



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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

Canton-Stark County Crime Laboratory – Agency wide (Canton Police Dept.)

(Local Government Entity)

(Unit)

[Signature] Bruce H. Lawver Chief of Police 09/12/17
 (Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

City of Canton Records Commission

330-438-4184

(Telephone Number)

218 Cleveland Ave., SW, 4th 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.

[Signature] 9/21/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Signature] Local Government Records Archivist 9/27/17
 Signature Title Date

Section D: Auditor of State

[Signature] 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.

Canton-Stark County Crime Laboratory – Agency Wide (Canton Police Dept.)

(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 |
|---------------------------|--|---|------------------------|---|---------------------------------------|
| 15-CL-01 | Accident/Report Files: a.) Bodily injury to non-employee b.) Employee Injury Report (copy) c.) Damage to Lab Vehicle | a.) 6 years provided no action pending b.) Place in personnel file c.) Place in vehicle maintenance file | PAPER | | <input type="checkbox"/> |
| 15-CL-02 | Analyst Caseload Stat Records/ Current Qualified Casework Analyst Records | 5 years | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-03 | Analytical/Quality/Management/ Standard Operating/Safety/Training Procedures & Associated Blank Forms (Approved) | Permanent | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-04 | Annual Budget | Permanent | PAPER OR ELECTRONIC | | <input checked="" type="checkbox"/> |
| 15-CL-05 | Annual Quality Surveys | 5 Years | PAPER | | <input type="checkbox"/> |
| 15-CL-06 | Annual Reading List Records for Personnel | 5 years | PAPER | | <input type="checkbox"/> |
| 15-CL-07 | Annual Report | Permanent | PAPER OR ELECTRONIC | | <input checked="" type="checkbox"/> |
| 15-CL-08 | Applications for Employment/ Internship (Unsuccessful/Not hired) b.) Resumes | 1 year from receipt b.) 30 days | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-09 | Audit/Assessment Records | 5 years | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-10 | Badges/Identification | Turn in upon termination of employment | ALL MEDIA | | <input type="checkbox"/> |

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| 15-CL-11 | Bids (Successful) a.) Copies of successful bids to provide goods and/or services. b.) Original, if made part of a contract and filed with a contract. | a.) 3 years after contract expiration b.) 7 years after contract expiration | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-12 | Bids (Unsuccessful) | 2 years after letting of contract | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-13 | Calibration Records | 5 years | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-14 | Certificate of Analysis | 3 years after expired | PAPER | | <input type="checkbox"/> |
| 15-CL-15 | Continuing Education Certificates/class/seminars/training attendance records | Place in Personnel Qualifications File | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-16 | Chemical Inventories/ Material Safety Data Sheets (MSDS) | Until superseded or obsolete | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-17 | Contracts: Provided all goods or services where performed applicable to the language of the approved contract. | 7 years after expiration | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-18 | Copies, Extra Copies, Photocopies, etc. | Until no longer of administrative value | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-19 | Change in Protocol, Monthly Technical Reviews, Database Back-up Records & Other Related Records | 5 years | PAPER OR ELECTRONIC | | <input type="checkbox"/> |

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| 15-CL-20 | Communications - Transient: <i>Conveys information of temporary importance in lieu of oral communications (i.e. drafts, meeting notices, etc.). Referral letters, requests for routine information or publications(s) provided to the public by an agency which are answered by standard form letters.</i> | Until no longer of administrative value | PAPER/ ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-21 | Communications - General: <i>Request for information pertaining to interpretations and other misc. inquiries: informative – does not attempt to influence policy.</i> | 2 years (File w. related record(s) series, if content requires longer retention period.) | PAPER/ ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-22 | Communications - Executive: <i>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(s) series.</i> | 5 years (File w. related record(s) series, if content requires longer retention period.) | PAPER/ ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-23 | Deposit Receipts - Analysis Fees | 5 years | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-24 | Desk/Appointment Calendars | 2 months after calendar year | PAPER OR ELECTRONIC | | <input type="checkbox"/> |

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| 15-CL-25 | Drafts (All media) | Until no longer of administrative value | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-26 | Electronic Images (Exam Documentation) a.) VeriPic/Secured Digital Image Storage b.) Mideo Cameras c.) Ballistics Camera | a.) Permanent b.) Print/Place w. exam records c.) Print/Place w. exam records Electronic images 10 years | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-27 | Electronic Access/Door Entry Records | 2 years | PAPER | | <input type="checkbox"/> |
| 15-CL-28 | Electronic Mail - Email | Retain according to content & appraise according to communication schedule. Non-records can be deleted. | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-29 | Equipment Inventories | 3 years | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-30 | Federal Grant Files & Supporting Documents | 5 years (Provided the audit report was closed and all litigation claims or audit findings have been resolved.) | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-31 | Fuel Usage Records | 3 years | PAPER | | <input type="checkbox"/> |
| 15-CL-32 | Instrument/Equipment Maintenance Records, Run Records | 3 years after instrument out of service or disposed | PAPER OR ELECTRONIC | | <input type="checkbox"/> |

