



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

FEB 21 2019

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 Unit

Belmont County

Sheriff's Office

(Local Government Entity)

(Unit)

David M. Lucas

Sheriff

02/07/19

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Belmont County Records Commission

740-695-2121

(Telephone Number)

101 West Main Street

St. Clairsville

43950

Belmont

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: lellis@belmontcountyoio.org

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.

2/21/19

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

State Archives

3-1-2019

Signature

Title

Date

Section D: Auditor of State

Records Manager

3-14-19

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.

(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
S19-1	Accident Reports <i>Records documenting a traffic crash on private property, public property, or highway</i>	3 years	Paper/Electronic		
S19-2	Accounts Payable <i>Record of expenditures incurred annually</i>	3 years provided audited	Paper/Electronic		
S19-3	Accounts Receivable <i>Record of revenue generated by agency</i>	3 years provided audited	Paper/Electronic		
S19-4	Accreditation Files <i>Records used and complied in relation to achieving and maintaining certification through the Commission on Accreditation for Law Enforcement Agencies (CALEA), which seeks to improve the delivery of public safety services through established practices and standards</i>	3 years	Paper/Electronic		
S19-5	Administrative Investigations <i>Investigations of personnel</i>	4 years pending no action	Paper/Electronic		
S19-6	Administrative Project Files <i>Example: Retirements, annual banquets, other special administrative assignments</i>	Until no longer of administrative value	Paper/Electronic		
S19-7	Ammunition Disbursement <i>Record of ammunition issued to authorized personnel</i>	2 years	Paper/Electronic		
S19-8	Annual Budget <i>Fiscal allocation to a department or office for fiscal year</i>	3 years	Paper/Electronic		
S19-9	Annual Reports <i>Includes annual stats, financial reports, and interesting facts</i>	Permanent	Paper/Electronic		✓
S19-10	Arrest Cards (Obsolete) <i>Records listing booking date, visitation, charges, inmate photos, and basic medical information.</i>	50 years, send to archives and appraise for historical value	Paper/Electronic	Review by State Archives prior to transfer	✓

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.

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
S19-11	Auction Files <i>Records related to the sale of property/evidence from closed criminal cases and agency owned property</i>	3 years	Paper/Electronic		
S19-12	Audio/Photograph Request Slips <i>Request for duplication of audio, photo and/or video files for investigations and incidents</i>	Destroy 24 hours after scanned and attached to case file (Homicides/Felonies/Deaths: paper is maintained based on respective retention)	Paper/Electronic		
S19-13	Audit Reports (Federal, State, and Internal) <i>ORC 117.26 Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally</i>	5 years	Paper/Electronic		
S19-14	Background Checks <i>Records documenting criminal records checks performed on individuals either for prospective employment, volunteer opportunities or by prospective employers</i>	1 year	Paper/Electronic		
S19-15	Bank Statements, Deposit Slips and Cancelled Checks <i>Monthly statement from bank detailing credits and debits, copies of checks, copies of deposits slips.</i>	3 years provided audited	Paper/Electronic		
S19-16	Bi-Weekly Payroll Reports <i>Copies; originals maintained by County Auditor</i>	3 years, provided audited	Paper/Electronic		
S19-17	Bi-Weekly Time Sheets	3 years, provided audited	Paper/Electronic		

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
	<i>Record of hours worked, leave taken and type for each pay period for each employee</i>				
S19-18	Body Cameras <i>Footage documenting daily actions of law enforcement personnel for performance and evidentiary purposes; includes video footage with accompanying audio recordings</i>	90 days provided no action pending	Audio, Visual, Electronic		
S19-19	Breathalyzer Records <i>Records documenting the calibration and use of a device made to estimate blood alcohol content from a breath sample</i>	3 years	Paper/Electronic		
S19-20	Bulletins, Posters and Notices <i>Crime alerts, Public Relations handouts, interoffice newsletter</i>	Until no longer of administrative value	Paper/Electronic		
S19-21	Canine Records <i>All records related to training, performance, purchase agreements, certification and medical records of Sheriff canines</i>	2 years after canine retires from service or is deceased	Paper/Electronic		
S19-22	Cash Bond Log and Receipt Books <i>Records listing case number, bond amount, who posted bond, and court receipt</i>	3 years provided audited	Paper/Electronic		
S19-23	CCH Logs/Request Forms <i>Records documenting requests for Computerized Criminal History (CCH) reports from the Bureau of Criminal Identification and Investigation (BCI&I) and/or Federal Bureau of Investigation (FBI)</i>	3 years provided audited	Paper/Electronic		
S19-24	Certified Bureau of Motor Vehicle Driving Records <i>Copies of driving records requested from the Bureau of Motor Vehicles used in evidentiary proceedings</i>	Until no longer of administrative value	Paper/Electronic		
S19-25	Citations (Traffic)	3 years	Paper/Electronic		

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
	<i>Department copies of citations issued for traffic, motor vehicles, and other violations</i>				
S19-26	Citations (Warnings) <i>Department copies of warnings issued for traffic, motor vehicles, and other violations</i>	1 year	Paper/Electronic		
S19-27	Civil Case Records <i>Records of actions taken relating to a specific civil case including attempts at service, actual service information and documentation of enforcement action taken under provisions of the order</i>	5 years	Paper/Electronic		
S19-28	Civilian Ride-A-Long Program <i>Record of civilians riding with uniformed officer</i>	2 years	Paper/Electronic		
S19-29	Clergy Inmate Register <i>Record of approved clergy volunteering to provide inspirational programming to inmates willing to participate</i>	2 years	Paper/Electronic		
S19-30	Closed Warrants and Orders of Protection <i>File containing copies of warrant or protection order and any corresponding information</i>	2 years after closed	Paper/Electronic		
S19-31	Concealed Handgun License Applications <i>Application to obtain a license to carry a concealed weapon within the State of Ohio</i>	1 year after expiration	Paper/Electronic		
S19-32	Concealed Handgun License Backgrounds/Supporting Documentation <i>Documents supporting approval or denial of request by civilian for issuance of license to carry a concealed handgun in Ohio.</i>	20 days (ORC 311.41)	Paper/Electronic		
S19-33	Contracts	8 years after expiration	Paper/Electronic		

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
	<i>ORC 2305.06 Legal agreements with individuals, organizations, or entities to procure goods and/or services</i>				
S19-34	Contract Negotiation Records <i>Administrative records used and compiled in relation to contract negotiations with the Fraternal Order of Police</i>	7 years	Paper/Electronic		
S19-35	Copies <i>Duplications of original records created for temporary use</i>	Until no longer of administrative value	Paper/Electronic		
S19-36	Correspondence-Substantive <i>Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters</i>	5 years	Paper/Electronic		
S19-37	Correspondence-General <i>Requests for information pertaining to interpretation and other miscellaneous inquiries; informative-does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes</i>	2 years	Paper/Electronic		
S19-38	Correspondence-Transient <i>Communications which convey information of temporary importance in lieu of oral communications. i.e. drafts, meeting notices etc. Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters</i>	Until no longer of administrative value	Paper/Electronic		
S19-39	Crime Scene Film and Photographs <i>Visual exhibits and other visual aids created for use in court documenting crime scenes</i>	10 years	Film/Electronic/ Paper		
S19-40	Criminal Case Files	20 years	Paper/Electronic		

