



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>City of Columbus Division of Police</u> (local government entity)		<u>Public Records (645-4896)</u> (unit)	
<u>Kathryn Hartshorne</u> (signature of responsible official)	<u>Kathryn Hartshorne</u> (name)	<u>Management Analyst II</u> (title)	<u>8-21-2023</u> (date)

Section B: Records Commission

<u>Records Commission</u>		<u>(telephone number)</u>	
<u>(address)</u>	<u>(city)</u>	<u>(zip code)</u>	<u>(county)</u>

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

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.

<u>Melvin Cochran</u>	<u>9-18-23</u>
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

<u>Signature</u>	<u>Government Records Archivist</u> Title	<u>10/26/2023</u> Date
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Section D: Auditor of State

<u>Signature</u>	<u>Date</u>
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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



800 E. 17th Avenue
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See instructions before completing this form.

Section A: Local Government Unit

City of Columbus Division of Police (local government entity)	Public Records Unit (645-4896) (unit)
Kathryn Hartshorne (signature of responsible official)	Management Analyst II (title)
	8/21/2023 (date)

Section B: Records Commission

City of Columbus Records Commission			
	Records Commission	(telephone number)	
90 W. Broad St. (address)	Columbus (city)	43215 (zip code)	Franklin (county)

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

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.

Records Commission Chair Signature	Date
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Section C: Ohio Historical Society - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Date
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**Please Note: The State Archives retains RC-2 forms permanently.
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Section E: Records Retention Schedule

City of Columbus Division of Police
 (local government entity)

Public Records
 (unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
94-1	Internal correspondence, letters, memos, etc.	Originator to retain copy 1 year or until no further administrative value	Multi		
94-2	External correspondence, personal letters, memos, sent to/from Division	1 year or until no further administrative value	Multi		
94-3	Phone logs, message slips, Fax forms, calendars, visitor logs	Until no further administrative value, No RC 3 needed	Multi		
94-4	LEADS logs, teletype logs, CCH transactions, III transactions	1 year	Multi		
94-5	Bureau copy of training schedules and records	1 year	Multi		
94-6	Personnel assignment rosters and/or schedules, daily, weekly, or monthly	2 years unless revised	Multi		
94-7	Daily activity reports/ logs/ worksheets	2 years	Multi		
94-8	Weekly activity reports/ logs/ worksheets	2 years	Multi		
94-9	Monthly activity reports/ logs/ worksheets	2 years	Multi		
94-10	Annual activity reports/ logs/ worksheet	3 years	Multi		
94-11	Bureau copies of payroll records, OT summaries and reports, sick leave requests, timesheets, time trades	1 year	Multi		



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94-12	Bureau copies of inventory records and supply requests	2 years or until revised	Multi		
94-13	Directive receipt lists, correspondence logs	2 years	Multi		
94-14	Equipment sign out sheets (i.e.: vehicles, radios, cameras, and mileage reports)	1 year	Multi		
94-15	Bureau or Unit copies of offense, incident and arrest reports or slates	Until no further administrative value, No RC-3 needed	Multi		
94-16	Informant or Source Forms and Files paid or unpaid	6 years after made inactive	Multi		
94-17	Subpoena receipt logs	1 year	Multi		
94-18	Arrest books, warrant books, project books, case books, calendar logs, report log books, and any other books or journals used to track work activity	4 years	Multi		
94-19	Bureau budget documents, letters, forms, reports, etc.	3 years	Multi		
94-20	Petty Cash Ledgers, Flower Fund records, receipts from any Special funds	3 years after audit	Multi		
94-21	Evidence fund, Bureau ledgers, Bureau reports, copies of expense letters	3 years after audit	Multi		
94-22	Evidence fund, master records	6 years after audit	Multi		
94-23	Bureau copy of special duty requests	6 months after job	Multi		
94-24	Travel letters, Bureau copy of travel forms	1 year	Multi		



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94-25	Copies of Computer Generated Reports	Until no further administrative value, No RC-3 needed	Multi		
94-26	Vacation schedules	1 year or until outdated	Multi		
94-27	Bureau SOPS/ Procedural Manuals	Master to be retained 3 years from date of revisions, forward copy of current Manual to Inspections Section	Multi		
94-28	Inspection forms, reports or audits (individual or facilities)	1 year	Multi		
94-29	Labor Union agreements, grievances, correspondence memorandums, notes or other related materials	3 years after expiration of contract	Multi		
94-30	Vehicle Intake and disposition records	2 years	Multi		
94-31	Special Event/ Activity Plans	Master copy 2 years from date of event	Multi		
94-32	Minutes, Notes of meetings	3 years	Multi		
94-33	Operations and Activity Reports (Not specified elsewhere in this schedule)	6 years	Multi		
94-34	Incident Interview forms (documents counseling in lieu of corrective action) *Records are to be removed at the individual's written request in accordance with actual contract language	6 months from date of incident provided: (1) there is no subsequent corrective disciplinary action during the 6 month period, and (2) no civil or criminal action threatened or pending	Multi		



