



Village of Silverton Schedule of Records Retention and Disposition

Approved November 1, 2012

**Village of Silverton
6943 Montgomery Road
Silverton, Ohio 45236
513-936-6240
www.silvertonohio.us**

Silverton Records Commission

According to ORC 149.39, Silverton must have a Records Commission. The Commission will meet at least once every six months. The Commission will be composed as provided under Ohio law.

Records Commission meetings must be open to the public. The public must be given notice that the meeting is going to occur. Records Commission meetings must have agendas. Detailed minutes of the meetings must be kept.

Responsibilities of the Records Commission:

- Provides rules for retention and disposal of records.
- Ensures proper procedures are followed.
- Approves and/or recognizes departments' records officers annually.
- Approves minutes of previous meeting.
- Discusses agenda items and records management issues as they arise.
- Discusses, approves, and chair signs retention schedule, RC-2, see attached.
- Requests Ohio Historical Society approval of the retention schedule, RC-2.
- Reviews, approves, and delivers applications for one-time disposal, RC-1, to the Ohio Historical Society for approval.
- Reviews, approves, and delivers certificate of records disposal, RC-3, to the Ohio Historical Society for approval.
- Approves revisions to retention schedule, RC-2.
- Keeps copies of minutes and RC-1, RC-2 and RC-3 forms.

Records Retention Procedures

The following are the Records Retention Procedures for Silverton as suggested by the Ohio Historical Society:

Definitions

- Application for One-Time Records Disposal (RC-1) is used for the one-time disposition of obsolete records, and does not represent continuing authority to destroy records.
- Schedule of Records Retention and Disposition (RC-2) constitutes continuing authority to dispose of records when the scheduled retention period has expired.

- Certificate of Records Disposal (RC-3) must be filed with the Ohio Historical Society before the disposal of any municipal records can occur. This should be filed a minimum of fifteen (15) business days before the proposed disposal or destruction date. (This includes records previously approved for disposal via a RC-1 form.)

RC-2 Approval

- Upon the Silverton Records Commission's first meeting, the Village's Applications for One-Time Records Disposal (RC-1) and Schedule of Records Retention and Disposition (RC-2) will be reviewed, revised, if necessary, approved, and sent to the Ohio Historical Society for approval.
- The Ohio Historical Society has 60 days to review and then sends the RC-1 and RC-2 to the State Auditor's office for additional review which may also take up to 60 days. The Village will receive notification of approval within 120 days.

Steps for Disposal

- Ensure the RC-3 forms are completed correctly and hold them for the next Silverton Records Commission Meeting.
- Schedule Records Commission Meeting.
- Prepare agenda. Advertise meeting appropriately.
- Upon receiving approval from the Silverton Records Commission, make sure the RC-3 forms are signed by the authorized official.
- Keep copies and mail the originals to:
The Ohio Historical Society
Local Government Records Program
1982 Velma Avenue
Columbus, Ohio 43211-2497
- The Ohio Historical Society has fifteen (15) business days to review the applications. After this period has passed and no response has been received from the Ohio Records Commission, the records may be destroyed.

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1A.16	Leases	
	1A.15A Equipment	2 years after expiration
	1A.15B Real Estate	5 years after expiration
1A.17	Mail	
	1A.16A Unsolicited Mail (e.g. anonymous \ slanderous letters, groundless complaints, sales materials transitory messages, informational brochures, etc.)	Until no longer of administrative value*
	1A.16B Postal Records (e.g. Registered \ Certified \ Insured Logs or Receipts \ Postal Meter Documents)	2 years
1A.18	Electronic Mail (E-Mail)	
	1A.17A Transitory Messages	Until no longer of administrative value*
	1A.18b Intermediate messages	
	1A.18b.i Routine Correspondence	Until no longer of administrative value*
	1A.18b.ii Monthly and Weekly Reports	1 year
	1A.18b.iii Minutes of Agency Staff Meetings	2 years
	1A.18c Permanent messages	
	1A.18c.i Executive Correspondence	2 years, then appraise for historical value
	1A.18c.ii Departmental Policies and Procedures	Until supersede, obsolete, or replaced
1A.19	Mailing Lists	Until updated, superseded or obsolete
1A.20	Management \ Operations Reports	
	1A.20a Monthly \ Quarterly \ Semiannual	Until incorporated into an annual report
	1A.20b Annual	5 years
	1A.20c Consultant	5 years
1A.21	Manuals, Handbooks and Directives	Until superseded, obsolete, or replaced. Retain one file copy 5 years
1A.22	Material Safety Data Sheets	Until superseded
1A.23	Meeting Notices	1 year
1A.24	Minutes of Meetings	
	1A.24a Approved Hardcopy	Permanent
	1A.24b Audio and Video Recordings of Meetings	1 year provided information concerning the meeting is substantially summarized to hard copy
	1A.24c Drafts \ Notes	Until hardcopy of minutes approved
1A.25	Municipal Publications	Until superseded or obsolete, retain one copy
1A.26	Oaths of Office of Elected Officials	10 years after leaving office