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
	Felonies, excluding Homicides				
S19-41	Criminal Case Files Homicides	Permanent	Paper/Electronic		
S19-42	Criminal Case Files Misdemeanors	4 years	Paper/Electronic		
S19-43	Cruiser Log Sheets <i>Record of each deputy's activity for special duty assignments</i>	2 years	Paper/Electronic		
S19-44	Daily Work and Assignment Schedules <i>Records documenting the signing-in, issuance of weapons and equipment and location of assignment of law enforcement personnel including communications between shift workers to alert them to problems or issues</i>	1 year	Paper/Electronic		
S19-45	Death Reports <i>Non-suspicious/not investigated -example: natural causes, suicides</i>	Permanent	Paper/Electronic		
S19-46	Disciplinary Investigation Records- Major <i>Records documenting investigations of department personnel for violations of laws, rules, and/or policies and results in the issuance of suspension, demotion, involuntary leave of absence, removal from position, resignation in lieu of termination, last chance agreements and/or termination</i>	Permanent	Paper/Electronic		
S19-47	Disciplinary Investigations Records- Minor <i>Records documenting investigations of departmental personnel for violations of laws, rules, and/or policies and results in the issuance of verbal and/or written reprimands</i>	7 years	Paper/Electronic		

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
S19-48	Drug Abuse Resistance Education (DARE) Records <i>Records related to administration of Drug Abuse Resistance Education (DARE) programs to school children</i>	2 years	Paper/Electronic		
S19-49	Drug Enforcement Agency Narcotics License <i>(for K9 Training)</i> <i>License to use and store narcotics for the purpose of training and maintaining skills of canine deputies</i>	Permanent	Paper/Electronic		
S19-50	Drug Law Enforcement Fund (DLEF) Records <i>Fiscal and administrative records of the Drug Law Enforcement Fund</i>	4 years	Paper/Electronic		
S19-51	Emergency Information Request <i>Requests from the Sheriff's Office to cellular phone service providers requesting subscriber information</i>	1 year	Paper/Electronic		
S19-52	Employee Labor Contracts <i>Labor agreement between county and respective union</i>	Permanent	Paper/Electronic		
S19-53	Employment Applications-Hired <i>Original application of persons hired by agency</i>	Incorporate into personnel file and follow retention for personnel file	Paper/Electronic		
S19-54	Employment Applications-Not Hired <i>Application submissions for open job positions not chosen for employment. Includes unsolicited resumes</i>	6 years	Paper/Electronic		
S19-55	Employee Medical Files <i>Family Medical Leave Act files, Bureau of Workman's Compensation files</i>	7 years	Paper/Electronic		
S19-56	Employee Quartermaster files <i>Uniform and equipment purchased and issued by agency</i>	Permanent	Paper/Electronic		
S19-57	Employee Training Files	Permanent	Paper/Electronic		

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
	<i>Record of training including any certificates issued notating successful completion</i>				
S19-58	EMS Records <i>Records documenting medical services provided by law enforcement personnel to sick and/or injured people; confidential ORC 149.43(A)(1)(a)</i>	7 years	Paper/Electronic		
S19-59	Equipment Operating Manuals <i>Manufacturer's manual for equipment maintained by agency</i>	Life of equipment or revised	Paper/Electronic		
S19-60	Equipment Repair Requests <i>Request for repairs to equipment maintained by the agency</i>	1 year	Paper/Electronic		
S19-61	Evidence Log <i>Records used to track property and evidence coming into department possession, documenting receipt, storage, and disposition of personal property and physical evidence from defendants, victims, and others</i>	Permanent	Paper/Electronic		
S19-62	Evidence Room Inventory <i>Records used to track the disposition of property and evidence coming into department possession</i>	Permanent	Paper/Electronic		
S19-63	Executions and Attachments <i>Records documenting the execution of a court order for the seizing of money and/or property</i>	5 years	Paper/Electronic		
S19-64	Expungement Orders <i>Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records; confidential ORC 2953.31-2953.61</i>	Destroy upon receipt of expungement order from the Court, if applicable	Paper/Electronic		
S19-65	Facility Health Inspection Reports <i>Kitchen/food safety inspections</i>	6 years	Paper/Electronic		
S19-66	False Alarm Notices	2 years if not billed/lined,	Paper/Electronic		