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94-35	Minor Reprimand/ Documented Constructive Counseling *Records are to be removed at the individual's written request in accordance with actual contract language	1 year from date of incident provided: (1) there is no subsequent corrective disciplinary action during the 1 year period, and (2) no civil or criminal action is threatened or pending	Multi		
94-36	Fleet Safety Records and Written Reprimands *Records are to be removed at the individual's written request in accordance with actual contract language	3 years from date of action provided: (1) No further action of record (written reprimand, suspension, forfeiture of accrued leave, reduction in rank) has occurred during the 3 year periods, and (2) No civil or criminal action is threatened or pending	Multi		
94-37	Suspensions and Leave Forfeitures *Records are to be removed at the individual's written request in accordance with actual contract language	6 years from date of incident provided: (1) No further action of record has occurred within 6 years after the date of incident, (2) Chief or Safety Director does not determine that the incident was of a critical or repetitive nature, (3) No civil or criminal action is threatened or pending	Multi		
94-38	Demotions/Terminations *Records are to be removed at the individual's written request in accordance with actual contract language	Maintained during the time of employment and after employment is terminated, provided no civil or criminal action is threatened or pending	Multi		



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94-39	Entries and records of investigations of complaints classified as withdrawn, unfounded or exonerated	3 years from date the complaint was classified, provided: (1) No subsequent corrective/ disciplinary action during the 3 year period, (2) No civil or criminal action is threatened or pending	Multi		
94-40	Mounted Unit Request for Service	3 years	Multi		
94-41	Horse Health Certification	1 year	Multi		
94-42	Horse Registration	Life of Horse	Multi		
94-43	Waiver Form for Manure	3 years	Multi		
94-44	Fatal and possible fatal files	21 years provided no criminal or civil action pending	Multi		
94-45	Hit Skip Collision Investigation	6 years provided no criminal or civil action pending	Multi		
94-46	Fatal Accident Statistics Sheet	21 years provided no criminal or civil action pending	Multi		
94-47	Fatal Accident Roster	21 years provided no criminal or civil action pending	Multi		
94-48	Coroner's Statistics Report	21 years provided no criminal or civil action pending	Multi		
94-49	School Bus Violation Investigation	6 years	Multi		



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94-50	Request for Drivers License Exam (DL.15)	6 years	Multi		
94-51	Police Equipment Accident Investigative Folders	6 years provided no action pending	Multi		
94-52	Felony Fleeing Folders	6 years provided no action pending	Multi		
94-53	Copy, Right of Way Excavating Permit	1 year	Multi		
94-54	90-day oversized load moving permit	1 year	Multi		
94-55	Horse Carriage Route Request	1 year	Multi		
94-56	Parade Permits	3 years	Multi		
94-57	Scales Truck Logs	1 year	Multi		
94-58	TMP (grant program) logs, worksheets, assignment sheets	1 year provided program has been audited	Multi		
94-59	CAD Incident Reports	3 years	Multi		
94-60	CAD User Activity Reports	2 years	Multi		
94-61	Other CAD Reports	2 years	Multi		
94-62	E-9-1-1 Activity Reports	2 years	Multi		
94-63	Radio, 800 mhz Activity Reports	2 years	Multi		
94-64	Radio, 800 mhz Management Reports	2 years	Multi		



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94-65	Radio, Incident Run Cards	Until no further administrative value, No RC-3 needed	Paper		
94-73	S.W.A.T. Mission files	10 years	Multi		
94-74	S.W.A.T. Shooting Incident files	10 years	Multi		
94-75	Helicopter Incident Report	2 years	Multi		
94-76	Individual Flight Records	Permanent, until person retires	Multi		
94-77	Relief Observer/ Orientation Flight Log	1 year	Multi		
94-78	Helicopter Observer Evaluation	6 months	Multi		
94-79	Helicopter, Engineering/Flight Report-Original	Permanent with Helicopter	Multi		
94-80	Helicopter, Engineering/Flight Report-Copy	4 years	Multi		
94-81	Boat Dock Registration Form and special events permits (Copy from Parks and Recs. Dept)	1 year or until no further administrative value	Multi		
94-82	Field Interview Summary Report	1 year	Multi		
94-83	Special Duty Work Requests (Master File)	18 months	Multi		
94-84	Multi-purpose investigation format (copy)	1 year	Multi		
94-85	Patrol, Guard Log	6 months	Multi		
94-86	Citizen Ride-Along Request/ Release	3 years	Multi		



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94-87	311 Service Requests	2 years	Multi		
94-88	Patrol Emergency Contact Card	6 months	Paper		
94-89	BAC Log	6 years, provided no criminal or civil action pending	Multi		
94-90	Patrol, Shift Statistics- Equipment	3 months	Multi		
94-91	Unusual Occurrence Logs	3 months	Multi		
94-92	Patrol, Cards Laid-in Form	3 months	Multi		
94-93	Patrol, Vacation house checks	30 days after owner returns	Multi		
94-95	Juvenile, Investigation Packages	6 years provided no action pending	Multi		
94-99	Missing Person Packages, Dental Records Requests	3 years provided no action pending	Multi		
94-101	Intelligence Bureau, Criminal Case Files	6 years provided no criminal or civil action pending	Multi		
94-102	Computer Index Form	When entered into Computer as updated	Paper		
94-103	Bias Crime Statistics	5 years	Multi		
94-104	Labor Dispute Complaint	2 years from conclusion of dispute	Multi		



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94-105	Narcotics Case Folders	6 years, provided no action pending	Multi		
94-107	Narcotics Bureau Mission Files	3 years	Multi		
94-108	Narcotics Bureau Phone Company Request Letters	3 years	Multi		
94-109	Threat Correspondence	Permanent until 6 years after threatened officer retires	Multi		
94-110	Detective Bureau Citizen Contact and Phone Forms	1 year	Multi		
94-111	Detective Bureau Roll Call Bulletins	1 year	Multi		
94-112	Crime Lab Examination Packets	<u>Permanent:</u> Homicide, Sex Offenses, Aggravated Assaults, Robbery and Other Crimes Against Persons, Microfilm, regardless of type of crime <u>10 years:</u> All other Crimes	Multi		
94-113	Crime Lab Submission Ledger	Permanent	Multi		
94-114	Crime Lab OVI Ledger	Permanent	Multi		
94-115	Crime Lab Foreign Department Invoices	Permanent	Multi		
94-116	Homicide Case File Packages	Permanent	Multi		RC-3 Required
94-117	Aggravated Assault Case File Packages	21 years no criminal/ civil pending	Multi		



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94-118a	D.O.A./Suicide Case File Packages	5 years	Paper		
94-118b	D.O.A./Suicide Case File Packages	Permanent	Electronic		
94-119a	Police Involved Shooting Packages	10 years	Paper		
94-119b	Police Involved Shooting Packages	Permanent	Electronic		
94-120	Auto Theft Felony Packages	6 years, provided no action is pending	Multi		
94-121	Foreign Auto Theft Recoveries	1 year	Multi		
94-122	Forgery-Fraud Case Files	10 years, provided no action is pending	Multi		
94-123	C.S.S.U. Case Files	10 years, provided no action is pending	Multi		
94-124	Press Releases	1 year	Multi		
94-125	Most Wanted Bulletins	1 year	Multi		
94-126	Daily I.D. Record	6 months	Multi		
94-127	Criminal Trial Schedule	6 months	Multi		
94-128	LEADS Newsletter, Newsletter Sign-off receipt, Acknowledgement of Distribution Roster	3 years	Multi		
94-129	Special Investigations Unit Case Files	7 years	Multi		
94-130	Sexual Abuse Squad Case Files	21 years no criminal/ civil pending Permanent	Multi		



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
94-131	Robbery Squad Case Files	21 years no criminal/ civil pending	Multi		
94-132	Burglary Squad Case Files	21 years no criminal/ civil pending	Multi		
94-133	Vice Case Files	6 years, provided no action is pending	Multi		
94-134	Vice Complaints	5 years	Multi		
94-135	Gambling Files	6 years	Multi		
94-136	Boot Joint Files	6 years	Multi		
94-137	Escort Files	6 years	Multi		
94-138	Liquor Files	20 years	Multi		No RC-3 Required by LGRP
94-139	Supervisors report on un-cleared complaints	1 year	Multi		YES
94-140	Active Prostitution Files	6 months	Multi		
94-141	Knock Out Prostitution- Training Files	Permanent Updated	Multi		
94-142	Vice Officer, Rental Property	1 year	Multi		
94-143	Public Records Request Log, Public Record Request Folder, Public Record Request Database	1 year	Multi		
94-144	Legal Opinions	3 years	Multi		
94-145	Division subpoenas on file	1 year	Multi		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
94-146	Forced Entry Investigations	5 4 years, provided no action is pending	Multi		
94-147	Damage Claims	5 years, provided no action is pending	Multi		
94-148	Legal Bureau Case Folders	6 years, provided no action is pending	Multi		
94-149	Forfeiture Files	6 years, provided no action is pending	Multi		
94-150	Staff Inspection Reports	Until subsequent inspection done	Multi		
94-151	Special Staff Studies/Reports	3 years	Multi		
94-152	Step 3 Grievance Responses	3 years	Multi		
94-153	Discipline Conference Summaries	3 years	Multi		
94-154	Labor Relations Correspondence	Duration of Contract	Multi		
94-155	General Staff and Commander's Meeting Agenda	3 years	Multi		
94-156	Directed Patrol Bulletins	1 year	Multi		
94-157	Crime Pattern Advisory, Crime Analysis Reports	1 year	Multi		
94-160a	F.I. Cards	Until no further administrative value, No RC-3 needed	Paper		
94-160b	F.I. Cards	Permanent	Electronic		



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94-161	Offense Report Statistics	6 years	Electronic		
94-162	Criminal Arrest Statistics	6 years	Electronic		
94-163	Traffic Arrest Statistics	6 years	Electronic		
94-164	Traffic Accident Statistics	6 years	Electronic		
94-165	Computer Aided Dispatch Stats	6 years	Electronic		
94-166	Police Personnel Reports	6 years	Electronic		
94-167	Police Audit Transaction Reports	6 years	Electronic		
94-168	Division Directives (obsolete editions)	6 years/Permanent	Multi		RC-3 Required (Permanent)
94-169	Emergency Notification Guide	1 year	Multi		
94-170	Status of Division Report (monthly)	1 year	Multi		
94-171	Field Report Manual (obsolete editions)	3 years	Multi		
94-172	Supervisors Manual (obsolete editions)	3 years	Multi		
94-173	Fleet Safety Manual (obsolete editions)	3 years	Multi		
94-174	Annual Report, Master Copies	Permanent	Multi		YES
94-175	Drug Operation Statistics Report	1 year	Multi		



