Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

OCTOBER 26 2022

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)

(Signature of Responsible Official)	(Name)	(Title)	(Date)
	Jeffrey C. Baltzer	Chief Deputy	10/17/2022

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission 740-833-2140

(Telephone Number)

(Address)	(City)	(Zip Code)	(County)
2079 US 23 North Suite 5 P.O. Box 8006	Delaware County	43015	Delaware

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.

Jeff Benton 10/26/2022

Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date
Fred Previts	State Archivist	11-4-2022

Section D: Auditor of State

Signature	Title	Date
Martin E. Meeks Digitally signed by Martin E. Meeks Date: 2022.11.17 12:41:41 -05'00'	Records Manager	

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
22-0001	**Accounts Payable** Record of expenditures incurred annually.	**Paper: 3 Years, provided audited** **Electronic: Until no longer of administrative value**	**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	
22-0002	**Accounts Receivable** Record of revenue generated by agency.	**Paper: 3 Years, provided audited** **Electronic: Until no longer of administrative value**	**Paper/Electronic**		☐
22-0002A	**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**		☐
22-0003	**Administrative Investigations** Investigations of personnel.	**Paper: 4 Years pending no action** **Electronic: Until no longer of administrative value**	**Paper/Electronic**		☐
22-0004	**Administrative Offices – Phone Recordings** Audio recordings on phone calls placed or received by administrative staff; stored off-site on a 3rd party server; auto-purges at end of retention.	**2 Years**	**Electronic**		☐

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(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
22-0005	**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**		☐
22-0006	**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**		☐
22-0007	**Annual Budget/Approved** Final approved budget funding agency operations each year.	**Paper: 10 Years** **Electronic: Until no longer of administrative value**	**Paper/Electronic**		☐
22-0008	**Annual Reports** Includes annual stats, financial reports, and interesting facts.	**Paper: Permanent** **Electronic: Until no longer of administrative value**	**Paper/Electronic**		☑ for paper
22-0009	**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**		☐
22-0010	**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**		☐
22-0011	**Deleted**				

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22-0012	**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.	**90 Days, pending no action, automatically purged if not retrieved**	**Electronic**		☐
22-0013	**Automatic Vehicle Locator (AVL)** GPS tracking for cruisers.	**60 Days**	**Electronic**		☐
22-0014	**Bank Statements, Deposit Slips and Cancelled Checks** Monthly bank information detailing credits and debits.	**Paper: 3 Years, provided audited** **Electronic: 3 Years, provided audited**	**Paper/Electronic**		☐
22-0015	**Bi-Weekly Payroll Reports** Copies; originals maintained by County Auditor.	**Paper: 3 Years, provided audited** **Electronic: 3 Years, provided audited**	**Paper/Electronic**		☐
22-0016	**Bi-Weekly Time Sheets** Record of hours worked, leave taken and type for each pay period for each employee.	**Paper: 3 Years, provided audited** **Electronic: 3 Years, provided audited**	**Paper/Electronic**		☐
22-0017	**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	**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)	**Electronic**		☐

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22-0017A	**Body Scanner Images-Negative Results**	**Electronic: Until no longer of administrative value**	**Electronic**		☐
22-0017B	**Body Scanner Images-Positive Results**	**Electronic: 6 Years pending no action**	**Electronic**		☐
22-0018	**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**		☐
22-0019	**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**		☐
22-0020	**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**		☐
22-0021	**Clergy Inmate Register** Record of approved clergy volunteering to provide inspirational programming to inmates.	**Paper: 2 Years** **Electronic: 2 Years**	**Paper/Electronic**		☐
22-0022	**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**		☐
22-0023	**Deleted**				

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22-0024	**Computerized Criminal History Dissemination Log Book** Record of criminal histories accessed for official purposes on behalf of other agencies.	**Paper: 2 Years** **Electronic: 2 Years**	**Paper/Electronic**		☐
22-0025	**Computerized Criminal History Request Forms** Request for a criminal history to be accessed.	**Paper: 1 Year**	**Paper**		☐
22-0026	**Concealed Handgun License File** Application and supporting documents to obtain a license to carry a concealed weapon within the State of Ohio.	**Paper: Until microfilmed** **Microfilm: Permanent**	**Paper/Microfilm**		☐
22-0027	**Concealed Handgun License Backgrounds/Supporting Documentation** Documents supporting approval or denial of request by civilian for issuance of license to carry a concealed handgun in Ohio.	**Per ORC 2923.125** (Currently law states must be destroyed within 20 days, but is subject to change with legislature.)	**Paper**		☐
22-0028	**Copies** Duplications of original records created for temporary use.	**Paper: Until no longer of Administrative Value Electronic: Until no longer of Administrative Value**	**Paper/Electronic**		☐
22-0029	**Criminal Case Files-Felonies, excluding Homicides**	**Paper: 20 Years** **Electronic: 10 Years**	**Paper/Electronic**		☐