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
	<i>Record of burglar alarm response with no evidence of foul play</i>	otherwise incorporated into Accounts Receivable			
S19-67	Federal Law Enforcement Trust Fund (FLETF) Records <i>Fiscal and administrative records of the Federal Law Enforcement Trust Fund</i>	4 years	Paper/Electronic		
S19-68	Field Interrogation Cards <i>Informational reports written by a law enforcement officer related to individuals, events, or vehicles for which the officer does not have probable cause for enforcement</i>	1 year	Paper/Electronic		
S19-69	Financial Records <i>Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants/bill backs; bill schedules (listings of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; etc.</i>	3 years provided audited	Paper/Electronic		
S19-70	Fingerprint Records <i>Records containing fingerprints, and other personal identifiers or arrested individuals for identification and apprehension of suspects in criminal investigations</i>	10 years	Paper/Electronic		
S19-71	Firearm Licenses <i>Form advising the sheriff's office of a license issued to an individual or business authorizing the sale of</i>	20 days	Paper/Electronic		

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
	<i>firearms; also copies of licenses issued to firearm instructors</i>				
S19-72	Foreign Execution Docket <i>Record of all court ordered processes from any court outside the county which the sheriff resides ORC311.10</i>	7 years	Paper/Electronic		
S19-73	Foreign Fee Record <i>Record of moneys received by the sheriff for the processing of court orders from any court outside of the county which the sheriff resides</i>	10 years provided audited	Paper/Electronic		
S19-74	Foreign Summons Docket <i>Contains a record of court judgments or decrees received by the sheriff from courts outside of the county which the sheriff resides</i>	7 years	Paper/Electronic		
S19-75	Foreign Writ Files <i>Court orders for seizure and dispersal of real property issued by a court from another county</i>	25 years after last entry in file by our department (Court case may still be open)	Paper/Electronic		
S19-76	Fuel Usage Records	3 years	Paper/Electronic		
S19-77	Furtherance of Justice Fund (FOJ) Records <i>Fiscal and administrative records of the Furtherance of Justice Fund per ORC 325.071</i>	4 years	Paper/Electronic		
S19-78	General Account Ledgers <i>Monthly record of expenses for each account, checked and balanced with bank record at end of each month</i>	3 years provided audited	Paper/Electronic		
S19-79	Grievances <i>Complaint of violation of labor agreement</i>	6 years or per Bargaining Agreement	Paper/Electronic		
S19-80	House Watch/Vacation Watch Forms	1 year	Paper/Electronic		

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
	<i>Records documenting the inspection of homes and other properties while the occupants are away</i>				
S19-81	Impound Immobilization Files <i>Records documenting vehicles impounded by the department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, and other reasons</i>	3 years provided audited	Paper/Electronic		
S19-82	In-Car Camera Recordings <i>Footage documenting daily actions of law enforcement personnel for performance and evidentiary purposes</i>	90 days provided no action pending	Electronic		
S19-83	Incident Reports/Non-Criminal Reports	4 years	Paper/Electronic		
S19-84	Inmate Booking Record <i>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</i>	25 years after final release from facility	Paper/Electronic		
S19-85	Inmate Commissary Files <i>Relevant documents pertaining to the funds available by each inmate for commissary as well as orders placed and record of items being distributed</i>	3 years provided audited	Paper/Electronic		
S19-86	Inmate Food Service Menus <i>Record of meals prepared and served to inmates in county jail</i>	1 year	Paper/Electronic		
S19-87	Inmate Grievance Reports <i>Complaints by inmates housed in county jail</i>	1 year	Paper/Electronic		
S19-88	Inmate Medical Files <i>Files of medical services rendered by medical professionals on inmates housed in county jail</i>	6 years pending no action	Paper/Electronic		
S19-89	Inmate Phone Recordings	2 years	Electronic		

