



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

SEP 22 2017

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

City of Canton

Police Department

(local government entity)

Bruce H. Lawver

(unit)

Chief of Police

September 15, 2017

(signature of responsible official)

(name)

(title)

(date)

[Handwritten Signature]

Chief of Police

09/15/17

Section B: Records Commission

City of Canton

Records Commission

330-438-4184

(telephone number)

208 Cleveland Ave. SW Canton 44702

Stark

(address)

(city)

(zip code)

(county)

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

john.highman@cantonohio.gov

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.

[Handwritten Signature] 9/21/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Handwritten Signature] Amanda Rindler Local Government Records Archivist 9/27/17

Signature

Title

Date

Section D: Auditor of State

[Handwritten Signature] Martin E. Mueh Records Mgr 10-13-17

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 Require d by LGRP
PD001	Annual Reports	3 Years	Paper Electronic		<input type="checkbox"/>
PD002	Annual Capital Request Budget – Department Copy	3 Years	Paper Electronic		<input type="checkbox"/>
PD003	Annual Budget Preparations – Work File	3 Years After final date of approval	Paper		<input type="checkbox"/>
PD004	Annual Budget Request – City Council Copy	3 Years provided audited	Paper		<input type="checkbox"/>
PD005	Monthly Reports	3 Years	Paper		<input type="checkbox"/>
PD006	CPD – Rules, Regulations, Polices & Procedures	2 Years after revised or rescinded	Paper Electronic		<input type="checkbox"/>
PD007	CPD – Rules, Regulations, Policies & Procedures	6 Years after revised or rescinded	Computer		<input type="checkbox"/>
PD008	Memoranda (read & sign) & Directives	2 Years and no longer of admin. value	Paper		<input type="checkbox"/>
PD009	Memoranda (read & sign) & Directives	6 Years and no longer of admin. Value	Computer		<input type="checkbox"/>
PD010	Communications: Transient Conveys information of temporary importance in lieu of oral communications (i.e. drafts meeting notice, etc.). Referral letters, requests for routine information or publication(s) provided to the public by an agency which are answered by standard form letters.	No longer of admin. Value	Paper and/or Electronic		<input type="checkbox"/>

Audited means: the years
encompassed by the records
have been audited by the
Auditor of State and the
audit report has been
released pursuant to
Sec. 117.26 O.R.C.

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 Require d by LGRP
PD011	Communications: General- Request for information pertaining to interpretations and other misc. Informative-does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purpose.	2 Years	Paper and/or Electronic		<input type="checkbox"/>
PD012	Communications: Executive-Correspondence of the head and executive staff of an agency dealing with significant aspects of the administration of the agency. Includes information concerning agency policies, procedures, programs, fiscal and personnel matters, etc. The policies, procedures, programs, fiscal and personnel matters, etc. will be kept according to their applicable record series.	5 Years	Paper and/or Electronic		<input type="checkbox"/>
PD013	Professional Magazines & Publications	Retain until no longer of an admin. Value, then destroy (RC-3 not required)	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
PD014	Professional Magazines & Publications				<input type="checkbox"/>
PD015	Monthly Appointment Calendars	Retain until no longer of an admin. Value, then destroy (RC-3 not required)	Electronic Paper		<input type="checkbox"/>
PD016	Purchase Orders – Copy	3 Years	Paper		<input type="checkbox"/>

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
PD018	CCH Log	2 Years	Paper		<input type="checkbox"/>
PD019	LEADS/NCIC Validations	2 Years	Paper		<input type="checkbox"/>
PD020	LEADS Entries for Missing Juveniles, Missing Persons, Stolen Articles, Warrants/Wanted Persons	2 Years after cancellation of record	Paper		<input type="checkbox"/>
PD021	LEADS Newsletter	2 Years	Paper		<input type="checkbox"/>
PD022	LEADS Audit Reports	2 Years	Paper		<input type="checkbox"/>
PD023	LEADS/NCIC Teletype Messages	Until no longer of admin. Or legal value	Paper		<input type="checkbox"/>
PD024	LEADS/NCIC Policy & Procedure Manuals	Until super Ceded	Paper		<input type="checkbox"/>
PD025	Video & Audio Tapes	30 days and no longer of an admin. Or legal value	Magnetic Tape/Digit al Media		<input type="checkbox"/>
PD026	Bulletins, Posters and Notices	Retain until no longer of an admin. Value, then destroy (RC-3 not required)	Electronic		<input type="checkbox"/>

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
PD027	Copies – All Media (reading, informational & reference copy)	Retain until no longer of an admin. Value, then destroy (RC-3 not required)	Electronic		<input type="checkbox"/>
PD028	Drafts – All Media	Retain until no longer of an admin. Value, then destroy (RC-3 not required)	Electronic		<input type="checkbox"/>
PD029	Inter-Office Communications	Until no longer of admin. Value	Paper		<input type="checkbox"/>
PD030	Professional Association Files	Until no longer of admin. Value	Paper		<input type="checkbox"/>
PD031	Grants – State & Federal (requests – not funded)	1 Years after decision rendered	Paper		<input type="checkbox"/>
PD032	Grants – State Funded	3 years after grant expires	Paper		<input type="checkbox"/>
PD033	Grants – Federal Funded	5 Years after grant expires	Paper		<input type="checkbox"/>
PD034	Special or Emergency Response Protocols	3 Years after revised or rescinded	Paper		<input type="checkbox"/>

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(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
PD035	Equipment Operations & Maintenance Manuals	Life of Equipment or revised or rescinded	Paper		<input type="checkbox"/>
PD036	Asset Inventory	2 Years after revised	Paper		<input type="checkbox"/>
PD037	Administrative Project Files	Until no longer of admin. Or fiscal value	Paper		<input type="checkbox"/>
PD038	News Releases	1 Years	Electronic Paper		<input type="checkbox"/>
PD039	News Releases	2 Years	Computer		<input type="checkbox"/>
PD040	Fax Cover Sheet	Treat as correspondence	Paper		<input type="checkbox"/>
PD041	Phone Messages	Hold until no longer of admin. Value, then destroy (no RC-3 required)	Paper		<input type="checkbox"/>
PD042	3x5 Cards – Incidents	Permanent	Paper		<input type="checkbox"/>
PD043	3x5 Cards – Accidents	3 Years	Paper		<input type="checkbox"/>
PD044	Overage/Shortage Letters to Treasurer	1 Year after audited	Paper		<input type="checkbox"/>
PD045	Monthly Form/Receipts Totals	3 Years	Paper		<input type="checkbox"/>
PD046	Monthly Tally Form – Copy Machine	3 Years	Paper		<input type="checkbox"/>
PD047	Daily Printouts for Receipts	3 Years	Paper		<input type="checkbox"/>

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
PD048	Daily Accident Report Form	3 Years	Paper		<input type="checkbox"/>
PD049	DUI Log Sheets	7 Years	Paper		<input type="checkbox"/>
PD050	Daily Pay – Ins	3 Years	Paper		<input type="checkbox"/>
PD051	Copies of Daily Accidents	3 Years	Paper		<input type="checkbox"/>
PD052	Log Sheet for Accident Returns	Hold until no longer of admin. Value, then destroy (no RC-3 required)	Paper		<input type="checkbox"/>
PD053	Log Sheet for Accident Photos	3 Years	Paper		
PD054	Gun Registrations	Permanent	Paper/Co mputer		
PD055	Monthly Tally Sheet – Domestic Violence	7 Years	Paper		
PD056	Monthly Tally Sheet – Resisting Arrests	3 Years	Paper		
PD057	Form 2 Disbursement Sheets	Hold until no longer of admin. Value, then destroy (no RC-3 required)	Computer/ Paper		
PD058	Employee Tasks Sheet for OT	Hold until no longer of admin. Value, then destroy (no RC-3 required)	Computer		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
PD059	Labels for Drawers and Files	Hold until no longer of admin. Value, then destroy (no RC-3 required)	Computer/ Paper		
PD060	Daily Tracking Sheet for F-2's, Acc's, CIT's & Arr's	Hold until no longer of admin. Value, then destroy (no RC-3 required)	Computer		
PD061	Imaging Configuration Plan	Life of System	Computer/ Paper		
PD062	Juvenile Complaint Templates	Permanent until superseded	Computer/ Paper		
PD063	Pre-Paid Accident Billing Forms	Permanent until superseded	Paper		
PD064	Pre-Paid Accident Set Up Forms	Permanent until superseded	Paper		
PD065	Daily Schedule	Permanent until superseded	Computer/ Paper		
PD066	Record Merges	Permanent	Computer/ Paper		
PD067	Suspicion of Dementia	Permanent	Computer/ Paper		
PD068	Parole Registrations	Until Parole is concluded & 1 year	Computer/ Paper		
PD069	Liquor Control Applications	Permanent	Paper		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
		until superseded			
PD070	Subpoenas	6 months	Computer/ Paper		
PD071	Coroner's Reports	Until Discharged	Paper		
PD072	Expungements	Permanent	Computer/ Paper		
PD073	Form 2's	Imaged then 7 years	Computer/ Paper		
PD074	Form 2 – A's	Imaged then 7 years	Computer/ Paper		
PD075	Homicides	Permanent	Computer/ Paper		
PD076	OH-1	3 years	Computer/ Paper		
PD077	OH-2	3 years	Paper		
PD078	OH-1P	3 years	Paper		
PD079	Hit & Run Follow-up Report	3 years	Paper		
PD080	Private Property Accident Report	3 years	Computer/ Paper		
PD081	Fatal Accident Reports	Permanent	Computer/ Paper		
PD082	Form 8 Pencil Copy	Permanent	Paper		
PD083	Form 8 Printed Copy from County	Permanent	Computer/ Paper		
PD084	3 Page Juvenile contact Pencil Copy	Permanent	Paper		
PD085	1 Page Juvenile Contact Printed	Permanent	Computer/ Paper		
PD086	Summons	6 Months	Paper		
PD087	Form 8 for Summons	6 Months	Computer/		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
			Paper		
PD088	MM Citations	6 Months	Computer/ Paper		
PD089	BCI Forms for Expungements	Permanent	Paper		
PD090	LEADS Updates	2 Years or until superseded	Paper		
PD091	CCH Updates	2 Years or until superseded	Paper		
PD092	Motor Vehicle Theft Reports	Imaged then 7 years	Computer/ Paper		
PD093	Teletype Printouts	Imaged then 7 years	Paper		
PD094	Teletype Messages	Imaged then 7 years	Paper		
PD095	CCH Log	Permanent	Paper		
PD096	BMV Photo Log	3 Years	Paper		
PD097	Fax Requests	Hold until no longer of admin. Value, then destroy (No RC-3 required)	Paper		
PD098	Property Receipts	Imaged then 7 years with report	Paper		
PD099	DV2	Imaged then 7 years	Computer/ Paper		
PD100	DV3	Imaged then 7 years	Paper		

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
PD101	Missing Persons Reports	20 years or until found, then 7 years	Computer/ Paper		
PD102	Supplements	Imaged then 7 years	Paper		
PD103	Special Supplements	Imaged then 7 years	Paper		
PD104	Taped Statements, Form 33	Imaged then 7 years	Paper, Computer/ Paper		
PD105	Constitutional Rights Form	Imaged then 7 years	Paper		
PD106	Consent to Search Forms	Imaged then 7 years	Paper		
PD107	Witness Statements	Imaged then 7 years	Paper		
PD108	Photo Line Ups	Imaged then 7 years	Paper		
PD109	Lab Sheets	Imaged then 7 years	Paper		
PD110	BAC Tests	3 years	Paper		
PD111	BAC Calibration Sheets	3 years	Paper		
PD112	Use of Force Forms	Imaged then 7 years	Paper		
PD113	Misc. Report Requests	Hold until no longer of admin. Valu e, then destroy (No RC-3 required)	Paper		
PD114	Record Check Requests	Hold until no longer of admin. Value, then	Paper		

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
		destroy (No RC-3 required)			
PD115	Record Check Release Forms	Hold until no longer of admin. Value, then destroy (No RC-3 required)	Paper		
PD116	Monthly Reports	Until Incorporated into Annual Report	Paper		
PD117	Tally Books	5 years	Paper		
PD118	Microfilmed reports	Permanent	Microfilm		✓
PD119	Photos	Includes prints, slides & negatives until information no longer current, then destroy	Paper		✓
PD120	Vacate Order (for expungements)	Permanent	Paper		
PD121	Officer Roster	Until Superseded	Paper		
PD122	Officer Listings	Until Superseded	Paper		
PD123	Charge Codes Listings	Until Superseded	Paper		
PD124	Phone Number Sheet	Until Superseded	Paper		

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
PD125	Pager List	Until Superseded	Paper		
PD126	Sent Memos	Hold until no longer of admin. Value, then destroy (No RC-3 required)	Computer/ Paper		
PD127	Daily Court List	Until Dispositions are completed	Paper		
PD128	Juvenile Dispositions	Permanent until expunged	Paper		
PD129	Court Dispositions	Permanent until expunged	Computer/ Paper		
PD130	Misc. Reports for Research	Hold until no longer of admin. Value, then destroy (no RC-3 required)	Computer/ Paper		
PD131	Fingerprint Print-outs	Until age 80 or deceased	Computer/ Paper		
PD132	Neighborhood Block Reports	Hold until no longer of admin. Value, then destroy (no RC-3 required)	Computer/ Paper		
PD133	Officers STAT Reports	Hold until no longer of	Computer/ Paper		

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
		admin. Value, then destroy (no RC-3 required)			
PD134	DUI Report	7 years	Computer/ Paper		
PD135	City Prosecutor Records Request	Hold until no longer of admin. Value, then destroy (no RC-3 required)	Paper		
PD136	Juvenile Prosecutors Faxes	Hold until no longer of admin. Value, then destroy (no RC-3 required)	Paper		
PD137	Annual Report	Permanent	Computer/ Paper		✓
PD138	Arrest Cards	Until age 80 or deceased	Paper		
PD139	Correspondence	Until no longer of admin. Value, generally 1- 5 years	Paper		
PD140	Fingerprint Cards	Until age 80 or deceased	Computer/ Paper		
PD141	Master Name Index	Permanent	Computer/ Paper		✓
PD142	Type of Crime File	Permanent	Paper		✓

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
PD143	In-Cruiser Videos	30 days	Videotape		
PD144	Annual Firearms Recertification	Retain until officer retires	Paper/Co mputer		
PD145	Firearm Issued to Officer	Retain until officer retires	Paper/Co mputer		
PD146	Canine Log Sheet	2 years, unless case pending	Paper		
PD147	Canine Bite Reports	2 years, unless case pending	Paper		
PD148	Vehicle's Shotgun Assignments	Permanent, updated as needed	Paper		
PD149	K-9 Assignment Bids	2 years, unless action pending	Paper		
PD150	Handgun Repair Records	Retained while dept. ownweapon	Paper		
PD151	K-9/Range Officer's Annual Report (copy)	1 year	Paper		
PD152	Repairs to Indoor Range	5 years	Paper		
PD153	Range Training Supplies	5 years	Paper		
PD154	K-9 Basic Training Records	Retain until officer retires	Paper		
PD155	Weekly K-9 Retrain Records	2 years	Paper		
PD156	Individual Weekly K-9 Retrain Records	6 months	Paper		

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
PD157	LETN Training	Permanent	Paper		
PD158	State K-9 Evaluations	3 years	Paper		
PD159	HOF Video Taping	1 year	Video		
PD160	HOF Event Manpower Assignments	1 year	Computer		
PD161	HOF Misc. Communications	1 year	Computer		
PD162	Recruitment Background Checks	Retain until officer retires	Paper		
PD163	Recruitment OBCI fingerprint checks	Retain until officer retires	Paper		
PD164	Recruitment Oral Interview Scores	2 years	Paper		
PD165	Recruitment OBCI Fingerprint Checks	Retain until officer retires	Paper		
PD166	Recruitment Oral Interview Scores	2 years	Paper		
PD167	Recruitment Background Checks of Rejected Applicants	2 years	Paper		
PD168	Misc. Recruitment Communications	2 years	Paper		
PD169	Recruitment Credit Bureau Checks	2 years	Paper		
PD170	Daily Payroll Sheets	1 year	Computer		
PD171	Travel Request Letters	2 years	Computer/ Paper		
PD172	Training Div. Annual Report	5 years	Computer		
PD173	Use of Force Report (copy)	5 years	Computer		
PD174	Citizens' Police Academy Applications	1 year/	Paper		

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
		Conclusion of class			
PD175	CPA Background Checks	Conclusion of class attendance	Paper		
PD176	Misc. CPA Communications	1 year	Paper/Co mputer		
PD177	Datamaster Proficiency Letters	2 years	Paper		
PD178	Misc. Datamaster Communications	2 years	Computer		
PD179	Training Bureau Datamaster Calibration Tests	1 year	Paper		
PD180	Auxiliary Police Roster	Periodic update	Computer		
PD181	Auxiliary Applications/ Background Info.	Retain until retirement or until applicant not considered viable	Paper		
PD182	Misc. Officer Training Records	Retain for duration of 3 officer's employment	Paper/Co mputer		
PD183	40 Hours In Service Training Curriculum	10 years	Paper		
PD184	In Service Attendance Roster	10 years	Computer		
PD185	Misc. In Service Communications	1 year	Computer		
PD186	Alarm System S: Applications, Cards, Background Checks	3 years	Paper		
PD187	Amusements: Letters, Apps, Misc.	3 years	Paper		
PD188	Animal Kennels: Letters, Apps,	3 years	Paper		

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
	County's List, Misc.				
PD189	Cabarets: Letters, Apps, Permits, Background Checks	3 years	Paper		
PD190	Carnivals: Letters, Reg Forms Permits	3 years	Paper		
PD191	Itinerants: Letters, Apps, Permits, Insurance, Background Checks & Misc.	3 years	Paper		
PD192	Jewelry Registrations & Letters & Misc.	3 years	Paper		
PD193	Junk Dealers Letters, Apps and Permits & Misc.	3 years	Paper		
PD194	Musical Device Apps, Letters, Misc.	3 years	Paper		
PD195	Pawn Brokers Letters & Registration, Misc.	3 years	Paper		
PD196	Refuse Haulers Applications, Permits, Letters, Lists	3 years	Paper		
PD197	Solicitations Apps, permits, Background Checks, Lists	3 years	Paper		
PD198	Taxi Co Apps, Letters, Vehicle Inf, Inspection Sheet & Misc	3 years	Paper		
PD199	Taxi Driver Apps, Photos, State DMV Print Outs, Background Checks & Misc.	3 years	Paper		
PD200	Receipts Ledgers, Books, Paper Tapes, Auditor Sheets, Misc.	3 years	Paper		
PD201	Annual Reports	Permanent	Paper		
PD202	Cabaret & Taxi Cab Drivers Fingerprint Cards	Permanent	Cardboard		
PD203	Bicycle Registration	Duration of ownership	Paper		
PD204	Nursing Home Registrations & Background Checks	Duration of Employment	Paper		
PD205	Daily Log Sheets	Until no longer of	Paper		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
		value			
PD206	Prior Police Calls	Until no longer of value	Paper		
PD207	Desk Calendar	Until no longer of value	Paper		
PD208	Yellow Sticky Notes	Until no longer of value	Paper		
PD209	Telephone Messages	Until no longer of value	Paper		
PD210	City Ordinances	Until no longer of value	Paper		
PD211	Inventory Print Outs	Until no longer of value	Paper		
PD212	Annual Budge – Department	5 years	Paper		
PD213	Annual Budget Preparations	3 years	Paper		
PD214	Annual Budget Request	3 years	Paper		
PD215	Monthly Reports – e.g.: Number of Police, Fire, Medic Calls/Incidents Various Comparison Charts re: Number of calls/incidents overtime Charts-Supervisors & Telecommunicators	3 years	Computer & Paper		
PD216	Memoranda (read & sign or initial) & Directives	2 years	Paper		
PD217	Dispatch Center reel to reel tapes	90 days	Tapes		
PD218	Executive Correspondence – e.g.: Personnel Files (those hired and not	1 year	Paper		

