



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

APRIL 12 2023

STATE AND LOCAL
 GOVERNMENT RECORDS


RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Delaware County Sheriff's Office

(Local Government Entity)	(Unit)
	Jeffrey C. Balzer Chief Deputy Delaware County Sheriff's Office
(Signature of Responsible Official)	(Name) (Title)
	(Date) 04/05/2023

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission	740-833-2140
	(Telephone Number)
2079 US 23 North Suite 5 P.O. Box 8006 Delaware County	43015 Delaware
(Address)	(City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address:

cshaw@co.delaware.oh.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

	4/12/23
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	State Archivist	5-2-2023
Signature	Title	Date

Section D: Auditor of State

	Records Manager	
Signature	Title	Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Delaware County Sheriff's Office

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
23-0001	Accounts Payable Record of expenditures incurred annually.	Paper: 3 Years, provided audited Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0002	Accounts Receivable Record of revenue generated by agency.	Paper: 3 Years, provided audited Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0002A	Accreditation Files Records compiled in relation to achieving and maintaining certification through the Commission on Accreditation for Law Enforcement Agencies (CALEA)	Paper: 4 Years Electronic: 4 Years	Paper/Electronic		<input type="checkbox"/>
23-0003	Administrative Investigations Investigations of personnel.	Paper: 4 Years pending no action Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0004	Administrative Offices – Phone Recordings Audio recordings on phone calls placed or received by administrative staff; stored off-site on a 3 rd party server; auto-purges at end of retention.	2 Years	Electronic		<input type="checkbox"/>

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23-0005	Administrative Project Files Retirements, annual banquets, other special administrative assignments.	Paper: Until no longer of administrative value Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0006	Ammunition Disbursement Record of ammunition issued to authorized personnel in order to maintain accurate inventory of ammunition.	Paper: 2 Years Electronic: 2 Years	Paper/Electronic		<input type="checkbox"/>
23-0007	Annual Budget/Approved Final approved budget funding agency operations each year.	Paper: 10 Years Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0008	Annual Reports Includes annual stats, financial reports, and interesting facts.	Paper: Permanent Electronic: Until no longer of administrative value	Paper/Electronic		<input checked="" type="checkbox"/> (for paper)
23-0009	ATF Firearms Forms Includes transfer applications (5320.4), questionnaire (5320.23), amended license (5300.38), make and register firearm (5320.1), application (5310.12), renewal application (5310.11), collector application (5310.16).	Paper: 1 Year	Paper		<input type="checkbox"/>
23-0010	Auction Files Records related to the sale of property/evidence from closed criminal cases and agency owned property.	Paper: 3 Years Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0011	Deleted				

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23-0012	<p>Automatic License Plate Reader Randomly scans passing vehicle license plates and will alert deputy of any "hits" on the registered owner of vehicle or license plate.</p>	90 Days, pending no action, automatically purged if not retrieved	Electronic		<input type="checkbox"/>
23-0013	<p>Automatic Vehicle Locator (AVL) GPS tracking for cruisers.</p>	60 Days	Electronic		<input type="checkbox"/>
23-0014	<p>Bank Statements, Deposit Slips and Cancelled Checks Monthly bank information detailing credits and debits.</p>	<p>Paper: 3 Years, provided audited Electronic: 3 Years, provided audited</p>	Paper/Electronic		<input type="checkbox"/>
22-0015	<p>Bi-Weekly Payroll Reports Copies; originals maintained by County Auditor.</p>	<p>Paper: 3 Years, provided audited Electronic: 3 Years, provided audited</p>	Paper/Electronic		<input type="checkbox"/>
23-0016	<p>Bi-Weekly Time Sheets Record of hours worked, leave taken and type for each pay period for each employee.</p>	<p>Paper: 3 Years, provided audited Electronic: 3 Years, provided audited</p>	Paper/Electronic		<input type="checkbox"/>
23-0017	<p>Body Cameras/In Car Video Including photos. As designated by deputy at end of shift: Undefined Contact MM Case M-Case F-Case F-Sex Case Permanent</p>	<p>Set by software based on the "tagging" of video: 180 Days 365 Days 180 Days 1,460 Days (4 Years) 2,920 Days (8 Years) 10,950 Days (30 Years) 30,000 Days (82 Years, 10 Months, 2 Days)</p>	Electronic		<input type="checkbox"/>

