



Data Submission and Retention Policy

Policy Title: Data Submission and Retention Policy
Policy Number: OLLEISN-006
Policy Date: 10/12/2004

Effective Date: 10/12/2004

1.0 Purpose of Policy:

The purpose of this policy is to establish data submission and retention requirements for the Ohio Local Law Enforcement Information-Sharing Network central repository database.

2.0 Scope of Policy:

The scope of this policy includes all agencies that have been certified to upload data to the Ohio Local Law Enforcement Information-Sharing Network housed at the Ohio Attorney General's Office.

3.0 Background:

The Ohio Local Law Enforcement Information-Sharing Network is a system established by the Ohio Association of Chiefs of Police, on behalf of local law enforcement in Ohio, to facilitate information sharing among law enforcement agencies. The purpose of the network is to provide access to the information necessary to prevent and respond to acts of terrorism and crime. It is important for agencies to upload data on a regular basis to ensure the completeness and accuracy of the data in the system.

4.0 References and Authority:

4.1 Local Law Enforcement Information-Sharing Agreement. The Local Law Enforcement Information-Sharing Agreement outlines requirements for an agency's participation in OLLEISN.

4.2 OLLEISN Minimum Submission Standards. Policy number OLLEISN-005 establishes minimum data submission requirements for agencies participating in OLLEISN.

4.3 A glossary of terms or acronyms found in this policy is located in Section 6.0 of this policy. The first occurrence of a defined term or acronym is ***bold italicized***.

5.0 **Policy**

Participating agencies shall upload data to the Ohio Local Law Enforcement Information-Sharing Network on a regular basis to ensure the accuracy and completeness of the data maintained within OLLEISN for access by other participating agencies.

5.1 Participating agencies shall upload minimally required data to the OLLEISN central repository at least weekly.

5.2 OLLEISN does not have a retention policy that is separate from the policies of each participating agency. The data maintained in OLLEISN for a participating agency is a reflection of the participating agency's latest submission of data to the network.

6.0 **Definitions**

None

7.0 **Revision History**

| <i>Date</i> | <i>Change</i> |
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| 10/12/2004 | Original policy. |
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8.0 **Inquiries**

Direct inquiries regarding this policy to:

OLLEISN help desk support 1-866-406-4534 (1-866-40-OHLEG)□□□□