



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

OCT 29 2018

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: Local Government Unit22

Delaware County Sheriff's Office

(local government entity)

(unit)

Russell L. Martin

Russell L. Martin

Sheriff

10/1/18

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

740-833-2140

(telephone number)

2079 US 23 North Suite 5; P.O. Box 8006, Delaware, Ohio
(address)

(city)

43015

(zip code)

Delaware

(county)

To have this form returned to the Records Commission electronically, include an email address: cshaw@co.delaware.oh.us
and sburns@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

10/19/18

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Frein

Signature

State Archivist

Title

10-31-2018

Date

Section D: Auditor of State

Martin E. Moore

Signature

Title

Records Mgr

11-14-18

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.*

(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
18-0001	Accounts Payable Record of expenditures incurred annually.	Paper: 3 Years, provided audited Electronic: Until no longer of 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.	<input type="checkbox"/>
18-0002	Accounts Receivable Record of revenue generated by agency.	Paper: 3 years, provided audited Electronic: Until no longer of value	Paper/Electronic		<input type="checkbox"/>
18-0003	Administrative Investigations Investigations of personnel.	Paper: 4 years pending no action Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
18-0004	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"/>
18-0005	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"/>
18-0006	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"/>

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(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
18-0007	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"/>
18-0008	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)
18-0009	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"/>
18-0010	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"/>
18-0011	Audio/Photograph Request Slips Request for duplication of audio, photo and/or video files for investigations and incidents.	Paper: Follow retention based on type of case file Electronic: Follow retention based on type of case file	Paper/Electronic		<input type="checkbox"/>
18-0012	Automatic License Plate Reader Randomly scans passing vehicle license plates and will alert	90 days, pending no action, automatically purged if not retrieved	Electronic		<input type="checkbox"/>

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(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
	deputy of any "hits" on the registered owner of vehicle, vehicle, or license plate.				
18-0013	Automatic Vehicle Locator (AVL) GPS tracking for cruisers.	60 days	Electronic		<input type="checkbox"/>
18-0014	Bank Statements, Deposit Slips and Cancelled Checks Monthly statement from bank detailing credits and debits, copies of checks, copies of deposit slips.	Paper: 3 years, provided audited Electronic: 3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
18-0015	Bi-Weekly Payroll Reports Copies; originals maintained by County Auditor.	Paper: 3 years, provided audited Electronic: 3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
18-0016	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		<input type="checkbox"/>
18-0017	Body Cameras Including photos. <i>As designated by Deputy at end of shift:</i> OVI Narcotics Non-Traffic Traffic Crash Traffic Stop Non-Event Permanent Event	Set by software based on designation: 365 days 365 days 365 days 90 days 90 days 30 days 30,000 days (Recordings can be saved separately and added to case file if needed)	Electronic		<input type="checkbox"/>

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(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
18-0018	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"/>
18-0019	Canine Use Review Record of deploying a canine and their handler in an official capacity; report number generated agency Records Management System and filed with criminal/incident reports.	Electronic: Follow retention based on type of case file	Electronic		<input type="checkbox"/>
18-0020	CHAT via CAD/RM system An instant message feature to send/receive instant messages to other agency users logged into the CAD/Records Management System.	60 days pending no legal or administrative value	Electronic		<input type="checkbox"/>
18-0021	Clergy Inmate Register Record of approved clergy volunteering to provide inspirational programming to inmates willing to participate.	Paper: 2 years Electronic: 2 years	Paper/Electronic		<input type="checkbox"/>
18-0022	Closed Warrants and Orders of Protection File containing copies of warrant or protection order and any corresponding information.	Paper: 2 years after closed Electronic: until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
18-0023	Community House Watch Request for law enforcement to check business or residence in order to curb criminal activity.	Paper: Until no longer of administrative value Electronic: Until no	Paper/Electronic		<input type="checkbox"/>

