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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 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. Paper – 4 years.		Electronic – Delete Paper – Shred	6/29/2011
Ohio Peace Officer Training Commission Packet	PTA-ADM-02 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. Paper – 4 years and until no longer of administrative value.		Electronic – Delete Paper – Recycle	6/29/2011

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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 Peace Officer Training Commission Minutes	PTA-ADM-03 10551439	Minutes documenting discussions and decisions of the Ohio Peace Officers' Training Commission (1965-present).			Electronic – Until no longer of administrative value. Paper – Permanent	Documents actions & decisions of commission. Used for reference and historical value.	Electronic – Delete Paper – Permanent	6//29/2011
Guest Instructor Files	PTA-ADV-02 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 Paper – 3 years after last evaluation	Needed for CALEA accreditation every 3 years.	Electronic - Delete Paper – Shred	04/10/2026
Advanced Training Course Lesson Plans	PTA-ADV-03 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. Paper – Retain 3 years.		Electronic - Delete Paper – Shred	5/19/2022

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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
Advanced Training Course Files	PTA-ADV-05 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. Microform – Retain microfilm for 50 years from release date unless retained on paper. 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 Microform – Shred Paper – Shred	11/18/2015

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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
Advanced Training Course Proposal Applications	PTA-ADV-06 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 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

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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 Certification Examination (SCE) Testing Files	PTA-EDU-01 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 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 Paper – 4 years		Electronic – Delete Paper – Shred	4/18/2012

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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
Basic Programs Curriculum	PTA-EDU-04 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. Paper – Retain paper for 50 years from release date unless retained on microfilm. 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 Paper – Recycle Microform – Shred	5/28/2014
Course of Fire	PTA-PRO-01 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

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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 Record Files	PTA-PRO-02 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 Paper – 4 years from close of school, or until documents and/or data saved electronically		Electronic – Erase Paper – Shred	1/27/2012

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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
Instructor Files (Renewable)	PTA-PRO-05 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. Paper – 4 years from expiration or until documents and/or data saved electronically.		Electronic – Erase Paper – Shred	1/27/2012

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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
Peace Officer Files	PTA-PRO-07 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. 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 Paper – Shred	1/27/2012

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Private Security School Files	PTA-PRO-08 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. Paper – 4 years, or until documents and/or data saved electronically.		Electronic – Erase Paper – Shred	1/27/2012

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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
Instructor Course Equivalency	PTA-PRO-09 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. Paper – After obsolete, superseded or replaced.		Electronic – Erase Paper – Shred	1/24/2012

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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
School Commander (Administrator) Files	PTA-PRO-10 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. Paper – 4 years after last school conducted or until documents and/or data saved electronically.		Electronic – Erase 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 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 Paper – 4 years or until documents and/or data saved electronically.		Electronic – Erase Paper – Shred	1/24/2012
Concealed Carry Licensure Statistical Reports	PTA-PRO-13 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. Paper – After annual report published.		Electronic - Delete Paper – Shred	04/10/2026

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 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 Paper – 4 years		Electronic - Delete Paper – Shred	04/10/2026
Applicant Criminal Records Files	PTA-PRO-15 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 Paper – 4 years or until documents and/or data saved electronically.		Electronic – Erase Paper – Shred	1/24/2012

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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
Appointing Authority Continuing Professional Training Applications	PTA-PRO-16 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. Paper – Retain 4 years, provided audited, or until documents and/or data is saved electronically.		Electronic – Delete Paper – Shred	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
Rejected Officer Reciprocity Applications	PTA-PRO-17 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. 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 Paper – Shred	4/11/2025