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Crime Victim Services 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
Records of Assistance Programs	78-OAG-23 10550882	Conference registrations; Conference evaluations; Conference agendas; Public outreach registrations; Public evaluations; Public outreach agendas; Speeches given at conference and/or outreach presentations.			Paper – Retain one (1) year, then destroy.		Paper – Wastepaper	2/27/2002

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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
Grant Files (Awarded)	78-OAG-38 10551362	Records documenting the receipt of federal (VOCA) and state (SVAA) grant funding and the re-granting of these funds to grant award recipients within the state. Also used to monitor grant progress. Files can include, but are not limited to, grant applications and supporting documentation, invoices and vouchers, monthly/quarterly reports by the grantee explaining use of funds, grant award and acceptance forms, performance report forms (site checks), and correspondence between Office and grantee.			Electronic – 3 years from the date of notification by the awarding agency that the grant has been programmatically and fiscally closed. Paper – 1 year provided scanned and verified.	28 CFR 66.42 and 70.53 b and c stipulates Dept. of Justice grant record-keeping requirements.	Electronic – Delete Paper – Shred	10/28/2010
Grant Files (Unfunded)	78-OAG-39 10551363	Applications, scoresheets, and miscellaneous correspondence relating to unfunded grant applications.			Electronic – 1 year Paper – 1 year		Electronic – Delete Paper – Shred	10/28/2010

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SAFE Program Reimbursement Requests	78-OAG-41	Reimbursement request forms, copy of warrant, invoice and other supporting documentation used to reimburse medical providers for Sexual Assault Forensic Examination (SAFE) kits. The SAFE program pays medical providers to cover costs of collection of evidence of sexual assault for possible prosecution.			Electronic – 2 years, provided audited. Paper – 2 years, provided audited, or until data is entered into online system, then destroy.		Electronic – Delete Paper – Shred	3/21/2014

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Passport Program Assistance Files	78-OAG-43 10551505	Records documenting the Passport Program, which existed from 2004-2011. Each file includes information such as police reports from local law enforcement agencies, application and supporting documentation submitted by identity theft victims and local law enforcement. Files may also include program contact/action logs, training surveys, equipment surveys, and monthly statistical reports. The program ended in August 2011. Participation in program and acceptance of card was optional for each jurisdiction.	ORC 109.94(C)(1)		Electronic - One-Time Disposal: dispose upon approval of schedule. Paper – One-Time Disposal: dispose upon approval of schedule.	This program ended in 2011. All participants and law enforcement were notified in August 2011. It is up to local LE and creditors whether they continue to honor existing cards.	Electronic – Delete Paper – Shred	9/25/2012

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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
Crime Victims Compensation Award Application Files	78-OAG-44 10551691	Documents application, review, and possible awarding of crime victim claims for supplemental assistance from Ohio Victims of Crime Compensation Program per ORC 2743.56. Records include but are not limited to, application of compensation, supporting documentation, medical records and reports, police reports, funeral expenses, insurance information, documents from Ohio Dept. of Jobs & Family Services (ODJFS) and Bureau of Workers Compensation (BWC), employment information, investigator notes and correspondence, and award decisions.	ORC 2743.62 (A)(2)(a) – Confidentiality of victim reparation awards.	Only source of information documenting victim's entitlement to compensation.	Electronic – Retain 7 years after either award is satisfied, the application is denied, no more supplemental reparations can be awarded, or the award has reached maximum amount and all appeals have exhausted for the claim. Paper – Retain 7 years after either award is satisfied, the application is denied, no more supplemental reparations can be awarded, or the award has reached maximum amount and all appeals have exhausted for the claim. If scanned and saved electronically, dispose of paper immediately.	Claimants may file supplemental reparations to their awards within six years (ORC 2743.68) and appeal to denied claims within 30 days after the denial (ORC 2743.61(A)). Records received in the initial award application must be retained until all supplemental reparations or appeals have exhausted.	Electronic – Delete Paper – Shred	4/7/2023

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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
Sexual Assault Kit Tracking System	78-OAG-45 10551752	Per ORC 109.68, this statewide tracking system provides a chain-of-custody tracking of sexual assault forensic evidence kits for victims to track whether their kit is being stored, reviewed, or destroyed by a medical facility, law enforcement agency, or crime laboratory such as the Bureau of Criminal Investigation (BCI) laboratory. This system does not contain any personal information about the victim or information regarding any ongoing investigation that the kit may be related to. The retention of the sexual assault forensic evidence kits and investigative work by the law enforcement jurisdiction will be retained under retention schedules separate from this one.	Information contained in the statewide tracking system is confidential and not subject to public disclosure unless it is accessed anonymously for tracking location and date information of their sexual assault evidence kit (ORC 109.68).	Only system collecting this information.	Electronic – Retain permanently.	Provides a source of chain-of-custody for sexual assault forensic evidence kits and transfer date information for victims for their future review.	Electronic – Permanent	1/22/2020

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Sexual Assault Kit Tracking System Notifications	78-OAG-46 10551751	Notification messages sent to users who have updated the chain-of-custody of sexual assault forensic evidence kits in the sexual assault kit tracking system. Automated message confirms that their information update has been made to the system, such as change in storage location and transfer date information if applicable.			Electronic – Retain 30 days from notification being sent.		Electronic – Delete	1/22/2020