

SAO/LGRP-RC2 (Instructions) Revised May 2024



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

OHIO HISTORY CONNECTION

FEB 03 2026

STATE & 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****CITY OF MANSFIELD**

(Local Government Entity)

POLICE DEPARTMENT

(Unit/Department)

(Signature of Responsible Official)

Jason Bammann

(Name)

Chief of Police

(Title)

(Date)

2-3-26

Section B: Records Commission**MANSFIELD RECORDS COMMISSION**

(Local Government Entity)

Records Commission

(419)-755-9626

(Telephone Number)

30 NORTH DIAMOND STREET

(Address)

MANSFIELD

(City)

44902

(Zip Code)

RICHLAND

(County)

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

jshoup@ci.mansfield.oh.us

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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

Section C: Ohio History Connection - State Archives**Amy Hissong**Digitally signed by Amy Hissong
Date: 2026.06.18 11:42:03 -04'00'

Government Records Archivist

6/18/2026

Signature

Title

Date

Section D: Auditor of State**Martin E. Meeks**Digitally signed by Martin E.
Meeks
Date: 2026.06.26 08:08:16 -04'00'

Records Manager

Signature

Title

Date

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

Section E: Records Retention Schedule (RC-2) - Part 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP <u>only</u> RC-3 Required
1	ACCIDENT REPORTS (FATAL)	20 YEARS PROVIDED NO CLAIM PENDING	PAPER / ELECTRONIC		☐
2	ACCIDENT REPORTS (MISCELLANEOUS ATTACHMENTS)	MERGE WITH CASE FILE OR 30 DAYS AFTER SCANNED	PAPER / ELECTRONIC		☐
3	ACCIDENT REPORTS (PERSONNEL, PROPERTY DAMAGE OR BODILY INJURY)	2 YEARS PROVIDED NO CLAIM PENDING	PAPER / ELECTRONIC		☐
4	ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE / PURCHASE ORDERS / REQUISITIONS / RECEIVING REPORTS / PACKING SLIPS & RELATED INVOICES & STATEMENTS / RECEIPT BOOKS (DEPARTMENTAL COPY)	3 YEARS AFTER AUDIT PERIOD	PAPER / ELECTRONIC		☐
5	ACCREDITATION RECORDS	3 YEARS	PAPER / ELECTRONIC		☐
6	ACTIVITY SHEETS / REPORTS / LOGS / WORKSHEETS	2 YEARS	PAPER / ELECTRONIC		☐
7	ADDRESS CHANGES (VIOLENT CRIME CONTROL & LAW ENFORCEMENT ACT OF 1994)	1 YEAR AFTER REVISED, SUPERSEDED, OR DISCONTINUED	PAPER / ELECTRONIC		☐
8	ADMINISTRATIVE REPORTS	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
9	ADULT ARREST RECORDS	PERMANENT UNLESS EXPUNGED OR SEALED	PAPER / ELECTRONIC		☐
10	ALARM MONITORING CONTRACTS	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
11	ANNUAL BUDGET (DEPARTMENT COPY)	3 YEARS AFTER AUDIT PERIOD	PAPER / ELECTRONIC		☐
12	ANNUAL DEPARTMENT BUDGET PREPARATION DOCUMENTS AND WORKSHEETS	3 YEARS	PAPER / ELECTRONIC		☐
13	ANNUAL REPORT (DEPARTMENT COPY)	PERMANENT	PAPER / ELECTRONIC		☒
14	ANONYMOUS OR UNFOUNDED COMPLAINTS	UNTIL NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
15	ARREST CARDS	UNTIL AGE 80 YEARS OR DECEASED	PAPER / ELECTRONIC		☐
16	ASSIGNMENT WORKSHEETS (42 DAY)	UNTIL REVISED, SUPERSEDED, DISCONTINUED, AND NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐

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17	AUCTION SALE RECORDS (COPIES)	60 DAYS AFTER SALE, ORIGINALS KEPT IN HUMAN RESOURCES	PAPER / ELECTRONIC		☐
18	AUDIT PAPERS	3 YEARS AFTER AUDIT PERIOD	PAPER / ELECTRONIC		☐
19	AWARD NOMINATIONS (PERSONNEL)	MERGE WITH PERSONNEL RECORDS	PAPER / ELECTRONIC		☐
20	AWARDS, NEWSPAPER ARTICLES & CLIPPINGS, GENERAL PHOTOGRAPHS / NEGATIVES / SLIDES & IMAGES (NON- BACK UP DATA ON: DESKTOP, LAPTOP, COMPUTER SYSTEMS & SERVERS, HARD DRIVES, OR OTHER ELECTRONIC STORAGE (MAINTAINED BY IT. DEPARTMENT)	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
21	BACK UP DATA ON: DESKTOP, LAPTOP, COMPUTER SYSTEMS & SERVERS, HARD DRIVES, OR OTHER ELECTRONIC STORAGE (MAINTAINED BY IT. DEPARTMENT)	RETAIN FOR 2 SYSTEM BACKUP CYCLES THEN DELETE, ERASE OR DESTROY DATA. REUSE MEDIA	PAPER / ELECTRONIC		☐
22	BANK DEPOSIT SLIPS / STATEMENTS	3 YEARS AFTER AUDIT PERIOD	PAPER / ELECTRONIC		☐
23	BICYCLE LICENSE RECEIPTS	3 YEARS	PAPER / ELECTRONIC		☐
24	BLANK FORMS	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
25	BULLETINS, POSTERS, GENERAL NOTICES & DISPLAYS	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
26	BUSINESS CARDS - ROTARY, ROLODEX & APPLICABLE SOFTWARE FILES	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
27	CCH LOGS	2 YEARS	PAPER / ELECTRONIC		☐
28	CHAUFFEURS LICENSE	2 YEARS	PAPER / ELECTRONIC		☐
29	CIVILIAN RIDE ALONG WAIVERS	2 YEARS PROVIDED NO ACTIONS PENDING	PAPER / ELECTRONIC		☐
30	COMPLAINT / VICTIM CARDS	UNTIL 80 YEARS OR DECEASED	PAPER / ELECTRONIC		☐
31	COMPUTER GENERATED ADMINISTRATIVE & FISCAL REPORTS (NON-SPECIFIC & PERIODIC)	UNTIL NO FURTHER ADMINISTRATIVE OR FISCAL VALUE, THEN DESTROY	PAPER / ELECTRONIC		☐
32	CONFIDENTIAL REPORTS	UNTIL MERGED WITH CRIMINAL CASE FILES OR UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
33	CONFIDENTIAL EXPENSE LOGS	3 YEARS AFTER AUDIT PERIOD	PAPER / ELECTRONIC		☐
34	CONTRABAND PROPERTY ACQUISITION LEGAL PROCESS & DISPOSITION RECORDS	3 YEARS AFTER AUDIT PERIOD	PAPER / ELECTRONIC		☐
35	CONTRACTS & SERVICE AGREEMENTS (DEPARTMENT COPY)	AFTER EXPIRATION PROVIDED ALL CLAIMS SETTLED	PAPER / ELECTRONIC		☐

