

Ohio Association of Chiefs of Police
Advisory Services

**RECORDS RETENTION AND PUBLIC RELEASE OF INFORMATION –
SUBMISSION OF ASSESSMENT CENTER RECORDS AND
ADMINISTRATIVE FILES**

This policy applies only to the Ohio Association of Chiefs of Police (OACP) Advisory Services Division and not to OACP in general or any other entity of OACP.

Records Submitted To OACP By The Lead Consultant

Any and all documents that are created as part of the Assessment Center process and submitted to OACP (or to the client) are subject to Ohio's public records laws and copies, to the extent required under that law, will promptly be made available to the public upon request. Documents in the possession of Lead Consultants or Assessors that are not submitted to OACP (or to the client) are not subject to disclosure under Ohio's public records laws.

In order for the Lead Consultant to receive pay for conducting an Assessment Center, the Lead Consultant must send copies of all documents listed in Sections A and B below.

The document in Section A, a copy of the final Assessment Center report, should be sent to the Director of Advisory Services separately through the US Postal Service or by email and should not be included with other documents. This copy of the final Assessment Center Report is generally subject to Ohio's public records law and the content is subject to disclosure to the extent required by the law. This copy will be retained in OACP Advisory Services files for at least 7 years and may be retained indefinitely.

The documents in Section B are to be submitted to the Director of Advisory Services inside a sealed packet which will be provided. The packet will remain sealed unless a request is made by the Lead Consultant submitting the packet or a request for release of public information is received. All documents received by OACP Advisory Services will be maintained by the Director of Advisory Services in a secure location for the length of time specified in this policy. The Director of Advisory Services will provide guidelines for Lead Consultants for sending all documents to OACP Advisory Services.

A. Final Assessment Center Report

1. Copy of the final Assessment Center report sent to the client (Draft copies of the Assessment Center report need not be retained.)

B. Additional Documents To Be Submitted Separately

1. Materials Used In The Pre-Assessment Including:
 - a. Dimension Ranking Form
 - b. Dimension Rating Form
 - c. Other relevant materials

2. Materials Used In The Assessment Center Including:
 - a. Copies of exercises used and any keys that might be used
 - b. Written responses to exercises submitted by candidates
 - c. Evaluation Forms (scoring sheets) completed by consultants for all exercises used
 - d. Pictures of candidates (if taken but not included in the final report)
 - e. Grading worksheet for use by consultants (if used)
 - f. Consultant worksheet (optional) - candidate final aggregate scores (if used) or comprehensive scoring matrix used
 - g. Non-disclosure agreement (if used)
 - h. Any written correspondence between the client and lead consultant
 - i. Other relevant materials
3. Resumes and all ranking materials used, if a resume ranking was conducted
4. Any other materials used in gaining information about the candidate

Documents Maintained By Director Of Advisory Services in Administrative Files

In the process of providing services to clients, certain documents that are specified in Section C (Administrative Files) below are received or created by Advisory Services. These documents also will be maintained in a secure location by the Director of Advisory Services for the length of time specified in this policy.

C. Administrative Files

1. Signed client and consultant contracts
2. Financial cost estimates and actual cost statements
3. Copies of checks from clients and consultants for Pre-assessment Center and Assessment Center services
4. All information relative to written examinations
5. Any relevant written correspondence initialed by clients, consultants, IACP testing services or candidates and sent to Advisory Services

Records Retention

Records or documents included in Sections A, B and C above will be retained for 7 years and then will be destroyed, with the exception of Assessment Center reports. Assessment Center reports may be retained indefinitely.

Public Release

All public information requests for copies of any documents maintained by OACP Advisory Services will first be referred to the particular client. Lead Consultants will be notified immediately of such requests. If the client refuses the request for release, OACP will provide copies of documents to the person making the request at a reasonable copying cost.