Record Series Title

Retention Period

1A.27	Open Village Hall	
	1.26A Questions	1 year after posting
	1.26B Responses	1 year after posting

1A.27.1 Outlook Calendar Invitation	Until no longer of administrative value*
1A.28 Photo File (includes prints, slides, negatives, transparencies, digital files and related photographic items)	Until information is no longer current, then appraise for historical value
1A.29 Press \ News Releases	3 years
1A.30 Printing Orders	3 years
1A.31 Project Plans \ Drawings \ As Built	Life of project or obsolete then appraise for historical value
1A.32 Records Retention Documents RC 1, RC 2, RC 3	25 years
1A.33 Records Requests	
1A.33a Request	Until fulfilled
1A.33b Unretrieved response	1 year
1A.33c Copies of the response	1 year
1A.34 Reference \ Library Materials	Until superseded, obsolete or replaced
1A.35 Research Files	5 years
1A.36 Rosters \ Directories	1 year after superseded or obsolete
1A.37 Scrapbooks, Yearbooks	10 years then appraise for historical value
1A.38 Speeches \ Presentations	1 year
1A.39 Statistical Reports	
1A.37A Monthly \ Quarterly \ Semiannual	Until incorporated into yearly compilation
1A.39b Annual	5 years
1A.39c Consultant produced	5 Years
1A.40 Surveying - Field Notes	Permanent
1A.41 Telephone Messages - Telephone Records	
1A.41a Charges \ Bills \ Call Detail Records	2 years provided audited
1A.41b Service Records	2 years
1A.41c System Equipment Inventory	Continually updated, retain superseded data 1 year
1A.42 Text Messages	Until no longer of administrative value*
1A.43 Training Material \ Lesson Plans	Until superseded
1A.44 Twitter Tweets	Until no longer of administrative value*
Record Series Title	Retention Period
1A.45 Uniform Record	3 years, provided audited
1A.46 Vehicle Maintenance Records	Until vehicle sold
1A.47 Vehicle Mileage Records	Until vehicle sold

1A.48	Visitors' Log or Sign-in Sheets	1 year
1A.49	Voicemail Messages	Until no longer of administrative value*
1A.50	Warranties	2 years after expiration
1A.51	Work Orders	2 years
1A.52	Work Schedules	1 year after schedule changed

2A.24	Performance Bonds - Contractors	Until expired
2A.25	Permits - All types	3 years provided audited
2A.26	Planning Commission Case Files	10 years, provided no action pending
2A.27	Project Planning Files	5 years after completion of final project report
2A.28	Project Reports	25 years, appraise for historical value
2A.29	Rezoning Applications	Until final action taken and recorded
2A.30	Rezoning Case Files	5 years after final decision rendered
2A.31	Street Name Change Record	Permanent
2A.32	Street \ Alley Vacation Case Files	Permanent
2A.33	Subdivision Files	Permanent
2A.34	Transportation Research Files	10 years; appraise for historical value
2A.35	Urban Renewal Files	Obsolete; appraise for historical value
2A.36	Violations	Until corrected or adjudicated by a Court
2A.37	Zoning Case Log	25 years
2A.38	Zoning Certificates for Occupancy and Use of Land and Buildings	Permanent
2A.39	Zoning Change Request	5 years, provided no action pending
2A.40	Zoning Permit Applications	1 year after final decision rendered
2A.41	Zoning Permit Record	Permanent
2A.42	Zoning Variance Case Files	5 years after final decision, provided no action pending