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23-0017A	Body Scanner Images- Negative Results	Electronic: Until no longer of administrative value	Electronic		<input type="checkbox"/>
23-0017B	Body Scanner Images- Positive Results	Electronic: 6 Years pending no action	Electronic		<input type="checkbox"/>
23-0018	Bulletins, Posters and Notices Crime alerts, public relations handouts, interoffice newsletter.	Paper: Until no longer of administrative value Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0019	Canine Use Review Record of deploying a canine and their handler in an official capacity and filed with criminal/incident reports.	Electronic: Follow retention based on type of case file	Electronic		<input type="checkbox"/>
23-0020	CHAT via CAD/RM system An instant message feature to send/receive messages to users logged into the CAD/Mobile.	60 Days pending no legal or administrative value	Electronic		<input type="checkbox"/>
23-0021	Clergy Inmate Register Record of approved clergy volunteering to provide inspirational programming to inmates.	Paper: 2 Years Electronic: 2 Years	Paper/Electronic		<input type="checkbox"/>
23-0022	Closed Warrants and Orders of Protection File containing copies of warrant or protection order and any corresponding information.	Paper: 2 Years after closed Electronic: 2 Years after closed	Paper/Electronic		<input type="checkbox"/>
23-0023	Deleted				

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23-0024	<p style="text-align: center;">Computerized Criminal History Dissemination Log Book</p> <p>Record of criminal histories accessed for official purposes on behalf of other agencies.</p>	<p style="text-align: center;">Paper: 2 Years</p> <p style="text-align: center;">Electronic: 2 Years</p>	Paper/Electronic		<input type="checkbox"/>
23-0025	<p style="text-align: center;">Computerized Criminal History Request Forms</p> <p>Request for a criminal history to be accessed.</p>	Paper: 1 Year	Paper		<input type="checkbox"/>
23-0026	<p style="text-align: center;">Concealed Handgun License File</p> <p>Application and supporting documents to obtain a license to carry a concealed weapon within the State of Ohio.</p>	<p style="text-align: center;">Paper: Until microfilmed</p> <p style="text-align: center;">Microfilm: Permanent</p>	Paper/Microfilm		<input type="checkbox"/>
23-0027	<p style="text-align: center;">Concealed Handgun License Backgrounds/Supporting Documentation</p> <p>Documents supporting approval or denial of request by civilian for issuance of license to carry a concealed handgun in Ohio.</p>	<p style="text-align: center;">Per ORC 2923.125 (Currently law states must be destroyed within 20 days, but is subject to change with legislature.)</p>	Paper		<input type="checkbox"/>
23-0028	<p style="text-align: center;">Copies</p> <p>Duplications of original records created for temporary use.</p>	<p style="text-align: center;">Paper: Until no longer of Administrative Value</p> <p style="text-align: center;">Electronic: Until no longer of Administrative Value</p>	Paper/Electronic		<input type="checkbox"/>
23-0029	<p style="text-align: center;">Criminal Case Files-Felonies, excluding Homicides</p>	<p style="text-align: center;">Paper: 20 Years</p> <p style="text-align: center;">Electronic: 10 Years</p>	Paper/Electronic		<input type="checkbox"/>