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94-176	Notification of Internal Investigation, Original to case file/copy to officer	4 years provided no civil or criminal action is pending	Multi		
94-177	Notification of Internal Investigation and Notification of Rights	4 years provided no civil or criminal action is pending	Multi		
94-178	Criminal Rights Warning/ Waiver: Original to case file/ copy to officer	4 years provided no civil or criminal action is pending	Multi		
94-179	Administrative Proceeding Records	4 years provided no civil or criminal action is pending	Multi		
94-180	Investigative Summary of Complaint	4 years provided no civil or criminal action is pending	Multi		
94-181	Citizen Compliment/Complaint Form, Original in I.A.B., copies to employee, Bureau Commander/ Complainant, Patrol Administrative Lieutenant	4 years provided no civil or criminal action is pending	Multi		
94-182	Complaint Disposition	4 years provided no civil or criminal action is pending	Multi		
94-183	Request and Consent for Release of Medical Information/ authority/ copy I.A.B.	4 years	Multi		
94-184	Notification of Formal Charges Letter, original w/employee, copy in package	4 years provided no civil or criminal action is pending	Multi		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
94-185	Notice to Employee of Semi- Annual Review and E.A.R.S. Worksheet/ Notice to Chain of Command, Summary of Findings-E.A.R.S. Committee, Annual Review Form	Until no further administrative value, No RC-3 needed/ 4 years	Multi		
94-186	I.A.B., Records Removal Notification	4 years	Multi		
94-187	I.A.B., Notification of Record Removal	4 years	Multi		
94-188	Use of Force Investigation Letters	4 years provided no civil or criminal action is pending	Multi		
94-189	File cards indexing individual employee use of force, injuries, chemical mace, use of firearms, citizen complaints, I.A.B. investigations	File cards maintained until entered into computer database	Paper		
94-190	Injury to Prisoner Investigation Letters	4 years provided no civil or criminal action pending	Multi		
94-191	Use of Chemical Mace Investigation Letters	4 years provided no civil or criminal action pending	Multi		
94-192	I.A.B. Investigations	4 years provided no civil or criminal action pending	Multi		
94-193	Citizen Complaint Investigations	4 years provided no civil or criminal action pending	Multi		
94-194	Use of Firearms Investigations	4 years provided no civil or criminal action pending	Multi		
94-195	City Auditor's Reports	3 years	Multi		
94-196	Accounts Payable	3 years	Multi		
94-197	Accounts Receivables	3 years	Multi		



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94-198	Budget Material and Reports	2 years	Multi		
94-199	Telephone Bill (copy)	1 year	Multi		
94-200	FAX Records	2 months	Multi		
94-201	C.I.P. Material	5 years	Multi		
94-202	Grant Records	3 years after audited	Multi		
94-203	Payroll Registers	Until no further administrative value, No RC-3 needed	Multi		
94-204	Payroll Forms	3 years	Multi		
94-208	Timesheets, Master Copy	6 years	Multi		
94-209	W-2 Registers	Until no further administrative value, No RC-3 needed	Multi		
94-210	Pay/Authorized Strength Ordinances	Until no further administrative value, No RC-3 needed	Multi		
94-211	Pay Adjustment Forms- Original in Central Payroll	Until no further administrative value, No RC-3 needed	Multi		
94-212	Tuition Reimbursement Applications	1 year after obligation is cancelled or employee retirement separation	Multi		
94-213	Payroll, Tuition Reimbursement Records	4 years	Multi		



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94-214	Payroll Employee Register	Until no further administrative value, No RC-3 needed	Multi		
94-215	Payroll Fringe Benefits Report	Until no further administrative value, No RC-3 needed	Multi		
94-216	Payroll Final Edit Report	Until no further administrative value, No RC-3 needed	Multi		
94-217	Payroll Time/Bank Conversions/ Sign-up Records	2 years	Multi		
94-220	Payroll Adjustment Letters	3 years	Multi		
94-222	Terminal Leave Worksheet	6 years	Multi		
94-223	Unemployment Encumbrances and Vouchers	3 years	Multi		
94-224	Strength Report	3 years	Multi		
94-226	Payroll Calendars	6 years	Multi		
94-227	Voluntary Deduction Records	Until Revised	Multi		
94-228	W-4 and IT-4 Tax Forms	Until Revised or Employee retires or separates	Multi		
94-229	Recruit Class Payroll List	6 years	Multi		
94-230	Injury Adjustment	3 years	Multi		
94-231	Street Junk List	2 years	Multi		



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94-232	Impound Lot Junk List	2 years	Multi		
94-233	Junk Vehicle Report Including Photos	2 years	Multi		
94-234	Junk Vehicle Report for Impound Unit	2 years	Multi		
94-235	Unclaimed and Abandoned Vehicle Affidavit	2 years	Multi		
94-236	Impounded Vehicle Release Packet	2 years	Multi		
94-237	Impound Slip-(White Copy)	1 year	Paper		
94-238	Auto Auction Files	2 years	Multi		
94-239	Evidence and Property Inventory Form	6 years	Multi		
94-240	Property Card Inactive	6 Years	Multi		
94-241	Property Card Active	6 years	Multi		
94-242	Property/Evidence Transfer	6 years or until associated property card is disposed of	Multi		
94-243	Property Disposition Sheet	6 years or until associated property card is disposed of	Multi		
94-244	Property Disposition Routing Sheet	6 months or until no further administrative value	Multi		
94-245	Evidence/Property Chain of Custody	6 years or until associated property card is disposed of	Multi		