Section 3 – Council Records

Record Series Title	Retention Period
3A.01 Charter and Amendments	Permanent
3A.02 Index to Ordinances \ Resolutions	Permanent
3A.03 Liquor License Requests	
4A.03a Approved	3 years
4A.03b Denied	1 year
3A.04 Ordinances	Permanent
3A.05 Petitions (Miscellaneous not filed elsewhere)	5 years
3A.06 Proclamations	2 years
3A.07 Reports to Council	5 years
3A.08 Resolutions	Permanent
3A.09 Subject and Administrative Files	5 years

Section 4 – Employment Records

Record Series Title	Retention Period
4A.01 Applications for Employment 5A.01a Person Hired 5A.01b Person Not Hired 5A.01c Copies	Place in personnel file Destroy after two (2) years Until no longer of administrative value*
4A.01.1 Census Data for TPA to get insurance quotes	3 years
4A.02 Civil Service Exam Records	10 years after superseded
4A.03 Civil Service Meeting Minutes	4 years
4A.03.1 Cobra Letter Notifications	8 years
4A.04 Code Book Updates	2 years after superseded
4A.05 Commendations	Place in personnel file
4A.06 Disciplinary Records	Place in personnel file
4A.07 Employee Handbook	3 years after superseded
4A.08 Employment Policies	1 year after superseded
4A.09 Employee Training Records	Place in personnel file
4A.10 FMLA Records	3 years from the end of leave
4A.11 General Events Interest Sheets	Place in volunteer file
4A.12 Grievances/Complaints/Hearings	1 year after resolved
4A.13 Insurance Provider Information	1 year after employee leaves employment
4A.13.1 Insurance Carriers Certificate of Coverage	3 years
4A.13.2 Insurance e-mail copies & insurance notifications	3 years
4A.13.3 Insurance Problem Documentation	1 year after problem solved
4A.14 Insurance Waiver	Place in volunteer file
4A.15 Job Descriptions	1 year after superseded
4A.16 Job postings/advertisements, job openings or promotions	7 years
4A.17 Leave Policies	1 year after superseded
4A.17.1 Medicare COB (Coordination of Benefits) report	5 years

Record Series Title	Retention Period
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4A.17.2 Medicare Part D Notification	5 years
4A.17.3 Misc Human Resource Reports	3 years
4A.17.4 Open Enrollment Documentation	3 years
4A.18 OSHA Records	5 years
4A.19 Pay Plan	6 years
4A.19.1 Paycheck Stuffers/Postings	3 years
4A.19.2 Phone Message Books/Phone Conversation notebooks	3 years
4A.20a Pre-employment Background Investigations	5 years for those not hired
4A.20b	Indefinitely for those employees hired
4A.21a Pre-volunteer Background Investigations	5 years for those not having volunteered
4A.21b	5 years after no longer volunteering
4A.22 Surveys/Reports	2 years
4A.23 Personnel File	Permanent
4A.24 Retirement Benefits Information	Place in personnel file
4A.25 Unemployment Claims	4 years after date of final payment
4A.26 Union Contracts	3 years from end of agreement
4A.26.1 Utilization Report for Insurance Renewal	5 years
4A.26.2 Voluntary Insurance invoice copy	3 years
4A.27 Volunteer File	5 years after no longer volunteering
4A.28 Volunteer Management Policies	1 year after superseded
4A.29 Worker's Compensation Records	Ten (10) years after date of final payment

Section 5 – Engineering and Street Records

Record Series Title	Retention Period
5A. Engineering Records	
5A.01 Bridge Inspection Records	5 years
5A.02 Change Orders	Place in project file
5A.03 Contractors' Prevailing Wage Reports	5 years
5A.04 Federal Project Files	5 years after completion of project provided audited
5A.05 Job Orders	3 years
5A.06 Maintenance Orders	2 years
5A.07 Project Files (Contracts, specifications, change Orders, progress reports)	Permanent
5A.08 Project Inspection Records	Include in project files
5A.09 Retention/Detention Pond Records	10 years
5B. Street Records	
5B.01 Blueprints, Maps and Plans	Life of infrastructure then appraise for historical value
5B.02 Curb and Gutter Repair Records	3 years
5B.03 Guardrail Records	3 years
5B.04 Overhead Usage Permits	3 years
5B.05 Sidewalk Inspection/Maintenance Records	3 years
5B.06 Storm Sewer Inspection, Cleaning, Repair Records	5 years
5B.07 Street Opening Permits	3 years
5B.08 Street Repair Cost Summary Record	3 years provided audited
5B.09 Street Repair Record	3 years
5B.10 Street Sign Records	3 years
5B.11 Street Striping/Marking Records	3 years
5B.12 Traffic Signal Repair Records	3 years
Record Series Title	
Retention Period	
5B.13 Traffic Study Files	Until superseded then appraise for historical
Village of Silverton, Records Retention Schedule	