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
	<i>Audio recordings on phone calls placed by inmates using calling cards</i>				
S19-90	Inmate Property Forms <i>Record of inmate's personal property at booking and final disposition upon release</i>	1 year	Paper/Electronic		
S19-91	Inmate Rule Violation Report <i>Report of violation of jail rules by inmate housed in county jail</i>	1 year	Paper/Electronic		
S19-92	Inmate Telephone Log <i>Phone calls made by inmate while housed in county jail</i>	3 years	Paper/Electronic		
S19-93	Inmate Visitation Log <i>Record of visitors for inmate while housed in county jail; includes attorney and clergy visits</i>	1 year	Paper/Electronic		
S19-94	In-Service Training Programs <i>Training programs designed to maintain minimum requirements of Ohio Peace Officer Training Academy commissions</i>	4 years after revised, discontinued or no longer administrative value	Paper/Electronic		
S19-95	Inspection Forms <i>Records documenting the inspection of law enforcement owned vehicles, weapons and/or equipment for safety and maintenance purposes</i>	1 year	Paper/Electronic		
S19-96	Insurance Policies <i>Documents listing terms and conditions between county and insurance providers</i>	2 years after expiration provided all claims settled and appeals exhausted ORC 2305.10	Paper/Electronic		
S19-97	Intelligence Information Files <i>Intelligence information gathered and compiled in the investigation of potential organized criminal activities of those with on-going criminal behavior</i>	5 years	Paper/Electronic		

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
	<i>patterns; confidential ORC 149.43(A)(1)(h)</i>				
S19-98	Jail Camera Security Recordings <i>Video security recordings of the inside and outside the jail</i>	45 days pending no action, loop- feed.	Electronic		
S19-99	Jail Key Inventory <i>Record of keys distributed to jail personnel on each shift</i>	1 year	Paper/Electronic		
S19-100	Jail Maintenance File <i>Request for repairs to equipment and facility to be conducted by County Maintenance</i>	1 year	Paper/Electronic		
S19-101	Jail Monthly Reports <i>General Operations, Medical Services, Food Services, Special Services</i>	1 year	Paper/Electronic		
S19-102	Job Descriptions <i>Outlines the essential and non-essential job functions and minimum requirements for each position</i>	7 years after revised or rescinded	Paper/Electronic		
S19-103	Junk Vehicle Affidavits and Files <i>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</i>	Destroy 24 hours after scanned and attached into case file (Homicides, Felonies, Deaths; paper is maintained based on respective retention	Paper/Electronic		
S19-104	Juvenile Arrest Records and Offense Reports <i>Central case files documenting complaints or other actions or incidents investigated by the department of juvenile offenders, including arrests</i>	Until offender reaches 18 years of age	Paper/Electronic		
S19-105	Law Enforcement Trust Fund (LETF) Records	4 years	Paper/Electronic		

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
	<i>Fiscal and administrative records of the Law Enforcement Trust Fund pertaining to proceeds from the sale of forfeited property and contraband seized during state law enforcement activities</i>				
S19-106	LEADS/NCIC Records <i>Logs or similar records detailing validation requests and proof of verifications for LEADS/NCIC or other law enforcement information networks; confidential OAC 4501:2-10-06(B) & 28 C.F.R. 20.335(a)(3)</i>	3 years	Paper/Electronic		
S19-107	LEADS/NCIC Report Entries <i>Criminal activity reports and/or information submitted to LEADS/NCIC; confidential OAC 4501:2-10-06(B) & 28 C.F.R. 20.335(a)(3)</i>	Until no longer of administrative value	Paper/Electronic		
S19-108	LEADS/NCIC Teletypes <i>Administrative messages sent from LEADS/NCIC and/or between law enforcement agencies in regard to criminal activities and law enforcement issues; confidential OAC 4501:2-10-06(B) & 28 C.F.R. 20.335(a)(3)</i>	Until no longer of administrative value	Paper/Electronic		
S19-109	License, Permits <i>Bingo, Liquor, Dangerous Ordinance (excludes non-expiring Dangerous Ordinance Permits)</i>	1 year	Paper/Electronic		
S19-110	Litigation Files <i>Files pertaining to civil lawsuits and settlements filed against agency</i>	5 years after case closed	Paper/Electronic		
S19-111	Marijuana Identification Log <i>Record of suspected marijuana collected as evidence and tested for proper identification</i>	5 years	Paper/Electronic		
S19-112	Meeting Notices <i>Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.</i>	1 year	Paper/Electronic		

