



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

DEC 15 2015

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Hamilton Police Department
 (local government entity) (unit)
[Signature] [Signature]
 (signature of responsible official) (name)
Chief of Police 12/10/15
 (title) (date)

Section B: Records Commission

City of Hamilton (513) 785-7168
 Records Commission (telephone number)
345 High St., Suite 730 Hamilton 45011 Butler
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: biglerp@ci.hamilton.oh.us

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] 12/10/15
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Amanda D. Divallo Local Government Records Archivist 1/5/16
 Signature Title Date

Section D: Auditor of State

[Signature] 1-21-16
 Signature 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

City of Hamilton

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
HPD 2016-0001	Ohio Public Records Compliance Files (RC-1, RC-2, RC-3)	25 Year(s) after revised, superseded or discontinued & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0002	Policies, Procedures, Rules & Regulations issued by the Department (General Orders)	4 Year(s) after revised, superseded or discontinued & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0003	Division Annual Report	Permanent	Multi		<input checked="" type="checkbox"/>
HPD 2016-0004	Annual Division Budget (Division Copy)	4 Year(s)	Multi		<input type="checkbox"/>
HPD 2016-0005	Annual Division Budget Preparation documents & Worksheets	4 Year(s) & no longer of an Admin. or Fiscal Value	Multi		<input type="checkbox"/>
HPD 2016-0006	Executive Correspondence-correspondence of the Chief and its Executive Staff dealing with significant aspects of the administration of the office. This correspondence includes information concerning the office's policies, programs, fiscal and personnel matters.	5 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0007	General Correspondence-This includes both internal & external correspondence; also, correspondence requesting information pertaining to this office & other miscellaneous inquiries. This correspondence is informative; it does not attempt to influence the policies of the office.	2 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>



(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
HPD 2016-0008	Routine Correspondence-This includes referral letters, requests for routine information or publications provided to the public by this office which are answered by standard form letters.	1 Year & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0009	Unsolicited correspondence, unsolicited mail, unsolicited e-mail, & similar unsolicited communications	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
HPD 2016-0010	Transient records-Including telephone message slips, books, logs, post-it-notes, notices & other records which served to convey information of temporary importance in lieu of direct oral communications	Retain until no longer of an Admin. Value then destroy	Multi		<input type="checkbox"/>
HPD 2016-0011	Electronic Mail-Includes all computer generated mail	Retain until no longer of significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content (Refer to RC-2). Erase E-mail that has no significant value.	Multi		<input type="checkbox"/>
HPD 2016-0012	Electronic Mail-Print-Includes all print generated mail	Retain until no longer of significant Administrative, Fiscal, Legal or Historic Value. Maintain according to content (Refer to RC-2). Erase E-mail that has no significant value.	Multi		<input type="checkbox"/>
					<input type="checkbox"/>



(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
HPD 2016-0013	Copies-All Media (Reading, Information, Reference)	Retain until no longer of Admin. Value, then destroy	Multi		<input type="checkbox"/>
HPD 2016-0014	Drafts, informal notes, reminder notes	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
HPD 2016-0015	Bulletins, Poster & General Notices & Display	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
HPD 2016-0016	Agency awards, newspaper articles, clippings, photographs, negatives & scrapbooks	5 Year(s) provided of no Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0017	General Administrative Files	Until no longer of an Admin. or Legal Value, then destroy	Multi		<input type="checkbox"/>
HPD 2016-0018	Professional Organizations & Association Files	1 year & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0019	Reference Publications & Directories -- All Media & Types	Until revised, superseded or obsolete.	Multi		<input type="checkbox"/>
HPD 2016-0020	Laws, Regulations & Rules (Local, County, State & Federal)	Until no longer of an Admin. or Fiscal Value, then destroy	Multi		<input type="checkbox"/>
HPD 2016-0021	Computer Generated Reports (Non-Specific)-Administrative & Financial Reports (Periodic)	Until no longer of an Admin. or Fiscal Value, then destroy	Multi		<input type="checkbox"/>
HPD 2016-0022	Computer Generated Reports (Non-Specific)-Administrative & Financial Reports (Annual)	Until no longer of an Admin. or Fiscal Value, then destroy	Multi		<input type="checkbox"/>



(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
HPD 2016-0023	Inter-office communications-memos-memoranda	1 year & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0024	Voice mail, cell phones, pagers, telephone answering machine messages	Erase or delete when no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0025	Business Cards, Trading Cards, Rotary & Rolodex files-all media	Until obsolete or superseded, then destroy	Multi		<input type="checkbox"/>
HPD 2016-0026	Planning, scheduling, calendar and training information on display boards and Microsoft Outlook	Continually updated, revised or erased	Multi		<input type="checkbox"/>
HPD 2016-0027	Business Contract Agreements includes contract agreements for services rendered to this Division (Copies)	15 Year(s) after revised, superseded or discontinued and no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0028	Fax Cover Sheet	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0029	Equipment Operating & Maintenance Manuals	Until machine or equipment is sold or scrapped	Paper		<input type="checkbox"/>
HPD 2016-0030	Equipment Maintenance & Repair Records	2 Year(s) after machine or equipment is sold or scrapped	Multi		<input type="checkbox"/>
					<input type="checkbox"/>



(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
HPD 2016-0031	Web Page & Assisted Web Applications	Until revised, obsolete or superseded	Multi		<input type="checkbox"/>
HPD 2016-0032	Monthly Relief Reports	2 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0033	Award Recommendation Letters	Retain until no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0034	Release of All Claims (Observation Patrol)	2 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0035	Strip or Body Cavity Search Form	3 Year(s)	Multi		<input type="checkbox"/>
HPD 2016-0036	Cruiser Form	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0037	Supervisor-Monthly Activity Reports	2 Year(s) & no longer of Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0038	K-9 Incident Documentation	2 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0039	Employee Injury Report	40 Year(s)	Multi		<input type="checkbox"/>
HPD 2016-0040	Retirement/Separation Reports	5 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
					<input type="checkbox"/>



(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
HPD 2016-0041	Collective Bargaining Agreements	Until revised, obsolete or superseded	Multi		<input type="checkbox"/>
HPD 2016-0042	Background Investigations (Applicants not hired)	As soon as not hired, shipped to Personnel	Paper		<input type="checkbox"/>
HPD 2016-0043	Personnel Files (Sworn Officers)	Term of office & forwarded to Personnel Dept.	Paper		<input type="checkbox"/>
HPD 2016-0044	Personnel Files (Non-Sworn Employees)	Term of office & forwarded to Personnel Dept.	Paper		<input type="checkbox"/>
HPD 2016-0045	Grievance files	4 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0046	Extra Duty Employment	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0047	Division Awards	Retain in Employee Personnel File	Multi		<input type="checkbox"/>
HPD 2016-0048	Reprimands (letters of)	Retain in Employee Discipline File	Paper		<input type="checkbox"/>
HPD 2016-0049	Counseling cards or letters	Retain in Employee Discipline File	Multi		<input type="checkbox"/>
HPD 2016-0050	Complaints on Officers	4 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
					<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

(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
HPD 2016-0051	Officer Equipment Inspection	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0052	Employee Performance Evaluations	Retain in Personnel File	Multi		<input type="checkbox"/>
HPD 2016-0053	Firearms Records & Inventory	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
HPD 2016-0054	Request for uniform reimbursement	Retain until repairs are completed or restitution is made & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0055	Employee Discipline File	Retain in Employee File in accordance with provisions of applicable Collective Bargaining Agreements	Paper		<input type="checkbox"/>
HPD 2016-0056	Requisition/Purchase Orders	3 Year(s)	Paper		<input type="checkbox"/>
HPD 2016-0057	Federal, State, Local Grant Files	5 Year(s) provided audited	Multi		<input type="checkbox"/>
HPD 2016-0058	Law Enforcement Trust Fund Records	3 year(s) provided audited	Multi		<input type="checkbox"/>
					<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.**



(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
HPD 2016-0059	Payroll Report	3 Year(s) provided audited	Multi		<input type="checkbox"/>
HPD 2016-0060	Employee Attendance Records (copies)	3 Year(s)	Paper		<input type="checkbox"/>
HPD 2016-0061	Daily Activity Records	2 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0062	Leave Application Forms	3 Year(s)	Multi		<input type="checkbox"/>
HPD 2016-0063	Daily Attendance Forms	3 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0064	Sick Leave Reports	3 Year(s) & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 2016-0065	Court Slips & Court Payroll Report	10 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0066	Worksheets	1 Year & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0067	Program Files-Community Affairs, DARE, etc.	3 Year(s)	Multi		<input type="checkbox"/>
HPD 2016-0068	Defensive Action Reports	4 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0069	Miscellaneous Video Tapes	30 Day(s) & no longer of an Admin. or Legal Value	Video Tape		<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.*



(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
HPD 2016-0070	MDT transmissions, logs, miscellaneous	30 Day(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0071	Holding Cell Video Camera	7 Day(s) recorded on DVR hard drive, Automatic Turnover, Re-Record, Reuse & no longer of an Admin. or Legal Value	Electronic		<input type="checkbox"/>
HPD 2016-0072	FTO Evaluation Manual	Retained in individual officer's training file	Multi		<input type="checkbox"/>
HPD 2016-0073	Training Attendance Report	Retained in individual employee training file	Multi		<input type="checkbox"/>
HPD 2016-0074	Training Aids & Lesson Plans	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0075	Monthly Review for Probationary Officer	Retain in Training File	Multi		<input type="checkbox"/>
HPD 2016-0076	Training Notification	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0077	Training Files Department Personnel (All Training Records)	Term of office & 2 Year(s)	Multi		<input type="checkbox"/>
HPD 2016-0078	Off Duty Firearms Authorization Forms	Retain in Officer/Firea rms File	Paper		<input type="checkbox"/>
HPD 2016-0079	LEADS Printouts	No longer of an Admin. Value	Paper		<input type="checkbox"/>



800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(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
HPD 2016-0080	911 ANI/ALI Inquiry Form	3 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0081	Criminal Case History Log Book	6 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0082	Wrecker Request Log	3 Year(s)	Multi		<input type="checkbox"/>
HPD 2016-0083	Visitor Sign-In Log	1 Year & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0084	Weekly Inspection Form	1 Year & no longer of an Admin. or Legal Value	Computer		<input type="checkbox"/>
HPD 2016-0085	Prisoner Property Receipts	2 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0086	Holding Facility Documentation	5 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0087	Holding Facility Time Check Card	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0088	Prisoner Visitation Log	1 Year	Paper		<input type="checkbox"/>
HPD 2016-0089	Jail Log	25 Year(s)	Computer		<input type="checkbox"/>
HPD 2016-0090	Property Tags	5 Year(s) after disposition & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0091	Record of Property Received	5 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>



(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
HPD 2016-0092	Press Releases	3 Year(s) & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 2016-0093	Crime Analysis	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0094	Vacation House Check Records	30 Day(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0095	False Alarm Report	1 Year & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0096	Business Information Survey Form	Until revised, superseded or obsolete	Multi		<input type="checkbox"/>
HPD 2016-0097	Blank Forms-All Media	Until revised, obsolete or superseded, then destroy	Multi		<input type="checkbox"/>
HPD 2016-0098	DP43 Assignment Form	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0099	Driving Record Request to BMV	Retain until no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0100	Request for Driver License Examination	1 Year & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 2016-0101	Radar Logs	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0102	Hit Skip Card	2 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0103	Unclaimed & abandoned junk motor vehicle affidavit	2 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>



(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
HPD 2016-0104	OR Form	Retain until discharged & returned to the court	Paper		<input type="checkbox"/>
HPD 2016-0105	Warrant-Original (Criminal & Traffic)	Retain until discharged or returned to court	Paper		<input type="checkbox"/>
HPD 2016-0106	Warrants-Copies (Criminal & Traffic)	Retain until discharged or returned to court	Paper		<input type="checkbox"/>
HPD 2016-0107	Summons (Criminal & Traffic)	Retain until discharged or returned to court	Paper		<input type="checkbox"/>
HPD 2016-0108	Subpoena (Criminal & Traffic)	Retain until discharged or returned to court	Paper		<input type="checkbox"/>
HPD 2016-0109	Warrants mailed to other agencies	Until recalled or served	Paper		<input type="checkbox"/>
HPD 2016-0110	Warrant/Summons envelopes	1 Year after served, recalled or expired	Paper		<input type="checkbox"/>
HPD 2016-0111	Warrant Recall Forms	1 Year after recalled by court	Paper		<input type="checkbox"/>
HPD 2016-0112	Microfilm (adult arrests/offense reports/fingerprint cards/accidents/vehicle impoundments)	Permanent	Microfilm		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



(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
HPD 2016-0113	Photographic Images	Maintain images that have significant Admin., Legal or Historical Value. Retain according to content (Refer to RC-2) Images that have no significant value may be erased.	Multi		<input checked="" type="checkbox"/> (Admin, Legal or Historical Value)
HPD 2016-0114	Traffic Citations (Hard Copy)	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
HPD 2016-0115	Warning Citations (Hard Copy)	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
HPD 2016-0116	Traffic Citation Log Book (Sign out log for citation book issued to Officers)	3 Year(s) & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 2016-0117	Warning Citation Log Book (Sign out for log of warning book issued to Officers)	3 Year(s) & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 2016-0118	Parking Citation Log Book (Sign out for log of parking citation book issued to Officers)	3 Year(s) & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 2016-0119	Vehicle Impoundment Reports	1 Year after Release	Multi		<input type="checkbox"/>
HPD 2016-0120	Motor Vehicle Accident Reports	3 Year(s) & no longer of an Admin. or Legal Value	Multi		<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.		



