ANDY WILSON
OHIO ATTORNEY GENERAL

Ohio Organized Crime Investigations Commission (OOCIC) 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
Forfeiture Reports (Federal)	65-OAG-33 10551214	All records concerning the receipt and distribution of federal forfeitures, including money and property.			Paper – Retain five years then destroy.		Paper – Shred	12/17/2007

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
Standard Operating Procedure	65-OAG-49 10551718	Ohio Organized Crime Investigation Commission (OOCIC) rules and regulations to operate within.	Task Force funds and expenditures may be detailed in procedures (ORC 177.03(D)(5)).		Electronic – Retain until revised, superseded, obsolete or no longer of administrative value. Paper – Retain until revised, superseded, obsolete or no longer of administrative value.		Electronic – Delete Paper – Shred	3/14/2019
Vehicle Operations Files	65-OAG-50 10551719	Files concerning fleet vehicles owned by the Ohio Organized Crime Investigations Commission (OOCIC). Records include, but are not limited to, service records, operation maintenance reports of vehicle, warranties and guaranty statements, operating manual, accident reports, repair records, and salvage information.	May contain investigatory information protected by ORC 177.03(D)(5) and ORC 149.43.		Electronic – Retain 1 year after vehicle is salvaged or sold. Paper – Retain 1 year after vehicle is salvaged or sold, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	3/14/2019

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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
Equipment Inventory and Assignment Tracking	65-OAG-51 10551720	Tracks location, custody, and status of equipment used by the Ohio Organized Crime Investigations Commission (OOCIC). Records concern, but are not limited to, equipment like GPS units, vehicles, cameras, investigative equipment, walkie-talkie radios, computers, and cellular phones.	May contain investigatory information protected by ORC 177.03(D)(5) and ORC 149.43.		Electronic – Retain 3 years after equipment salvaged, destroyed, or transferred ownership, provided audited. Paper – Retain 3 years after equipment salvaged, destroyed, or transferred ownership, provided audited, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	3/14/2019

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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
Lease Records of Lands or Buildings	65-OAG-52 10551721	Records documenting leases obtained by the Ohio Organized Crime Investigations Commission (OOCIC) for task force and investigative work.	Confidentiality of Task Force work (ORC 177.03(D)(5)).		Electronic – Retain 2 years after expiration of lease. Paper – Retain 2 years after expiration of lease, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	3/14/2019

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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 Complaints	65-OAG-53 10551723	Documents complaints or queries submitted by civilians or local law enforcement to the Ohio Organized Crime Investigations Commission (OOCIC) concerning criminal activity. Complaints are often used to determine if an investigative task force should be started. Records include, but are not limited to, a civilian complaint form, correspondence with local law enforcement, related or responsive documentation provided by the complainant, and any responses made by the OOCIC.	ORC 177.03(D)(5) and ORC 149.43		Electronic – Retain 3 years after closure or rejection. Paper – Retain 3 years after closure or rejection, unless scanned and saved electronically.		Electronic – Delete Paper –Shred	3/14/2019

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
Task Force Work Orders	65-OAG-54 10551725	Documents equipment and service requests from covert task forces. Such needs include, but are not limited to, equipment needed, equipment or building repairs, and computer support.	Confidentiality of Task Force work (ORC 177.03(D)(5)).		Electronic – Retain 1 year after completion of work. Paper – Retain 1 year after completion of work, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	3/14/2019
Task Force Licenses and Permits	65-OAG-55 10551724	Documents relating to the application and grant or denial of an administrative license or permit to be used during the course of an Ohio Organized Crime Investigations Commission (OOCIC) task force operation. Such licenses or permits could concern radio or x-ray operator licenses.			Electronic – Retain 1 year after final expiration, renewal, or denial. Paper – Retain 1 year after final expiration, renewal, or denial, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	3/14/2019

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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
Task Force Financial Records	65-OAG-56 10551722	Documents financial transactions and use of commission funds relating to task force operations. Records include, but are not limited to, bank statements, invoices, vouchers, travel expense reports, and other expenditure documents created during a task force's operation.	Confidentiality of Task Force work (ORC 177.03(D)(5)).		Electronic – Retain 5 years after closing of task force, provided audited. Paper – Retain 5 years after closing of task force, provided audited, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	3/14/2019

