



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

OHIO HISTORY CONNECTION

Jul 01 2020

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 ASHTABULA

POLICE DEPARTMENT

(local government entity)

(unit)

(signature of responsible official)

ROBERT STELL

POLICE CHIEF

06/30/2020

(name)

(title)

(date)

### Section B: Records Commission

CITY OF ASHTABULA

Records Commission

(440) 992-7141

(telephone number)

4717 MAIN AVENUE

ASHTABULA

44004

ASHTABULA

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: [CSheldon@ashtabulacity.com](mailto:CSheldon@ashtabulacity.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

06-30-2020

Date

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

Local Government Records Archivist 7/13/2020

Signature

Title

Date

### Section D: Auditor of State

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 (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA

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
0000001	Policies, Procedures, Rules & Regulations:	6 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.	Paper		<input type="checkbox"/>
0000002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3):	25 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.	Paper		<input type="checkbox"/>
0000003	Executive Correspondence - This includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.:	2 Year(s) And no longer of an Administrative or Legal value.	Multi		<input type="checkbox"/>
0000004	General Correspondence - This includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).:	1 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.:	6 Month(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000006	Transient Documents - This includes text messages, telephone messages, telephone message books \ logs, MDT police chat, and other limited documents which serve to convey information of temporary importance in lieu of oral communication.:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Multi		<input type="checkbox"/>
0000007	Unsolicited Correspondence:	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
0000008	Copies - (Reading, Informational & Reference):	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
0000009	Drafts and Informal Notes:	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
0000010	Bulletins, Posters and Notices:	Retain until no longer of an Admin. Value, then destroy	Paper		<input type="checkbox"/>
0000011	Blank Forms:	Until Revised, Obsolete or Superseded, then destroy.	Multi		<input type="checkbox"/>
0000012	Professional Magazines & Publications:	Retain until no longer of an Admin. Value, then destroy	Paper		<input type="checkbox"/>
0000013	Reference Publications & Directories:	Until Revised, Superseded or Obsolete.	Multi		<input type="checkbox"/>

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0000014	Laws, Regulations & Rules (Local, County, State & Federal):	1 Year(s) After Revised, Resinded, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000015	Vendor & Suppliers Information:	Until Revised, Obsolete or Superseded, then destroy.	Paper		<input type="checkbox"/>
0000016	Voice Mail:	Erase when no longer of an administrative or legal value. No RC-3 required.	Computer		<input type="checkbox"/>
0000017	Business Card \ Rotary & Rolodex Files:	Until obsolete or superseded, then destroy	Multi		<input type="checkbox"/>
0000018	Planning, Scheduling, Calendar & Training Information on : Display Boards, Erasable \ Dry- Erase Boards, Chalkboards, Easel Pads and Microsoft Outlook:	Continually Updated, Revised or Erased	Multi		<input type="checkbox"/>
0000019	Daily, Weekly, Monthly & Yearly Appointment Books \ Calendars \ Schedules \ Organizers \ Planners & Microsoft Outlook:	Continually Updated, Revised or Erased	Multi		<input type="checkbox"/>
0000020	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts:	Until no longer of an Administrative Value or Fiscal Value, then destroy	Paper		<input type="checkbox"/>
0000021	PC \ Computer System Backup Files:	Retain for 2 System Backup Cycles then Erase & Reuse Tapes, Disks or Cartridges.	Multi		<input type="checkbox"/>
0000022	PC \ Computer Systems \ Servers- Hard Drives, RAM, Disks, Diskettes, Tapes, Cartridges and similar electronic storage media:	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administratively necessary.	Multi		<input type="checkbox"/>
0000023	Awards, Newspaper Articles, Photographs:	Retain Permanently	Multi		<input checked="" type="checkbox"/>
0000024	Computer Generated Reports (Non - Specific) - Administrative & Financial Reports - Periodic:	Until no longer of an Administrative Value or Fiscal Value, then destroy	Multi		<input type="checkbox"/>
0000025	Computer Generated Reports (Non - Specific) Administrative & Financial - Annual \ Year End Cumulative:	Until no longer of Admin. or Fiscal Value	Multi		<input type="checkbox"/>
0000026	Training Materials:	Until no longer of an Administrative Value.	Multi		<input type="checkbox"/>
0000027	General Administrative Files:	Until no longer of Admin. or Legal Value	Multi		<input type="checkbox"/>
0000028	Professional Organizations & Association Files:	1 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>
0000029	News Releases:	2 Year(s)	Multi		<input type="checkbox"/>
0000030	Surveys & Questionnaires:	3 Year(s) And no longer of an Administrative or Legal value.	Paper		<input type="checkbox"/>