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
	hired) – Background Checks, Training Information, Disciplinary Information				
PD219	General Correspondence – e.g.: Records pertaining to day-to-day operation, Daily Work Records (x and o sheets), 28 day work schedule assignments, telecommunicator position assignments, shift pass on sheets, correspondence w/other City Dept s or Heads	1 year	Paper		
PD220	Routine Correspondence	6 months	Paper		
PD221	Transient Documents – e.g.: telephone messages limited documents in lieu of oral communications	6 months	Paper		
PD222	Facsimile Cover Sheets	2 years	Paper		
PD223	Unsolicited Correspondence	2 years	Paper		
PD224	Professional Magazines & Publications	2 years	Paper		
PD225	Monthly Appointment Calendars	1 year	Paper		
PD226	Purchase Orders – Dept. Copy	3 years	Paper		
PD227	Purchase Order Requisitions	3 years	Paper		
PD228	Dispatch Center Digital Audio Recording Tapes (DAT)	6 months	Magnetic Tape		
PD229	Dispatch Center – TTD/TTY Call Slips	1 year	Paper		
PD230	Dispatch Center – Dispatch Notes	30 days	Paper		
PD231	Dispatch Center – Fire Alarm On/Off Status Record	6 months	Paper		
PD232	FCC Radio Licenses	Until Superseded	Paper		
PD233	911 MSAG (Master Street Address Guide)	Until Superseded	Computer & Paper		

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PD234	911 Call Logs	2 years	Computer		
PD235	911 ANI/ALI change Form	2 years	Paper		
PD236	SIMS: Status Buttons, Emergency Button Alarms, Portable Radio Phone Calls, Air Usage Time	1 year	Computer & diskette		
PD237	Radio Transmission Logger	30 days	Computer		
PD238	Bulletins, Posters & Notices	Retain until no longer of admin value, then destroy (RC-3 not required)	Paper		
PD239	Copies of Media Information	Retain until no longer of admin value, then destroy (RC-3 not required)	Paper		
PD240	Inter-Office Communications	Retain until no longer of admin value, then destroy (RC-3 not required)	Paper		
PD241	Special or Emergency Response Protocols	6 years	Paper		
PD242	Equipment Operations & Maintenance Manuals	Retain until no longer of admin value, then destroy	Paper		

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 Require d by LGRP
		(RC-3 not required)			
PD243	Dispatch Complaint Reports – non criminal responses	6 years	Paper		
PD244	Asset Inventory	2 years	Paper		
PD245	Subpoenas	Retain until no longer of admin value, then destroy (RC-3 not required)	Paper		
PD246	Service Contract & Agreements	5 years	Paper		
PD247	Case Investigations; Homicide & Rape including evidence (pending duplicates)	Permanent	Paper		
PD248	Homicides including evidence (closed-duplicates)	10 years after all appeals exhausted	Paper		
PD249	All Felony & Misdemeanor Cases (pending & closed) duplicates	1 year	Paper		
PD250	Pawn Tickets	1 year	Paper		
PD251	Arrest Photos	Permanent	Paper		
PD252	Detective Bureau Log Sheets	3 years	Paper		
PD253	Case Assignment Logs	1 year	Paper		
PD254	Arrest Records (F-8) (duplicates)	30 days	Paper		
PD255	30 Day File for non-assigned cases (duplicates)	30 days	Paper		
PD256	Warrant List	30 days	Paper		