Section E: Records Retention Schedule (RC-2) - Part 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
36	CONVERSION COURT ORDERS	UNTIL AUDITED AND NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
37	COPIES - READING, INFORMATIONAL & REFERENCE	UNTIL NO FURTHER ADMINISTRATIVE OR VALUE	PAPER / ELECTRONIC		☐
38	CORRESPONDENCE: EXECUTIVE - MAY INCLUDE INTERNAL & EXTERNAL CORRESPONDENCE. CORRESPONDENCE OF CHIEF OF POLICE & DEPARTMENTAL EXECUTIVE STAFF RELATING TO SIGNIFICANT ASPECTS OF THE ADMINISTRATION OF THE DEPARTMENT MAY INCLUDE INFORMATION CONCERNING POLICIES, PROGRAMS, AND FISCAL OR PERSONNEL MATTERS	30 DAYS AND NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
39	CORRESPONDENCE: GENERAL - MAY INCLUDE INTERNAL & EXTERNAL CORRESPONDENCE, ALSO CORRESPONDENCE REQUESTING INFORMATION ABOUT THE DEPARTMENT. CORRESPONDENCE IS INFORMATIVE AND DOES NOT ATTEMPT TO INFLUENCE DEPARTMENTAL POLICIES.	15 DAYS AND NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
40	CORRESPONDENCE: ROUTINE - INCLUDES REFERRAL LETTERS, REQUESTS FOR ROUTINE INFORMATION OR PUBLICATIONS PROVIDED BY THE DEPARTMENT THAT MAY BE ANSWERED BY STANDARD FORM LETTERS	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
41	CORRESPONDENCE - UNSOLICITED - INCLUDES MAIL, UNSOLICITED EMAIL, & SIMILAR UNSOLICITED COMMUNICATION	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
42	COVERT OPERATIONS EXPENSE	3 YEARS AFTER AUDIT PERIOD	PAPER / ELECTRONIC		☐
43	CRIMINAL CASE FILES - FELONY (EXCEPT HOMICIDES)	10 YEARS PROVIDED NO ACTION PENDING	PAPER / ELECTRONIC		☐
44	CRIMINAL CASE FILES - FELONY HOMICIDE	PERMANENT	PAPER / ELECTRONIC		☐
45	CRIMINAL CASE FILES - MISDEMEANORS	3 YEARS PROVIDING NO ACTION PENDING	PAPER / ELECTRONIC		☐
46	CRUISER/BODYCAM VIDEO RECORDINGS - DAILY TEST RECORDINGS	14 DAYS, ERASE OR DELETE WHEN NO FURTHER ADMINISTRATIVE VALUE	ELECTRONIC		☐
47	CRUISER/BODYCAM VIDEO RECORDINGS - MISDEMEANORS	6 MONTHS, ERASE OR DELETE WHEN NO FURTHER ADMINISTRATIVE VALUE	ELECTRONIC		☐
48	CRUISER/BODYCAM VIDEO RECORDINGS - FELONIES	1 YEAR, ERASE OR DELETE WHEN NO FURTHER ADMINISTRATIVE VALUE	ELECTRONIC		☐

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49	CRUISER/BODYCAM VIDEO RECORDINGS - HOLD REQUEST SUBMITTED	5 YEARS, OR UNTIL NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	ELECTRONIC		☐
50	DAILY SCHEDULES / 42-DAY MASTER WORKING ASSIGNMENT SHEETS	3 YEARS	PAPER / ELECTRONIC		☐
51	DATA ON DESKTOP, LAPTOP, SERVERS, HARD DRIVES, TAPES, FLASH MEMORY CARDS & OTHER ELECTRONIC MEDIA STORAGE	FORMAT, REFORMAT, OVERWRITE, ERASE, OR DELETE AS ADMINISTRATIVELY NECESSARY	ELECTRONIC		☐
52	DATAMASTER / INTOXILYZER - ALL VERSIONS	3 YEARS	PAPER / ELECTRONIC		☐
53	DEPARTMENTAL & PROFESSIONAL PUBLICATIONS PROVIDED AND/OR AVAILABLE FOR CITIZENS	UNTIL REVISED, SUPERSEDED, DISCONTINUED, AND NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
54	DEPARTMENTAL DIRECTIVES	UNTIL REVISED, SUPERSEDED, DISCONTINUED, AND NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
55	DEPOSIT REPORTS (DEPARTMENT COPY)	3 YEARS PROVIDED AUDITED	PAPER / ELECTRONIC		☐
56	DESTRUCTION COURT ORDERS	PERMANENT	PAPER / ELECTRONIC		☐
57	DIGITAL PHOTOGRAPHS (OTHER THAN HOMICIDE OR FATAL ACCIDENTS)	5 YEARS AND NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
58	DISASTER & SECURITY PLANS / EMERGENCY PROTOCOLS	CONTINUALLY UPDATED, REVISED OR SUPERSEDED	PAPER / ELECTRONIC		☐
59	DISPOSITION OF FOUND PROPERTY & EVIDENCE	UNTIL PROPERTY IS DISPOSED, PROVIDED REGISTERED IN EVIDENCE LOG & INCORPORATED IN RESPECTIVE CRIMINAL CASE FILE	PAPER / ELECTRONIC		☐
60	DRAFTS, INFORMAL NOTES, REMINDER NOTES	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
61	DRIVING UNDER THE INFLUENCE DOCUMENTS	3 YEAR PROVIDED NO LEGAL ACTION OR CLAIM PENDING	PAPER / ELECTRONIC		☐
62	EMPLOYEE UNION AGREEMENTS	3 YEARS AFTER TERMINATION	PAPER / ELECTRONIC		☐
63	ENTERTAINERS LICENSES	2 YEARS	PAPER / ELECTRONIC		☐
64	EQUIPMENT MAINTENANCE & REPAIR RECORDS	1 YEAR AFTER SOLD, SCRAPPED, OR NO LONGER OWNED BY THE CITY)	PAPER / ELECTRONIC		☐
65	EQUIPMENT OPERATION & MAINTENANCE MANUALS	UNTIL EQUIPMENT IS SOLD, SCRAPPED, OR NO LONGER THE PROPERTY OF THE CITY	PAPER / ELECTRONIC		☐
66	EVIDENCE SUBMISSION DOCUMENTS	MERGED OR SCANNED TO THE CRIMINAL CASE FILE	PAPER / ELECTRONIC		☐

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67	EXPUNGED RECORDS PER EXPUNGEMENT ORDER	DESTROY ALL FILES, RECORDS & COMPUTER REFERENCES AS DIRECTED BY THE COURT	PAPER / ELECTRONIC		☐
68	EXPUNGEMENT ORDERS (ORDER OF COURT)	PERMANENT	PAPER / ELECTRONIC		☐
69	FACSIMILE LOGS / COVER SHEETS / CONFIRMATION NOTICES & BUFFER PRINTOUTS	UNTIL NO FURTHER ADMINISTRATIVE OR FISCAL VALUE, THEN DESTROY	PAPER / ELECTRONIC		☐
70	F.B.I. (UCR) REPORTS	5 YEARS	PAPER / ELECTRONIC		☐
71	FELON REGISTRATION	5 YEARS AND NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
72	FIELD INTERROGATION CARDS	6 YEARS	PAPER / ELECTRONIC		☐
73	FIELD NOTES (OFFICER)	1 YEAR, UNTIL OR UNLESS INCORPORATED IN REPORT	PAPER / ELECTRONIC		☐
74	FILM PACKS / PHOTOGRAPHS (OTHER THAN HOMICIDE & FATAL ACCIDENTS)	5 YEARS & NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
75	FINGERPRINT CARDS	UNTIL AGE 80 YEAR OR DECEASED	PAPER / ELECTRONIC		☐
76	FIREARM RECORDS / INVENTORIES (INCLUDING DIVISIONAL FIREARMS)	3 YEARS AFTER LAST ENTRY OR UNTIL SUPERSEDED, PROVIDED AUDITED; REVIEW ANNUALLY	PAPER / ELECTRONIC		☐
77	FTO DAILY OBSERVATION FORMS	2 YEARS THEN MERGE WITH PERSONNEL RECORDS	PAPER / ELECTRONIC		☐
78	GENERAL ADMINISTRATIVE FILES	UNTIL NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
79	GRANT APPLICATIONS: STATE & FEDERAL - AND SUPPORTING DOCUMENTATION (GRANT APPROVED & FUNDED)	3 YEARS AFTER EXPIRATION AND/OR AUDIT PERIOD	PAPER / ELECTRONIC		☐
80	GRANTS; FEDERAL & STATE GRANT FINANCIAL AND PROJECT REPORTS	3 YEARS AFTER EXPIRATION AND/OR AUDIT PERIOD	PAPER / ELECTRONIC		☐
81	GRANTS; STATE & FEDERAL APPLICATIONS OR REQUESTS (GRANT DENIED - NOT FUNDED)	2 YEARS	PAPER / ELECTRONIC		☐
82	HOURLY / DAILY / WEEKLY / MONTHLY & ANNUAL APPOINTMENT BOOKS, RECORDS, CALENDARS, SCHEDULES, ORGANIZERS & PLANNERS	UNTIL NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
83	IMMOBILIZATION COURT ORDERS (COPIES)	60 DAYS AFTER EXPIRATION & NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
84	IMPOUND LOT VEHICLE DISPOSAL FILES (ABANDONED JUNK / SOLD VEHICLE RECORDS)	3 YEARS AND NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
85	IMPRESS CASH FUND RECORDS	3 YEARS PROVIDED AUDITED	PAPER / ELECTRONIC		☐