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0000031	Equipment Operating & Maintenance Manuals:	Life of Equipment	Multi		<input type="checkbox"/>
0000032	Equipment Maintenance & Repair Records:	Life of Equipment	Multi		<input type="checkbox"/>
0000033	Annual Departmental Budget ( Departmental Copy):	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000034	Annual Departmental Budget Preparation Documents & Workpapers:	3 Year(s) After final budget approved	Multi		<input type="checkbox"/>
0000035	Requisitions for Purchase Orders, Purchase Orders, Invoices & Statements (Departmental Copy):	3 Year(s) Provided Audited	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"/>
0000036	Fixed Asset Form:	When Asset transferred or sold, Return this form to the Auditor's Office.	Paper		<input type="checkbox"/>
0000037	Telephone Logs\ Cellular Records:	2 Year(s) Provided City Audited and Audit is released per Sec. 117.26 ORC	Paper		<input type="checkbox"/>
0000038	Memorandum- Read & Sign Directives:	Until No Longer of an Admin. or Legal Value.	Paper		<input type="checkbox"/>
0000039	Use of Force Reports:	4 Year(s) And no legal actions pending	Paper		<input type="checkbox"/>
0000040	Vehicle Pursuit Reports:	4 Year(s) And no legal actions pending	Paper		<input type="checkbox"/>
0000041	Canine Training \ Medical \ Observation Records:	Retain Until No Longer On Active Duty	Paper		<input type="checkbox"/>
0000042	Canine Use Reports:	4 Year(s) And no legal actions pending	Paper		<input type="checkbox"/>
0000043	Detective Bureau Reports - Except Homocide \ Sexual Assault Case:	10 Year(s) And no longer of an Administrative or Legal value.	Paper		<input type="checkbox"/>
0000044	Cold Case File:	Until Solved or Statue of Limitations Expired	Multi		<input type="checkbox"/>
0000045	Homcides and Sexual Assaults including Evidence:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000046	Youth Bureau Records:	Until subject of the record turns 21 years old	Paper		<input type="checkbox"/>
0000047	Dispatch Center - Audio \ Digital Recordings:	45 Day(s) And no longer of an Admin. or Legal Value.	Multi		<input type="checkbox"/>
0000048	Dispatch Center - Dispatcher Notes:	Until Information typed into Log then destroy.	Paper		<input type="checkbox"/>

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0000049	Dispatch Center - Radio Logs:	5 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>
0000050	Dispatch Center - Key Control Log:	2 Year(s)	Paper		<input type="checkbox"/>
0000051	9-1-1 Master Street Address Guide (MSAG) Change Log:	2 Year(s) After changed or revised.	Paper		<input type="checkbox"/>
0000052	9-1-1 Call Logs (ANMALI):	2 Year(s)	Paper		<input type="checkbox"/>
0000053	CCH \ CRIS Log:	2 Year(s)	Paper		<input type="checkbox"/>
0000054	LEASD \ NCIC \ CRIS VALIDATIONS:	3 Year(s)	Paper		<input type="checkbox"/>
0000055	LEADS \ CRIS Entries for Missing Juveniles, Missing persons, Stolen Articles, Warrants \ Wanted Persons:	2 Year(s) After Cancellation of Records.	Paper		<input type="checkbox"/>
0000056	LEADS \ CRIS Newsletter:	1 Year(s)	Paper		<input type="checkbox"/>
0000057	LEADS \ CRIS Audit Reports:	3 Year(s)	Paper		<input type="checkbox"/>
0000058	LEADS \ NCIS \ CRIS Policy & Procedures Manuals:	Until Revised or Superseded .	Paper		<input type="checkbox"/>
0000059	LEADS \ NCIC \ CRIS Teletype Messages:	Until no longer of an Administrative Value or Fiscal Value, then destroy	Paper		<input type="checkbox"/>
0000060	Video \ Audio \ Digital Recordings, Voice Mail:	Erase when no longer of an Administrative or Legal Value.	Multi		<input type="checkbox"/>
0000061	BAC - Breath Testing Log Book:	3 Year(s) And no legal actions pending	Paper		<input type="checkbox"/>
0000062	BAC - Calibration Log:	3 Year(s)	Paper		<input type="checkbox"/>
0000063	BAC - Testing Solution Affidavit Log:	3 Year(s)	Paper		<input type="checkbox"/>
0000064	BAC - Datamaster Maintenance Log:	3 Year(s)	Paper		<input type="checkbox"/>
0000065	Inter - Office Memorandums \ Communications:	Until No Longer of an Admin. or Legal Value.	Paper		<input type="checkbox"/>
0000066	Grant Requests \ Proposals Not Funded:	1 Year(s) After decision rendered	Paper		<input type="checkbox"/>

