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Series
 Authorization No: 10551505 Agency: AGO Division: CV78 Section: NA Revision: 0

Agency Series No.: 78-OAG-43 Record Series Title: Passport Program Assistance Files
 Record Series Description: 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.

Agency Web Link:

Confidential Description Vital Description

ORC 109.94(C)(1)

Media	Retention Period	Retention Justification	Method of Disposal
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.	Shred
Machine Readable	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.	Delete

Approvals:

Created		Date: 9/13/2012
Approved	Pari Swift, Records Officer	Date: 9/13/2012
Approved	Bunnie Jones, Record Administrator	Date: 9/19/2012
Approved	Martin Meeks, State Auditor	Date: 9/20/2012
Approved	Fred Previts, State Archivist	Date: 9/25/2012

Notes:

Note Date	Note Description	User
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