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23-0030	Case Files-Homicides/Death Cases	Paper: Previous 10 Years Electronic: Until no longer admin value Microfilm: Permanent	Paper/Electronic/ Microfilm		<input type="checkbox"/>
23-0031	Criminal Case Files-Misdemeanors	Paper: 1 Year Electronic: 4 Years	Paper/Electronic		<input type="checkbox"/>
23-0032	Cruiser Log Sheets Record of deputy's activity during shift.	Paper: 2 Years Electronic: 2 Years	Paper/Electronic		<input type="checkbox"/>
23-0033	Death Reports Non-suspicious/not investigated - example: natural causes, suicides.	Paper: 25 Years and microfilmed Electronic 10 Years and microfilmed Microfilm: Permanent	Paper/Electronic/ Microfilm		<input type="checkbox"/>
23-0034	Drug Enforcement Agency Narcotics License (For K9 Training) License to use and store narcotics for the purpose of training and maintaining skills of canine deputies.	Permanent	Paper		<input type="checkbox"/>
23-0035	DTF Intel Files Includes anonymous tips and other information regarding possible criminal activity.	Paper: Until no longer of administrative value Electronic: 1 Year if not used; otherwise, incorporated into Criminal Case Files – Felonies, excluding Homicides	Paper/Electronic		<input type="checkbox"/>

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23-0036	Emergency or Special Response Protocols School safety plans, incident command guidelines.	Paper: Until Revised or Rescinded Electronic: Until Revised or Rescinded	Paper/Electronic		<input type="checkbox"/>
23-0037	Employee Labor Contracts Labor agreement between county and respective union.	Paper: Permanent Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0038	Employee Medical Files Family Medical Leave Act files, Bureau of Workman's Compensation files.	Paper: 7 Years Electronic: 7 Years	Paper/Electronic		<input type="checkbox"/>
23-0039	Employee Quartermaster Files Uniform and equipment purchased and issued by agency.	Paper: 3 Years Electronic: 3 Years	Paper/Electronic		<input type="checkbox"/>
23-0040	Employee Training Files Record of training including any certificates issued notating successful completion; training programs designed to maintain minimum requirements of Ohio Peace Officer Training Academy commissions; field training manuals.	Paper: Until files are converted to electronic copies Electronic: Until files are converted to microfilm Microfilm: Permanent	Paper/Electronic /Microfilm		<input type="checkbox"/>
23-0041	Employment Applications- Interviewed but Not Hired Original applications submitted for employment but eliminated for consideration at any point in process after initial interview;	Paper: 7 Years Electronic: 2 Years and no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

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	submitted electronically and will be printed and placed in file.				
23-0042	<p>Employment Applications-Not Interviewed</p> <p>Original applications submitted for employment but individual eliminated after initial review of application without interview or any step of hiring process initiated; submitted electronically and will not be printed; stored on third party server.</p>	2 Years	Electronic		<input type="checkbox"/>
23-0043	<p>Employment Background Investigations</p> <p>Records generated during entire hiring process: prior work history, neighborhood canvas, criminal history check.</p>	Paper: 7 Years	Paper		<input type="checkbox"/>
23-0044	<p>Equipment Operating Manuals</p> <p>Manufacturer's manual for equipment maintained by agency.</p>	<p>Paper: Life of Equipment or Revised</p> <p>Electronic: Life of Equipment or Revised</p>	Paper/Electronic		<input type="checkbox"/>
23-0045	<p>Equipment Repair Requests</p> <p>Request for repairs to equipment maintained by agency.</p>	<p>Paper: 1 Year</p> <p>Electronic: 1 Year</p>	Paper/Electronic		<input type="checkbox"/>
23-0046	<p>Executive Correspondence</p> <p>Includes correspondence of the head of agency and his/her executive staff dealing with significant aspects of the administration of their offices. Information concerning agency policies, programs, fiscal, and personnel matters.</p>	<p>Paper: 4 Years and no longer of administrative value</p> <p>Electronic: 4 Years and no longer of administrative value</p>	Paper/Electronic		<input type="checkbox"/>