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0000067	Grants - Funded:	6 Year(s) After expiration of Grant provided audit and all disputes resolved	Paper		<input type="checkbox"/>
0000068	Special or Emergency Protocols:	6 Year(s) After revised or rescinded.	Paper		<input type="checkbox"/>
0000069	Work Orders - Departmental Copy:	2 Year(s) After compliance	Paper		<input type="checkbox"/>
0000070	COMPLAINT REPORTS - Non- Criminal:	6 Year(s)	Paper		<input type="checkbox"/>
0000071	COMPLAINT INFORMATION - CRIS:	20 Year(s)	Computer		<input type="checkbox"/>
0000072	COMPLAINT REPORTS - All Felonies Except Homicides:	20 Year(s) And no legal actions pending	Paper		<input type="checkbox"/>
0000073	COMPLAINT REPORTS - All Felonies Except Homicides:	20 Year(s)	Computer		<input type="checkbox"/>
0000074	COMPLAINT REPORTS - Homicides:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000075	COMPLAINT REPORTS - Homicides:	Retain Permanently	Computer		<input checked="" type="checkbox"/>
0000076	COMPLAINT REPORTS - Misdemeanors:	6 Year(s) And no legal actions pending	Paper		<input type="checkbox"/>
0000077	Accident Reports ( OH - 1 ):	2 Year(s) And no legal actions pending	Paper		<input type="checkbox"/>
0000078	Traffic Citations - Issued & Voided:	Sent Directly to Municipal Court	Paper		<input type="checkbox"/>
0000079	Traffic Citations - Parking:	3 Year(s)	Paper		<input type="checkbox"/>
0000080	Traffic Citations - Officer's Copy:	Retained as Personal Property of the Issuing Officer	Paper		<input type="checkbox"/>
0000081	Courtesy Warnings:	2 Year(s)	Paper		<input type="checkbox"/>
0000082	Arrest Logs - Adult Physical:	6 Year(s)	Paper		<input type="checkbox"/>
0000083	Arrest Logs - Juvenile:	6 Year(s)	Paper		<input type="checkbox"/>
0000084	Arrest Logs - Adult Traffic:	6 Year(s)	Paper		<input type="checkbox"/>
0000085	Arrest Dispostions:	Until No Longer of an Admin. or Legal Value.	Paper		<input type="checkbox"/>

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0000086	Citizens Complaint Summary Synopsis:	5 Year(s)	Paper		<input type="checkbox"/>
0000087	Civilian Observer Waiver Forms ( Ride Along Program):	1 Year(s) And no legal actions pending	Paper		<input type="checkbox"/>
0000088	APD Firearms Records & Inventories:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000089	Business Alarm Directory:	Continually Updated & Revised.	Paper		<input type="checkbox"/>
0000090	Police Records Check - Civilian Request Forms:	Until No Longer of an Admin. or Legal Value.	Paper		<input type="checkbox"/>
0000091	Master Name File Report Log (Complaint Reports \ Accident Reports\ Jail Incidents):	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000092	Master Name Index File:	10 Year(s)	Computer		<input type="checkbox"/>
0000093	Auction Files \ Found Property & Evidence Cards:	10 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>
0000094	Confiscated Firearms & Weapons Records:	15 Year(s)	Paper		<input type="checkbox"/>
0000095	Confiscated Firearmsv & Weapons Disposal Records:	10 Year(s)	Paper		<input type="checkbox"/>
0000096	BCI Evidence Submission Form & Forensic Lab Specimen Form:	Incorp. Into Case Files	Paper		<input type="checkbox"/>
0000097	Monthly Mileage and Fuel Use Reports:	3 Year(s)	Paper		<input type="checkbox"/>
0000098	Towed & Impounded Vehicle Files \ Reports including Immobilizations:	2 Year(s) After final disposition	Multi		<input type="checkbox"/>
0000099	Warrant Log, Temporary Protection Orders:	Until Served, Discharged, Answered or Withdrawn by the Issuing Court.	Paper		<input type="checkbox"/>
0000100	Warrants, Subpoenaes, Summons:	Until Served, Discharged, Answered or Withdrawn by the Issuing Court.	Paper		<input type="checkbox"/>
0000101	Civil Protection Orders:	Until Order expires, withdrawn or served.	Paper		<input type="checkbox"/>
0000102	Wanted Posters:	Until apprended or withdrawn.	Paper		<input type="checkbox"/>
0000103	Photographic \ Image Logs (Evidentiary & Administrative):	15 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000104	Photographic Negatives \ Digital Files ( Evidentiary & Administrative):	15 Year(s)	Multi		<input type="checkbox"/>

