



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Oberlin

(local government entity)

Police Department

(unit)

(signature of responsible official)

Tom Miller

(name)

Police Chief

(title)

5-7-12

(date)

### Section B: Records Commission

Records Commission

(440) 775-7203

(telephone number)

85 S. Main Street

(address)

Oberlin

(city)

OH

(zip code)

Lorain

(county)

To have this form returned to the Records Commission electronically, include an email address: **banderson@city of oberlin.com**

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

5-10-2012

Date

### Section C: Ohio Historical Society - State Archives

Signature

Govt Records Archivist - LGRP

Title

5/25/12

Date

### Section D: Auditor of State

Signature

6-6-12

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**



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This retention schedule supersedes all previous retention schedules approved by the Oberlin City Records Commission prior to May 10, 2012.

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## Section E: Records Retention Schedule

### CITY OF OBERLIN

### POLICE DEPARTMENT

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2012-01-PD	<u>911 Notifications</u>	5 years provided no action pending.	Paper		<input type="checkbox"/>
2012-02-PD	<u>Accident / Crash Reports &amp; Cards</u> Traffic – Non-Fatal.	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-03-PD	<u>Accident / Crash Reports &amp; Cards</u> Traffic – Fatal.	Permanent.	Paper Electronic*		<input type="checkbox"/>
2012-04-PD	<u>Alarm Reports</u> Reports of activities of officers on each shift or special detail worked. Includes lists of information on occurrence of all criminal activity, complaints and arrests, traffic violations and accidents.	2 years.	Paper Electronic*		<input type="checkbox"/>
2012-05-PD	<u>Alcohol Breath Testing Forms</u> (Test, Calibration, Proficiency, Etc.)	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-06-PD	<u>Annual Dept Budget Worksheets / Documents</u> Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence and related records.	5 years after budget year.	Paper Electronic*		<input type="checkbox"/>
2012-07-PD	<u>Annual Department Report</u>	Permanent.	Paper		<input checked="" type="checkbox"/>
2012-08-PD	<u>Applicants Withdrawn From Consideration For Employment Background Investigation</u>	1 year.	Paper Electronic*		<input type="checkbox"/>



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2012-09-PD	<u>Arrest Book</u> Arrestee – Charge Information.	Permanent.	Paper		<input type="checkbox"/>
2012-10-PD	<u>Arrest Cards/ Reports</u> Reports concerning arrests made by officers. May include complete name, alias or nickname of person arrested, residence, sex, age, date of birth, physical description, offense committed, car-make, license number, occupation, telephone numbers, names of witnesses, name of arresting officer(s), and other related information.	Permanent.	Paper		<input type="checkbox"/>
2012-11-PD	<u>Attendance Reports / Records / Differential Time Sheets</u>	6 years.	Paper Electronic*		<input type="checkbox"/>
2012-12-PD	<u>Auction/Surplus Sales Records</u> Records concerning abandoned and unclaimed articles and found property sold at public auction. May include auction receipts of monies received for items sold.	5 years.	Paper		<input type="checkbox"/>
2012-13-PD	<u>Audit Records Results</u> Law Enforcement Automated Data System, National Crime Information Center, Ohio Law Enforcement Network.	2 audit cycles.	Paper		<input type="checkbox"/>
2012-14-PD	<u>Bicycle License Registrations</u>	Destruction of the bicycle or documented change of ownership or 25 years, whichever comes first.	Electronic*		<input type="checkbox"/>
2012-15-PD	<u>Bicycle/Property Cards</u> (Stolen and Abandoned)	2 years.	Paper Electronic*		<input type="checkbox"/>
2012-16-PD	<u>Blank Forms (Administrative)</u>	Until revised, obsolete or superseded, and then destroy.	Paper Electronic*		<input type="checkbox"/>



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2012-17-PD	<u>Citations File</u> Files include violations related to traffic, parking, equipment, bicycle, garbage and nuisance.	3 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2012-18-PD	<u>Computer Generated Reports (Non-Specific)</u> Administrative & Financial Reports.	Until no longer of administrative value or fiscal value, then destroy.	Paper Electronic*		<input type="checkbox"/>
2012-19-PD	<u>Copies</u> (Reading, Informational & Reference)	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-20-PD	<u>Correspondence and Inquires</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		<input type="checkbox"/>
2012-21-PD	<u>Correspondence (email)</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		<input type="checkbox"/>
2012-22-PL	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-23-PD	<u>Criminal Case Files</u> <u>Incident Reports (Capital Crimes)</u> Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence officer's notes, laboratory tests, court dispositions, and other related records.	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>



