interference Complaints Database	BCI-INV-31 10551818	Per ORC 3517.121, the Ohio Attorney General's Office shall receive complaints in a database concerning possible foreign national contributions, expenditures, or independent expenditures to candidates for elected office, statewide ballot issues or questions, electioneering communications, or other political or legislative efforts in the State of Ohio. Records include, but are not limited to, initial complaint submission form and correspondence.			Electronic – Retain 4 years from receiving in the database. Paper – Retain 4 years from receiving in the database. If scanned and saved electronically, dispose of paper immediately.		Electronic – Delete Paper – Shred	9/17/2024

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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
Electronic Evidence Analysis	BCI-INV-32 10551820	Evidence submitted to the Bureau of Criminal Investigation (BCI) by a law enforcement agency, prosecutor, subject, or witness, to be forensically analyzed. BCI provides forensic services on the evidence, provides written and automated forensic reports regarding the evidence, and returns the original evidence to the original agency afterwards. Records include, but are not limited to, evidence received from law enforcement agency, prosecutor, or witness; images or extract files of the evidence for BCI to work with; in take forms; technical reports generated by forensic tools; written narrative reports generated by BCI staff; and resulting forensic copies of the evidence.	May contain Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43).	Potentially may be only copy of evidence.	Electronic – Retain 2 years from case closing by BCI. Analysis and narrative report will be retained by BCI per the applicable investigative records retention schedule.		Electronic – Delete	10/18/2024

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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
Confidential Funds Transactions Reports	BCI-INV-33 10551829	Documents financial transactions and use of confidential funds relating to undercover operations by the Ohio Bureau of Criminal Investigation (BCI). Records include, but are not limited to, bank statements, invoices, vouchers, travel expense reports, and other expenditure documents created during the operation.	Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43) are confidential.		Paper – Retain 4 years.		Shred	3/12/2026
Evidence Inventory	BCI-LAB-02 055-0176	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

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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
Subject / Victim & County Index Files	BCI-LAB-03 055-0177	Index, by subject, victim, and/or county, to cases worked on by the Bureau of Criminal Investigation (BCI) laboratory. Information in index includes, but is not limited to, case number county, subject and/or victim name, submitting law enforcement agency, and type of case. Index ceased to be created in 2002 and is no longer referred to during normal course of business. [This record series is obsolete.]			Paper – This is a one-time disposal of obsolete records. The records will be disposed upon approval of this retention schedule.	Index ceased to be created in 2002 and is no longer referred to during normal course of business.	Paper – Shred	11/5/2025
Case Information Log Book (1942-2002)	BCI-LAB-05 055-0179	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

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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 Collection Card	BCI-LAB-13 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

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 Profile (CODIS) - Combined DNA Index System	BCI-LAB-14 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 149.43(A)(1)(j) and ORC 109.573	Needed to match hits in system.	Electronic – 125 years from date of collection.	To allow time for identification if perpetrator and/or victim is young or for use in cold cases.	Electronic – Delete	12/11/2010

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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 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.	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. 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.	To allow time for identification if perpetrator and/or victim is young or related to a cold case.	Electronic - Delete Paper – Shred	10/23/2020

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 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.		Electronic – 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.		Electronic – Delete	1/20/2011
DNA Extracts	BCI-LAB-23 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

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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 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.		Electronic - Retain 4 years from the close of an accreditation cycle, provided external assessment completed. Paper – Retain 4 years from the close of an accreditation cycle, provided external assessment completed, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	9/22/2016

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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 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.	Electronic – Retain 50 years, unless maintained in paper or microfilm. Paper – Retain 50 years. 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.	Electronic – Delete Paper – Shred Microform – Shred	10/7/2016

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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 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. Paper – Retain permanently, unless microfilmed or scanned electronically. 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 Paper – Shred Microform – Permanent	8/13/2020

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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 Equipment Records	BCI-LAB-27 10551783	Documents the use, calibration, monitoring, and quality check of laboratory equipment used by the Bureau of Criminal Investigation (BCI) laboratory unit. Records include, but are not limited to, instrument logs, reagent logs, chemical inventories, calibration reports, environmental monitoring records, quality check records, and equipment manuals for instruments used in laboratory tests.		Records need to be produced for ongoing case work or quality assurance purposes.	Electronic – Retain permanently. Paper – Retain permanently.	Equipment used by the Lab is referenced in case work for traceability purposes since the same equipment is used for numerous cases. Use of equipment may be questioned in the case. Therefore, equipment records need to be retained as long as the Lab's case work is retained, which currently is permanent (BCI-LAB-26).	Electronic – Permanent Paper – Permanent	6/16/2021

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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
School Emergency/Floor Plans	BCI-OLG-01 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		Electronic – Until superseded. Paper – 30 days after scanned.		Electronic – Delete Paper – Shred	4/2/2010

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 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, exparte 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.			Electronic – 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.	Electronic – Delete	12/10/2013