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23-0047	Facility Health Inspection Reports Kitchen/food safety inspections.	Paper: 6 Years Electronic: 6 Years	Paper/Electronic		<input type="checkbox"/>
23-0048	False Alarm Notices Record of burglar alarm response with no evidence of foul play.	2 Years if not billed/fined, otherwise incorporated into Accounts Receivable	Paper		<input type="checkbox"/>
23-0049	Deleted				
23-0050	Foreign Writ Files Court orders for seizure and dispersal of real property issued by a court from another county.	Paper: 25 Years after last entry in file by our department (Court case may still be open) Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0051	General Account Ledgers Monthly record of expenses for each account, checked and balanced with bank records.	Paper: 3 Years, provided audited Electronic: 3 Years, provided audited	Paper/Electronic		<input type="checkbox"/>
23-0052	General Correspondence This includes both internal and external correspondence; also correspondence from various individuals, companies, and organizations requesting information pertaining to the agency.	Paper: 1 Year and no longer of administrative value Electronic: 1 Year and no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0053	Grand Jury Jail Review Report of jail tour by Grand Jury.	Paper: 6 Years Electronic: 6 Years	Paper/Electronic		<input type="checkbox"/>

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23-0054	Grievances Complaint of violation of labor agreement.	Paper: 10 Years or per Bargaining Agreement Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0055	Deleted				
23-0056	Incident Reports/Non-Criminal Reports/Traffic Crash Reports	Paper: 1 Year Electronic: 4 Years	Paper/Electronic		<input type="checkbox"/>
23-0057	Inmate Record File Includes inmate name, aliases, physical descriptors, charges/commitment, booking date, release date, booking photo, arresting agency, and any other information regarding their time into the facility.	Paper: 25 Years after final release from facility Electronic: 10 Years	Paper/Electronic		<input type="checkbox"/>
23-0058	Inmate Classification Packets Includes inmate questionnaire evaluating risks and needs, and assigning security levels.	Paper: 1 Year Electronic: Incorporated into Inmate Record File	Paper/Electronic		<input type="checkbox"/>
23-0059	Inmate Commissary Files Documents pertaining to funds available, orders placed and received by inmates for commissary items.	Paper: 3 Years provided audited Electronic: 3 Years provided audited	Paper/Electronic		<input type="checkbox"/>
23-0060	Inmate Food Service Menus Record of meals prepared and served to inmates.	Paper: 1 Year Electronic: 1 Year	Paper/Electronic		<input type="checkbox"/>
23-0061	Inmate Grievance Reports	Paper: 1 Year	Paper/Electronic		<input type="checkbox"/>

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	Complaints by inmates housed in county jail.	Electronic: 3 Years			
23-0062	Inmate Medical Files Files of medical services rendered to inmates.	Electronic: 5 Years pending no action	Electronic		<input type="checkbox"/>
23-0063	Inmate Phone Recordings Audio of phone calls placed by inmates; stored off-site on a 3 rd party server.	Electronic: 3 Years	Electronic		<input type="checkbox"/>
23-0064	Inmate Property Forms Record of personal property of inmate from time of booking and final disposition upon release.	Paper: Until incorporated into Inmate Record File Electronic: Until no longer of value	Paper/Electronic		<input type="checkbox"/>
23-0065	Inmate Rule Violation Report Report of violation of jail rules by inmate.	Paper: 1 Year Electronic: Until incorporated into Inmate Record File	Paper/Electronic		<input type="checkbox"/>
23-0066	Inmate Telephone Log Notation in electronic file of phone calls made by inmate.	Electronic: 3 Years	Electronic		<input type="checkbox"/>
23-0067	Inmate Video Visitation and Log Record of video visitation for inmate while housed in county jail; log of attorney visitation.	Electronic: Video Visitation/log 3 Years; attorney visitation log maintained in Inmate Record File	Electronic		<input type="checkbox"/>
23-0068	Inventory of Fixed Assets Annual inventory of items and equipment of value (greater than \$1000) maintained by agency. Inventory list forwarded	Paper: Until Revised or Rescinded Electronic: Until Revised or Rescinded	Paper/Electronic		<input type="checkbox"/>