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0000105	Sexual Assault Cases plus Evidence:	20 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000106	Accident \ Felon Reports:	12 Month(s) After data is entered into Regional Information Service Database and imputed data verified.	Paper		<input type="checkbox"/>
0000107	Expunged Records & Case Files:	Upon receipt of Expungment Order: Return all files to the Issuing Court, Erase or Remove all electronic references and Redact related information contained in any other departmental records.	Multi		<input type="checkbox"/>
0000108	APD Annual Report:	25 Year(s)	Paper		<input checked="" type="checkbox"/>
0000109	Patrol Traffic Enforcement Reports & Statistics:	Incorp. Into Annual Report	Paper		<input type="checkbox"/>
0000110	Anymous & Unfounded Complaints:	Until no longer of an Administrative Value.	Paper		<input type="checkbox"/>
0000111	Standards of Conduct Reviews (IA):	4 Year(s) And no legal actions pending	Multi		<input type="checkbox"/>
0000112	BMV Form 2255 (DUI \ DUS):	2 Year(s)	Paper		<input type="checkbox"/>
0000113	Animal Control Lost & Found Logs:	1 Year(s)	Paper		<input type="checkbox"/>
0000114	False Alarm Files \ Alarm Holder Violations & Warnings:	2 Year(s)	Paper		<input type="checkbox"/>
0000115	Community Service & Crime Prevention Program (Including Publications, Newsletters & Handouts:	3 Year(s) And no longer of an Admin. Value.	Paper		<input type="checkbox"/>
0000116	CRIS \ CCH History Check Report:	3 Year(s)	Paper		<input type="checkbox"/>
0000117	Cuyahoga Regional Information Service Monthly Batch Reports:	3 Year(s)	Paper		<input type="checkbox"/>
0000118	Special Expense Ledger & Receipt Book \ Receipts:	4 Year(s) Provided City Audited and Audit is released per Sec. 117.26 ORC	Paper		<input type="checkbox"/>
0000119	Informants Registration (May include Waivers):	4 Year(s)	Paper		<input type="checkbox"/>
0000120	Litigation Cases:	3 Year(s) After final decision rendered and no actions or appeals pending	Paper		<input type="checkbox"/>
0000121	Ashtabula Police Department Reports Not Previously Listed on this RC-2:	3 Year(s) And no longer of an Admin. or Legal Value.	Multi		<input type="checkbox"/>

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0000122	Service Contracts & Agreements:	15 Year(s) After expiration	Paper		<input type="checkbox"/>
0000124	Domestic Violence Summary Reports (BCI):	Incorp. Into Annual Report	Paper		<input type="checkbox"/>
0000125	Domestic Violence (BCI & APD Forms):	3 Year(s)	Paper		<input type="checkbox"/>
0000126	Animal \ Human Bite Forms:	2 Year(s)	Paper		<input type="checkbox"/>
0000127	Animal Control Officer Complaint \ Service Requests Logs:	1 Year(s)	Paper		<input type="checkbox"/>
0000128	Liquor Establishment \ Permit Holder Files:	Until No Longer of an Admin. or Legal Value.	Paper		<input type="checkbox"/>
0000129	Daily Payroll Log:	3 Year(s)	Paper		<input type="checkbox"/>
0000130	Administrative Project Files:	Until no longer of an Administrative Value.	Paper		<input type="checkbox"/>
0000131	Incident Reports:	4 Year(s)	Paper		<input type="checkbox"/>
0000132	City Expense Report:	3 Year(s)	Paper		<input type="checkbox"/>
0000133	Employee Training File:	3 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000134	Training Requests:	Incorp. Into Employee Training File	Paper		<input type="checkbox"/>
0000135	Monthly Sick Leave & Vacation:	3 Year(s)	Paper		<input type="checkbox"/>
0000136	Yearly Employee Sick Leave & Vacation Balances:	3 Year(s) Retain until employee leaves Municipal service, has exercised pension rights or reached the age of 65 years of age	Multi		<input type="checkbox"/>
0000137	Payroll Printouts:	2 Year(s)	Paper		<input type="checkbox"/>
0000138	Payroll Records (Departmental):	Continually Updated & Revised.	Paper		<input type="checkbox"/>
0000139	Overtime Compensation Records:	3 Year(s)	Paper		<input type="checkbox"/>
0000140	Auxiliary Police- Records \ Files:	5 Year(s) After Auxiliary Officer's Resignation, Termination or Commission is Revoked	Paper		<input type="checkbox"/>

