



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION
 APRIL 09 2024
 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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Fairfield County

Sheriff's Office

(Local Government Entity)

(Unit)

Alex Lape

Alex Lape

Sheriff

3/28/2024

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Fairfield County

Records Commission

(740) 652-7883

(Telephone Number)

210 E Main St

Lancaster

43130

Fairfield

(Address)

(City)

(Zip Code)

(County)

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

bennett.niceswanger@fairfieldcountyohio.gov

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

Date

[Signature] *4-9-24*

Section C: Ohio History Connection - State Archives

Government Records Archivist

4/18/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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.***Fairfield 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 LGRP	(6) RC3 Required by LGRP
	Administrative				<input type="checkbox"/>
20-00001	Anonymous or Unfounded Complaints	Until no longer of an Admin or Legal Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00002	ATF Firearms License Data/Documents	1 Year	Multi		<input type="checkbox"/>
20-00003	Backup on Data Desktops, Laptops, PDA and other Digital Devices not otherwise specified in RC-2	Retain for 2 System Back up Cycles, then Delete, Erase or Destroy Data. Reuse Media if Possible (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00004	Blank Forms	Retain Until No Longer of Admin Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00005	Bulletins, Posters, General Notices and Displays	Retain until no longer of Admin Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00006	Covert Operations Receipt	4 Years Provided Audited	Multi	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"/>

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20-00007	Business Cards-Rotary, Rolodex and applicable Software Files	Retain Until No Longer of Admin Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00008	Community Programs, Education, Event and Activity Records	2 Years	Multi		<input type="checkbox"/>
20-00009	Computer Generated Documents/Files/Programs/Reports	Until no longer of Admin or Fiscal Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00010	Copies-Reading, Informational and Reference	Retain Until no Longer of Admin Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00011	Drafts and Informal Notes, Reminder Notes, Videos, CDs, Videos in Progress, unused footage	Retain until no longer of Admin Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00012	Employee Letter for Outer Department Employment	Retain until no longer of Admin Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00013	Facility Inspection Records Annual and other	6 Years and no action pending (RC3 Not Required)	Multi		<input type="checkbox"/>

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20-00014	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Retain until no longer of Admin Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00015	Fireworks/Related Dangerous Ordinance Permit	1 year	Multi		<input type="checkbox"/>
20-00016	General Correspondence (may contain General Administrative Information Projects)	1 year and no longer of Admin, Legal or Fiscal Value (RC3 not Required)	Multi		<input type="checkbox"/>
20-00017	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Calendars, Schedules, Organizer and Planner	1 year and no longer of Admin, Legal or Fiscal Value (RC3 not Required)	Multi		<input type="checkbox"/>
20-00018	Honor Guard-all records related to but not limited to attendance spreadsheets, OP order or details, etc.	1 Year (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00019	Impound Files	2 Years After Disposition	Multi		<input type="checkbox"/>
20-00020	Interdepartmental/FCSO in House Investigations	3 Years After Case Closed	Multi		<input type="checkbox"/>
20-00021	Liability Wavers for Special Classes/Training/Events	1 Year after Class/Trainin g/Event is Completed	Multi		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC3 Required by LGRP
20-00022	Liquor Permit Request Form	30 Days After Event (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00023	Liquor Violation Information Form	30 Days and No Pending Legal Action (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00024	Lists/Rosters/Information Directories Containing Employee Contact Information	Continually Maintained, Purge as Updated (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00025	Litigation Case Files	1 Year After Case Closed	Multi		<input type="checkbox"/>
20-00026	Material Safety Data Sheets (MSDS)	Until Revised, Superseded or Obsolete (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00027	Miscellaneous – Notes/Memos/Messages/Email	When Deemed Admin. Ineffectual (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00028	Inner Office Photographs, Negatives and Electronic Images	Maintain Until No Longer of Admin or Historical Value	Multi		<input checked="" type="checkbox"/> (for records of historical value)

