



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

MAY 19 2022

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 and Section B must be filled out and signed by local government before submission to the State Archives

**Section A: Local Government Unit**

City of Canton

Police Department

(Local Government Entity)

(Unit)

John Gabbard

Chief of Police

April 21, 2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission

330-438-4309

(Telephone Number)

218 Cleveland Ave SW, 8<sup>th</sup> floor

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.

5/19/2022

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Government Records Archivist

5/31/2022

Signature

Title

Date

**Section D: Auditor of State**

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***See instructions before completing this form.*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PD001	Annual Reports	Permanent	Electronic		<input checked="" type="checkbox"/>
PD002	Annual Capital Request Budget	3 Years	Paper Electronic		<input type="checkbox"/>
PD003	Annual Budget Request and Preparation	3 Years	Paper Electronic		<input type="checkbox"/>
PD004	Annual Department Budget	5 Years	Paper Electronic		<input type="checkbox"/>
PD005	Purchase orders	3 Years	Paper Electronic		<input type="checkbox"/>
PD006	Activity Reports/Monthly Reports All types	2 Years	Paper Electronic		<input type="checkbox"/>
PD007	Bulletins, Memoranda, Directives (Read & Sign)	2 Years and no longer of admin value	Paper Electronic		<input type="checkbox"/>
PD008	Executive Correspondence – concerning agency policies, programs, fiscal and personnel matters.	3 Years and no longer of admin value	Electronic		<input type="checkbox"/>
PD009	General Correspondence – internal and external requesting information pertaining to the agency and other miscellaneous inquires.	Till no longer of admin value	Electronic		<input type="checkbox"/>
PD010	Transient Documents – phone messages and other documents of temporary importance in lieu of oral communication	Till no longer of admin value	Paper Electronic		<input type="checkbox"/>
PD011	CPD- Rules, Regulations, Policies & Procedures	2 Years after revised or rescinded	Paper Electronic		<input type="checkbox"/>
PD012	CCH Log	2 Years	Paper		<input type="checkbox"/>

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

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PD013	LEADS/NCIC Validations	2 Years	Paper Electronic		<input type="checkbox"/>
PD014	LEADS Entries for Missing Juveniles, Missing Persons, Stolen Articles, Warrants/ Wanted Persons and Protection Orders	2 Years after cancellation of record	Paper Electronic		<input type="checkbox"/>
PD015	LEADS Newsletter	2 Years	Paper Electronic		<input type="checkbox"/>
PD016	LEADS Audit Reports	2 Years	Paper Electronic		<input type="checkbox"/>
PD017	LEADS/NCIC Teletype Messages	2 Years	Paper Electronic		<input type="checkbox"/>
PD018	LEADS/NCIC Policy and Procedure Manuals	Until superseded	Paper Electronic		<input type="checkbox"/>
PD019	Inter-Office Communications	Until no longer of admin value	Paper Electronic		<input type="checkbox"/>
PD020	Professional Association Files	Until no longer of admin value	Paper Electronic		<input type="checkbox"/>
PD021	Grants- State and Federal (requests not funded)	1 Year after decision rendered	Paper Electronic		<input type="checkbox"/>
PD022	Grants- State and Federal funded	5 Years after grant expires	Paper Electronic		<input type="checkbox"/>
PD023	Special or Emergency Response Protocols	3 Years after revised or rescinded	Paper Electronic		<input type="checkbox"/>
PD024	Equipment Operations & Maintenance Manuals	Life of equipment or revised	Paper Electronic		<input type="checkbox"/>