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
S19-113	Memos <i>Internal agency communications regarding a broad spectrum of subject matter</i>	Follow retention periods of Correspondence (Substantive, General, Transient) based on content	Paper/Electronic		
S19-114	Monthly Reports <i>Commissioner reports, financial reports, domestic violence reports</i>	2 years	Paper/Electronic		
S19-115	Motions to Preserve <i>Orders from the Municipal or Common Pleas Courts requesting any and all radio traffic, telephone recordings or mobile data information relating to or from arrested individuals</i>	Until court case is closed	Paper/Electronic		
S19-116	Motor Vehicle Impound File <i>Record of vehicle impounded as result of criminal case or traffic accident</i>	Destroy 24 hours after scanned and attached into case file (Homicides/Felonies/Deaths: paper is maintained based on respective retention)	Paper/Electronic		
S19-117	Oaths of Office of Elected Officials <i>Oaths of office given and sworn to by elected official upon taking office</i>	10 years after leaving office	Paper/Electronic		
S19-118	Offense Reports <i>Central case files documenting complaints or other actions or incidents investigated by the department; includes incident reports and work jackets</i>	15 years	Paper/Electronic		
S19-119	Offense Reports- Homicides and Deaths	Permanent	Paper/Electronic		

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
	<i>Central case files documenting arson and/or homicide complaints investigated by the department; includes incident reports and work jackets</i>				
S19-120	Offense Reports-Other Felonies <i>Incident reports records including but not limited to felony offenses such as kidnapping; rape; sexual battery; unlawful sexual contact with a minor; gross sexual imposition; compelling prostitution; aggravated arson; treason; nuclear and chemical weapon violations; robbery; burglary; inciting a riot; felonious or aggravated assault; assault against a police officer; or conspiracy or attempt to commit any of the above</i>	1 year after statute of limitations ends	Paper/Electronic		
S19-121	Offense Reports-Misdemeanors <i>Non-felony incident report records</i>	5 years, or after statute of limitations ends, whichever is longer	Paper/Electronic		
S19-122	Offense Reports-Index <i>Index to offense reports used as a cross reference</i>	Homicides and Deaths-permanent All others-5 years	Paper/Electronic		
S19-123	Ohio Pharmacy Board Narcotics License <i>(Jail Medical Department) License for dispersal of narcotics to inmates by medical professionals within the county</i>	Permanent	Paper/Electronic		
S19-124	Order of Sales Files (Civil) <i>Records generated following a court order to sell property/real estate</i>	5 years after last entry in file by our department (Court case	Paper/Electronic		

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
		may still be open)			
S19-125	Overtime Payroll Reports <i>Record of any hours worked on overtime status in each pay period.</i>	3 years provided audited	Paper/Electronic		
S19-126	Pay for Stay Program <i>Per diem payment for sentenced inmates</i>	3 years after final payment received	Paper/Electronic		
S19-127	Payroll Records <i>Department copies including but not limited to time sheets, overtime documentation records, and timecards</i>	2 years	Paper/Electronic		
S19-128	Personnel Files <i>Includes dates of employment, positions occupied, salary information, records of commendation</i>	Permanent	Paper/Electronic		
S19-129	Personnel Shift Assignments and Schedules <i>Includes annual shift bid results, record of attendance and district/duty assignments</i>	3 years	Paper/Electronic		
S19-130	Photographic Film Log <i>Identities film roll number, assigned cruiser camera, date out and date in for each roll of film</i>	10 years	Paper/Electronic		
S19-131	Photographic Negatives <i>Original film from which photographs are generated</i>	10 years	Film		
S19-132	Polygraph Report <i>Official report for polygraph tests for criminal investigations, pre-employment, and other investigations</i>	Place with case file (pre-employment non-hired, criminal investigation file or employment file)	Paper, Audio, Visual, Electronic		
S19-133	Polygraph Test Records <i>Records related to polygraph tests required to make the official report for</i>	3 years	Paper, Audio, Visual, Electronic		