	value
5C. Public Works Administrative Records	
5C.01 Borrowing Forms	1 year
5C.02a Brush Pick-up Violation Form (paper)	Until recorded electronically*
5C.02b electronic	1 year
5C.03 CAGIS – CSR entries (electronic)	5 years
5C.04a Dump Sheets (paper)	Until recorded electronically*
5C.04b electronic	1 year
5C.05a Electrical Tool Inspection (paper)	Until recorded electronically*
5C.05b electronic	1 year
5C.5A Gas Powered Tool Inspection (paper)	Until recorded electronically*
5C.5B electronic	1 year
5C.6A OUPS Records (paper)	Until recorded electronically*
5C.6B electronic	1 year
5C.08 Property Access Forms	3 years
5C.09 Refrigerator Pick-up Forms	1 year
5C.10 Severe Weather Reports (electronic)	1 year
5C.11 Sign Removal Log	
5C.9A (illegally placed in R-O-W) (paper)	Until recorded electronically*
5C.9B electronic	1 year
5C.10A Vehicle Safety/Equipment Checklist (paper)	Until recorded electronically*
5C.12b electronic	1 year
5C.13a Vehicle Maintenance/Usage Sheets (paper)	1 year
5C.13b electronic – vehicle maintenance	5 years
5C.13c electronic – vehicle usage	1 year
5C.14 Vendor Files	1 year

Section 6 – Financial Records

Record Series Title	Retention Period
6A. General Financial Records	
6A.01 Accounts Ledger	5 years after last entry, provided audited
6A.02 Accounts Payable Record	3 years, provided audited
6A.03 Accounts Receivable Ledger, General	3 years, provided audited
6A.04 Accounts Receivable Ledger, Income Tax	6 years
6A.05 Annual Appropriation Ordinances (copies)	5 years
6A.06 Annual Certificate of Estimated Resources	7 years
6A.07 Annual Municipal Financial Report	Permanent
6A.08 Annual Report to Auditor of State	5 years
6A.09 Appropriation Ledger	5 years, provided audited
6A.10 Audit Reports - Internal	5 years
6A.11 Federal \ Auditor of State	5 years
6A.12 Bad Check or Bad Debt Records	2 years after payment or settlement
6A.13 Balance Sheets	3 years
6A.14 Bank Deposit Records (Receipts, Reconciliation, Slips, Statements etc.)	3 years provided audited
6A.15 Bond Register	Permanent
6A.16 Canceled Checks	3 years provided audited
6A.17 Canceled Warrants	3 years, provided audited
6A.18 Capital Improvement Bonds	Until paid off and audited, appraise for historical value
6A.19 Cash Books \ Cash Reports	3 years
6A.20 Cash Receipts and Disbursements	3 years, provided audited
6A.21 Cash Register Tapes \ Records	2 years provided internal control established
6A.22 Check Registers \ Stubs \ Carbons	3 years, provided audited
6A.23 Checking Account Statement	3 years, provided audited
6A.24 Checks - Voided	Until audited
Record Series Title	Retention Period

6A.25	Client Payment Files	3 years
6A.26	Computer Generated Financial Reports 6A.25A Monthly, Quarterly, Semiannual 6A.25B Annual	Until superseded 5 years
6A.27	Cost Control Reports	3 years
6A.28	Report of Cash Received	3 years, provided audited
6A.29	Deposit Refund Requests	Until deposit is refunded and account audited
6A.30	Encumbrance Documents	3 years
6A.31	Encumbrance and Expenditure Journal	7 years, provided audited
6A.32	Federal Revenue Sharing Account	7 years, provided audited
6A.33	Fixed Assets Records	6 years, provided audited
6A.34	General Ledger	25 years
6A.35	Indebtedness Statement	Permanent
6A.36	Intergovernmental Tax Receipts	3 years provided audited
6A.37	Investment Records	3 years provided audited
6A.38	Invoices and Supporting documents	3 years
6A.39	Licenses	Term of license plus 1 year
6A.40	Monthly Report of Municipal Court	3 years, provided audited
6A.41	Monthly Statement of Balances	3 years, provided audited
6A.42	Mortgages	Until paid and canceled, provided audited
6A.43	Pay-In Records	3 years, provided audited
6A.44	Personal or Professional Services Invoice or Statement of Services	3 years
6A.45	Petty Cash Record	3 years provided audited
6A.46	Purchase Orders 6A.45A Original 6A.45B Copies	3 years Until no longer of administrative value*
6A.47	Receipts and Expenditures Report to Auditor Of State	3 years
6A.48	Receiving Documents	3 years