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		longer of administrative value			
18-0024	Computerized Criminal History Dissemination Log Book Record of criminal histories accessed for official purposes on behalf of other agencies.	2 years	Paper		<input type="checkbox"/>
18-0025	Computerized Criminal History Request Forms Request for a criminal history to be accessed.	Paper: 1 year	Paper		<input type="checkbox"/>
18-0026	Concealed Handgun License Applications Application to obtain a license to carry a concealed weapon within the State of Ohio.	1 year after license is renewed with another agency; OR for life of license and subsequent renewals issued by our office	Paper		<input type="checkbox"/>
18-0027	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		<input type="checkbox"/>
18-0028	Copies Duplications of original records created for temporary use.	Until no longer of Administrative Value	Paper		<input type="checkbox"/>
18-0029	Criminal Case Files-Felonies, excluding Homicides	Paper: 20 years Electronic: 10 years	Paper/Electronic		<input type="checkbox"/>

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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
18-0030	Criminal Case Files- Homicides	Paper: 25 years Electronic: 10 years Microfilm: Permanent	Paper/Electronic/ Microfilm		<input type="checkbox"/>
18-0031	Criminal Case Files- Misdemeanors	Paper: 1 year Electronic: 4 years	Paper/Electronic		<input type="checkbox"/>
18-0032	Cruiser Log Sheets Record of each deputy's activity for each shift.	Paper: 2 years Electronic: 2 years	Paper/Electronic		<input type="checkbox"/>
18-0033	Death Reports Non-suspicious/not investigated - example: natural causes, suicides.	Paper: Permanent Electronic 10 Years	Paper/Electronic		<input type="checkbox"/>
18-0034	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"/>
18-0035	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"/>
18-0036	Emergency or Special Response Protocols	Paper: Until Revised or Rescinded	Paper/Electronic		<input type="checkbox"/>

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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
	School safety plans, incident command guidelines.	Paper: Until Revised or Rescinded			
18-0037	Employee Labor Contracts Labor agreement between county and respective union.	Paper: Permanent Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
18-0038	Employee Medical Files Family Medical Leave Act files, Bureau of Workman's Compensation files.	7 years	Paper		<input type="checkbox"/>
18-0039	Employee Quartermaster Files Uniform and equipment purchased and issued by agency.	Paper: 3 Years	Paper		<input type="checkbox"/>
18-0040	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 microfilmed Microfilm: Permanent	Paper/Electronic /Microfilm		<input type="checkbox"/>
18-0041	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		<input type="checkbox"/>

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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
18-0042	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		<input type="checkbox"/>
18-0043	Employment Background Investigations Records generated during entire hiring process: prior work history, neighborhood canvas, criminal history check.	Paper: 7 years	Paper		<input type="checkbox"/>
18-0044	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		<input type="checkbox"/>
18-0045	Equipment Repair Requests Request for repairs to equipment maintained by agency.	Paper: 1 year Electronic: 1 year	Paper/Electronic		<input type="checkbox"/>
18-0046	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		<input type="checkbox"/>
18-0047	Facility Health Inspection Reports Kitchen/food safety inspections.	Paper: 6 years Electronic: 6 years	Paper/Electronic		<input type="checkbox"/>

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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
18-0048	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"/>
18-0049	Firearm Licenses Form advising the sheriff's office of a license issued to an individual or business authorizing the sale of firearms; also copies of licenses issued to firearm instructions.	Paper: 20 days	Paper		<input type="checkbox"/>
18-0050	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"/>
18-0051	General Account Ledgers Monthly record of expenses for each account, checked and balanced with bank record at end of each month.	Paper: 3 years, provided audited Electronic: 3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
18-0052	General Correspondence This includes both internal and external correspondence; also correspondence from various individuals, companies, and organizations requesting information pertaining to the agency. This correspondence is informative; it does not attempt to influence agency policy.	Paper: 1 year and no longer of administrative value Electronic: 1 year and no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
18-0053	Grand Jury Jail Review Grand Jury is selected 3 times annually by the county Court of	Paper: 6 years Electronic: 6 years	Paper/Electronic		<input type="checkbox"/>

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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
	Common Pleas and each set of jurors tour jail and release a report of their observations of facility, personnel and treatment of inmates.				
18-0054	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"/>
18-0055	In-Car Camera Recordings <i>As designated by Deputy at end of shift:</i> OVI Narcotics Non-Traffic Traffic Crash Traffic Stop Non-Event Permanent Event	Set by software based on designation: 365 days 365 days 365 days 90 days 90 days 30 days 30,000 days (Recordings can be saved separately and added to case file if needed)	Electronic		<input type="checkbox"/>
18-0056	Incident Reports/Non-Criminal Reports	Paper: 1 year Electronic: 4 years	Paper/Electronic		<input type="checkbox"/>
18-0057	Inmate Booking Record Includes inmate name, aliases, physical descriptors, charges/commitment, booking date, release date, booking photo, arresting agency, and any other information regarding their admittance into the facility.	Paper: 25 years after final release from facility Electronic: 10 Years	Paper/Electronic		<input type="checkbox"/>

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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
18-0058	Inmate Classification Packets Includes inmate questionnaire evaluating risks and needs, and assigning security levels.	Paper: 1 year	Paper		<input type="checkbox"/>
18-0059	Inmate Commissary Files Relevant documents pertaining to the funds available by each inmate for commissary as well as orders placed and record of items being distributed.	Paper: 3 years provided audited Electronic: 3 years provided audited	Paper/Electronic		<input type="checkbox"/>
18-0060	Inmate Food Service Menus Record of meals prepared and served to inmates in county jail.	Paper: 1 year Electronic: 1 year	Paper/Electronic		<input type="checkbox"/>
18-0061	Inmate Grievance Reports (maintained in jail management system) Complaints by inmates housed in county jail.	Paper: 1 year Electronic: Until no longer of value	Paper/Electronic		<input type="checkbox"/>
18-0062	Inmate Medical Files Files of medical services rendered by medical professionals on inmates housed in county jail.	Paper: 6 years pending no action Electronic: 6 years pending no action	Paper/Electronic		<input type="checkbox"/>
18-0063	Inmate Phone Recordings Audio recordings on phone calls placed by inmates using calling cards; stored off-site on a 3 rd party server; auto-purges at end of retention.	2 years	Electronic		<input type="checkbox"/>
18-0064	Inmate Property Forms Record of inmate's personal property at booking and final disposition upon release.	Paper: 1 year Electronic: Until no longer of value	Paper/Electronic		<input type="checkbox"/>

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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
18-0065	Inmate Rule Violation Report (maintained in jail management system) Report of violation of jail rules by inmate housed in county jail.	Paper: 1 year Electronic: Until no longer of value	Paper/Electronic		<input type="checkbox"/>
18-0066	Inmate Telephone Log Notation in electronic file of phone calls made by inmate while housed in county jail.	3 years	Electronic		<input type="checkbox"/>
18-0067	Inmate Visitation Log (maintained in jail management system) Record of visitors for inmate while housed in county jail; includes attorney and clergy visits.	Paper: 1 year Electronic: Until no longer of value	Paper/Electronic		<input type="checkbox"/>
18-0068	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		<input type="checkbox"/>
18-0069	Jail Camera Security Recordings Video security recordings of the inside and outside the jail.	45 days pending no action, loop-feed	Electronic		<input type="checkbox"/>
18-0070	Jail Incident Reports Anything we may want to notate 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.	Paper: 3 years Electronic: Until no longer of value	Paper/Electronic		<input type="checkbox"/>

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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
18-0071	Jail Key Inventory Record of keys distributed to jail personnel on each shift.	Paper: 1 year Electronic: 1 year	Paper/Electronic		<input type="checkbox"/>
18-0072	Jail Maintenance File Request for repairs to equipment and facility to be conducted by County Maintenance.	Paper: 1 year Electronic: 1 year	Paper/Electronic		<input type="checkbox"/>
18-0073	Jail Monthly Reports General Operations, Medical Services, Food Services, Special Services.	Paper: 1 year Electronic: 1 year	Paper/Electronic		<input type="checkbox"/>
18-0074	Jail Program Data and Statistics Data and statistics collected in order to track recidivism and other trends in order to evaluate the success or failure of programming for inmates within the jail.	Paper: 10 years Electronic: 6 years	Paper/Electronic		<input type="checkbox"/>
18-0075	Jail Program Participant Files Files on inmates accepted into a specialized program within the jail which provides mental health treatment, drug addiction programs and life skills training.	Paper: 6 years Electronic: Until no Longer of Administrative Value	Paper/Electronic		<input type="checkbox"/>
18-0076	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		<input type="checkbox"/>

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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
18-0077	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"/>
18-0078	Junk Vehicle Affidavits and Files Copies of attempted correspondence with last known registered owner and copy Ohio BMV Affidavit that allows for a new title to be issued on vehicles in agency's possession.	Paper: 1 year Electronic: 4 years	Paper/Electronic		<input type="checkbox"/>
18-0079	Law Enforcement Automated Data System Newsletters Quarterly newsletter issued by the Ohio Highway Patrol.	Paper: 3 years Electronic: 3 years	Paper/Electronic		<input type="checkbox"/>
18-0080	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"/>
18-0081	Law Enforcement ID Cards Laminated identification cards.	Paper: Until no longer of administrative value	Paper		
18-0082	License, Permits Bingo, Liquor, Dangerous Ordinance (excludes non-expiring Dangerous Ordinance Permits).	1 year	Paper		<input type="checkbox"/>
18-0083	Litigation Files Files pertaining to civil lawsuits and settlements filed against	Paper: 5 years after case closed	Paper/Electronic		<input type="checkbox"/>

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(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
	agency.	Electronic: 5 years after case closed			
18-0084	Maintenance Records Includes AED testing, bicycle maintenance.	4 Years	Electronic		<input type="checkbox"/>
18-0085	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"/>
18-0086	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"/>
18-0087	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"/>
18-0088	Monthly Reports Commissioner reports, financial reports, domestic violence reports.	Paper: 2 years Electronic: 2 years	Paper/Electronic		<input type="checkbox"/>
18-0089	Motor Vehicle Impound File Record of vehicle impounded as result of criminal case or traffic	Paper: destroy 24 hours after scanned and attached into case	Paper/Electronic		<input type="checkbox"/>

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	accident.	file (Homicides/Felonies/ Deaths: paper is maintained based on respective retention) Electronic: Follow retention based on type of case file			
18-0090	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"/>
18-0091	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 type="checkbox"/>
18-0092	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"/>
18-0093	Operations Plan Operational plans for large-scale events	4 years	Electronic		<input type="checkbox"/>
18-0094	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)	Paper/Electronic		<input type="checkbox"/>

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		Electronic: 5 Years after last entry in file by our department (Court case may still be open)			
18-0095	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		<input type="checkbox"/>
18-0096	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"/>
18-0097	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"/>
18-0098	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"/>
18-0099	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"/>

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18-0100	Photographic Negatives Original film from which photographs are generated.	10 years	Film		<input type="checkbox"/>
18-0101	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		<input type="checkbox"/>
18-0102	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		<input type="checkbox"/>
18-0103	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		<input type="checkbox"/>
18-0104	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		<input type="checkbox"/>
18-0105	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		<input type="checkbox"/>