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94-246	Property Room Receipt Books	6 years	Multi		
94-247	Property Room Register	2 years	Multi		
94-248	Motion to Franklin County Municipal Court for Disposal of Property	3 years	Multi		
94-249	Property Room Inventory	6 years	Multi		
94-250	Grand Jury Property Log Book	6 years	Multi		
94-251	Property Room, Receipt for Possible Stolen Property	6 years or until associated property card is destroyed	Multi		
94-252	Background Pre-Investigative Summary/Tracker	1 year	Multi		
94-253	Personnel Pay Summary Sheet	2 years	Multi		
94-254	Personnel Assignment Card	Permanent during employment replaced by computerized record, 2 years after retirement or separation	Multi		
94-255	Badge/Name Tag Order Form	3 years	Multi		
94-256	Assignment Application Receipt	3 years from requested change	Multi		
94-257	Assignment Order E.E.O. Supplement	3 years from assignment change	Multi		
94-258	Personnel Authorization Request	3 years from approved vacancy	Multi		



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
94-259	Issued Equipment Clearance	1 year after retirement separation	Multi		
94-260	Assignment Application	3 years from vacancy	Multi		
94-261	Assignment Order	3 years from transfer	Multi		
94-262	Change of name, address or phone number	1 year from change date	Multi		
94-263	Hiring Process Checklist	3 years from appointment	Multi		
94-264	Service Weapon Purchase Agreement	1 year after retirement separation	Multi		
94-265	Probationary Report	1 year past end of probationary period	Multi		
94-266	Leave Without Pay Form Letters	6 years from date of leave without pay	Multi		
94-267	Personnel Hiring Form Letter	3 years from date of hire	Multi		
94-268	Provisional Appointment Notification	3 years from date of hire	Multi		
94-269	Request for Certification	3 years from date of hire	Multi		
94-270	Job Status Change (copy)	3 years from change of status	Multi		
94-271	Termination, Layoff (copy)	Permanent in Master Personnel File, 1 year after date of retirement separation	Multi		
94-272	Disciplinary Action Form PP 50 (copy)	3 years from effective date of action taken	Multi		



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94-273	Special Delete (copy)	1 year	Multi		
94-274	Primary Probation and Data Adjustment Form (copy)	3 years from date of change	Multi		
94-275	Position Description and Control Forms (copies)	3 years	Multi		
94-276	Original Employment Information Form (copy)	6 years from date of appointment	Multi		
94-277	Limited Employment Information Form	3 years	Multi		
94-278	Personnel History Questionnaire	Permanently until retirement or resignation or other separation	Multi		
94-279	Background Investigation Release Form	2 years from appointment date	Multi		
94-280	Notification and Waiver Forms for appointment to classified positions	2 years from date of appointment	Multi		
94-281	Pre-Employment Polygraph Exam Report	3 years from appointment date	Multi		
94-282	Reserve Files/Active	Until retirement	Multi		
94-283	Reserve Files/Inactive	5 years	Multi		
94-284	Miscellaneous Training Records	5 years	Multi		
94-285	Field Training Board Reports	6 years	Multi		
94-286	Individual Recruit Training Records, F.T.O. Files, C.T.O. Files	8 years after date of hire	Multi		



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94-287	Recruit Class Records	Permanent	Multi		
94-288	Instructor Certificate Records	Until retirement or their certification expires	Multi		
94-289	Driver Training Records (Recruit & Remedial)	5 years	Multi		
94-290	Instructor Development Courses	5 years	Multi		
94-291	New Supervisors' Training	5 years	Multi		
94-292	MAPS Records	1 year	Multi		
94-293	Special Supervisor Training	5 years Individual's file	Multi		
94-294	In-Service Training Records	6 years	Multi		
94-295	Vehicular Pursuit Records	6 years provided no action is pending	Multi		
94-296	Use of Firearms Reports	6 years provided no action is pending	Multi		
94-297	Issued Equipment Sold or Destroyed	6 years	Multi		
94-298	Annual Ohio Peace Officer Training Report	6 years	Multi		
94-299	Service Ammunition Issued Lists	5 years	Multi		
94-300	S.W.A.T. Weapons File	5 years	Multi		
94-301	Weapons purchased by Retired Sworn Personnel	1 year from retirement date	Multi		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
94-302	Ordinance Property Inventory Form for Sworn Personnel Use	Until retirement	Multi		
94-303	Ordinance Requisition Form	5 years	Multi		
94-304	Firearms Qualification Forms	Until retirement, provided no civil or criminal action is pending	Multi		
94-305	F.A.T.S. Training Form	Until retirement, provided no civil or criminal action is pending	Multi		
94-306	Ordinance Property Card	Until Retirement	Multi		
94-307	City Owned Gun Cards	Until Sold or traded	Multi		
94-308	In-Service Firearms Training Card	Until retirement, provided no civil or criminal action pending	Multi		
94-309	Community Education Records of "Teddy Bear" Programs	1 year	Multi		
94-314a	Ohio Traffic Crash Form	30 days after scanned No RC-3 Needed	Paper		
94-314b	Ohio Traffic Crash Form	Permanent	Electronic		
94-315	Records, Teletype Communication Form	6 years	Multi		
94-316	Records, CCH/FBI/III Log	2 years	Multi		
94-317	Records, Daily Teletype Log	6 years	Multi		
94-318	Records, Alias Card	6 years	Multi		