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	to County for their official record.				
23-0069	Jail Camera Security Recordings Video security recordings of the inside and outside the jail.	28 Days pending no action	Electronic		<input type="checkbox"/>
23-0070	Jail Incident Reports Miscellaneous information notated about an inmate in the jail management system that doesn't fall into another category but may want to have record of for future referral.	Electronic: Until incorporated into Inmate Record File	Electronic		<input type="checkbox"/>
23-0071	Jail Key Inventory Record of keys distributed to jail personnel.	Electronic: 3 Years	Electronic		<input type="checkbox"/>
23-0072	Deleted				
23-0073	Deleted				
23-0074	Jail Program Data and Statistics Data and statistics collected from the programming for inmates.	Electronic: 6 Years	Electronic		<input type="checkbox"/>
23-0075	Jail Program Participant Files Files on inmates accepted into a specialized program within the jail.	Paper: 6 Years Electronic: Until no Longer of Administrative Value	Paper/Electronic		<input type="checkbox"/>
23-0076	Jail Volunteer Files Files maintained on programming volunteers providing services within the jail; includes volunteer agreement, liability release and	Paper: 2 Years after separation Electronic: 2 Years after separation	Paper/Electronic		<input type="checkbox"/>

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	authorization to complete a background.				
23-0077	Job Descriptions Outlines the essential and non-essential job functions and minimum requirements for each position.	Electronic: 7 Years after revised or rescinded	Electronic		<input type="checkbox"/>
23-0078	Junk Vehicle Affidavits and Files Correspondence with last known registered owner and copy of Ohio BMV Affidavit allowing new title to be issued on vehicles in agency's possession.	Paper: 1 Year Electronic: 4 Years	Paper/Electronic		<input type="checkbox"/>
23-0079	Law Enforcement Automated Data System Newsletters Newsletters issued by the Ohio Highway Patrol.	Paper: 3 Years Electronic: 3 Years	Paper/Electronic		<input type="checkbox"/>
23-0080	Law Enforcement Automated Data System Validation Files and Correspondence Monthly review of files entered into law enforcement database to ensure accuracy of entry.	Paper: 2 Years Electronic: 2 Years	Paper/Electronic		<input type="checkbox"/>
23-0081	Deleted				
23-0082	License, Permits Bingo, Liquor, Dangerous Ordinance (excludes non-expiring Dangerous Ordinance Permits).	1 Year	Paper		<input type="checkbox"/>
23-0083	Litigation Files	Paper: 5 Years after case closed	Paper/Electronic		<input type="checkbox"/>

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	Files pertaining to civil lawsuits and settlements filed against agency.	Electronic: 5 years after case closed			
23-0084	Maintenance Records Includes AED testing, bicycle maintenance.	Paper: 4 Years Electronic: 4 Years	Paper/Electronic		<input type="checkbox"/>
23-0085	Marijuana Identification Log Record of suspected marijuana collected as evidence and tested for proper identification.	Paper: 5 Years Electronic: 5 Years	Paper/Electronic		<input type="checkbox"/>
23-0086	Memos Internal agency communications regarding a broad spectrum of subject matter.	Paper: Follow retention of Executive, General and Routine Correspondence based on Content Electronic: Follow retention of Executive, General and Routine Correspondence based on Content	Paper/Electronic		<input type="checkbox"/>
23-0087	Monthly Appointment Calendars Desk calendars, appointments.	Paper: Until no longer of administrative value Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0088	Monthly Reports Commissioner reports, financial reports, domestic violence reports.	Paper: 2 Years Electronic: 2 Years	Paper/Electronic		<input type="checkbox"/>
23-0089	Motor Vehicle Impound File Record of vehicle impounded as result of criminal case or traffic accident.	Paper: Follow retention based on type of case file	Paper/Electronic		<input type="checkbox"/>

