

Karen Endres

From: Jodi M. Burgess [jodi.burgess@ohioattorneygeneral.gov]
Sent: Wednesday, March 14, 2012 10:53 AM
To: kendres@coreinc.org
Subject: FBI Public Record policy

Karen,

I apologize for the lateness in getting this to you, but I have been out of the office as of late.

In regard to the FBI Public Record policy, I wanted to put this writing. FBI's directive is that no FBI result is to be part of a public record request and that all results are included in their policy so if someone does or does not have a record, it doesn't matter. They want their results to be separated from anything that is public record. If your office files the BCI and FBI results letters in employee folders, the FBI result must be put in a sealed envelope so that it can be taken out easily if there were ever a public record request. The other option is to take all FBI results out completely and put them in a separate file altogether. They also must be kept in a locked area. This could be either a locked office or locked file drawer so that people do not have access to them.

If you have any questions on this, please let me know.

Thanks a have a great day!

~Jodi

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