Record Series Title

Retention Period

6A.49	Reconciliation Sheets, Bank Accounts	3 years, provided audited
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6A.50	Record of Funds Received	3 years, provided audited
6A.51	Refund Check Ledger	5 years provided audited
6A.52	Remittance Advice	3 years
6A.53	Request for Proposals (RFPs)	2 years
6A.54	Retirement System Payments \ Records	Permanent
6A.55	Retirement System Exemption Record (Waiver)	Permanent
6A.56	Sales Tax Records	4 years
6A.57	Settlement Sheet or Tax Distribution from County Auditor	10 years
6A.58	Special Assessments	Until paid off and audited
6A.59	Surety Bonds - Special	10 years after expiration
6A.60	Surety Bonds of Officials or Employees	10 years after termination of officer or employee
6A.61	Tax Abatement Records	Duration of the abatement plus 1-year
6A.62	Tax Settlement Reports	3 years, provided audited
6A.63	Trial Balance Records	3 years
6A.64	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited
6A.65	Travel Expense Records	3 years
6A.66	Treasury Investment Board Report	10 years
6A.67	Unemployment Compensation Payment Records	3 years, provided audited
6A.68	Uniform Allowance Record	3 years, provided audited
6A.69	Vouchers	
	6A.67A Original	3 years, provided audited
	6A.69b Copies	Until no longer of administrative value*

6B. Municipal Income Tax Records

6B.01	Accounts Receivable	6 years
6B.02	Annual Summary of Cash Collected	3 years, provided audited
6B.03	Business Income Tax Reconciliation Form	6 years
	Record Series Title	Retention Period
6B.04	Closed Account	6 years
6B.05	Control Sheet	6 years
6B.06	Corporate Partnership Fiduciary Income Tax	
	Village of Silverton, Records Retention Schedule	

	Return	6 years
6B.07	Daily Posting Recapitulation	3 years, provided audited
6B.08	Detailed Cash Receipt Record	6 years
6B.09	Delinquent Account Records	Until paid and audited
6B.10	Declaration of Estimated Income Tax, Business and Individual	6 years
6B.11	Final Return for the Year	6 years
6B.12	Individual's Tax Return	6 years
6B.13	Quarterly Notice of Installment Due	6 years
6B.14	Quarterly Payment Statement	6 years
6B.15	Refund Voucher	6 years
6B.16	Uncollectible Income Tax Accounts	6 years

6C. Payroll Records

6C.01	Check Registers	3 years, provided audited
6C.02	Court Orders for Payroll Deduction	Permanent in personnel file
6C.03	Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly.
6C.04	Employee Income Tax Withholding Certificate	3 years after termination of employment, provided audited
6C.05	Withholding Payment Record	6 years, provided audited
6C.06	Employee Withholding Requests	Until replaced or revoked by employee
6C.07	Employer Quarterly Federal Tax Return	4 years, provided audited
6C.08	Leave Balances \ Reports	
	6C.07A Bi-weekly Report of Leave Use and Balances	Until incorporated in annual leave balance report.
	6C.08b Annual Employee Leave Use\Balances Report	5 years
	6C.08c Annual Leave Use and Balances by Muni Unit	25 years
6C.09	Individual Employee	Continually maintained and updated in personnel file. Purge 2 years after termination provided no outstanding balances.
6C.10	Overtime Reports	2 years, provided audited
6C.11	Payroll Journal \ Record	
	6C.9A Annual Cumulative Printout	50 years

6C.9B	Weekly \ Monthly Payroll Journal	3 years, provided audited and cumulative employee payroll data retained in personnel file.
6C.12	Reports to Retirement Systems	50 years
6C.13	State Income Tax Report	25 years
6C.14	Tax Withholding Reports	6 years, provided audited
6C.15	Timesheets	3 years
6C.16	W-2 Forms	6 years, provided audited
6C.17	W-4 Forms	Until superseded or employee terminates