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0000141	Electronic Mail (E-Mail) & Attachments:	Within 30 days print to paper or save to electronic folder email which has admin., fiscal or legal value. File & retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will- no RC-3 required.	Multi		<input type="checkbox"/>
	CITY JAIL RECORDS:				<input type="checkbox"/>
0000200	Daily Activity \ Booking Sheets and Reports:	6 Year(s) And no legal actions pending	Paper		<input type="checkbox"/>
0000201	Inmate Booking Records (Name, alias, social security numbers, address, physical dscription, usual occupation, nativity, name and address of next of kin, arresting officer, committment authority, date committed, medical screening, date discharged, photograph and fingerprints):	25 Year(s) Provided no additional entries	Paper		<input checked="" type="checkbox"/>
0000202	Inmate Booking Record - Similar information as Paper Booking Records:	25 Year(s) Provided no additional entries	Computer		<input type="checkbox"/>
0000203	Inmate Medical Screening, Medication Records, Medical Request Forms, Doctor's Orders to Jailors:	Incorp. Into Paper Inmate Booking Records	Paper		<input type="checkbox"/>
0000204	Mug Shot Log:	15 Year(s)	Paper		<input type="checkbox"/>
0000205	Bureau of Adult Detention (BAD) Inspection Files & Reports:	10 Year(s)	Paper		<input type="checkbox"/>
0000206	Facilities Fire Inspection Reports:	10 Year(s)	Paper		<input type="checkbox"/>
0000207	Jail Rules & Warnings:	6 Year(s)	Paper		<input type="checkbox"/>
0000208	Foreign Prisoner Detained Person Forms:	4 Year(s)	Paper		<input type="checkbox"/>
0000209	Special Prisoner Surveillance Log:	6 Year(s)	Paper		<input type="checkbox"/>
0000210	Weekly Menus:	6 Year(s)	Paper		<input type="checkbox"/>
0000211	Repair Records:	6 Year(s)	Paper		<input type="checkbox"/>
0000212	Arrest \ Prisoner Records:	6 Year(s)	Paper		<input type="checkbox"/>
0000213	Vistors Log:	6 Year(s)	Paper		<input type="checkbox"/>

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0000214	Key Control Records:	6 Year(s)	Paper		<input type="checkbox"/>
0000215	Medical Care & Medication Log:	6 Year(s)	Paper		<input type="checkbox"/>
0000216	Incident Reports - Jail Rule Infractions Documentation:	6 Year(s)	Paper		<input type="checkbox"/>
0000217	Body Search Record:	2 Year(s)	Paper		<input type="checkbox"/>
0000218	Booking Packets:	Until data entered into CRIS Computer , destroy after input verified for accuracy.	Paper		<input type="checkbox"/>
0000219	Annual Fire Dept. & County Health Inspection Reports:	5 Year(s)	Paper		<input type="checkbox"/>
0000220	Jail Log - Work Activities\ Cautions etc.:	2 Year(s)	Paper		<input type="checkbox"/>
0000221	Commissary Records:	3 Year(s)	Paper		<input type="checkbox"/>
1000222	Bakup Data Required by Change of Personnel:	3 Year(s) Backup data created by reason of change of personnel (i.e. existing computer used by new employee) will be retained by dept. head for 3 yrs unless data is separately reviewd and retained or disposed of in accordance with retention schedules.	Multi		<input type="checkbox"/>
1500223	RC 100 and RC 101: Public records forms (RC 100) and response or disposition (RC 101)	2 Year(s) And no longer of an Administrative Value	Paper		<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