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 Require d by LGRP
PD257	Juvenile Records	Until person turns 18 or when expunged by court order	Paper		
PD258	Case Investigations- homicide & Rape including evidence (pending duplicate)	Permanent	Paper		
PD259	Homicide including evidence (closed- duplicate)	10 years after all appeals exhausted	Paper		
PD260	All Felony & Misdemeanor Cases (pending & closed) duplicates	1 year	Paper		
PD261	Juvenile Bureau Log Sheets	1 years	Paper		
PD262	Case Assignment Logs	1 year	Paper		
PD263	Daily Log Sheets For Officer Calls	4 years	Paper		
PD264	Bimonthly Activity Sheet for Community Police Bicycle Zones	4 years	Paper		
PD265	Teacher Evaluation of DARE Officers	4 years	Paper		
PD266	Inter Department & City Communications Regarding Junk Vehicle Complaints	4 years	Paper		
PD267	License Plate Registrations & Haines Directory Address for Junk Vehicle Complaints	4 years	Paper		
PD268	Letters to Violators Regarding Junk Vehicle Complaints & Certified Letter Forms	4 years	Paper		
PD269	Inter-Office Communications	4 years	Paper		
PD270	Administrative Project Files	4 years	Paper		
PD271	Telephone Logs (long distance)	4 years	Paper		

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 Require d by LGRP
PD272	Vacation Schedule (yearly)	4 years	Paper		
PD273	Budget Reports	4 years	Paper		
PD274	Monthly Line-Ups	4 years	Paper		
PD275	Travel Letters	4 years	Paper		
PD276	Immobilization Fee Records	4 years	Paper		
PD277	Pay-In Records	4 years	Paper		
PD278	Grievance Records	4 years	Paper		
PD279	Monthly Reports	4 years	Paper		
PD280	Master Log Sheets	4 years	Paper		
PD281	Personnel Files	4 years	Paper		
PD282	Executive Correspondence	4 years	Paper		
PD283	Routine Correspondence	4 years	Paper		
PD284	Transient Documents	4 years	Paper		
PD285	Facsimile Logs	4 years	Paper		
PD286	Unsolicited Correspondence	4 years	Paper		
PD287	Purchase Orders-Department Copy	4 years	Paper		
PD288	BAC – Certificate (original copy)	4 years	Paper		
PD289	Bulletins, Posters & Notices	4 years	Paper		
PD290	Internal Affairs Cases (closed)	4 years	Paper		
PD291	Internal Affairs Log Sheets	4 years	Paper		

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 Require d by LGRP
PD292	Use of Force Forms (duplicates)	4 years	Paper		
PD293	Internal Affairs Back-up Disc	4 years	Computer Disc		
PD294	Transcription Log	4 years	Paper/Disc		
PD295	Internal Affairs Annual Report	Permanent	Paper/Disc		
PD296	Daily Activity Logs	4 years	Paper		
PD297	Property Ledgers	Permanent	Bound Book		
PD298	Recovered Property & Evidence	St. of Lim. Or as required by ORC 2933.41	Various		
PD299	Property Receipts & Releases	2 years after disposition of property	Paper		
PD300	Miscellaneous Memos & Other Papers	Retain until no longer of admin. Value, then destroy (NO RC-3 required)	Paper		
PD301	Unsolicited Mail	Retain until no longer of admin. Value, then destroy (No RC-3 required)	Paper		
PD302	Transcribed Tapes	After supplements filed &	Cassette Tapes		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
		criminal case complete			