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22-0030	**Criminal Case Files-Homicides**	**Paper: 25 Years** **Electronic: 10 Years** **Microfilm: Permanent**	**Paper/Electronic/ Microfilm**		☐
22-0031	**Criminal Case Files-Misdemeanors**	**Paper: 1 Year** **Electronic: 4 Years**	**Paper/Electronic**		☐
22-0032	**Cruiser Log Sheets** Record of deputy's activity during shift.	**Paper: 2 Years** **Electronic: 2 Years**	**Paper/Electronic**		☐
22-0033	**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**		☐
22-0034	**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**		☐
22-0035	**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**		☐

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22-0036	**Emergency or Special Response Protocols** School safety plans, incident command guidelines.	**Paper: Until Revised or Rescinded** **Electronic: Until Revised or Rescinded**	**Paper/Electronic**		☐
22-0037	**Employee Labor Contracts** Labor agreement between county and respective union.	**Paper: Permanent** **Electronic: Until no longer of administrative value**	**Paper/Electronic**		☐
22-0038	**Employee Medical Files** Family Medical Leave Act files, Bureau of Workman's Compensation files.	**Paper: 7 Years** **Electronic: 7 Years**	**Paper/Electronic**		☐
22-0039	**Employee Quartermaster Files** Uniform and equipment purchased and issued by agency.	**Paper: 3 Years** **Electronic: 3 Years**	**Paper/Electronic**		☐
22-0040	**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**		☐
22-0041	**Employment Applications-Interviewed but Not Hired** Original applications submitted for employment but eliminated for consideration at any point in process after initial interview; submitted electronically and will be printed and placed in file.	**Paper: 7 Years** **Electronic: 2 Years and no longer of administrative value**	**Paper/Electronic**		☐

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22-0042	**Employment Applications-Not Interviewed** 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.	2 Years	Electronic		☐
22-0043	**Employment Background Investigations** Records generated during entire hiring process: prior work history, neighborhood canvas, criminal history check.	Paper: 7 Years	Paper		☐
22-0044	**Equipment Operating Manuals** Manufacturer's manual for equipment maintained by agency.	Paper: Life of Equipment or Revised Electronic: Life of Equipment or Revised	Paper/Electronic		☐
22-0045	**Equipment Repair Requests** Request for repairs to equipment maintained by agency.	Paper: 1 Year Electronic: 1 Year	Paper/Electronic		☐
22-0046	**Executive Correspondence** 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.	Paper: 4 Years and no longer of administrative value Electronic: 4 Years and no longer of administrative value	Paper/Electronic		☐

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22-0047	**Facility Health Inspection Reports** Kitchen/food safety inspections.	**Paper: 6 Years** **Electronic: 6 Years**	**Paper/Electronic**		☐
22-0048	**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**		☐
22-0049	**Deleted**				
22-0050	**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**		☐
22-0051	**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**		☐
22-0052	**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**		☐
22-0053	**Grand Jury Jail Review** Report of jail tour by Grand Jury.	**Paper: 6 Years** **Electronic: 6 Years**	**Paper/Electronic**		☐

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(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
22-0054	**Grievances** Complaint of violation of labor agreement.	**Paper: 10 Years or per Bargaining Agreement** **Electronic: Until no longer of administrative value**	**Paper/Electronic**		☐
22-0055	**Deleted**				
22-0056	**Incident Reports/Non-Criminal Reports/Traffic Crash Reports**	**Paper: 1 Year** **Electronic: 4 Years**	**Paper/Electronic**		☐
22-0057	**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**		☐
22-0058	**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**		☐
22-0059	**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**		☐
22-0060	**Inmate Food Service Menus** Record of meals prepared and served to inmates.	**Paper: 1 Year** **Electronic: 1 Year**	**Paper/Electronic**		☐
22-0061	**Inmate Grievance Reports** Complaints by inmates housed in county jail.	**Paper: 1 Year** **Electronic: 3 Years**	**Paper/Electronic**		☐

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22-0062	**Inmate Medical Files** Files of medical services rendered to inmates.	**Electronic: 5 Years pending no action**	**Electronic**		☐
22-0063	**Inmate Phone Recordings** Audio of phone calls placed by inmates; stored off-site on a 3rd party server.	**Electronic: 3 Years**	**Electronic**		☐
22-0064	**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**		☐
22-0065	**Inmate Rule Violation Report** Report of violation of jail rules by inmate.	**Paper: 1 Year** **Electronic: Until incorporated into Inmate Record File**	**Paper/Electronic**		☐
22-0066	**Inmate Telephone Log** Notation in electronic file of phone calls made by inmate.	**Electronic: 3 Years**	**Electronic**		☐
22-0067	**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**		☐
22-0068	**Inventory of Fixed Assets** Annual inventory of items and equipment of value (greater than $1000) maintained by agency. Inventory list forwarded to County for their official record.	**Paper: Until Revised or Rescinded** **Electronic: Until Revised or Rescinded**	**Paper/Electronic**		☐

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22-0069	**Jail Camera Security Recordings** Video security recordings of the inside and outside the jail.	**28 Days pending no action**	**Electronic**		☐
22-0070	**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**		☐
22-0071	**Jail Key Inventory** Record of keys distributed to jail personnel.	**Electronic: 3 Years**	**Electronic**		☐
22-0072	**Deleted**				
22-0073	**Deleted**				
22-0074	**Jail Program Data and Statistics** Data and statistics collected from the programming for inmates.	**Electronic: 6 Years**	**Electronic**		☐
22-0075	**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**		☐
22-0076	**Jail Volunteer Files** Files maintained on programming volunteers providing services within the jail; includes volunteer agreement, liability release and authorization to complete a background.	**Paper: 2 Years after separation** **Electronic: 2 Years after separation**	**Paper/Electronic**		☐

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22-0077	**Job Descriptions** Outlines the essential and non-essential job functions and minimum requirements for each position.	**Electronic: 7 Years after revised or rescinded**	**Electronic**		☐
22-0078	**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**		☐
22-0079	**Law Enforcement Automated Data System Newsletters** Newsletters issued by the Ohio Highway Patrol.	**Paper: 3 Years** **Electronic: 3 Years**	**Paper/Electronic**		☐
22-0080	**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**		☐
22-0081	**Deleted**				
22-0082	**License, Permits** Bingo, Liquor, Dangerous Ordinance (excludes non-expiring Dangerous Ordinance Permits).	**1 Year**	**Paper**		☐
22-0083	**Litigation Files** Files pertaining to civil lawsuits and settlements filed against agency.	**Paper: 5 Years after case closed** **Electronic: 5 years after case closed**	**Paper/Electronic**		☐

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22-0084	**Maintenance Records** Includes AED testing, bicycle maintenance.	**Paper: 4 Years** **Electronic: 4 Years**	**Paper/Electronic**		☐
22-0085	**Marijuana Identification Log** Record of suspected marijuana collected as evidence and tested for proper identification.	**Paper: 5 Years** **Electronic: 5 Years**	**Paper/Electronic**		☐
22-0086	**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**		☐
22-0087	**Monthly Appointment Calendars** Desk calendars, appointments.	**Paper: Until no longer of administrative value** **Electronic: Until no longer of administrative value**	**Paper/Electronic**		☐
22-0088	**Monthly Reports** Commissioner reports, financial reports, domestic violence reports.	**Paper: 2 Years** **Electronic: 2 Years**	**Paper/Electronic**		☐
22-0089	**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** **Electronic: Follow retention based on type of case file**	**Paper/Electronic**		☐

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22-0090	**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**		☐
22-0091	**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**		☑
22-0092	**Ohio Pharmacy Board Narcotics License** (Jail Medical Department) License for dispersal of narcotics to inmates by medical professionals within the county jail.	**Permanent**	**Paper**		☐
22-0093	**Operations Plan** Operational plans for large-scale events	**Paper: 4 Years** **Electronic: 4 Years**	**Paper/Electronic**		☐
22-0094	**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**		☐

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22-0095	**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**		☐
22-0096	**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**		☐
22-0097	**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**		☐
22-0098	**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**		☐
22-0099	**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**		☐
22-0100	**Photographic Negatives** Original film from which photographs are generated.	**10 Years**	**Film**		☐

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22-0101	**Prescription Drug Drop Box Program** Log of drugs deposited by general public for destruction, and destruction dates of those drugs.	**Paper: 1 Year** **Electronic: 1 Year**	**Paper/Electronic**		☐
22-0102	**DCSO Property Damage/Accident Files** Originals are forwarded to the County Insurance and Risk for their official record; copies maintained by agency.	**Paper: 2 Years and no longer of administrative value** **Electronic: 2 Years and no longer of administrative value**	**Paper/Electronic**		☐
22-0103	**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.	**Paper: 10 Years** **Electronic: Until no longer of administrative value**	**Paper/Electronic**		☐
22-0104	**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.	**Paper: Follow retention based on type of case file** **Electronic: Follow retention based on type of case file**	**Paper/Electronic**		☐
22-0105	**Property/Evidence Tags** Tag documenting chain of custody attached to property and evidence collected as part of an investigation.	**Paper: Until physical property/evidence is destroyed or returned to owner**	**Paper**		☐

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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
22-0106	**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**		☐
22-0107	**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**		☐
22-0108	**Purchase Requests-Denied** Request for expenditure of funds denied for processing.	**Paper: 3 Years** **Electronic: Until no longer of value**	**Paper/Electronic**		☐
22-0109	**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**		☐
22-0110	**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**		☐
22-0111	**Request for Leave Forms** Personnel requests for absence from work.	**Paper: 3 Years** **Electronic: 3 Years**	**Paper/Electronic**		☐

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
22-0112	**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**		☐
22-0113	**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**		☐
22-0114	**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**		☐
22-0115	**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**		☑
22-0116	**Service Contracts and Agreements** Agreements for services rendered to agency.	**Paper: 8 Years after expiration** **Electronic: 8 Years after expiration**	**Paper/Electronic**		☐

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22-0117	**Sex Offender Registration Files** Copy of Court Order, copy of registration and original receipt stating offender registered.	**Paper: 5 Years after offender is no longer required to register** **Electronic: 5 Years after offender is no longer required to register**	**Paper/Electronic**		☐
22-0118	**Shift Briefing Logs** Log of pertinent information passed from one shift to the next in both the jail and on patrol.	**Paper: 3 Years** **Electronic: 3 Years**	**Paper/Electronic**		☐
22-0119	**Shop with Sheriff/Cop Files** Charitable event organized by Sheriff's Office using donated funds for underprivileged children.	**Paper: 3 Years** **Electronic: 3 Years**	**Paper/Electronic**		☐
22-0120	**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.	**Paper: 1 Year** **Electronic: Until no longer of administrative value**	**Paper/Electronic**		☐
22-0121	**Special Duty Files** Request for uniformed Deputy to provide services consistent with official duties but hired by private entity.	**Paper: 2 Years, provided audited** **Electronic: 2 Years, provided audited**	**Paper/Electronic**		☐
22-0122	**Special Event Requests** Public request for deputy demonstrations, educational presence, community relations.	**Paper: 1 Year** **Electronic: 1 Year**	**Paper/Electronic**		☐

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22-0123	**Standard Operating Procedures** Policies and procedures regarding agency operations.	Permanent	Electronic		☐
22-0124	**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		☐
22-0125	**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		☐
22-0126	**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		☐
22-0127	**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		☐
22-0128	**Testing Materials** Sergeant/Deputy/Corrections tests administered to internal and external candidates.	Paper: 7 Years Electronic: 7 Years	Paper/Electronic		☐

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22-0129	**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**		☐
22-0130	**Deleted**				
22-0131	**Traffic Citations** Copy of traffic citations issued.	**Paper: 2 Years, pending no action** **Electronic: 2 Years, pending no action**	**Paper/Electronic**		☐
22-0132	**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**		☐
22-0134	**Deleted**				
22-0133	**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**		☐
22-0135	**Unsolicited Correspondence**	**Paper: Until no longer of administrative value** **Electronic: Until no longer of administrative value**	**Paper/Electronic**		☐

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22-0136	**Use of Force** Records of encounters in which force need be exerted in order to restrain, disarm, neutralize individuals. Use of Force analysis.	**Paper: 4 Years and no longer of administrative value** **Electronic: 4 Years and no longer of administrative value**	**Paper/Electronic**		☐
22-0137	**Vehicle Pursuit Analysis** Report detailing annual analysis of pursuit incidents.	**Paper: 4 Years** **Electronic: 4 Years**	**Paper/Electronic**		☐
22-0138	**Deleted**				
22-0139	**Waivers** Includes records of civilians riding with uniformed officer and use of the range.	**Paper: 2 Years** **Electronic: 2 Years**	**Paper/Electronic**		☐
22-0140	**Webcheck® Dissemination Log** Record of Webcheck® backgrounds completed.	**Electronic: 1 Year**	**Electronic**		☐
22-0141	**Webcheck® Waivers** Waiver authorizing Webcheck® to conduct a fingerprint-based criminal background check.	**1 Year**	**Paper**		☐

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