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
Task Force Files	65-OAG-57 10551746	Documents the operation and case work of task forces approved by the Ohio Organized Crime Investigations Commission (OOCIC) per ORC 177. Records include, but are not limited to, records created or collected in the course of the investigation, intelligence gathered, records used to help manage or operate a task force, reports, and correspondence between OOCIC, local law enforcement, federal law enforcement, prosecutors, and other criminal justice entities. Administrative records related to task force will be retained by OOCIC per separate, applicable records retention schedules.	Contains Confidential Law Enforcement Investigatory Records (CLEIRs) and Law Enforcement Automated Data System (LEADS) reports protected by ORC 177.03(D)(5) and ORC 149.43.	Some task forces may have the only copy of a record.	Electronic – Upon closure of task force, return all work to lead task force agency. If BCI or AGO is lead agency, retain for 5 years from task force closure or 2 years from last appealable court action, whichever is later. Paper – Upon closure of task force, return all work to lead task force agency. If BCI or AGO is lead agency, retain for 5 years from task force closure or 2 years from last appealable court action, whichever is later, unless scanned and saved electronically.	The return of task force work to lead task force agency assures records are with agency that will most benefit from them, such as for continuing cold case investigations. Retaining any BCI or AGO-led task force information for several years after last appealable court action will assure records are not needed if no further appeals occur.	Electronic – Delete Paper – Shred	12/9/2019

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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
Confidential Informant Files	65-OAG-58 10551745	Documents Ohio Organized Crime Investigative Commission (OOCIC) use of confidential informants in the course of a task force investigation. Records include, but are not limited to, informant's criminal history, background information, reports on types of activities, correspondence with OOCIC, and amount of payments.	Investigatory information protected by both ORC 177.03(D)(5) and ORC 149.43.	Only record of informants available.	Electronic – Retain 25 years from task force close. Paper – Retain 25 years from task force close, unless scanned and saved electronically.	Matches average length of an officer's career.	Electronic – Delete Paper – Shred	12/9/2019
Ohio Organized Crime Investigations Commission (OOCIC) Member Files	65-OAG-59 10551744	Documents the official appointment of members of the OOCIC by the Ohio Governor. Records include, but are not limited to, initial application to serve on the commission, commission member oath to office, appointments, and correspondence.			Electronic – Retain 3 years from last date serving on the commission. Paper – Retain 3 years from last date serving on the commission, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	12/9/2019

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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
Ohio Organized Crime Investigative Commission (OOCIC) Meeting Packet	65-OAG-60 10551748	Meeting packets prepared for Ohio Organized Crime Investigative Commission (OOCIC) meetings per ORC 177.01. Records include, but are not limited to, agenda, copy of previous meeting's minutes, and copies of materials for discussion at meeting.	Contains information protected by ORC 177.03.		Electronic – Retain 4 years and until no longer of administrative value. Paper – Retain 4 years and until no longer of administrative value, unless scanned and saved electronically.		Electronic – Delete Paper – Shred	12/9/2019

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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
Ohio Organized Crime Investigative Commission (OOCIC) Meeting Minutes	65-OAG-61 10551747	Documents official commission meetings with motions and official actions of the Ohio Organized Crime Investigative Commission (OOCIC).	Contains information protected by ORC 177.03.	Only copy of the minutes in existence.	Microform – If microfilmed, retain permanently. Paper – If in paper, retain permanently, unless microfilmed. Electronic – Retain permanently, unless printed or microfilmed.	Documents actions & decisions of the commission. Used for reference and historical value.	Microform – Permanent. Paper – Shred Electronic – Delete	12/9/2019

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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
Forensic Laboratory Case Files	65-OAG-62 10551830	Records concerning copies of evidence submitted by partner agencies requesting forensic analysis by the Ohio Organized Crime Investigations Commission's (OOCIC) forensic audio/video laboratory. Upon completion of analysis, report is sent to partner agency for their continued investigation. Records may include, but are not limited to, reports, examiner notes, work logs, and the clarified work product.	Contains Confidential Law Enforcement Investigatory Records (CLEIRs) and Law Enforcement Automated Data System (LEADS) reports protected by ORC 177.03(D)(5) and ORC 149.43.	Active cases needed within 72 hours; closed cases less urgent.	Electronic - Retain 5 years, then destroy. Paper - Retain 5 years, then destroy. If scanned and saved electronically, dispose of paper immediately.	OOCIC is not the originating custodian of these files and as such, they are retained for the reference of the originating partner agency for when a case goes to trial, which can take up to 5 years.	Electronic – Delete Paper – Shred	06/17/2026