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86	INCOMING MAIL RECEIPTS JOURNAL	3 YEARS	PAPER / ELECTRONIC		☐
87	INFORMANT PAYMENT RECEIPTS	3 YEARS PROVIDED AUDITED	PAPER / ELECTRONIC		☐
88	INTER-DEPARTMENT COMMUNICATIONS	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
89	INTERNAL INVESTIGATION FILES (NON- CRIMINAL CASES)	4 YEARS	PAPER / ELECTRONIC		☐
90	INTERNAL INVESTIGATION LOG	25 YEARS	PAPER / ELECTRONIC		☐
91	JAIL INMATE BOOKING SHEETS*	6 YEARS AND NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
92	JAIL INMATE VISITOR LOG*	6 YEARS	PAPER / ELECTRONIC		☐
93	JAIL REGISTER / COMPUTERIZED LOG*	6 YEARS AND NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
94	JAIL WEEKLY INSPECTIONS*	6 YEARS	PAPER / ELECTRONIC		☐
95	JAIL, INMATE DISCIPLINARY REPORT*	6 YEARS	PAPER / ELECTRONIC		☐
96	JAIL, INMATE GRIEVANCE FORM*	6 YEARS	PAPER / ELECTRONIC		☐
97	JAIL, INMATE MEDICAL COMPLAINT FORM*	6 YEARS AND NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER/ ELECTRONIC		☐
98	JAIL, INMATE MEDICATION FORM*	6 YEARS AND NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
99	JAIL, INMATE MONITORING LOG*	6 YEARS	PAPER / ELECTRONIC		☐
100	JAIL, INMATE PROPERTY RELEASE FORM*	6 YEARS	PAPER / ELECTRONIC		☐
101	JAIL, INMATE RECEIVING & HEALTH SCREENING RECORDS*	6 YEARS AND NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
102	JAIL, INMATE RELEASE FORM*	6 YEARS	PAPER / ELECTRONIC		☐
103	JAIL, INMATE RESTRAINT LOG*	6 YEARS	PAPER / ELECTRONIC		☐
104	JAIL, REQUEST TO DOWNLOAD VIDEO IMAGE*	1 YEAR ONCE REQUEST HONORED	PAPER / ELECTRONIC		☐
105	JAIL, ARREST BOOK-IN LOGS*	25 YEARS & NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
106	JUNK VEHICLE DISPOSITIONS	2 YEARS AND NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
107	JUVENILE ARREST RECORDS	PERMANENT UNLESS EXPUNGED OR SEALED	PAPER / ELECTRONIC		☐
108	LABORATORY REPORTS	UNTIL MERGED OR SCANNED WITH CASE FILES	PAPER / ELECTRONIC		☐

