109:5-1-04   **Operation and maintenance of the retained applicant fingerprint database.**

(A) An entity shall enroll individuals into the retained applicant fingerprint database by submitting the civilian background check authentication number or the name, date of birth and social security number of the employee or licensee.

(B) Upon receipt of the information referred to in section (A) above, the bureau of criminal identification and investigation shall immediately enter the information into the retained applicant fingerprint database.

(C) The submitting entity is responsible for sending updated information, in an electronic format, to the bureau of criminal identification and investigation on individuals who are deceased or are no longer employed or licensed by that entity.

(D) Upon receipt of the information referred to in section (C) above, the bureau of criminal identification and investigation shall promptly delete the employee or licensee from the retained applicant fingerprint database.

Effective:

R.C. 119.032 review dates:

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Certification

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Date

Promulgated Under: 119.03
Statutory Authority: 109.5721
Rule Amplifies: 109.5721