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

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PD025	Administrative Project Files	Until no longer of admin or fiscal value	Paper Electronic		<input type="checkbox"/>
PD026	Press Releases	2 Years	Paper Electronic		<input type="checkbox"/>
PD027	Pay-ins, Monthly Receipt Totals, Daily Receipts	3 Years	Paper Electronic		<input type="checkbox"/>
PD028	Parole Registrations	Until 1 year after parole has concluded	Paper Electronic		<input type="checkbox"/>
PD029	Liquor Control Applications	Permanent until superseded	Paper Electronic		<input type="checkbox"/>
PD030	Subpoena sign out sheet	6 months	Paper Electronic		<input type="checkbox"/>
PD031	Coroner's Reports	Until Discharged	Paper Electronic		<input type="checkbox"/>
PD032	Expungement forms/Vacate Orders	Permanent	Paper Electronic		<input type="checkbox"/>
PD033	Incident Reports	7 Years	Paper Electronic		<input type="checkbox"/>
PD034	Homicides & Rape Including evidence	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
PD035	Accident Reports – to include Hit and Run and Private Property	3 Years	Paper Electronic		<input type="checkbox"/>
PD036	Fatal Accident Reports	Permanent	Paper Electronic		<input type="checkbox"/>

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

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PD037	Arrest Reports (Adult)	50 years	Paper Electronic		<input type="checkbox"/>
PD038	Arrest Reports (Juvenile)	Until 18 years of age or Expunged by court	Paper Electronic		<input type="checkbox"/>
PD039	Summons	6 months	Paper Electronic		<input type="checkbox"/>
PD040	MM Citation	6 months	Paper Electronic		<input type="checkbox"/>
PD041	Property Receipts	Imaged then 7 Years	Paper Electronic		<input type="checkbox"/>
PD042	DVA	Imaged then 7 Years	Paper Electronic		<input type="checkbox"/>
PD043	Missing Persons Reports	20 Years or 7 Years after found	Paper Electronic		<input type="checkbox"/>
PD044	Supplements	Imaged then 7 Years	Paper Electronic		<input type="checkbox"/>
PD045	Taped Statements & Witness Statements	Imaged then 7 Years	Paper Electronic		<input type="checkbox"/>
PD046	Constitutional Rights Forms & Consent to Search Forms	Imaged then 7 Years	Paper Electronic		<input type="checkbox"/>
PD047	Intoxilyzer 8000 Tests and Calibration Sheets	3 Years	Paper		<input type="checkbox"/>
PD048	Use of Force Reports	Imaged then 7 Years	Paper Electronic		<input type="checkbox"/>

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

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PD049	Photo Lineups & Lab Sheets	Imaged then 7 Years	Paper Electronic		<input type="checkbox"/>
PD050	Record Checks/Release Forms	Hold till no longer of value then destroy	Paper		<input type="checkbox"/>
PD051	Microfilmed Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
PD052	Department Assignments/Lineups	Until Superseded	Paper		<input type="checkbox"/>
PD053	Daily Court List	Until Superseded	Paper		<input type="checkbox"/>
PD054	OVI paperwork	Imaged then 7 Years	Paper Electronic		<input type="checkbox"/>
PD055	Master Name Index	Permanent	Electronic		<input checked="" type="checkbox"/>
PD056	Annual Firearms Recertification	Retain until Officer Retires	Paper Electronic		<input type="checkbox"/>
PD057	Firearm Issued to Officer	Retain until Officer Retires	Paper Electronic		<input type="checkbox"/>
PD058	Firearm repair records	Retained while depart owns weapon	Paper Electronic		<input type="checkbox"/>
PD059	Vehicle Shotgun Assignments	Until Superseded	Paper Electronic		<input type="checkbox"/>

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

(Local Government Entity)

(Unit)

PD060	Repairs and supplies for indoor and outdoor ranges	5 years	Paper Electronic		<input type="checkbox"/>
PD061	K-9 Basic Training Records	Retain till 2 Years after K9 Retires	Paper Electronic		<input type="checkbox"/>
PD062	K-9 Retrain Records	Retain till 2 Years after K9 retires	Paper Electronic		<input type="checkbox"/>
PD063	K-9 State Evaluations	Retain till 2 Years after K9 retires	Paper Electronic		<input type="checkbox"/>
PD064	K-9 Log Sheets and Bite Reports	2 Years unless case is pending	Paper Electronic		<input type="checkbox"/>
PD065	Event Planning files	2 Years or until superseded	Paper Electronic		<input type="checkbox"/>
PD066	Police Department Shift and Vacation Bid Sheets	2 Years unless action pending	Paper Electronic		<input type="checkbox"/>
PD067	Recruitment Background Checks- includes fingerprints and summary	Retain until Officer retires	Paper Electronic		<input type="checkbox"/>
PD068	Recruitment Oral Interview Scores	2 Years	Paper Electronic		<input type="checkbox"/>
PD069	Recruitment Background checks of rejected applicants	2 Years	Paper Electronic		<input type="checkbox"/>
PD070	Misc. Recruitment Communications	2 Years	Paper Electronic		<input type="checkbox"/>
PD071	Travel Letters	2 Years	Paper Electronic		<input type="checkbox"/>