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Fairfield County

Sheriff

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC3 Required by LGRP
20-00029	Policies, Procedures, Rules and Regulations	6 Years After Revised Superseded or Discontinued	Multi		<input type="checkbox"/>
20-00030	Planning/Scheduling/Calendar/ Training Information and Data on Display Boards, Desktops, Erasable and Dry Erase Boards, Chalkboards, Easel Pads and Electronic Media	Until No Longer of Admin or Fiscal Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00031	Press and News Releases (of Possible Historical Value)	3 years then Appraise for Administrative or Historical Value	Multi		<input checked="" type="checkbox"/> (Historical)
20-00032	Professional Conduct Investigations	5 years after settlement provided no pending litigation	Multi		<input type="checkbox"/>
20-00033	Recorded Monitoring Systems and Recordable Software - Includes Drone Footage	15 Days Then Erase and Reuse provided no pending litigation (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00034	Sexual Predator, Habitual Sex and Sexually Orientated Offender Registration	As Directed by the court of Record (No RC3 Required)	Multi		<input type="checkbox"/>

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20-00035	Special Deputies Records/Commissions	5 years after commission expires	Multi		<input type="checkbox"/>
20-00036	Time Schedules – All records related to scheduling including but not limited to: posting overtime, shift exchanges, post rotations/district assignments, activity logs and time sheets	3 years as per ORC 4111.14 (and no pending arbitration)	Multi		<input type="checkbox"/>
20-00037	Training Files/Employee Training/ Field Training	Place in Personnel File	Multi		<input type="checkbox"/>
20-00038	Transient Vendor Records	2 Years	Multi		<input type="checkbox"/>
20-00039	Unofficial Internet Documents	As Deemed Admin. Ineffectual (RC3 Not Required)	Electronic		<input type="checkbox"/>
20-00040	Official/Unofficial Public Notices/Releases	As Deemed Admin. Ineffectual (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00041	Voice Mail, Text Messages, Caller ID Logs, Papers, Cell Phones, Activity Logs and Related IT issues	Erase or Delete when no longer of Admin. Or Fiscal Value (RC3 Not Required)	Multi		<input type="checkbox"/>

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20-00042	Civilian Electronic Fingerprint Information in the Attorney General's contracted System	AG/contract or removes entries after 1 year in system (No RC3 Required)	Electronic		<input type="checkbox"/>
20-00043	Ohio Public Records Compliance Folder (May Contain appropriate RC1, RC2 and/or RC3 forms)	25 years after revised	Multi		<input type="checkbox"/>
20-00044	Solicitor Forms / Transient Vendors	2 years	Multi		<input type="checkbox"/>
20-00045	Vacation Checks	Upon date of return (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00046	Vehicle Lockout Forms	6 Months (RC3 Not Required)	Paper		<input type="checkbox"/>
	CCW				<input type="checkbox"/>
20-00047	CCW Applications	Previous Application Upon Renewal or Person Confirmed Deceased (No RC3 Required)	Multi		<input type="checkbox"/>

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20-00048	CCW Investigation Documentation	Upon Issuance (no later than 20 days after issued) (RC3 Not Required)	Multi		<input type="checkbox"/>
	Criminal History Records				<input type="checkbox"/>
20-00049	Criminal History Files	Permanent	Multi		<input checked="" type="checkbox"/>
20-00050	Expungements	Destroy upon Receipt of Court Order Action (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00051	Index to Criminal History Files	Permanent	Electronic		<input checked="" type="checkbox"/>
	Fiscal				<input type="checkbox"/>
20-00052	Accrued Fees Book	Until Last Delinquent fee Recorded is Paid Provided Audited	Multi		<input type="checkbox"/>
20-00053	Annual Budget Preparation Documents	1 Year	Multi		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC3 Required by LGRP
20-00054	Equipment Maintenance and Repair Records	30 Days After Repair Completed (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00055	FCSO Annual Report	Permanent	Multi		<input checked="" type="checkbox"/>
20-00056	Application/Documents for Grants not Funded	Until No Longer of Admin. Or Fiscal Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00057	Cash Books/Pay Ins/Cost Bills/Service Order/Invoices/Other Records of Monies Turned over to Treasurer	4 Years Provided Audited	Multi		<input type="checkbox"/>
20-00058	Commissary Records	2 years	Multi		<input type="checkbox"/>
20-00059	Grant Records	5 years	Multi		<input type="checkbox"/>
20-00060	FCSO Fiscal Accounts/Documents/Logs	4 years Provided Audited	Multi		<input type="checkbox"/>
20-00061	Index to Accrued Fees (See Accrued Fees Books)	Until Last Delinquent Fee Recorded is Paid Provided Audited			<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC3 Required by LGRP
20-00062	Unclaimed Fees Records	Until Audited	Multi		<input type="checkbox"/>
	HR (Refer to County HR Retention Schedule)				<input type="checkbox"/>
20-00063	Awards/ Certificates	25 Years and no longer of Admin. Value (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00064	Personnel Records File Maintained for each employee which may include, but is not limited to, items such as application/resume, new hire documentation, position descriptions, personnel actions, training records, emergency contact information, letters of commendation, policy and procedure acknowledgements, performance evaluations, disciplinary documents and separation records.	Retain Portions Used to verify Employment Retirement or OPERS contribution until 75 years after separation. Purge unrelated records 6 years after separation.	Multi		<input type="checkbox"/>
	Reports				<input type="checkbox"/>
20-00065	Accident (Traffic Crash Reports) Includes initial report, investigation, photos, statements and other related documents to the report.	5 years	Multi		<input type="checkbox"/>