Section 7 – Legal Records

Record Series Title	Retention Period
7A.01 Case Files, Civil	10 years, provided no action pending
7A.02 Case Files, Criminal	20 years, provided no action pending
7A.03 Village Property Files	Permanent
7A.04 Claims for Damages	2 years after case settled and all appeals exhausted
7A.05 Court Transcripts	3 years after case settled
7A.06 Deeds	Permanent
7A.07 Easements	Permanent
7A.08 Legal Notices	
7A.07A Tear Sheets	2 years
7A.08b Proof of Publication	5 years
7A.09 Legal Opinions from Municipal Legal Counsel	Permanent
7A.10 Liability Waivers	3 years provided no action pending
7A.11 Settlements	3 years
7A.12 Worker's Compensation Claims	10 years after date of final payment

Section 8 – Mayor's Court Records

Record Series Title	Retention Period
8A.01 Arrest Citations, Traffic and Criminal	3 years
8A.02 Arrest Records, Traffic Citation Forms (Voided MUTT's)	3 years
8A.03 Closed Case Files	
8A.03a Traffic	3 years
8A.03b Criminal	7 years
8A.04 Case Transfers	Transfer all records per 1905.032 ORC
8A.05 Cash Book	10 years
8A.06 Court Docket, Traffic and Criminal	Permanent
8A.07 Credit Card transaction documentation receipts	3 years
8A.08 Expungement Records per Adjudicated Expungement Orders	Seal, then destroy same as case files
8A.09 Fine and Fee Record	3 years
8A.10 Marriage Licenses	5 years
8A.11 Mayor's Court administrative office Records	3 years
8A.12 Monthly Statements and Reports	3 years
8A.13 Receipts and Receipt Books	3 years
8A.14 Subpoenas, Summonses, and Warrants	Until served, discharged, answered or Withdrawn
8A.15 Transaction Worksheet	Until no longer of administrative value*

Section 9 – Parks and Recreation Records

Record Series Title	Retention Period
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9A. Recreation

9A.01 Special Event Vendor & Entertainment Contracts	2 years
9A.02 Facility Rental Contracts	2 years
9A.03 Plans of Park Property	Permanent

Section 10 – Police Records

Record Series Title	Retention Period
10A.01 Administration Bureau administrative office records	3 years
10A.02 Alcohol Applications and Permits	3 years
10A.03 Animal File, Lost and Found	2 years
10A.04 Annual Reports, Police Department	Permanent
10A.05 Arrest Identification (B of I) Jackets	50 years
10A.06 Arrest Records, Criminal Arrest (CA) Book	Permanent
10A.07 Arrest Records, 527's and Citations	3 years
10A.08 Arrest Records, Traffic Arrest (TA) Book	Permanent
10A.09 Arrest Records, Traffic Citation Forms	3 years
10A.10 Arrest Records, Traffic Citation Forms (Voided)	3 years
10A.11 Asset Inventory Records	1 year after disposal
10A.12 Auxiliary Police Officer Program Records	3 years
10A.13 Background Record Checks	2 years
10A.14 Bicycle Registration Records	Permanent
10A.15 Bicycle Theft Log	3 years
10A.16 BCI&I Record checks	2 years
10A.17 Bureau, Section, or Unit administrative office records not otherwise Scheduled	3 years
10A.18 Business Master Name File	until superseded or updated
10A.19 Business Security Records ("Business Night File")	until superseded or updated
10A.20 Canine Unit Records	3 years
10A.21 Chief's Office Records	3 years
10A.21.1 Citizen Complaint Reports	5 years
10A.22 Correspondence, Miscellaneous Official Police Department Forms	Until no longer of administrative value*, or required response action taken
10A.23 Crash Reports (OH-1 Fatal)	Permanent
10A.24 Crash Reports (OH-1 Traffic)	3 years

