



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

SEP 23 2014

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Fairfield County

(Local government entity)

Major Crimes Unit

(unit)

Eric L. Brown
(Signature of responsible official)

Eric L. Brown
(name)

Commander
(title)

9-10-14
(date)

Section B: Records Commission

Fairfield County Records Commission

(Records Commission)

(telephone number)

(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.

J. Adkins
Records Commission Chair Signature

9/18/14
Date

Section C: Ohio Historical Society - State Archives

Fred Probst
Signature

State Archivist
Title

9/29/2014
Date

Section D: Auditor of State

Martin E. March
Signature

10-8-14
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

MAJOR CRIMES 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
14-01	Anonymous or Unfounded Complaints or Compliments	Retain Until Deemed Administratively Ineffectual	Paper/ Electronic		<input type="checkbox"/>
14-02	Anonymous or Unfounded Tips	Retain Until Deemed Administratively Ineffectual	Paper/ Electronic		<input type="checkbox"/>
14-03	Asset Forfeiture/Seizure Documentation	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-04	Asset Inventory	Five Years After Disposal	Paper/ Electronic		<input type="checkbox"/>
14-05	Attendance Records Work Hours/Vacation/Sick Leave	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-06	Authorization for Release of Evidence/Property	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-07	BCI&I Lab Reports	Five Years After Case Closed	Paper/ Electronic		<input type="checkbox"/>
14-08	Board Meeting Agendas/Minutes/Documentation	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-09	Bills/Invoices/Purchase Orders	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-10	Bulletins, Posters, General Notices Informal Notes, Reminder Notes & Displays	Retain Until Deemed Administratively Ineffectual	Paper/ Electronic		<input type="checkbox"/>
14-11	Canine Deployment and Training Records	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-12	Case Dispositions	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-13	Clandestine Laboratory Exposure Form	Five Years	Paper/ Electronic		<input type="checkbox"/>

(1)	(2)	(3)	(4)	(5)	(6)
14-14	Confidential Informant/Source Contracts	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-15	Confidential Informant/Source Payment Receipts/Logs	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-16	Electronic Mail	Retain Until Deemed Administratively Ineffectual	Electronic		<input type="checkbox"/>
14-17	Employee Discipline Actions	In accordance with Home Agency	Paper/ Electronic		<input type="checkbox"/>
14-18	Employee Personnel records	Five Years After Separation from Service	Paper/ Electronic		<input type="checkbox"/>
14-19	Employee Uniform, Clothing & Equipment Records	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-20	Evidence/Property Tags/Forms	Five Years After Case Closed	Paper/ Electronic		<input type="checkbox"/>
14-21	Evidence/Property Submission Form	Five Years After Case Closed	Paper/ Electronic		<input type="checkbox"/>
14-22	Evidence Photographs/Video/Audio Recordings	Five Years After Case Closed	Paper/ Electronic		<input type="checkbox"/>
14-23	Facsimile Logs, Cover Sheets, Confirmation Notices and Buffer Printouts	Retain Until Deemed Administratively Ineffectual	Paper/ Electronic		<input type="checkbox"/>
14-24	FBI/BCI Investigation Reports	Five Years After Case Closed	Paper/ Electronic		<input type="checkbox"/>
14-25	Grant Records for Grants Funded (Federal/State)	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-26	Grant Records for Grants Not Funded	Retain Until Deemed Administratively Ineffectual	Paper/ Electronic		<input type="checkbox"/>
14-27	General Correspondence (May contain General Administration Information)	Retain Until Deemed Administratively Ineffectual	Paper/ Electronic		<input type="checkbox"/>
14-28	Impounded Vehicle Forms	One Year After Disposition	Paper/ Electronic		<input type="checkbox"/>
14-29	Incident/Offence Report	Five Years	Paper/ Electronic		<input type="checkbox"/>

(1)	(2)	(3)	(4)	(5)	(6)
14-30	Intelligence Reports/Forms	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-31	Interview/Interrogation Video/Audio	Five Years After Case Closed	Electronic		<input type="checkbox"/>
14-32	Lists/Rosters/Informational Directories containing Employee Contact Information	Continually Maintained, Purged and Updated	Paper/ Electronic		<input type="checkbox"/>
14-33	Major and Felony Crime Case Files/Report Files	One Year Past the Statute of Limitation per ORC Section	Paper/ Electronic		<input type="checkbox"/>
14-34	Miscellaneous financial materials: bank statements, deposit slips, cancelled checks, pay-ins, etc	Three Years After Audit	Paper/ Electronic		<input type="checkbox"/>
14-35	Miscellaneous Notes/Memos/Messages	Retain Until Deemed Administratively Ineffectual	Paper/ Electronic		<input type="checkbox"/>
14-36	Monthly/Quarterly Reports	One Year	Paper/ Electronic		<input type="checkbox"/>
14-37	National Clandestine Laboratory Seizure Report (EPIC) Form	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-38	Official/Unofficial Public Notices/Releases	Retain Until Deemed Administratively Ineffectual	Paper/ Electronic		<input type="checkbox"/>
14-39	Ohio Public Records Compliance Forms including but not limited to RC-1, RC-2 & RC-3 Forms	25 years After Revised	Paper/ Electronic		<input type="checkbox"/>
14-40	Payroll records	Three Years After Audit	Paper/ Electronic		<input type="checkbox"/>
14-41	Policies, Procedures, Rules & Regulations	Five Years After Revised, Superseded or Discontinued	Paper/ Electronic		<input type="checkbox"/>
14-42	Press and News Releases	Retain Until Deemed Administratively Ineffectual	Paper/ Electronic		<input type="checkbox"/>
14-43	Property Disposal Form	Five Years	Paper/ Electronic		<input type="checkbox"/>
14-44	Surveillance Camera Video	Five Years After Case Closed	Digital		<input type="checkbox"/>

(1)	(2)	(3)	(4)	(5)	(6)
14-45	Voice Mail, Text Messages, Caller ID Logs, Cell Phone Activity Logs	Retain Until Deemed Administratively Ineffectual	Paper/ Electronic		<input type="checkbox"/>