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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
BMV Driver's License Images (dfacts)	BCI-OLG-03 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.		Electronic – 10 years from ingestion into dFacts.	Non-current photos can help with cold cases.	Electronic – Delete	1/7/2014
OHLEG Search Engine Access Logs	BCI-OLG-04 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)		Electronic – 8 years.	Statute of Limitations for felony misuse is 6 years, but legal proceedings could extend several years and data could be requested.	Electronic – Delete	3/6/2014

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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 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.			Electronic – Retain permanently, unless printed or microfilmed. Paper – If in paper, retain permanently, unless microfilmed. 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.	Electronic – Delete Paper – Shred Microform – Shred	6/5/2017

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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 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.	Electronic – Retain 2 years after enrollee's enrollment period or extension date expires, unless sealed/expunged. Paper – Retain 2 years after enrollee's enrollment period or extension date expires, unless sealed/expunged, or until scanned and saved electronically.		Electronic – Delete Paper – Shred	3/27/2020

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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
LEADS Request Printouts	BCI-OLG-07 10551785	Printed copies of requests submitted through the Ohio Law Enforcement Automated Data Systems (LEADS) specific to BCI. Such requests often concern request for sealed records or other non-computerized records. These printouts have been deemed no longer of use to the office as they are convenience copies to what is found in the LEADS system. Inclusive dates of the records are from 2013 to 2021.	Some information considered confidential law enforcement investigatory records (ORC 149.43).		Paper – This is a one-time disposal of obsolete records. The records will be disposed of upon approval of this retention schedule.	Information on requests can be found in the LEADS system, therefore paper copies are convenience copies.	Paper – Shred	8/10/2021

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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
Ohio Prosecuting Attorneys Association (OPAA) Disposition Database	BCI-OLG-08 10551787	Data sets provided by the Ohio Prosecuting Attorneys Association (OPAA) to be used within the Ohio Law Enforcement Gateway (OHLEG) search engine to help provide disposition context for cases. OPAA ended the project with the Bureau of Criminal Investigation (BCI) in January 2019, thus ending any new data sets to be received from the OPAA. These data sets have been deemed no longer of use as they are no longer used as a data source in OHLEG. The inclusive dates of the records are from February 2010 to January 2019.	Other than a few exceptions in ORC 109.572, 2953.32, and 2953.52, by their nature sealed or expunged records are confidential.		Electronic – This is a one-time disposal of obsolete records. The records will be disposed of upon approval of this retention schedule.	Information is no longer being used as a data source for the OHLEG search engine.	Electronic – Delete	8/31/2021

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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
BMV-Offender Watch Reporting	BCI-OLG-09 10551805	Daily comparison report ran between information found in Ohio Bureau of Motor Vehicle (BMV) drivers license information with sex offender registry information found in Offender Watch to notify of potential information on offenders that may need to be updated by local law enforcement. Records include, but are not limited to, information on individuals such as social security numbers, drivers' license information, and sex offender information.	ORC 2950.13(A)(13) – Sex offender database and information from it is not a public record.		Electronic – Retain daily report for 30 days.		Electronic – Delete	8/11/2023

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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 Tips and Referrals	BCI-OLG-10 10551819	Tips and referrals received by the Ohio Attorney General's Office (AGO) concerning possible human trafficking activity. After review, information may be forwarded to local Human Trafficking task forces, local law enforcement, or the Bureau of Criminal Investigation (BCI) for possible investigation. Records include, but are not limited to, recording of calls, call records logged in call system, Human Trafficking Hotline forms, text and email messages, web tip forms, and application push notifications and media communications.	May contain Confidential Law Enforcement Investigatory Records (CLEIRS) (ORC 149.43) or information from the Ohio Law Enforcement Gateway (OHLEG) (ORC 109.57).		Electronic – Retain 5 years from receiving. If tip/referral is forwarded to BCI to investigate, records will be retained per applicable investigative records retention schedule. Paper – Retain 5 years from receiving. If scanned and saved electronically, dispose of paper immediately. If tip/referral is forwarded to BCI to investigate, records will be retained per applicable investigative records retention schedule.		Electronic – Delete Paper – Shred	9/24/2024

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
OHLEG Support Requests	BCI-OLG-11 10551823	Documents support requests from users of the Ohio Law Enforcement Gateway (OHLEG) network by the Bureau of Criminal Investigation (BCI) concerning such matters as how to use the OHLEG system, log in issues, or permission issues. Records include, but are not limited to, email requests and phone call records.	Requests may contain information that would be considered confidential, such as from OHLEG (ORC 109.57) or concerning the state registry of sex offenders (ORC 2950.13).		Electronic – Retain 8 years from completion of request.	Statute of limitations for felony misuse is 6 years, but legal proceedings could extend several years and data could be requested.	Electronic – Delete	6/2/2025
Office Record of Building Keys Issued	BCI-TS-016 055-0261	Office record of building keys issued.			Paper – Retain permanently.		Paper – Permanent.	1/16/1980
Building Inspection Certificates	BCI-TS-019 055-0264	Building inspection certificates.			Paper – Retain permanently.		Paper – Permanent.	1/16/1980

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
Intelligence Files	NIU-003 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
Confidential Informant Files	NIU-012 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