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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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
94-319	Records, Emergency Business Card	As long as information is active	Multi		
94-320	Records, Vehicle/Boat Card	As long as active	Multi		
94-321	Records, Gun Card	As long as active	Multi		
94-322a	Police Daily Bulletin	Until no further administrative value, No RC-3 needed	Paper		
94-322b	Police Daily Bulletin	Permanent	Electronic		RC-3 Required
94-323a	Traffic Ticket/Citation Copy	Until no further administrative value, No RC-3 needed	Multi		
94-323b	Traffic Ticket/Citation Computer Database Records	10 years	Electronic		
94-324	Records, Cash Register Tapes	Until audited	Multi		
94-325	Records, Trainee Evaluation	Until 1 year service anniversary date	Multi		
94-326	Letters of Information for Daily Bulletin Posting	Until no further administrative value, No RC-3 needed	Multi		
94-327	Records, License Plate Postcard	5 years or until removed from LEADS	Paper		
94-328	Records, Vehicle Postcard	5 years or until removed from LEADS	Paper		
94-329	Records, Gun Postcard	While active	Paper		



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94-330	Records, Validations Form Letter (Tags)	4 years	Multi		
94-331	Records, Validations Form Letter (Securities)	While active	Multi		
94-332	Records, Validations Form Letter (Guns)	While active	Multi		
94-334	Records of Direct Indict	Until no further administrative value, No RC-3 needed	Multi		
94-335	Record of Arrest (Slate Card)	Until no further administrative value, No RC-3 needed	Multi		
94-336	Summons Record Card	Until no further administrative value, No RC-3 needed	Multi		
94-337a	Offense Report	30 days after scanned , No RC-3 Needed	Paper		
94-337b	Offense Report	Permanent	Electronic		RC-3 Required
94-338a	Report Narrative/Vehicle Recovery	30 days after scanned, No RC-3 Needed	Paper		
94-338b	Report Narrative/Vehicle Recovery	Permanent	Electronic		
94-339a	Report Reclassification Form	30 days after scanned, No RC-3 Needed	Paper		
94-339b	Report Reclassification Form	Permanent	Electronic		



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94-340a	Report Addition Form	30 days after scanned, No RC-3 Needed	Paper		
94-340b	Report Addition Form	Permanent	Electronic		
94-341a	Records Wanted Person Form	30 days after scanned, No RC-3 Needed	Paper		
94-341b	Records Wanted Person Form	Permanent	Electronic		
94-342a	Records Missing Persons Form	30 days after scanned No RC-3 Needed	Paper		
94-342b	Records Missing Persons Form	Permanent	Electronic		
94-343	Vehicle Mileage Reports	6 years	Multi		
94-344	Vehicle Acquisitions FA-82	6 years	Multi		
94-345	Vehicle Dispositions FA-82	3 years	Multi		
94-346	Offset Printing Requisitions	3 years	Multi		
94-347	Print Shop Job Specifications Job	5 years	Multi		
94-348	Print Shop Duplicating Requests	1 year	Multi		
94-349	Print Shop Duplicating Request Record	1 year	Multi		
94-350	Print Shop Form Cards	5 years	Multi		
94-351	Print Shop Nameplate Request File	1 years	Multi		
94-352	Forms Database Stored on Computer	Permanent	Multi		



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94-353	Printing Requisition Database on Computer	2 years	Multi		
94-354	ID, Sealed and Expunged Book	Permanent	Multi		
94-355	ID, Audit Log ID Folders	1 year	Multi		
94-360	Latent Log	Permanent	Multi		
94-361	Latent Case File	Permanent	Multi		
94-362	Latent Unit Comparisons	6 years, then Permanent	Multi		
94-363	A.F.I.S. Log	10 years	Multi		
94-364	Latent Unit Communication Log	Permanent	Multi		
94-365	Criminal ID Photo Negatives	Permanent	Electronic		
94-366	Crime Scene Photo Negatives	Permanent	Electronic		
94-367	Accident Scene Photo Negatives	Permanent	Electronic		
94-368	Division Related Photo Negatives	Permanent	Electronic		RC-3 Required
94-369	Form stored with Negative Files	Permanent	Multi		RC-3 Required
94-370	Log Book for Photo Negatives	Permanent	Multi		RC-3 Required
95-1	Pawnshop Pledge Cards	3 years	Multi		
95-2	Promotional Assessment Career Evaluation P.A.C.E. Files	6 years	Multi		