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

(Local Government Entity)

(Unit)

PD072	Auxiliary Police Roster	Periodic Update	Paper Electronic		<input type="checkbox"/>
PD073	Auxiliary Apps/Background Info	Retain until no longer considered viable	Paper Electronic		<input type="checkbox"/>
PD074	Citizens Police Academy Application	1 Year after conclusion of the class	Paper Electronic		<input type="checkbox"/>
PD075	Misc. Training records	Retain for the duration of Officers Employment	Paper Electronic		<input type="checkbox"/>
PD076	40 Hour In-Service Training Records	10 years	Paper Electronic		<input type="checkbox"/>
PD077	Misc. In-Service Communications	1 Year	Paper Computer		<input type="checkbox"/>
PD078	Dispatch – Monthly reports	3 Years	Paper Computer		<input type="checkbox"/>
PD079	Dispatch – Records pertaining to day-to-day operations, Work Schedule assignments, Position assignments, Pass on sheets	2 Years	Paper Electronic		<input type="checkbox"/>
PD080	Pawn tickets	1 Year	Paper Electronic		<input type="checkbox"/>
PD081	Arrest Photos	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
PD082	Juvenile Records	Until Person turns 18 or when expunged	Paper Electronic		<input type="checkbox"/>



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

(Local Government Entity)

(Unit)

PD083	Personnel Files	5 Years after employee terminates	Paper Electronic		<input type="checkbox"/>
PD084	Grievance Records	4 Years	Paper Electronic		<input type="checkbox"/>
PD085	Bulletins, Posters & Notices	4 Years	Paper Electronic		<input type="checkbox"/>
PD086	Internal Affairs Cases (closed)	4 Years	Paper Electronic		<input type="checkbox"/>
PD087	Internal Affairs Back-up File	4 Years	Electronic		<input type="checkbox"/>
PD088	Internal Affairs Officer Involved Shootings	20 Years	Paper Electronic		<input type="checkbox"/>
PD089	Property Ledgers	Permanent	Bound Book		<input type="checkbox"/>
PD090	Transcription Logs	4 Years	Paper Electronic		<input type="checkbox"/>
PD091	Digital Recordings	After supplements filed & Criminal Case Complete	Electronic		<input type="checkbox"/>
PD092	Recovered Property & Evidence	Statute of Limitation or as required by ORC 2933.41	Various		<input type="checkbox"/>
PD093	Property Receipts and Releases	2 years after disposition of the property	Paper Electronic		<input type="checkbox"/>

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

(Local Government Entity)

(Unit)

PD94	Video/Audio- BWC, In car Camera	30 days	Digital		<input type="checkbox"/>
PD104	City Safety Cameras -Genetec	15 Days /use for one cycle. Then reuse provided no action pending	Digital		<input type="checkbox"/>
PD96	Mental Health files	Permanent?	Paper Digital		<input type="checkbox"/>
PD97	Photos	Includes prints, slides & Negatives until information no longer current then destroy	Paper Digital		<input checked="" type="checkbox"/>
PD98	Court Dispositions- Adult/Juv	Permanent until expunged	Paper Digital		<input type="checkbox"/>
PD99	Finger print printouts/cards	Until age 80 or deceased	Paper Digital		<input type="checkbox"/>
PD100	Permits	3 Years	Paper Digital		<input type="checkbox"/>
PD101	Junk Vehicle Records	4 Years	Paper Digital		<input type="checkbox"/>
PD102	Tow Slips	2 months or no longer of admin value	Paper		<input type="checkbox"/>
PD103	Gun Registrations?	Permanent	Paper Digital		<input type="checkbox"/>

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

*See instructions before completing this form.*

(Local Government Entity)

(Unit)

					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>