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		Electronic: Follow retention based on type of case file			
23-0090	Multiple Gun Sales Form alerting the sheriff's office of a sale within the county of two or more firearms to one individual.	Paper: 6 Months and letter sent to Federal Bureau ATF	Paper		<input type="checkbox"/>
23-0091	News Releases Information released to media and general public ranging from alerts for crime suspects, weather emergencies, public events and other important information.	Paper: Until no longer of administrative value/Appraise for Historical Value Electronic: Until no longer of administrative value	Paper/Electronic		<input checked="" type="checkbox"/> (for paper)
23-0092	Ohio Pharmacy Board Narcotics License (Jail Medical Department) License for dispersal of narcotics to inmates by medical professionals within the county jail.	Permanent	Paper		<input type="checkbox"/>
23-0093	Operations Plan Operational plans for large-scale events	Paper: 4 Years Electronic: 4 Years	Paper/Electronic		<input type="checkbox"/>
23-0094	Order of Sale Files (Civil) Records generated following a court order to sell property/real estate.	Paper: 5 Years after last entry in file by our department (Court case may still be open) Electronic: 5 Years after last entry in file by our department (Court case may still be open)	Paper/Electronic		<input type="checkbox"/>

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23-0095	Overtime Payroll Reports Record of any hours worked on overtime status in each pay period.	Paper: 3 Years, provided audited Electronic: 3 Years, provided audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	<input checked="" type="checkbox"/>
23-0096	Pay for Stay Program Per diem payment for sentenced inmates.	Paper: 3 Years after final payment received Electronic: 3 Years after final payment received	Paper/Electronic		<input type="checkbox"/>
23-0097	Personnel Files Includes dates of employment, application, positions occupied, salary information, performance appraisals, records of commendation and discipline.	Paper: 3 Years in office post separation then sent to County Records Center to Microfilm Microfilm: Permanent	Paper/Microfilm		<input type="checkbox"/>
23-0098	Personnel Shift Assignments and Schedules Includes annual shift bid results, record of attendance and district/duty assignments.	Paper: 3 Years Electronic: 3 Years	Paper/Electronic		<input type="checkbox"/>
23-0099	Photographic Film Log Identifies film roll number, assigned cruiser camera, date out and date in for each roll of film.	Paper: 10 Years Electronic: Until no longer of administrative/legal value	Paper/Electronic		<input type="checkbox"/>
23-0100	Photographic Negatives Original film from which photographs are generated.	10 Years	Film		<input type="checkbox"/>

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23-0101	<p>Prescription Drug Drop Box Program Log of drugs deposited by general public for destruction, and destruction dates of those drugs.</p>	<p>Paper: 1 Year Electronic: 1 Year</p>	Paper/Electronic		<input type="checkbox"/>
23-0102	<p>DCSO Property Damage/Accident Files Originals are forwarded to the County Insurance and Risk for their official record; copies maintained by agency.</p>	<p>Paper: 2 Years and no longer of administrative value Electronic: 2 Years and no longer of administrative value</p>	Paper/Electronic		<input type="checkbox"/>
23-0103	<p>Property Destruction Order Original filed at county Court of Common Pleas; copy maintained by agency; authorizes the destruction of property and evidence being held by agency.</p>	<p>Paper: 10 Years Electronic: Until no longer of administrative value</p>	Paper/Electronic		<input type="checkbox"/>
23-0104	<p>Property Record, Release Slips, Property Supplements Record of items obtained at scene of incident, whether it has evidentiary value or not, when released and any supplemental paperwork.</p>	<p>Paper: Follow retention based on type of case file Electronic: Follow retention based on type of case file</p>	Paper/Electronic		<input type="checkbox"/>
23-0105	<p>Property/Evidence Tags Tag documenting chain of custody attached to property and evidence collected as part of an investigation.</p>	<p>Paper: Until physical property/evidence is destroyed or returned to owner</p>	Paper		<input type="checkbox"/>