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
	<i>criminal investigations, pre-employment, including but not limited to: audio/video, charts, test format and questions</i>				
S19-134	Project Lifesaver Records <i>Fiscal and administrative records related to Project Lifesaver which relates to assistance given to elderly and other vulnerable populations in the County</i>	4 years provided audited	Paper/Electronic		
S19-135	Property Damage/Accident Files <i>Originals are forwarded to the County Insurance and Risk for their official record; copies maintained by agency</i>	2 years and no longer of administrative value	Paper/Electronic		
S19-136	Property Destruction Order <i>Original filed at county Court of Common Pleas; copy maintained by agency; authorizes the destruction of property and evidence being held by agency</i>	10 years	Paper/Electronic		
S19-137	Property/Evidence Tags <i>Tag documenting chain of custody attached to property and evidence collected as part of an investigation</i>	Until physical property/evidence is destroyed or returned to owner	Paper/Electronic		
S19-138	Purchase Requests-Approved <i>Request for expenditure of funds approved and processed</i>	3 years and Incorporated into Accounts Payable	Paper/Electronic		
S19-139	Purchase Requests-Denied <i>Request for expenditure of funds denied for processing</i>	3 years	Paper/Electronic		
S19-140	Receiving/Screening Forms <i>Records documenting the physical and mental examination of individuals held in departmental holding cells for either transportation to another correctional facility and/or for court hearings</i>	5 years	Paper/Electronic		
S19-141	Records Requests	2 years	Paper/Electronic		

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
	<i>ORC 149.43 Requests to inspect and review public records</i>				
S19-142	Records Retention and Disposition Forms <i>Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office</i>	Permanent	Paper/Electronic		
S19-143	Records of Writs and Summons <i>Requests for service of subpoenas, summons, complaints; court orders for seizure and dispersal of real property from our county court system</i>	7 years	Paper/Electronic		
S19-144	Request for Leave Forms <i>Personnel requests for absence from work</i>	3 years	Paper/Electronic		
S19-145	Reserve Deputies' Fund Records <i>(Auxiliary Association Records) Fiscal and administrative records of the Reserve Deputies' Fund, which funds the purchase of supplies, equipment and uniforms of volunteer law enforcement personnel</i>	4 years provided audited	Paper/Electronic		
S19-146	Response to Resistance <i>Records of encounters in which force need be exerted in order to restrain, disarm, neutralize individuals</i>	4 years and no longer of administrative value	Paper/Electronic		
S19-147	School Safety Drills <i>Written communication from county schools listing safety drill dates and notification of a drill completion</i>	1 year	Paper/Electronic		
S19-148	Service Contract and Agreements <i>Agreements for services rendered to agency</i>	8 years after expiration	Paper/Electronic		
S19-149	Sexual Offender Files <i>Records documenting registered sexual offenders who have moved out of the county, are no longer an offender by time, court order, or who are deceased</i>	Permanent	Paper/Electronic		
S19-150	Sexual Offender Verification Request	Permanent	Paper/Electronic		

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
	<i>Form that registered sexual offenders sign to verify their address, as required by statute, to visiting law enforcement officers</i>				
S19-151	Sheriff's Returns <i>Records documenting the service and/or attempted service of writs and/or summons</i>	3 years	Paper/Electronic		
S19-152	Sheriff's Sale Records <i>Records that document the sale and conveyance of real and personal property by the department</i>	5 years	Paper/Electronic		
S19-153	Shift Briefing Logs <i>Log of pertinent information passed from one shift to the next in the jail</i>	3 years	Paper/Electronic		
S19-154	Social Media <i>(Facebook, Twitter, etc.) Informative in nature only, stored on website server. Maintain a log of entries and deletions. Maintain printout of deletions.</i>	1 year	Paper/Electronic		
S19-155	Special Deputies' Records <i>Records documenting the commission and service of unpaid volunteers, who are utilized to supplement the regular law enforcement force</i>	15 years after expiration of commission	Paper/Electronic		
S19-156	Special Detail Records <i>Records documenting the assignment of sheriff deputies outside regular employment to provide additional law enforcement services to individual businesses and other governmental agencies to meet issues regarding security, crowd and traffic control</i>	3 years provided audited	Paper/Electronic		
S19-157	Special Duty Files <i>Request for uniformed Deputy to provides services consistent with official duties but hired by private entity</i>	2 years provided audited	Paper/Electronic		
S19-158	Special Event Requests	1 year	Paper/Electronic		