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20-00066	Reports (Incident/Offense Reports) Includes initial report, investigation, photos, statements and other related documents to the report that do not fall under 20-00075 Open Felony Cases – Effective 11/23/20.	5 Years	Muti		<input type="checkbox"/>
20-00067	Report Logs (Incident/Accident) Logs referencing Incident/Accident report number and related information for locating report	5 Years	Multi		<input type="checkbox"/>
	Sheriff Sales				<input type="checkbox"/>
20-00068	Appraiser Appointments	5 years after appointment Expires	Multi		<input type="checkbox"/>
20-00069	Executions/Logs and Attachments And any other accompanying documentation.	5 years After executed	Multi		<input type="checkbox"/>
20-00070	Order of Sale/ Publication/Docket/Index/Return And any other accompanying documentation.	5 years After Last Entry	Multi		<input type="checkbox"/>
	Service Returns				<input type="checkbox"/>
20-00071	Foreign Executions Docket	7 Years	Multi		<input type="checkbox"/>
20-00072	Sheriff's Service/Return Paperwork	2 Years After Date of Filing with Court	Multi		<input type="checkbox"/>

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20-00073	Record/Logs of Writs and Summons (See Accrued Fees Book)(Includes Foreign Summons)	5 Years	Multi		<input type="checkbox"/>
	Detective Bureau				<input type="checkbox"/>
20-00074	Detective Bureau Case Files (Excludes Homicides) Includes initial report, investigation, photos, statements and other related documents to the report that do not fall under 20-00075 Open Felony Cases – Effective 11/23/20.	7 Years IF Case Closed	Multi		<input type="checkbox"/>
20-00075	Detective Bureau OPEN Felony Case Files Includes initial report, investigation, photos, statements and other related documents to the report that do not fall under Effective 11/23/20.	1 Year After Statute of Limitations Ends	Multi		<input type="checkbox"/>
20-00076	Field Information Cards (FI Cards)	1 Year (No RC3 Required)	Multi		<input type="checkbox"/>
	Dispatch				<input type="checkbox"/>
20-00077	911 Call Logs	2 Years With No Case Pending	Electronic		<input type="checkbox"/>
20-00078	Dispatch Call Logs (Record of Runs)	3 years	Multi		<input type="checkbox"/>

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20-00079	Dispatch and Communication Digital/Audio Recordings	30 Days then Reuse Provided not Pending Action (RC3 Not Required)	Electronic		<input type="checkbox"/>
20-00080	Teletype/LEADS Records Printouts/Messages	Until No Longer of Admin. Value (RC3 Not Required)	Paper		<input type="checkbox"/>
	Jail				<input type="checkbox"/>
20-00083	Alcohol and Drug Program Attendance Sheets	1 Year RC3 Not Required	Multi		<input type="checkbox"/>
20-00084	Body Scanner Images – No Contraband Results	Until No Longer of Admin. Value (RC3 Not Required)	Electronic		<input type="checkbox"/>
20-00085	Body Scanner Images – Positive Contraband Results	6 Years Provided No Pending Legal Action	Electronic		<input type="checkbox"/>
20-00086	Personal Observation Check Form	1 Year after Occurrence	Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC3 Required by LGRP
20-00087	Commitments- Scan into Jail System	Paper Copy from Court Destroyed Once Scanned into Jail System (No RC3 Required)	Multi		<input type="checkbox"/>
20-00088	Fingerprint Cards – Criminal Booking into our Facility and in Booking Files	Permanent	Multi		<input checked="" type="checkbox"/>
20-00089	Handwritten Booking Sheets	Until Recorded in Jail Register	Paper		<input type="checkbox"/>
20-00090	Inmate Grievance Documentation/Investigation	6 Years and No Legal Action Pending (RC3 not Required)	Multi		<input type="checkbox"/>
20-00091	Inmate Visitation Log (Official Business Visitors)	6 Months and No Actions Pending (RC3 not Required)	Multi		<input type="checkbox"/>
20-00092	Inmate Medical/Dental Records	6 Years	Multi		<input type="checkbox"/>
20-00093	Jail Register	Permanent	Multi		<input checked="" type="checkbox"/>
20-00094	Jail Reports (Daily Activity)	1 Year After end of Fiscal Year	Multi		<input type="checkbox"/>