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95-3a	Background Investigation Files and Polygraph Reports of individuals processed for employment, but not hired by the Division of Police	Until Scanned, then Destroy	Paper		
95-3b	Background Investigation Files and Polygraph Reports of individuals processed for employment, but not hired by the Division of Police	6 Years	Electronic		
96-1	Scrap Dealers Report Form I22.100 (Second Hand and Scrap Dealers)	3 years	Multi		
97-1a	Master Personnel Files-Sworn/ Civilian Personnel Retirement/ Resignation or other separation	Until Scanned, then Destroy	Paper		
97-1b	Master Personnel Files-Sworn/ Civilian Personnel Retirement/ Resignation or other separation	6 years from date of separation, provided no civil or criminal action pending	Electronic		
99-1	Ninety-Day Evaluation Notice	90 days or until no further administrative value	Multi		
02-1a	Action Response Report	Originals-Levels 2-8 once scanned, destroy No RC-3 needed: Level 0-1 2 years provided no civil criminal action pending: Copies- once entered in database, destroy No RC-3 needed	Paper		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
02-1b	Action Response Report	Database-2 years after separation, provided no civil or criminal action pending. Scanned- Level 2 3 years Level 3-7 4 years Level 8 6 years All levels providing no civil or criminal action pending	Electronic		
02-2	Follow-up on Activity of Officer Form	1 year	Multi		
02-3	News Tapes	2 weeks, No RC-3 needed	Electronic		
02-4	Copies Immobilization and De- Immobilization Orders	2 years	Multi		
02-5	Data Processing Worksheet	Until transferred to Computer Database, No RC-3 needed	Paper		
02-6a	Domestic Violence Report	30 days after scanned, No RC-3 needed	Paper		
02-6b	Domestic Violence Report	Permanent	Electronic		
02-7a	Traffic Data Collection Form	Until transferred to Computer Database, No RC-3 needed	Paper		
02-7b	Traffic Data Collection Form	Permanent	Electronic		
02-8	Copies-Warrant and Warrant Recall Notices, Traffic or Criminal	Until no further administrative value, No RC-3 needed	Multi		
02-9	Recorded Radio and Telephone Transmissions (Communications Bureau)	2 years, No RC-3 needed	Electronic		



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02-10	Fleet Safety Records- originals/copies	6 years/Until no further administrative value, No RC-3 needed	Multi		
02-11	Safe Driving Award Records	6 years after separation	Multi		
03-1	Records Transfer Form (E-10.103)	Destroy with the original record	Multi		
03-2	Records Retention Warehouse Work Order (E-10-107)	Destroy with the original record	Multi		
03-3	Criminal Intelligence Reports	5 years if no additional information, No RC-3 needed	Multi		
03-4	Data Entry Worksheets	Until no further administrative value, No RC-3 needed	Multi		
03-5	C.C.W. Files	6 years	Multi		
03-6	L.E.A.D.S. Printouts	Until no further administrative value, No RC-3 needed	Multi		
03-7	Traffic Ticket Ledgers and Sign-Out Cards	2 years	Multi		
03-8	6-B Lists	6 months	Multi		
03-9	F.T.O. Application Package	2 years after separation from the Field Training Program	Multi		
03-10	Copies of T.P.O. and C.P.O.	1 year after cancellation or expiration	Multi		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
03-11	Nuisance Abatement Files	6 years	Multi		
03-12	Identification Files	Adult- Permanent Juvenile-Until age 18 and then: If adjudicated delinquent for a felony or violent misdemeanor, the file is transferred to Adult status and is Permanent; otherwise the file is turned over to the Juvenile Court for destruction in accordance with O.R.C. Section 2151, No RC-3 needed	Multi		
03-13	Misdemeanor Investigative Files, Non-Criminal Informational/Investigative Files	2 years or in cases involving Public Officials-7 years after separation from the Public Agency	Multi		
03-14	Fireworks Exhibition Permit	1 year	Multi		
03-15	Voluntary Submission Identification Record	Until no further administrative or legal value, No RC-3 needed	Multi		
03-16a	Letters from Adult Parole	Until no further administrative or legal value, No RC-3 needed	Paper		
03-16b	Letters from Adult Parole	Intranet list-until updated, No RC-3 needed	Electronic		
03-17	Burroughs Printouts, Unisys Printouts	Until no further administrative value, No RC-3 needed	Multi		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
03-18	Postings on the Division Intranet Site and Internet Website, including various Social Networking Websites	Until no further administrative value and/or until updated, No RC-3 needed	Electronic		
03-19a	Safety and Security Camera Recordings	14 days, No RC-3 needed	Computer		
03-19b	Safety and Security Camera Recordings	60 days, No RC-3 needed	Other Electronic		
03-20	Master Records Retention Schedule, Records Development Files	Permanent	Multi		
03-21	Master Forms (Division of Police)	Until revised. Once revised, retain obsolete version until no further administrative value	Multi		
03-22	Locator Posters	Until no further administrative value, No RC-3 needed	Multi		
04-1	Fugitive Case Files	6 years	Multi		
04-2	Records-Teletypes	2 years after inactive	Multi		
04-3	Accreditation Compliance Files	4 years	Multi		
04-4	Publications and Subscriptions Solicited	Until no further administrative value, No RC-3 needed	Multi		
04-5	Narcotics Complaints, Investigative Report, Notification Letters	6 years	Multi		
05-1	Crime Lab Manuals, Audits Reviews, Studies	20 years and until no further administrative value	Multi		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
05-2	Crime Lab Competency/ Proficiency Test Records	7 years after separation from employment with the Division	Multi		
05-3	Crime Lab Instrument Calibration and Maintenance Records	10 years after the instrument is removed from service	Multi		
05-4a	Uniform Office Records: Computer Updates	1 year as needed, No RC-3 needed	Multi		
05-4b	Uniform Office Records Computer Master History	7 years	Electronic		
05-5a	Body Armor Registration Card	Until entered into database, No RC-3 needed	Paper		
05-5b	Body Armor Registration Computer Data	20 years after Body Armor removed from service	Electronic		
05-6	Taser, Dataport Records	Download to disk annually, dataport data automatically overwritten when full, No RC-3 needed; Disk 20 years	Electronic		
05-7	Taser Maintenance Records	7 years after equipment is removed from service	Multi		
05-8a	Inventory Control Unit Records	2 years	Paper		
05-8b	Inventory Control Unit Records	Life of equipment plus 6 years, updates as needed, No RC-3 needed	Electronic		
05-9	Digital Memory Cards	Until downloaded to computer, erase and reuse, No RC-3 needed	Electronic		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
05-10	C.I.T. Statistics Sheet	6 years	Multi		
05-11	C.I.T. Spreadsheet	6 years update as needed, No RC-3 needed	Electronic		
05-12	C.I.T. Application Packet	2 years after member is inactive	Multi		
05-13	Computer Usage Tracking Application Records	Until no further administrative value, No RC-3 needed	Multi		
05-14	Surveys, Questionnaires, Informational Inquires or Responses	1 year	Multi		
05-15	K-9 Use Report	3 years	Multi		
05-16	Grievance/Discipline Liaison Files	6 years	Multi		
06-1	Redflex Customer Management Report, Incident Lookup Report, Redlight Offender Statistics Report, Police Authorization Screen	2 years, No RC-3 needed	Multi		
06-2	Redflex Redlight Camera Rejections	60 days, No RC-3 needed	Electronic		
06-3	Photo Redlight Hearing Package	2 years	Multi		
06-4	Officer Support Response Report	3 years	Multi		
07-1	Domestic Violence Case Files	21 years provided no criminal or civil action pending	Multi		