(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
HPD 2016-0121	Motor Vehicle Fatality Accident Reports	7 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0122	72 Hour Ordinance	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0123	Urine/Blood Testing Records	3 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0124	2255-Implied Consent Form	3 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0125	Breath Intoxilyzer Records (Tests Administered & Calibrations)	3 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0126	Domestic Violence/Domestic Dispute Reports	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0127	Parade Permits	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0128	Recreational Assembly Permit Applications	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0129	Temporary/Court Protection Order	6 months after expired or dismissed & no longer of a Legal Value	Paper	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.	<input type="checkbox"/>
HPD 2016-0130	Daily Cash Voucher Reports	1 Year Provided Audited	Paper		<input type="checkbox"/>
HPD 2016-0131	Vehicle Impoundment Fee Cash Reports	1 Year Provided Audited	Paper		<input type="checkbox"/>
HPD 2016-0132	Salvage Vehicle Cash Reports	1 Year Provided Audited	Paper		<input type="checkbox"/>



(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
HPD 2016-0133	Charge Account Papers	3 Year(s)	Paper		<input type="checkbox"/>
HPD 2016-0134	FBI Uniform Crime Reports	3 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0135	FBI Hate Crime Reports	3 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0136	Gun Sale Forms (Received from pawn shops & stores for the sale of guns)	6 year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0137	Fingerprint Cards	Age 80 or Death & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0138	Minor Misdemeanor Citations	3 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 2016-0139	Field Interrogation Cards	6 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0140	Pawn Tickets	6 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0141	Patient Runs	2 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0142	General Offense Reports	6 Year(s) & no action pending	Multi		<input type="checkbox"/>
HPD 2016-0143	Homicide Offense Reports	30 Year(s) after appeals	Multi		<input type="checkbox"/>
HPD 2016-0144	Criminal Case Files	6 Year(s) & no action pending	Multi		<input type="checkbox"/>



(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
HPD 2016-0145	Homicide Case Files	30 Year(s) & no action pending	Multi		<input type="checkbox"/>
HPD 2016-0146	Rape Case Files	30 Year(s) & no action pending	Multi		<input type="checkbox"/>
HPD 2016-0147	Waiver of Rights -- Adults	Retain in General Case Files	Multi		<input type="checkbox"/>
HPD 2016-0148	Waiver of Rights – Parents	Retain in General Case Files	Multi		<input type="checkbox"/>
HPD 2016-0149	Consent to Search Form	After discharged, original kept with General Case File	Multi		<input type="checkbox"/>
HPD 2016-0150	Voluntary Statement Form	Retain in General Case File	Multi		<input type="checkbox"/>
HPD 2016-0151	Blood Test Written Statement Request	Retain in General Case File	Multi		<input type="checkbox"/>
HPD 2016-0152	SWAT Team Investigation Files	3 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0153	Internal Affairs Investigation	4 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0154	Investigations Worksheets	6 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 2016-0155	Polygraph Reports	5 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0156	Juvenile Arrests	Age 18 years of age & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
					<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

(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
HPD 2016-0157	Liquor Violation Information Form	Retain in General Case File	Multi		<input type="checkbox"/>
HPD 2016-0158	Inactive Confidential Informant Records	6 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0159	Mobile Video/Audio Recording Systems (MVR)- All recorded incidents	30 Day(s) on secured server & no longer of Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0160	Mobile Video/Audio Recording Systems (MVR)- Incidents of Criminal arrests, Filing of citizen complaints or Significant evidentiary value	90 Day(s) on secured server & no longer of Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0161	Mobile Video/Audio Recording Systems (MVR)- Incidents of Motor vehicle pursuits, OMVI arrests, Use of force, or Police vehicle accidents with injury or substantial property damage	3 Year(s) on the secure server & no longer of Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0162	RedFlex Photo Enforcement Deployment Forms	3 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0163	RedFlex Photo Enforcement Hearing Dockets	3 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0164	RedFlex Photo Enforcement Hearing Requests	1 Year after violation date & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 2016-0165	RedFlex Photo Enforcement Hearing Letters	1 Year after violation date & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
					<input type="checkbox"/>



(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
HPD 2016-0166	Motor Vehicle Accident Reports	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 2016-0167	Field Interrogation Cards	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 2016-0168	General Offense Reports	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 2016-0169	Homicide Offense Reports	Retain all data in computer system	Electronic		<input checked="" type="checkbox"/>
HPD 2016-0170	Criminal Case Files	Retain all data in computer system	Electronic		<input checked="" type="checkbox"/>
HPD 2016-0171	Homicide Case Files	Retain all data in computer system	Electronic		<input checked="" type="checkbox"/>
HPD 2016-0172	Rape Case Files	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 2016-0173	Adult Arrests	Retain all data in computer system	Electronic		<input checked="" type="checkbox"/>
HPD 2016-0174	Juvenile Arrests	Retain all data in computer system until age 18 years of age & no longer of an admin. Or legal Value	Electronic		<input type="checkbox"/>