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Delaware County Sheriff's Office

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
23-0106	Public Records Compliance File (RC1, RC2, RC3)	Paper: 25 Years after revised or discontinued and no longer of administrative value Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0107	Purchase Requests-Approved Request for expenditure of funds approved and processed.	Paper: 3 Years and Incorporated into Accounts Payable Electronic: Until no longer of value	Paper/Electronic		<input type="checkbox"/>
23-0108	Purchase Requests-Denied Request for expenditure of funds denied for processing.	Paper: 3 Years Electronic: Until no longer of value	Paper/Electronic		<input type="checkbox"/>
23-0109	Records of Writs and Summons Requests for service of subpoenas, summons, complaints; court orders for seizure and dispersal of real estate property from our county court system.	Paper: 7 Years Electronic: 7 Years	Paper/Electronic		<input type="checkbox"/>
23-0110	Reference Materials and Directories Phonebooks, county directory and similar reference material.	Paper: Until no longer of administrative value Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

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23-0111	Request for Leave Forms Personnel requests for absence from work.	Paper: 3 Years Electronic: 3 Years	Paper/Electronic		<input type="checkbox"/>
23-0112	Roster of Previous Employees Maintain a list of past employees, recording their hire date, last date of service, any classification changes, and their final sick leave balance; created due to personnel files being stored on microfilm by county instead of agency.	Paper: Permanent Electronic: Permanent	Paper/Electronic		<input type="checkbox"/>
23-0113	Routine Correspondence This includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	Paper: 6 Months and no longer of administrative value Electronic: 6 Months and no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0114	School Safety Drills Written communication from county schools listing safety drill dates and notification of drill completion.	Paper: 1 Year Electronic: 1 Year	Paper/Electronic		<input type="checkbox"/>
23-0115	Scrapbooks, Photos, Newspaper Articles Public events, office gatherings, paper media coverage about agency.	Paper: Appraise for Historical Value Electronic: Appraise for Historical Value	Paper/Electronic		<input checked="" type="checkbox"/>
23-0116	Service Contracts and Agreements Agreements for services rendered to agency.	Paper: 8 Years after expiration Electronic: 8 Years after expiration	Paper/Electronic		<input type="checkbox"/>

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23-0117	<p>Sex Offender Registration Files Copy of Court Order, copy of registration and original receipt stating offender registered.</p>	<p>Paper: 5 Years after offender is no longer required to register</p> <p>Electronic: 5 Years after offender is no longer required to register</p>	Paper/Electronic		<input type="checkbox"/>
23-0118	<p>Shift Briefing Logs Log of pertinent information passed from one shift to the next in both the jail and on patrol.</p>	<p>Paper: 3 Years</p> <p>Electronic: 3 Years</p>	Paper/Electronic		<input type="checkbox"/>
23-0119	<p>Shop with Sheriff/Cop Files Charitable event organized by Sheriff's Office using donated funds for underprivileged children.</p>	<p>Paper: 3 Years</p> <p>Electronic: 3 Years</p>	Paper/Electronic		<input type="checkbox"/>
23-0120	<p>Social Media (Facebook, Twitter, etc.) Informative in nature only, stored on website server. Updates to Facebook account linked to Twitter and update automatically. Maintain a log of entries and deletions. Maintain printouts of deletions.</p>	<p>Paper: 1 Year</p> <p>Electronic: Until no longer of administrative value</p>	Paper/Electronic		<input type="checkbox"/>
23-0121	<p>Special Duty Files Request for uniformed Deputy to provide services consistent with official duties but hired by private entity.</p>	<p>Paper: 2 Years, provided audited</p> <p>Electronic: 2 Years, provided audited</p>	Paper/Electronic		<input type="checkbox"/>
23-0122	<p>Special Event Requests</p>	<p>Paper: 1 Year</p>	Paper/Electronic		<input type="checkbox"/>