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|---------------------------|--|--|------------------------|---|---|
| 15-CL-33 | Instrumental Raw Data | 5 years; (Obsolete instrument or revised methodology) | ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-34 | Job Descriptions | Until superseded or classification abolished. | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-35 | Key Assignment Logs | Permanent | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-36 | Lab Management Quality Reviews | 5 years | PAPER | | <input type="checkbox"/> |
| 15-CL-37 | Laboratory Reports & Exam Documentation (Records): a.) Homicides & Rapes b.) Other Violent Offenses c.) Non-violent Offenses d.) Samples Stored in a Database | a.) Permanent b.) 20 years c.) 10 years d.) 5 years after removed from database | PAPER OR ELECTRONIC | | <input checked="" type="checkbox"/> (a.) |
| 15-CL-38 | Leases | 3 years after expiration | PAPER | | <input type="checkbox"/> |
| 15-CL-39 | Licenses, Permits, Certifications | 2 years after expiration | PAPER | | <input type="checkbox"/> |
| 15-CL-40 | Log Books a.) Evidence Submission/Return b.) Cases Submitted to Other Agencies c.) Kits Received/Performance Checks d.) Reagent Prep/Performance Checks | a.) Permanent b.) Permanent c.) 2 years after no further entry d.) 2 years after no further entry | PAPER | | <input type="checkbox"/> |
| 15-CL-41 | Mail | Until no longer of administrative value | PAPER | | <input type="checkbox"/> |

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| 15-CL-42 | Manuals, Handbooks, and Directives | Until superseded, obsolete or replaced. | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-43 | Meeting Notices | 6 months | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-44 | Meeting Minutes (Internal Lab Meetings) a.) Approved Hard Copy b.) Drafts/Notes | a.) 5 years b.) Until hard copy is approved. | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-45 | Payroll Time Sheet Records: <i>Leave Requests (Sick/Vacation), Compensatory Time (Used/Earned), Missing Rings (original or copy)</i> | 3 years | PAPER | | <input type="checkbox"/> |
| 15-CL-46 | Performance Check Records <i>Instruments/Equipment, Uncertainty of Measurement, etc.</i> | 5 years after no longer in use | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-47 | Personnel File/Personnel Qualifications Files | 3 years after employee/intern termination, purge extraneous records. Retain retirement & service records, etc. | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-48 | Personnel Performance Evaluations & Yearly Goals/Objectives Records | Place in Personnel File | PAPER | | <input type="checkbox"/> |
| 15-CL-49 | Proficiency Reports & Exam Documentation | 5 years | PAPER | | <input type="checkbox"/> |
| 15-CL-50 | Publications | Retain one copy until superseded or obsolete. | PAPER | | <input type="checkbox"/> |
| 15-CL-51 | Public Records Requests | 2 years | PAPER | | <input type="checkbox"/> |

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| 15-CL-52 | Purchasing Records – <i>Purchase Orders/Invoices/Delivery Receipts/Purchase Approvals, etc.</i> | 3 years-Originals 2 years-Copies | PAPER | | <input type="checkbox"/> |
| 15-CL-53 | Recording of Door/Gate Access | 30 days and re- use disk space provided no incident. If incident, download data to alternate electronic storage media. | ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-54 | Safety Inspection Worksheets, Temperature Records, etc. | 5 years | PAPER | | <input type="checkbox"/> |
| 15-CL-55 | Testimony Evaluations | 5 years | PAPER | | <input type="checkbox"/> |
| 15-CL-56 | Testimony Monitoring/Proficiency Testing/Safety Training Spreadsheets | Place in Personnel Qualifications File | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-57 | Travel Expense Records | 3 years | PAPER | | <input type="checkbox"/> |
| 15-CL-58 | Validations (Methods/Instruments) <i>New instruments using current methods or new methods.</i> | 5 years after method/ instrument archived or replaced | PAPER OR ELECTRONIC | | <input type="checkbox"/> |
| 15-CL-59 | Vehicle Maintenance Documents | 2 years after vehicle ownership changes/sold | PAPER | | <input type="checkbox"/> |
| 15-CL-60 | Visitor's Log | 1 year | PAPER | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |