



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

OHIO HISTORY CONNECTION

DEC 06 2018

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

Clermont County Sheriff
 (Local government entity) _____ (Unit)

Robert S. Leahy
 (Signature of responsible official) _____ Robert S. Leahy _____ Sheriff _____ NOV. 26 2018
 (Name) (Title) (Date)

Section B: Records Commission

Clermont County Records Commission
 Records Commission _____ (513) 735-8660
 (Telephone number)

289 East Main Street _____ Batavia _____ 45103 _____ Clermont _____
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:

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.

Edward H. Campbell
 Records Commission Chair Signature _____ 12/4/18
 Date

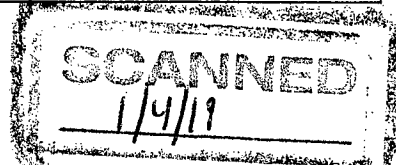
Section C: Ohio History Connection - State Archives

Amy C. Shinn _____ Govt. Rec. Archivist _____ 12/12/18
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh
 Signature _____ 12-24-18
 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**



Schedule of Records Retention and Disposition

Section E: Records Retention Schedule

Clermont County Sheriff

(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
05-001	Accident Reports: Arranged Chronologically. Original reports of traffic accidents.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-002	Annual Budget: Agency copy of Annual Budget.	Permanent	Paper/Electronic/ Microfilm	(microfilm)	<input checked="" type="checkbox"/>
05-003	Annual Report: Summary report of fines and costs filed by annually the Sheriff to the BCC (R.C. 311.16)	60 months	Paper/Electronic		<input type="checkbox"/>
05-004	Appraisals: Arranged Chronologically by case number.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-006	Bank Records: Includes statements, receipts, cancelled checks and other related records	36 Months	Paper/Electronic		<input type="checkbox"/>
05-007	Bids: Unsuccessful	Use County General Schedule #G1017-36	Paper/Electronic		<input type="checkbox"/>
05-009	Cash Book/Journal: Open items carried forward. Includes Receipts and Cash Receipts	60 Months	Electronic		<input type="checkbox"/>
05-010	Civil Case Docket: Record of civil orders received by the Sheriff from all courts. Subdivided by court.	60 Months after last order served	Electronic		<input type="checkbox"/>
05-011	Civil Cover Sheet: Includes log of attempts to deliver subpoenas and protection orders, delivery status, mileage, dates and other information	12 Months	Paper/Electronic		<input type="checkbox"/>
05-012	Vehicle Lock-out Forms: Liability waivers for unlocking vehicles.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-013	Correspondence	Use County General Schedule #G1017-05 through G1017-08	Paper/Electronic		<input type="checkbox"/>
05-014	Cost Bills: Arranged chronologically by order. Contains copies of Sheriff's reports of fees and costs to the Clerk of Courts.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-015	Criminal Case File – Death Investigations: Cases involving any death caused by criminal act assigned and investigated once investigation and prosecution has concluded.	Once appeal process is exhausted and review by the Lt. of Investigations	Paper/Electronic		<input type="checkbox"/>

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Clermont County Sheriff

(Local government entity)

(Unit)

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05-016	Criminal Case Jacket/Criminal History Files: Arranged alphabetically, indexed separately. Contains case histories of criminals arrested showing name and number of prisoner, date of arrest, offense, criminal history, fingerprints, arrest report, case disposition, photo, etc.	Permanent	Paper/Electronic/ Microfilm		✓
05-017	Daily Reports: Employee's daily worksheets, Supervisor Worksheets and Daily Activity-Reports.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-018	Employment Applications: Unsuccessful candidate applications.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-019	Equipment Loss Reports: Loss of or damage to agency-owned equipment.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-020	Execution Records: Sheriff's copy of Domestic/Home Executions, including Affidavit of Service, Invoice, Coversheet (deputy attempts at service), and other related records. Official Execution documents maintained by the Court.	7 years	Paper/Electronic		<input type="checkbox"/>
05-021	Expungement File: Arranged chronologically. Contains the order of the court to expunge a file.	Juvenile – Destroy at time of order. Adult – Retain 1 year after order	Paper/Electronic		<input type="checkbox"/>
05-022	Extradition Files: Arranged alphabetically.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-023	Fingerprint Records: Fingerprint & Identification records.	Non-Criminal: 10 years Criminal: Maintained as part of Criminal Case Jacket/Criminal History File	Paper/Electronic		<input type="checkbox"/>
05-024	Foreclosure Files: Sheriff's sale files: Court records are microfilmed in Clerk's office.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-025	Forfeiture Fund Files: Sheriff's records of all Forfeiture Fund Accounts and paperwork.	Permanent	Paper/Electronic/ Microfilm		<input type="checkbox"/>
05-026	Foreign Execution Docket: Sheriff's execution for courts outside Clermont County.	7 years	Paper/Electronic		<input type="checkbox"/>

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05-027	Foreign Writs: Foreign summons docket of summons received from courts outside Clermont County.	84 Months	Electronic		<input type="checkbox"/>
05-028	Grant Records: Contains all documentation associated with the individual grant, including Audit Reports	36 Months past expiration	Paper/Electronic		<input type="checkbox"/>
05-029	Insurance Policies: Sheriff's copy of insurance policies. Originals maintained by the BCC.	Expiration	Paper/Electronic		<input type="checkbox"/>
05-030	Internal Affairs Investigations: Files pertaining to investigations of employee misconduct. Maintained by the I.A. function. Not to be archived.	Unfounded: 36 Months Founded: Permanent in I.A. Files	Paper/Electronic		<input type="checkbox"/>
05-031	Inventory of County Property: Copy of inventory sent to Clermont County Auditor and the Board of County Commissioners.	Use General Schedule #G1017-24	Paper/Electronic		<input type="checkbox"/>
05-032	Expense Records: Includes Invoices, Purchase Orders, Requisitions, Travel Expense Records, and other related records	Use General Schedule #G1017-18	Paper/Electronic		<input type="checkbox"/>
05-033	Juvenile Offense Reports: Original deputy's report & case papers.	Until offender reaches 21 years of age	Paper/Electronic		<input type="checkbox"/>
05-035	Leases: Sheriff's copy of equipment leases.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-036	Non-Criminal Death Investigations	120 Months	Paper/Electronic		<input type="checkbox"/>
05-037	Offense Reports & Case Files: Offense reports & case files closed or assigned for follow-up investigation.	Paper Records: 120 months Electronic Records in RMS database: Felony and Domestic Violence: 25 years Misdemeanors: 15 years	Paper/Electronic		<input type="checkbox"/>

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05-038	Payroll Records: Records of employee payroll to include Request for Leave, Overtime Records, Court Show up Forms, etc.	36 Months Also maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
05-039	Personnel Files: Individual folders on Agency employees.	20 years after termination	Paper/Electronic		<input type="checkbox"/>
05-040	Digital Images: Traffic Accidents and Criminal Investigations.	Permanent in database	Electronic		<input type="checkbox"/>
05-041	Property Room Records: Records of released property, released tags, etc.	60 Months	Paper/Electronic		<input type="checkbox"/>
05-042	Departmental Policies, Manuals, Rules and Regulations	Permanent	Paper/Electronic/ Microfilm		<input type="checkbox"/>
05-045	Record of Writs: Daily record – (Clerk of Courts has original in case files).	84 Months	Electronic		<input type="checkbox"/>
05-048	Roll Call Information: BOLO's, L.E.A.D.S. teletypes, Extra Patrol Requests, etc. Not to be archived.	Until Obsolete	Paper/Electronic		<input type="checkbox"/>
05-049	Sale Notice Docket: Order of sale docket for foreclosures.	60 Months	Electronic		<input type="checkbox"/>
05-050	Sheriff's Furtherance of Justice Fund Records: Receipts, Checks, Vouchers or other similar records pertaining to the account, including Audit Reports"	72 Months	Paper/Electronic		<input type="checkbox"/>
05-051	Sheriff's Sale Records: Records of all sales except foreclosures conducted by the Sheriff's Office.	60 Months	Paper/Electronic		<input type="checkbox"/>
05-052	Towed Vehicle Records: Vehicle Impound Forms and signed releases.	24 Months	Paper/Electronic		<input type="checkbox"/>

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05-053	Traffic Citations: Hard copies and dispositions. Original maintained by Clerk of Courts Office.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-055	U.C.R. Reports: Arranged chronologically.	48 Months	Paper/Electronic		<input type="checkbox"/>
05-056	Use of Force Reports: Justified Unjustified and Resulting in disciplinary action.	Justified – 36 months Unjustified and Resulting in disciplinary action – Retain in personnel file until purged according to discipline policy	Paper/Electronic		<input type="checkbox"/>
05-057	Warrant Shucks: Empty warrant shucks/cards after service.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-059	Collective Bargaining Agreements	8 years after completion	Paper/Electronic		<input type="checkbox"/>
05-060	Agreements/Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
05-061	Concealed Carry Applications	Until applicant is determined to be deceased	Paper/Electronic		<input type="checkbox"/>
05-062	Incident Reports: Non-criminal reports, including Applications for Emergency Admission	10 years	Paper/Electronic		<input type="checkbox"/>
05-063	Field Cards: Information collected on individuals, including potential witnesses, for various incidents and used in investigations.	25 years	Electronic		<input type="checkbox"/>
05-064	Sex Offender Records: Includes sex offender registrations and electronic data available on statewide Offender Watch Program	Paper Records – Maintained permanently as part of Criminal Case History Files 05-016 Electronic Records – Maintained in statewide Offender Watch website. Removed from web locally once offender no longer required to register	Paper/Electronic		<input type="checkbox"/>

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05-065	Arson Registration Records: Registration forms of convicted arsonists	Paper Records – Maintained permanently as part of Criminal Case History Files 05-016 Electronic Records – Maintained in statewide Offender Watch website for life of the offender	Paper/Electronic		<input type="checkbox"/>
05-066	Narcotics – GI Files (complaints)	18 years	Paper/Electronic		<input type="checkbox"/>
05-067	Narcotics – Jackets (case files)	30 years	Paper/Electronic		<input type="checkbox"/>
05-068	After Action Reports: Report compiled after every deployment of Special Response Team, including but not limited to, execution of search/seizure.	60 months	Paper/Electronic		<input type="checkbox"/>
05-069	Canine Records – Relating to training, performance, purchase agreements, certification and medical records of Sheriff canines	24 months after canine retires from service or is deceased	Paper/Electronic		<input type="checkbox"/>
05-070	Intelligence Records-Confidential – May include investigations involving drugs, terrorists, general criminal activity, complaints on officers, or other related records	Temporary Files (validity of intelligence not yet confirmed) – 6 months Official Intelligence Files – Until determined by Sheriff or his designee to no longer be of value	Paper/Electronic		<input type="checkbox"/>
05-071	Special Duty Detail Records – Records pertaining to outside requests for Deputy presence. Includes contracts with outside entities, invoices, deputy work logs, and related records	8 years	Paper/Electronic		<input type="checkbox"/>
	<u>JAIL</u>				<input type="checkbox"/>
05J-001	Jail – Arraignment Sheets: Arranged chronologically. Prisoners taken for arraignment.	24 Months	Paper/Electronic		<input type="checkbox"/>
05J-002	Jail – Arrest Jackets: Copies of arrest papers and releases for prisoners in jail.	72 Months	Paper/Electronic		<input type="checkbox"/>
05J-003	Jail – Commissary Records: Records of Commissary Accounts.	48 Months	Paper/Electronic		<input type="checkbox"/>

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05J-004	Jail – Inmate Account Records: Records of inmate financial accounts.	48 Months	Paper/Electronic		<input type="checkbox"/>
05J-005	Jail – Inmate Medical Records: Record of inmate medical treatment and history.	Maintained by contracted third party	Paper/Electronic		<input type="checkbox"/>
05J-006	Jail – Register: Register of all jail prisoners.	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
05J-007	Jail – Release Sheet: Release and Meal Sheets.	24 Months	Paper/Electronic		<input type="checkbox"/>
05J-008	Jail/Sheriff – Video Surveillance Files	12 Calendar Days – If incident, copy to DVD and maintain with Incident Report	Paper/Electronic		<input type="checkbox"/>
05J-009	Jail – Inmate Radiological Scans: Body scans of inmates taken upon intake for security purposes. Not used for medical purposes.	No result – Images not maintained Result/Incident – Maintained for 120 months	Electronic		<input type="checkbox"/>
05J-010	Jail – Incident Reports: Records of incidents involving inmates such as use-of-force, injuries, assault, suicide watch and other related records	Paper Records - Maintained 120 months Electronic Records – Maintained permanently	Paper/Electronic		<input type="checkbox"/>
05J-011	Inmate Telephone Recordings: Recordings or transcripts of inmate telephone conversations	Maintained by third party per contract requirements	Paper/Electronic		<input type="checkbox"/>