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2012-24-PD	<u>Criminal Case Files - Incident Reports (Misdemeanor)</u> Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, officer's notes, laboratory tests, court dispositions, and other related records.	6 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2012-25-PD	<u>Criminal Case Files- Incident Reports (Felony)</u> Includes reports related to investigations, complaints, and arrest. Copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, officer's notes, laboratory tests, court dispositions, and other related records.	6 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2012-26-PD	<u>Cruiser Repair Work Orders</u> Requests for vehicle repair or maintenance.	7 years per vehicle.	Paper		<input type="checkbox"/>
2012-27-PD	<u>Daily Logs</u> (Electronic Computer Logs)	5 years.	Electronic*		<input type="checkbox"/>
2012-28-PD	<u>Daily Logs</u> (Printed Computer Logs)	1 year.	Paper		<input type="checkbox"/>
2012-29-PD	<u>Domestic Violence Case &amp; Monthly Reports</u> Cases and reports on Domestic violence including restraining orders and related records.	3 years after submitted to the Bureau of Criminal Investigation (BCI) in Ohio.	Paper		<input type="checkbox"/>



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2012-30-PD	<u>Drafts and Informal Notes</u> (Including but not limited to: appointment books, calendars, schedules, organizers, planners, and electronic files (Microsoft Outlook & Blackberry devices)).	Until revised, obsolete or superseded, and then destroy.	Paper Electronic*		<input type="checkbox"/>
2012-31-PD	<u>Equipment Inventory</u> Inventories of equipment issued to all law enforcement personnel.	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-32-PD	<u>Equipment Operating &amp; Maintenance Manuals</u>	Life of equipment.	Paper Electronic*		<input type="checkbox"/>
2012-33-PD	<u>Evidence / Property Receipts</u>	5 years after destruction of property.	Paper Electronic*		<input type="checkbox"/>
2012-34-PD	<u>Event Planning Documentation</u> Includes but not limited to community events such as Family Fun Fair, Safety Town, and Bike Rodeo.	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-35-PD	<u>Field Training Manuals</u>	Employee retains until retirement or termination.	Paper		<input type="checkbox"/>
2012-36-PD	<u>Field Training Program</u> <u>(Daily Observation and Evaluation Reports)</u> Reports concerning field observations of suspicious persons or vehicles. May include subject's name, address, and physical description; date, time, and location of occurrence, reason for stop, name of officer conducting interview, and other related information.	2 years after completion of Field Training Officer program.	Paper		<input type="checkbox"/>



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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.

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2012-37-PD	<u>Finger Print Cards</u> Numerically index or similar record used to verify a subject's identity. May include fingerprints and all necessary information required to identify an individual. Fingerprint cards are often part of a case or criminal history file.	80 years (or until deceased).	Paper Electronic*		<input checked="" type="checkbox"/>
2012-38-PD	<u>General Orders, Directives, Policies, Rules, Regulations Or Procedures</u>	Until superseded, retain one copy permanently for administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-39-PD	<u>Grant Files Applications / Records</u> Federal / State.	5 years provided audited and disputes resolved.	Paper Electronic*		<input type="checkbox"/>
2012-40-PD	<u>Hand Written Dispatch Notes</u>	Destroyed after electronic entry.	Paper		<input type="checkbox"/>
2012-41-PD	<u>Incident / Accident Report (Copies)</u> Reports completed by officers responding to incidents. May include victim, suspect and witness information, damaged and stolen property reports, statement sheets, Miranda waiver forms, and other related records.	10 years after termination or retirement of employee.	Paper		<input type="checkbox"/>
2012-42-PD	<u>Jail Log Register</u>	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-43-PD	<u>Jail Records</u> Including but not limited to commissary, intake/discharge, medical, personal property documents, and daily log book.	3 Years.	Paper Electronic*		<input type="checkbox"/>
2012-44-PD	<u>Junk Vehicle Records</u>	2 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>