Record Series Title	Retention Period
10A.25 Crime Prevention/D.A.R.E. Unit Records	3 years
10A.26 Criminal History Release Records	2 years
10A.27 Dispatch Detail Log, Computerized, Departmental Activity with Detail Number	10 years
10A.28 Directed Patrol Records	3 years
10A.29 Dispatcher's Daily Shift Log ("Dispatcher's worksheet")	2 years
10A.30 Expungement Records per Adjudicated Expungement Orders	same as offense type
10A.31 Field Interview Report (FIR) Cards	3 years
10A.32 Field Training Officer/ Unit Records	3 years
10A.33 Firearms and Weapons Record Inventories, Police Department Issued	3 years after disposal
10A.34 Firearms Training Unit Records	3 years
10A.35 Fitness Program Records	3 years
10A.36 Forfeiture Records and Files	per current State & Federal law
10A.37 Furtherance of Justice (FOJ) Records	5 years, or per current State Law
10A.38 Impound Lot administrative office Records	3 years
10A.39 Impounded Vehicle File, Wrecker Request and Inventory Form, and Junk, Unclaimed, Auction, and Sold Vehicles Files	3 years
10A.40 Intelligence Records, Computerized log	Permanent
10A.41 Intoxilyzer Records	3 years
10A.42 Investigations Section administrative office Records	3 years
10A.43 Jail Log, Temporary Holding Facility (THF)	3 years
10A.43.1 Juvenile Log	3 years
10A.44 Juvenile Referee Court Records	same as offense category
10A.45 Liquor Permit Premises Records	3 years
10A.46 Log Book (Official Police Blotter Book)	25 years
10A.47 Master Name Index File (White Card File)	same as offense category

Record Series Title	Retention Period
10A.48 Monthly Reports, Police Department	until incorporated into quarterly report
10A.49 NIBRS/ OIBRS Offense Reports and Data (when program begins), or UCR Reports	25 years
10A.50 Offense Reports and Case Jackets, Felony, Homicide	Permanent
10A.51 Offense Reports and Case Jackets, Felony, Rape, Robbery, and Felonious Assault	25 years
10A.52 Offense Reports and Case Jackets, Felony, other than Homicide, Rape, Robbery, and Felonious Assault	15 years
10A.53 Offense Reports and Case Jackets, Misdemeanor Incident, and Non-Criminal	7 years
10A.54 Offense Reports and Case Jackets, Missing Persons	10 years after located
10A.55 Offense Reports Referencing Any Death (all deaths reports of any kind)	Permanent
10A.56 Offense Summary Books (Key Books)	10 years
10A.57 Operations Bureau administrative office Records	3 years
10A.58 Overweight and Special Traffic Permits	2 years
10A.59 Payroll Records	3 years
10A.60 Photographic Evidence	same as related offense report
10A.61 Polygraph Records	same as related offense report
10A.62 Press Release/ News Release	1 year
10A.63 Procedure Manual, Police Department	until policy superseded
10A.64 Property Room Master Log	25 years
10A.65 Property Room Records, Including Firearms and Weapons	5 years after disposal
10A.66 Purchase Orders	3 years
10A.66.1 Pursuit Reports	5 years
10A.67 Quarterly Reports, Police Department	until incorporated into annual report
10A.68 RCIC, LEADS, NCIC Logs, Printouts, Teletypes, and lists	Until no longer of administrative value*

Record Series Title	Retention Period
10A.68.1 Response to Resistance and Aggression Reports	5 years
10A.69 Rules and Regulations, Police Department	until superseded
10A.70 Schedule Book	10 years
10A.70.1 Scheduling Records	3 years
10A.71 Secretary's Records	3 years
10A.72 Solicitor Applications and Permits	2 years
10A.73 Special Events Records	3 years
10A.74 Subpoenas, Summonses, and Warrants	until served, discharged, answered, or withdrawn
10A.75 Tape Recording, Audio: PD Dispatcher telephone "800" radio	mechanical limits of system, copies stored and same as related offense
10A.76 Tape Recording, Video: Police Station, Interview rooms and Downtown Cameras	Until no longer of administrative value*, copies stored same as related offense
10A.77 Traffic Unit Records	3 years
10A.78 Training Material Files	until superseded
10A.79 Training Records, Officers and Employees Computerized Master File	Permanent
10A.80 Vacation House Record Cards	1 year
10A.80.1 VA OJT Training Records	5 years
10A.81 Vehicle (Police Fleet) Records	3 years after disposal
10A.82 Video and Audio Tape, Evidence	Dispose tape when case adjudicated per judicial order or same as related offense
10A.83 Video Tape with Audio, Cruisers	2 years

* RC-3 form is not required for the disposal of such transitory records.

PASSED this 1st day of November 1, 2012.

Meredith George, Records Commission Chair