ANDY WILSON
OHIO ATTORNEY GENERAL

# Ohio Peace Officers Training Academy (OPOTA) 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 |
|---|---|---|---|---|---|---|---|---|
| Law Enforcement Services Minutes | PTA-ADM-01<br><br>10551440 | Minutes serve to summarize administrative issues, policy, creation of courses, and other matters discussed by the Law Enforcement Services group. Also includes meeting agenda and sign-in sheet (or minutes acknowledgement). | | | Electronic – 4 years.<br><br>Paper – 4 years. | | Electronic – Delete<br><br>Paper – Shred | 6/29/2011 |
| Ohio Peace Officer Training Commission Packet | PTA-ADM-02<br><br>10551441 | Bi-monthly meeting packet prepared to comply with ORC 109.71-2. Includes agenda, copy of previous meeting's minutes, copies of materials for discussion at meeting, attendee sign-in sheet, and recording of meeting. | | | Electronic – 4 years and until no longer of administrative value.<br><br>Paper – 4 years and until no longer of administrative value. | | Electronic – Delete<br><br>Paper – Recycle | 6/29/2011 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Ohio Peace Officer Training Commission Minutes | PTA-ADM-03<br><br>10551439 | Minutes documenting discussions and decisions of the Ohio Peace Officers' Training Commission (1965-present). | | | Electronic – Until no longer of administrative value.<br><br>Paper – Permanent | Documents actions & decisions of commission. Used for reference and historical value. | Electronic – Delete<br><br>Paper – Permanent | 6//29/2011 |
| Guest Instructor Files | PTA-ADV-02<br><br>10551478 | Contains documents used to evaluate an instructor and ensure adequate future performance. Can include, but may not be limited to, instructor resume and yearly performance evaluation. | ORC 149.43(A)(1)(p) Peace Officer Information | | Electronic – 3 years after last evaluation<br><br>Paper – 3 years after last evaluation | Needed for CALEA accreditation every 3 years. | Electronic - Delete<br><br>Paper – Shred | 04/10/2026 |
| Advanced Training Course Lesson Plans | PTA-ADV-03<br><br>10551479 | Information that documents a training course. For use by instructors, this record series contains information about course length, topics to be covered, tests, handout/course material, Standard Performance Objectives, and course syllabus. | | | Electronic – Retain 3 years.<br><br>Paper – Retain 3 years. | | Electronic - Delete<br><br>Paper – Shred | 5/19/2022 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Advanced Training Course Files | PTA-ADV-05<br><br>10551585 | File maintained for each course to prove what was taught to an office at a particular time, over typical career duration, as well as provide for time for post-government careers. Can include, but may not be limited to, registration forms for each attendee, roster (including lodging, registration/sign-in certification), pre-payment record, correspondence, and Blue Book (which contains course summaries, lesson plans and schedule, rosters, slides/handouts, copy of test, attendees' test, score sheets, evaluations, and waivers.) | ORC 149.43 (A)(1)(p) Peace Officer Information | | Electronic – 15 years from release date, then destroy pre-payment record, correspondence, evaluations, and waivers. Remainder of file should be printed to paper or converted to microfilm before disposition.<br><br>Microform – Retain microfilm for 50 years from release date unless retained on paper.<br><br>Paper – Retain paper for 50 years from release date, except pre-payment record, correspondence, evaluations, and waivers which can be disposed of after 15 years. | Documents show what was presented during the training course. Careers span 30+ years. Officers may need to show evidence of training in court and in appeal case after career. Also, if officer can show department didn't keep up with training; liability can shift from officer to department. | Electronic – Delete<br><br>Microform – Shred<br><br>Paper – Shred | 11/18/2015 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Advanced Training Course Proposal Applications | PTA-ADV-06<br><br>10551588 | Advanced Training Course Proposal Applications document the review process by the advanced training committee on proposed advanced training courses submitted by training officers. Includes, but is not limited to, the new course application, the committee's meeting minutes and review of applications, and the final acceptance/rejection of the application. | | | Electronic – Retain 1 year from decision rendered. | | Electronic – Delete | 12/15/2015 |
| Training Performance Videos | PTA-ADV-07<br><br>10551649 | Video recordings of hand-on peace officer training exercises used as a learning tool in certain OPOTA training courses to show students their performance and offer review and critique to aide in the learning and training process. | | | Electronic – Retain until the class in which the video was taken has concluded, then delete. | If any particular video is needed for a purpose other than in-class review, such as for evidence or to use in future courses, the video's purpose changes and the video should be retained with the most applicable retention schedule. | Electronic – Delete | 5/26/2017 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| State Certification Examination (SCE) Testing Files | PTA-EDU-01<br><br>10551484 | File kept for each type of basic program academy and school number that documents the state certification examinations. File includes opening approval letter from OPOTC to school commander, state certification examination (SCE) appointment notification, correspondence, SCE student roster, qualification form, summary of exam results, scantron sheets, absence notification, special accommodations request and supporting documentation. | ORC 149.43(A)(1)(p) peace officer information, ORC 109.75(L) tests. | | Paper – 4 years | Much of this information is duplicative of what is kept in the school record files. | Paper – Shred | 4/18/2012 |
| State Certification Exams | PTA-EDU-03<br><br>10551483 | Written exams designed by OPOTC for each curriculum code and used to evaluate performance objectives and determine certification eligibility. | ORC 109.75(L) Tests not public record. | | Electronic – 4 years<br><br>Paper – 4 years | | Electronic – Delete<br><br>Paper – Shred | 4/18/2012 |

| 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 |
|---|---|---|---|---|---|---|---|---|
| Basic Programs Curriculum | PTA-EDU-04<br><br>10551547 | Approved curriculum for certification in basic training programs. Information compiled to provide the units, hours, and student performance objectives for basic curriculum recommended by the OPOTC, including but not limited to the curriculum effective date and suggested lesson plans. Every six months, curricula are potentially released with updates plans. | | | Electronic – Retain for 15 years, then print to paper or run to microfilm before disposition.<br><br>Paper – Retain paper for 50 years from release date unless retained on microfilm.<br><br>Microform – Retain microform for 50 years from release date unless retained on paper. | Must be able to prove what was taught at a particular time over typical career duration of an officer as well as provide for time for post-government careers in private security. | Electronic – Delete<br><br>Paper – Recycle<br><br>Microform – Shred | 5/28/2014 |
| Course of Fire | PTA-PRO-01<br><br>10551476 | Includes the agency's approved fire arms requalification lesson plan (from OPOTC or self-authored and OPOTC-approved), submission forms, determination letters as required by OAC 109:2-13-03. | | | Paper – Until obsolete, superseded, or replaced | | Paper – Shred | 1/27/2012 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| School Record Files | PTA-PRO-02<br><br>10551471 | Detailed information about each training school conducted to ensure that the schools are meeting training requirements and as proof of student attendance. Files include, but are not limited to, the application to conduct a school, list of instructors, calendar (dates, topics and instructors), student enrollment list, attendance list, attendance roster, student evaluation, audit sheets used to verify minimum criteria met, inspection reports, testing requests, student exams, medical extensions, student enrollment documents and violation notices. | 5 U.S.C. & 552a (SSN), 149.43(p) Peace Officer residence & familial information. | | Electronic – 4 years from close of school<br><br>Paper – 4 years from close of school, or until documents and/or data saved electronically | | Electronic – Erase<br><br>Paper – Shred | 1/27/2012 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Instructor Files (Renewable) | PTA-PRO-05<br><br>10551472 | Can include but is not limited to the instructor application, copies of training certificates, resume, letters of reference, school transcripts, letters of equivalents, awards and other supporting documents that verify training/experience, copy of OPOTA Instructor Certificate which notes which courses can be taught, and application renewals and amendments. | 5 U.S.C. & 552a (SSN), ORC 149.43 (A)(1)(p) Peace Officer Information. | | Electronic – 4 years from expiration.<br><br>Paper – 4 years from expiration or until documents and/or data saved electronically. | | Electronic – Erase<br><br>Paper – Shred | 1/27/2012 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Peace Officer Files | PTA-PRO-07<br><br>10551468 | Includes, but is not limited to, training information form, appointment history, evaluation letters, appointment document (400), training determination letter, termination notice from employing agency (401), copies of responses to PRR, prior equivalents (transcripts, certifications of training), correspondence, proof of training completion, cease functioning/satisfactory letters, arbitration agreement, additional info that displays officer history and whether officer is in compliance. | Medical records 149.43(A)(1)(a),(A)(3) if applicable, ORC 149.43(A)(1)(p) Peace Officer Information. | | Electronic – 10 years from Peace Officer's termination date.<br><br>Paper – 10 years from Peace Officer's termination date or until documents and/or data saved electronically. | Documentation necessary to determine eligibility to be a peace officer. Eligible for duration of career. | Electronic – Delete<br><br>Paper – Shred | 1/27/2012 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Private Security School Files | PTA-PRO-08<br><br>10551469 | Documentation used to regulate training mandated by Dept. of Public Safety (DPS) (ORC 4749.10) or to ensure that school meets minimum training requirements as outlined in OAC 109:2-3 or to fulfill transcript requests. Documentation can include, but is not limited to opening application to conduct school, school calendar, officer/student information, testing records, testing results, curriculum audit sheet and officer packet (enrollment record for each student, statement of understanding, student performance objective score sheets). | 5 U.S.C. & 552a (SSN), ORC 149.43 (A)(1)(p) Peace Officer Information. | | Electronic – 4 years.<br><br>Paper – 4 years, or until documents and/or data saved electronically. | | Electronic – Erase<br><br>Paper – Shred | 1/27/2012 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Instructor Course Equivalency | PTA-PRO-09<br><br>10551467 | Information used to give OPOTA-recognized equivalency to instructor-level courses from outside agencies. Includes application for determination of course equivalency, example certificate that they would provide to student, list of instructors with resumes, lesson plan or OPOTA lesson plan, determination letter. | 5 U.S.C. & 552a (SSN), ORC 149.43 (A)(1)(p) Peace Officer Information. | | Electronic – After obsolete, superseded or replaced.<br><br>Paper – After obsolete, superseded or replaced. | | Electronic – Erase<br><br>Paper – Shred | 1/24/2012 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| School Commander (Administrator) Files | PTA-PRO-10<br><br>10551470 | Application to be a school commander, supporting documentation (transcripts, reference letters, etc., depending on requirements, educational/training documents), school commander certificate. Basic training school commander files to include peace officer, private security, corrections, jailer, bailiff, canine evaluator, and adult parole authority and other certification and standards commander programs. Per OAC 109:2, all commanders must be approved by OPOTA. | 5 U.S.C. & 552a (SSN), ORC 149.43 (A)(1)(p) Peace Officer Information. | | Electronic – 4 years after last school conducted.<br><br>Paper – 4 years after last school conducted or until documents and/or data saved electronically. | | Electronic – Erase<br><br>Paper – Shred | 1/27/2012 |

| 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 |
|---|---|---|---|---|---|---|---|---|
| Continuing Professional Training (CPT)/Agency Roster Report | PTA-PRO-11<br><br>10551466 | Includes a listing of every officer employed at particular agency during year, training completion reports, drafts of these documents, Used to report an accurate count of officers and officers compliance with CPT requirements. (ORC 109.761, 109.803, and OAC 109:2-18)(There will only be CPT documentation when/if the program was funded for any given year) | | | Electronic – 4 years<br><br>Paper – 4 years or until documents and/or data saved electronically. | | Electronic – Erase<br><br>Paper – Shred | 1/24/2012 |
| Concealed Carry Licensure Statistical Reports | PTA-PRO-13<br><br>10551465 | ORC 2923.129 requires that each county sheriff submit to the Attorney General's Office a quarterly report of the number of new conceal carry permits issued, renewed or denied in that quarter. | | | Electronic – After annual report published.<br><br>Paper – After annual report published. | | Electronic - Delete<br><br>Paper – Shred | 04/10/2026 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| K-9 Evaluation Files | PTA-PRO-14<br><br>10551474 | Canine (K-9) evaluation files include the application to hold a K-9 evaluation correspondence, OPOTA opening letter, proof of canine basic training or previous, certification, individual canine evaluations, copy of certifications, closing letter sent from evaluator to OPOTA, roster of canines/handlers. | ORC 149.43 (A)(1)(p) Peace Officer Information. | | Electronic – 4 years<br><br>Paper – 4 years | | Electronic - Delete<br><br>Paper – Shred | 04/10/2026 |
| Applicant Criminal Records Files | PTA-PRO-15<br><br>10551464 | BCI&I and FBI criminal record background check results (rap sheets), letters of eligibility determination, court journal entries and other correspondence regarding those background checks used to verify applicant eligibility for training school. | LEADS non-dissemination policy. | | Electronic – 4 years<br><br>Paper – 4 years or until documents and/or data saved electronically. | | Electronic – Erase<br><br>Paper – Shred | 1/24/2012 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Appointing Authority Continuing Professional Training Applications | PTA-PRO-16<br><br>10551601 | Applications document a request by an appointing authority hosting a non-OPOTA training to count the course for continuing professional training credit. Per OAC 109.2-18, the Ohio Peace Officer Training Commission (OPOTC) is responsible for reviewing to see if the non-OPOTA course meets state standards and whether or not they meet reimbursement requirements for the training. Records include, but are not limited to, correspondence with local law enforcement officers and OPOTA reviewers, information on the proposed "Continuing Professional Training (CPT)" course to replace an OPOTA course for training credit, OPOTA's review and evaluation of the proposal, and any information on the approval or rejection of the proposal. | | | Electronic – Retain 4 years, provided audited.<br><br>Paper – Retain 4 years, provided audited, or until documents and/or data is saved electronically. | | Electronic – Delete<br><br>Paper – Shred | 3/8/2016 |

ANDY WILSON
OHIO ATTORNEY GENERAL

| Record Series Title | Agency and Series Authorization Numbers | Record Series Description | Confidential Description | Vital Description | Retention Period | Retention Justification | Method of Disposal | Date Schedule Approved |
|---|---|---|---|---|---|---|---|---|
| Rejected Officer Reciprocity Applications | PTA-PRO-17<br><br>10551822 | Records documenting the rejection of out-of-state peace officers, corrections officers, or security officers applying for positions in the state of Ohio per ORC 4796 either due to not meeting needed qualifications or did not get appointed within 2 years (OAC 109:2-1-12). Records include, but are not limited to, the application request for reciprocal occupational certificate, employment verification and other human resources documents, officer basic training certifications, webcheck background results, national decertification database results, reciprocal certificate checklist, and correspondence determining approval or rejection of application. Approved officer reciprocity applications will be retained with the peace officer's file under its own applicable records retention schedule. | May contain peace officer information (ORC 149.43(A)(1)(p)). | | Electronic – Retain 3 years after decision to reject or officer is not appointed within 2 years.<br><br>Paper – Retain 3 years after decision to reject or officer is not appointed within 2 years. If scanned and saved electronically, dispose of paper immediately. | Per OAC 109:2-1-12, peace officers who have been awarded a certificate of completion of basic training, but have not been appointed as a peace officer or trooper for more than 1 year but less than 4 years, will need to complete a refresher course; thus requiring a re-application for appointment. | Electronic – Delete<br><br>Paper – Shred | 4/11/2025 |