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2012-45-PD	<u>Junk Vehicle Reports / Lists</u>	3 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2012-46-PD	<u>K-9 Records</u> (Medical, Training, Statistical Data)	10 years after retirement (or death) of K-9.	Paper Electronic*		<input type="checkbox"/>
2012-47-PD	<u>Lists</u> Various	Continually updated or revised.	Paper Electronic*		<input type="checkbox"/>
2012-48-PD	<u>Media Releases</u>	1 year.	Paper Electronic*		<input type="checkbox"/>
2012-49-PD	<u>Missing Persons Report</u>	20 years if not found, otherwise, retain for 6 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2012-50-PD	<u>Monthly &amp; Annual Statistical Reports (Including but Not Limited To City Stats and Uniform Crime Reports (UCR))</u> Copies of reports submitted to the State Bureau of Investigation summarizing statistics on criminal activity and agency operations.	5 Years.	Paper		<input type="checkbox"/>
2012-51-PD	<u>Mug Shots</u>	25 Years.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-52-PD	<u>PC/Computer System Backup Files</u>	Erase and reuse tapes, disks or cartridges.	Electronic*		<input type="checkbox"/>
2012-53-PD	<u>Professional Magazines &amp; Publications</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2012-54-PD	<u>Property Room Logs</u>	25 Years.	Paper Electronic*		<input checked="" type="checkbox"/>



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2012-55-PD	<u>Property Room Records</u> Documentation pertaining to property released or contraband destroyed by order of the Court.	25 Years.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-56-PD	<u>Purchase Orders</u> Requests, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services.	3 Years.	Paper Electronic*		<input type="checkbox"/>
2012-57-PD	<u>Racial Profiling Statistics</u>	2 Years.	Paper		<input type="checkbox"/>
2012-58-PD	<u>Radio / Telephone Recordings</u> This record series also includes calls received by dispatch.	Retain for 30 days provided no known litigation or criminal charges pending then erase and reuse tapes, disks or cartridges.	Electronic*		<input type="checkbox"/>
2012-59-PD	<u>Receipt Books</u>	2 Years.	Paper Electronic*		<input type="checkbox"/>
2012-60-PD	<u>Records Retention Compliance File</u> RC1, RC2, RC3, and Inventory Forms.	25 years after superseded. Permanent copy kept on file in Clerk's office.	Paper Electronic*		<input type="checkbox"/>
2012-61-PD	<u>Records (Background)</u> Check Requests.	Until completed and no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-62-PD	<u>Ride-Along-Request Forms</u> Records concerning a law enforcement agency's ride-along program. May include citizens' applications to participate, waivers of liability, and other related records.	1 year.	Paper		<input type="checkbox"/>
2012-63-PD	<u>Security Video</u> Including but not limited to booking, lobby, and the detective's office.	Retain for 30 days provided no known litigation pending, then erase and reuse tapes, disks or cartridges.	Electronic*		<input type="checkbox"/>



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2012-64-PD	<u>Service Letters</u> (Community Satisfaction Survey)	Until termination of employee.	Paper		<input type="checkbox"/>
2012-65-PD	<u>Sexual Offender Records</u> Records concerning sexual offenders living within jurisdiction.	Destroy in office records of persons registered in the "Sex Offender and Public Protection Program" after court petition and review by the State, or when individual is known dead or moves from jurisdiction.  Destroy in office records of persons registered in the "Sexually Violent Predator Program" when individual is known dead or moves from jurisdiction.	Paper Electronic*		<input type="checkbox"/>
2012-66-PD	<u>Solicitor Permits</u>	1 year after date of expiration.	Paper Electronic*		<input type="checkbox"/>
2012-67-PD	<u>Subpoenas, Summons or Warrants</u> Order for records or personnel to attend court proceeding.	Retain 1 year from court date.	Paper		<input type="checkbox"/>
2012-68-PD	<u>Tow Records</u> Records concerning vehicles towed as a result of traffic or criminal offenses (release records housed by Oberlin Municipal Court).	3 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2012-69-PD	<u>Transient Documents</u> Includes telephone messages, appointment books, calendars, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-70-PD	<u>Trespass Letters Notifications</u> Authorizations by property owners, lessees, or managers for municipal law enforcement officers to take whatever actions they deem appropriate to remove unauthorized persons and issue trespass warnings	Until recalled, superseded or subject deceased.	Paper		<input type="checkbox"/>



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2012-71-PD	<u>Union Contract File</u>	Permanent.	Paper Electronic*		<input type="checkbox"/>
2012-72-PD	<u>Vacation House Check Record Cards</u> Citizen's notification they will be away, additional patrol requested.	30 days after owner return.	Paper Electronic*		<input type="checkbox"/>
2012-73-PD	<u>Warrants</u> Warrants issued by a court directing a person to be taken into custody to answer charge.	Until recalled or served, then destroy.	Paper Electronic*		<input type="checkbox"/>

\*Retain electronic copy as long as intact and fully accessible.