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(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
18-0106	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"/>
18-0107	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"/>
18-0108	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"/>
18-0109	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"/>
18-0110	Reference Materials and Directories Phonebooks, county directory and similar reference material.	Paper: 5 years or until Revised Electronic: 5 years or until Revised	Paper/Electronic		<input type="checkbox"/>
18-0111	Request for Leave Forms Personnel requests for absence from work.	Paper: 3 years Electronic: 3 years	Paper/Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
18-0112	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.	Permanent; updated regularly as personnel changes occur	Paper/Electronic		<input type="checkbox"/>
18-0113	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"/>
18-0114	School Safety Drills Written communication from county schools listing safety drill dates and notification of drill completion.	Electronic: 1 year	Electronic		<input type="checkbox"/>
18-0115	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"/>
18-0116	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"/>
18-0117	Sex Offender Registration Files Copy of Court Order, copy of registration and original receipt	Paper: 5 Years after offender is no longer required to register	Paper/Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
	stating offender registered.	Electronic: 5 years after offender is no longer required to register			
18-0118	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		<input type="checkbox"/>
18-0119	Shop with Sheriff/Cop Files Charitable event organized by Sheriff Office using donated funds for underprivileged children for the winter holidays.	Paper: 3 years Electronic: 3 years	Paper/Electronic		<input type="checkbox"/>
18-0120	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		<input type="checkbox"/>
18-0121	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		<input type="checkbox"/>
18-0122	Special Event Requests Public request for deputy demonstrations, educational presence, community relations.	Paper: 1 year Electronic: 1 year	Paper/Electronic		<input type="checkbox"/>
18-0123	Standard Operating Procedures Policies and procedures regarding agency operations.	6 years after revised or rescinded	Electronic		<input type="checkbox"/>

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(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
18-0124	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"/>
18-0125	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"/>
18-0126	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"/>
18-0127	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"/>
18-0128	Testing Materials Sergeant/Deputy/Corrections tests administered to internal and external candidates.	Paper: 7 years Electronic: 7 years	Paper/Electronic		<input type="checkbox"/>
18-0129	Text Messaging Both agency-owned and personal electronic devices used for work purposes.	Until No Longer Of Legal Value; If related to criminal case and contains pertinent information,	Paper/Electronic		<input type="checkbox"/>

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(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
		transcription added to case file.			
18-0130	Traffic Accident Reports	Paper: 1 year Electronic: 4 years	Paper/Electronic		<input type="checkbox"/>
18-0131	Traffic Citations Copy of traffic citations issued.	2 years, pending no action	Paper		<input type="checkbox"/>
18-0132	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"/>
18-0133	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"/>
18-0134	Unclaimed CHL Applications Applications submitted, but never claimed, and related documents.	1 year	Paper		<input type="checkbox"/>
18-0135	Unsolicited Correspondence Includes anonymous complaints against employees.	Paper: Until no longer of administrative value Electronic: Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
18-0136	Use of Force Records of encounters in which force need be exerted in order to	Paper: 4 years and no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

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(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
	restrain, disarm, neutralize individuals. Use of Force analysis.	Electronic: Until no longer of administrative value			
18-0137	Vehicle Pursuit Analysis Report detailing annual analysis of pursuit incidents.	Electronic: 4 years	Electronic		<input type="checkbox"/>
18-0138	Victim Advocate Files Records related to a response by Victims' Advocate; often in response to a domestic violence or assault situation (Currently no records are generated-refer to prosecutor for information).	Paper: 2 years after case is closed Electronic: 2 years after case is closed	Paper/Electronic		<input type="checkbox"/>
18-0139	Waivers Includes records of civilians riding with uniformed officer and use of the range.	Paper: 2 years Electronic: 2 years	Paper/Electronic		<input type="checkbox"/>
18-0140	Webcheck® Dissemination Log Record of Webcheck® backgrounds completed.	1 year	Paper		<input type="checkbox"/>
18-0141	Webcheck® Waivers Waiver authorizing Webcheck® to conduct a fingerprint-based criminal background check.	1 year	Paper		<input type="checkbox"/>

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.