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	Public request for deputy demonstrations, educational presence, community relations.	Electronic: 1 Year			
23-0123	Standard Operating Procedures Policies and procedures regarding agency operations.	Permanent	Electronic		<input type="checkbox"/>
23-0124	State and Federal Grants Records relevant to grant funding received by agency and program documentation in order to maintain compliance with grant requirements.	Paper: 3 Years or as stated in each grant Electronic: 3 Years or as stated in each grant	Paper/Electronic		<input type="checkbox"/>
23-0125	State of Ohio/Bureau of Adult Detention Annual Inspection Report Report issued following annual inspection regarding compliance with state minimum requirements for adult detention.	Paper: 6 Years pending no action Electronic: 6 Years pending no action	Paper/Electronic		<input type="checkbox"/>
23-0126	Taser Data Records of deployments stored on actual Taser; each Taser has capability to store up to 1500 records before recording over existing records (loop memory).	Electronic: Life of Equipment, up to 1500 records	Electronic		<input type="checkbox"/>
23-0127	Taser Downloads Records downloaded from Taser equipment and stored on third-party, web-based server for retrieval for administrative review.	Electronic: 4 Years and no longer of administrative value	Electronic		<input type="checkbox"/>
23-0128	Testing Materials Sergeant/Deputy/Corrections tests administered to internal and external candidates.	Paper: 7 Years Electronic: 7 Years	Paper/Electronic		<input type="checkbox"/>

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23-0129	Text Messaging Both agency-owned and personal electronic devices used for work purposes.	Paper/Electronic: Until No Longer Of Legal Value; If related to criminal case and contains pertinent information, transcription added to case file.	Paper/Electronic		<input type="checkbox"/>
23-0130	Deleted				
23-0131	Traffic Citations Copy of traffic citations issued.	Paper: 2 Years, pending no action Electronic: 2 Years, pending no action	Paper/Electronic		<input type="checkbox"/>
23-0132	Transient Documents This includes telephone messages, drafts, informal notes that serve to convey information of temporary value.	Paper: Until no longer of administrative value Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
23-0134	Deleted				
23-0133	Trusty Inmate Files Records associated with inmates working in a Trusty status while incarcerated in the jail.	Paper: 1 Year Electronic: Until no longer of value	Paper/Electronic		<input type="checkbox"/>
23-0135	Unsolicited Correspondence	Paper: Until no longer of administrative value Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

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23-0136	<p style="text-align: center;">Use of Force</p> <p>Records of encounters in which force need be exerted in order to restrain, disarm, neutralize individuals. Use of Force analysis.</p>	<p>Paper: 4 Years and no longer of administrative value</p> <p>Electronic: 4 Years and no longer of administrative value</p>	Paper/Electronic		<input type="checkbox"/>
23-0137	<p style="text-align: center;">Vehicle Pursuit Analysis</p> <p>Report detailing annual analysis of pursuit incidents.</p>	<p>Paper: 4 Years</p> <p>Electronic: 4 Years</p>	Paper/Electronic		<input type="checkbox"/>
23-0138	Deleted				
23-0139	<p style="text-align: center;">Waivers</p> <p>Includes records of civilians riding with uniformed officer and use of the range.</p>	<p>Paper: 2 Years</p> <p>Electronic: 2 Years</p>	Paper/Electronic		<input type="checkbox"/>
23-0140	<p style="text-align: center;">Webcheck® Dissemination Log</p> <p>Record of Webcheck® backgrounds completed.</p>	Electronic: 1 Year	Electronic		<input type="checkbox"/>
23-0141	<p style="text-align: center;">Webcheck® Waivers</p> <p>Waiver authorizing Webcheck® to conduct a fingerprint-based criminal background check.</p>	1 Year	Paper		<input type="checkbox"/>