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20-00095	Notification of Rules Violation	1 Year	Multi		<input type="checkbox"/>
20-00096	Waiver of Administrative Segregation Hearing	1 Year	Multi		<input type="checkbox"/>
	Patrol				<input type="checkbox"/>
20-00097A	Body Camera Video Footage- Routine Business	6 Months Provided No Pending Legal Action	Electronic		<input type="checkbox"/>
20-00097B	Body Camera Video Footage- Incidents, Field Interviews, Parking and Traffic Citations and Warnings Sorn Verifications and abandoned Vehicle Tows	1 year Provided No Pending Legal Action	Electronic		<input type="checkbox"/>
20-00097C	Body Camera Video Footage- Criminal Incidents, Arrests, Case Reports, Crash Reports, Supplemental Reports and Warrants	6 Years Provided no Pending Legal Action	Electronic		<input type="checkbox"/>
20-00097D	Body Camera Video Footage- Homicides and Deaths	Permanent	Electronic		<input type="checkbox"/>
20-00098	Canine Records- Training, Performance, Medical Etc. For Law Enforcement Operations	3 Years	Multi		<input type="checkbox"/>
20-00099	Daily Reports- Patrol- Activity Documentation of Deputies	2 Years	Multi		<input type="checkbox"/>
20-00100A	Dash Cam Audio/Video Default Rule (unclassified) Misc/Other Emergency Runs Test	90 Days (RC3 Not Required)	Electronic		<input type="checkbox"/>

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20-00100B	Dash Cam Audio/Video Traffic Stops Officer Initiated Contact Pursuits Use of Force	1 Year (RC3 Not Required)	Electronic		<input type="checkbox"/>
20-00100C	Dash Cam Audio/Video Recordings – Misdemeanor Offense	2 Years (RC3 Not Required)	Electronic		<input type="checkbox"/>
20-00100D	Dash Cam Audio/Video Recordings- OVI Domestic Violence	3 Years (RC3 Not Required)	Electronic		<input type="checkbox"/>
20-00100E	Dash Cam Audio/Video Recordings- Felony	6 Years (RC3 Not Required)	Electronic		<input type="checkbox"/>
20-00101	Junk Vehicle Affidavits and Accompanying Documentation	1 Year	Multi		<input type="checkbox"/>
20-00102	FCSO Ride Along Documents/Forms Includes Release	1 Year and No Pending Action	Multi		<input type="checkbox"/>
20-00103	Supervisor/Sergeants- Logs/Daily Reports Patrol- Activity Documentation of Deputies	2 Years	Multi		<input type="checkbox"/>
20-00104	Traffic Tickets	3 Years	Paper		<input type="checkbox"/>
24-104.5	Underspeed Vehicle Inspection Certificates/ Vehicle Inspections / Logs and Data required for safe operation	2 Years (no less than 18 mos. from date of record)	Paper		<input type="checkbox"/>

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20-00105	Warning Citations	30 Days (RC3 Not Required)	Paper		<input type="checkbox"/>
	Property Room				<input type="checkbox"/>
20-00106	Authorization for Release of Evidence/Property	5 Years	Multi		<input type="checkbox"/>
20-00107	BCII Lab Reports Evidence -Property Room Records	7 Years after Case Closed	Multi		<input type="checkbox"/>
20-00108	Evidence Submission Form	1 Year After Case Closed	Multi		<input type="checkbox"/>
20-00109	Property Disposition Form Evidence – Property Room Records	5 Years	Multi		<input type="checkbox"/>
20-00110	Property Room Logs and Inventory Files	3 Years after Case Closed	Multi		<input type="checkbox"/>