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
	<i>Public requests for deputy demonstrations, educational presence, community relations</i>				
S19-159	Standard Operating Procedures <i>Policies and procedures regarding agency operations</i>	6 years after revised or rescinded	Paper/Electronic		
S19-160	State of Ohio/Bureau of Adult Detention Annual Inspection Report <i>Report issued following annual inspection regarding compliance with state minimum requirements for adult detention</i>	6 years pending no action	Paper/Electronic		
S19-161	State and Federal Grants <i>Records relevant to grant funding received by agency and program documentation in order to maintain compliance with grant requirements</i>	3 years or as stated in each grant	Paper/Electronic		
S19-162	Surveillance Tapes <i>Footage documenting daily actions of employees and visitors on county property for security purposes</i>	30 days then reuse, provided no action pending	Audio, Visual, Electronic		
S19-163	Time Schedules <i>All records related to scheduling, included but not limited to: posted overtime, forced overtime, shift exchanges, activity logs and timesheets</i>	3 years as per ORC 4111.14	Paper/Electronic		
S19-164	Testing Materials <i>Sergeant/Deputy/Corrections test administered to internal and external candidates</i>	7 years	Paper/Electronic		
S19-165	Text Messaging <i>Includes agency-owned and personal electronic devices used for work purposes</i>	Until no longer of legal value; if related to criminal case and contains pertinent information, transcription	Paper/Electronic		

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
		added to case file			
S19-166	Traffic Accident Reports	4 years	Paper/Electronic		
S19-167	Training Files <i>Records documenting the continual education and training of law enforcement personnel, including, but not limited to, certifications, licenses, qualifications and course completion documentation</i>	Place in personnel file	Paper/Electronic		
S19-168	Trustee Inmate Files <i>Records associated with inmates working in a Trustee status while incarcerated in the jail</i>	1 year	Paper/Electronic		
S19-169	Use of Control Records <i>Records investigating the use of restraining or control measures</i>	3 years provided no action pending	Paper/Electronic		
S19-170	Vehicle Maintenance Records <i>Records noting repairs to an routine maintenance of county-owned vehicles</i>	Until vehicle sold or disposed of	Paper/Electronic		
S19-171	Vehicle Mileage Records <i>Log of mileage and expenses incurred in county-owned vehicles</i>	Until vehicle sold or disposed of	Paper/Electronic		
S19-172	Victim Advocate Files <i>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)</i>	2 years after case is closed	Paper/Electronic		
S19-173	Work Orders <i>Requests asking for maintenance, assistance and/or services</i>	1 year	Paper/Electronic		
S19-174	911 System-Documentation <i>Records documenting the planning, development, implementation and operational functions of the 911 dispatch system</i>	Life of system	Paper/Electronic		
S19-175	911 System-Logs	3 years	Paper/Electronic		

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
	<i>Logs documenting incoming and outgoing communications including radio, telephone, computer aided dispatch and teletype</i>				
S19-176	911 System-Printouts <i>Residential and business information generated by the system upon receipt of a 911 call</i>	1 year	Paper/Electronic		
S19-177	911 System-Recording Tapes <i>Continuous electronic audio files recording incoming emergency calls, law enforcement and emergency dispatches, radio activity and 911 calls</i>	30 days then reuse, provided no action pending	Audio, 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.	