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109	LAW / REGULATIONS & RULES (LOCAL, COUNTY, STATE, & FEDERAL)	CONTINUALLY UPDATED, REVISED OR SUPERSEDED	PAPER / ELECTRONIC		☐
110	LEADS / NCIC TELETYPE MESSAGES	UNTIL NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
111	LEADS / NCIC VALIDATIONS	2 YEARS	PAPER / ELECTRONIC		☐
112	LEADS AUDIT REPORTS	3 YEARS	PAPER / ELECTRONIC		☐
113	LEADS ENTRIES FOR MISSING JUVENILES, MISSING PERSONS, STOLEN ARTICLES, WARRANTS & WANTED PERSONS	UNTIL MERGED OR SCANNED, AFTER CANCELLATION OF RECORD	PAPER / ELECTRONIC		☐
114	LEADS NEWSLETTERS	3 YEARS	PAPER / ELECTRONIC		☐
115	LEGAL OPINION FROM LAW DIRECTOR	UNTIL SUPERSEDED	PAPER / ELECTRONIC		☐
116	LICENSES / PERMITS ISSUED TO DEPARTMENT	UNTIL EXPIRED	PAPER / ELECTRONIC		☐
117	LISTS / ROSTERS / INFORMATIONAL DIRECTORIES CONTAINING EMPLOYEE CONTACT INFORMATION	CONTINUALLY MAINTAINED, PURGED, AND UPDATED	PAPER / ELECTRONIC		☐
118	MASTER LIST CASE ASSIGNMENT LOG (DETECTIVE BUREAU)	2 YEARS	PAPER / ELECTRONIC		☐
119	MEMOS (ORIGINAL)	60 DAYS & NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
120	MINUTES, NOTES OF MEETINGS	3 YEARS	PAPER / ELECTRONIC		☐
121	MONTHLY REPORTS	1 YEAR & NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
122	MUG JACKETS & PHOTOGRAPHS (INMATE)*	UNTIL AGE 80 YEARS OR DECEASED	PAPER / ELECTRONIC		☐
123	NEIGHBORHOOD WATCH APPLICATIONS	2 YEARS	PAPER / ELECTRONIC		☐
124	OFFENSE REPORTS (DAILY BULLETIN - COPY)	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
125	OFFENSE REPORTS (COPIES)	UNTIL NO FURTHER VALUE	PAPER / ELECTRONIC		☐
126	OFFENSE REPORT, FELONY	10 YEARS PROVIDED MERGED WITH CASE FILE AND/OR SCANNED	PAPER / ELECTRONIC		☐
127	OFFENSE REPORT, MISDEMEANOR	3 YEARS PROVIDED MERGED WITH CASE FILE AND/OR SCANNED	PAPER / ELECTRONIC		☐
128	OFFENSE REPORT (MISCELLANEOUS ATTACHMENTS)	MERGE WITH CASE FILE OR 30 DAYS AFTER SCANNED	PAPER / ELECTRONIC		☐
129	OFFENSE REPORT, MISSING PERSON	10 YEARS PROVIDED MERGED WITH CASE FILE AND/OR SCANNED OR UNLESS SUBJECT IS LOCATED	PAPER / ELECTRONIC		☐

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130	OFFICER STATISTIC REPORT	UNTIL NO FURTHER ADMINISTRATIVE OR LEGAL VALUE, THEN ERASE OR DESTROY	PAPER / ELECTRONIC		☐
131	OIBR STATISTICAL REPORTS	3 YEARS	PAPER / ELECTRONIC		☐
132	PARADE PERMITS	30 DAYS AFTER EXPIRATION	PAPER / ELECTRONIC		☐
133	PARKING METER COLLECTION RECORDS	MAINTAINED BY FINANCE DEPT.	PAPER / ELECTRONIC		☐
134	PASS ON LOG (GENERAL INFORMATION)	15 DAYS & NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
135	PAWN TICKETS	2 YEARS	PAPER / ELECTRONIC		☐
136	PAYROLL - REQUEST FOR LEAVE OF ABSENCE, TIME CARDS	2 YEARS	PAPER / ELECTRONIC		☐
137	PERFORMANCE EVALUATIONS	MERGED WITH PERSONNEL RECORDS	PAPER / ELECTRONIC		☐
138	PERSONNEL ACTIONS	MERGED WITH PERSONNEL RECORDS	PAPER / ELECTRONIC		☐
139	PERSONNEL RECORDS	MAINTAINED BY THE HUMAN RESOURCE DEPARTMENT	PAPER / ELECTRONIC		☐
140	PLANNING / SCHEDULING / CALENDAR / TRAINING INFORMATION & DATA ON: DISPLAY BOARDS, ERASABLE & DRY ERASE BOARDS, CHALKBOARDS, EASEL PAD & ELECTRONIC MEDIA	CONTINUALLY UPDATED, REVISED, COMPLETED SUPERSEDED, OR ERASED	PAPER / ELECTRONIC		☐
141	POLICE INTERN RECORDS	1 YEAR & NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
142	POLICIES, PROCEDURES, RULES & REGULATIONS	10 YEARS AFTER REVISES, SUPERSEDED OR DISCONTINUED	PAPER / ELECTRONIC		☐
143	POLYGRAPH EXAMINATION RESULTS - CRIMINAL INVESTIGATIONS	MERGE WITH CASE FILE	PAPER / ELECTRONIC		☐
144	POLYGRAPH EXAMINATION RESULTS - PRE- EMPLOYMENT	2 YEARS OR MERGED WITH PERSONNEL FILES	PAPER / ELECTRONIC		☐
145	PRESENTATIONS / SPEECHES / COMMUNITY SERVICE & CRIME PREVENTION PROGRAMS	1 YEAR AFTER REVISED, SUPERSEDED, OR DISCONTINUED	PAPER / ELECTRONIC		☐
146	PRESS & NEWS RELEASES	3 YEARS THEN APPRAISED FOR ADMINISTRATIVE OR HISTORICAL VALUE	PAPER / ELECTRONIC		☐
147	PROFESSIONAL & TRADE MAGAZINES / CATALOGS / REFERENCE PUBLICATIONS / DIRECTORIES	RETAIN UNTIL NO FURTHER ADMINISTRATIVE VALUE, THEN DESTROY	PAPER / ELECTRONIC		☐
148	PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS FILES	1 YEAR & NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
149	PROPERTY INVENTORIES	UNTIL SUPERSEDED, PROVIDED AUDIT	PAPER / ELECTRONIC		☐
150	PUBLIC RECORDS COMPLIANCE FOLDER (CONTAINS RC-1, RC-2, RC-3 & RECORDS DISPOSAL LETTERS)	25 YEARS	PAPER / ELECTRONIC		☐

Section E: Records Retention Schedule (RC-2) - Part 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP <u>only</u> RC-3 Required
151	PUBLIC RECORDS REQUESTS (COPIES) (LEGAL)	1 YEAR AND/OR NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
152	QUARTERLY & MONTHLY REPORTS (DEPARTMENT)	1 YEAR & INCORPORATED INTO ANNUAL REPORT	PAPER / ELECTRONIC		☐
153	RECORDED RADIO & TELEPHONE TRANSMISSIONS (PSCC)	2 YEARS	PAPER / ELECTRONIC		☐
154	S.T.E.P. RECORDS	5 YEARS PROVIDED AUDIT	PAPER / ELECTRONIC		☐
155	SAFETY DATA SHEETS	UNTIL OBSOLETE, SUPERSEDED OR NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
156	SAFETY TOWN (EMERGENCY INFORMATION FORMS & SCHEDULES)	1 YEAR& NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐
157	SPECIAL DETAIL NOTICE	30 DAYS AFTER DETAIL DATE	PAPER / ELECTRONIC		☐
158	SPECIAL REPORTS	5 YEARS	PAPER / ELECTRONIC		☐
159	STAFF MEETINGS (AGENDAS, NOTICES & NOTES)	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
160	STATEMENTS (RECORDED)	OFFICER APPROVAL TO ERASE PROVIDED, TRANSCRIBED INTO TYPEWRITTEN REPORT AND NO LEGAL PENDING	MICRO CASSETTE / ELECTRONIC		☐
161	STATEMENTS (TRANSCRIBED, HANDWRITTEN)	MERGED AND/OR SCANNED WITH CRIMINAL/TRAFFIC CASE FILE	PAPER / ELECTRONIC		☐
162	SUBPOENAS & SUMMONS	UNTIL SERVED, DISCHARGED, STALE DATED, ANSWERED OR WITHDRAWN BY THE ISSUING COURT	PAPER / ELECTRONIC		☐
163	SUPERVISORY NOTES	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
164	SUPPLEMENTAL REPORTS	MERGED AND/OR SCANNED WITH CRIMINAL/TRAFFIC CASE FILE	PAPER / ELECTRONIC		☐
165	SURVEYS & QUESTIONNAIRES	UNTIL NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
166	TEMPORARY PROTECTION ORDERS (COPIES)	UNTIL SERVED, DISCHARGED, STALE DATED, ANSWERED OR WITHDRAWN BY THE ISSUING COURT	PAPER / ELECTRONIC		☐
167	TOW VEHICLE SHEETS	2 YEARS AFTER VEHICLE RELEASED, PROVIDED AUDITED	PAPER / ELECTRONIC		☐
168	TRAFFIC CITATIONS	3 YEARS	PAPER / ELECTRONIC		☐
169	TRAFFIC SURVEY FILES	4 YEARS	PAPER / ELECTRONIC	Audited means: the years	☐
170	TRAFFIC WARNINGS	6 MONTHS AFTER ENTRY INTO SYSTEM	PAPER / ELECTRONIC	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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP <u>only</u> RC-3 Required
171	TRAINING MATERIAL FILES	3 YEARS OR UNTIL SUPERSEDED	PAPER / ELECTRONIC		☐
172	TRAINING RECORDS	MERGED WITH PERSONNEL RECORDS	PAPER / ELECTRONIC		☐
173	TRAINING REQUEST APPLICATIONS	MERGE WITH PERSONNEL RECORDS	PAPER / ELECTRONIC		☐
174	VACATION HOUSE CHECK RECORDS	30 DAYS AND NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
175	VEHICLE MILEAGE / CONSUMPTION REPORTS	3 MONTHS	PAPER / ELECTRONIC		☐
176	VOICEMAIL, TEXT MESSAGES, CALLER ID LOGS & RELATED DATA	ERASE OR DELETE WHEN NO FURTHER ADMINISTRATIVE VALUE	PAPER / ELECTRONIC		☐
177	WARRANT COVER SHEETS	UNTIL SERVED, DISCHARGED, STALE DATED, ANSWERED OR WITHDRAWN BY THE ISSUING COURT	PAPER / ELECTRONIC		☐
178	WEEKLY ACTIVITY REPORTS	UNTIL INCORPORATED IN MONTHLY REPORTS AND NO FURTHER ADMINISTRATIVE OR LEGAL VALUE	PAPER / ELECTRONIC		☐

*DENOTES THIS TYPE OF RECORD IS NO LONGER GENERATED.
JAIL CLOSED IN JULY 2008

CITY