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08-1	Communications-Audio/Video Request Forms	2 years provided no criminal or civil action pending	Multi		
10-1	Mobile Video Recordings	90 days unless tagged as evidence, then two years; No RC-3 needed	Electronic		
10-2	TruCam LIDAR Laser Video	2 years	Electronic		
10-3	Personnel-Sworn Evaluations	3 years	Multi		
10-4	Grandfathered Tattoos Form	7 years after separation	Multi		
12-1	Electronic Mail (email) and Voice Mail	Until read or reviewed and of no further administrative, fiscal or legal value, No RC-3 needed	Electronic		
12-2	Bid, any type	3 years	Multi		
12-3	Requisitions-Reserves appropriation funds for future spending until the funds are formally encumbered	Retain 4 years and destroy after audit	Multi		
12-4	Maintenance Records/Work Orders-Includes all maintenance and repairs to City Buildings	5 years	Multi		
12-5	Copies	Until no further administrative value, No RC-3 needed	Multi		
12-6	Bulletins, Posters and Notices to Employees	Until no further administrative value, No RC-3 needed	Multi		



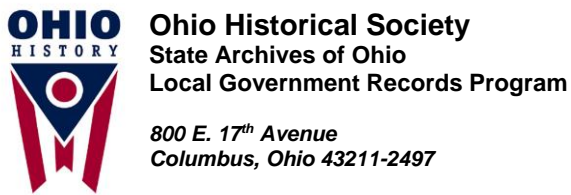
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
12-7	Unsolicited Correspondence	Until no further administrative value, No RC-3 needed Retain 4 years and destroy after audit	Multi		
12-8	Bank Statements, Cancelled Check Statements and cancelled checks reflecting any agency financial status with bank	1 year	Multi		
14-1	GPS/Telematics Data	1 year	Multi		
14-2	GPS/Telematics Alert Database	Until No Further Administrative Value and/or Until Updated	Multi		
14-3	Administrative Lists/Spreadsheets	2 years	Multi		
14-4	Consular Notification Forms	Until Scanned, then Destroy	Multi		
14-5a	Employee Benefits and Medical History Files	30 Years from Date of Employee's Separation, provided no civil or criminal action pending	Paper		
14-5b	Employee Benefits and Medical History Files	1 Year	Electronic		
15-1	Background Check Request Form	3 Years	Multi		
15-2	Citizen Police Academy Records, including Application Materials and Releases	2 Years After Any Administrative Use	Multi		
16-1	Covert Alias Files	Until no further administrative value	Multi		



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16-2	Transient Documents (includes blank forms, copies, all drafts, fax cover sheets, informal notes, telephone messages, email and other documents that serve to convey information of temporary importance in lieu of oral communication)	Until no further administrative or legal value	Multi		
17-1	Scenario Training Recordings	Audio records are retained until no further administrative or legal value. All other records are retained for 7 years.	Electronic		
18-1	Gunfire Detection System Records	10 years	Multi		
21-1	OVI Logs/Ledgers	3 years	Multi		
21-2	OVI Offender Records	10 years	Multi		
21-3	BAC Machine Records	3 years	Multi		
21-4	BAC Machine Operator Records	10 years	Multi		
22-1	Body-Worn Camera (BWC) Replacement Form	2 years	Multi		
23-1a	Victim's Rights Request Form	Until Scanned, then Destroy	Paper		
23-1b	Victim's Rights Request Form	Permanent	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		



Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
 State Archives of Ohio
 Local Government Records Archivist
 800 E. 17th Avenue
 Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.