



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

## 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)

*Albert J. Reelger*  
 (Signature of responsible official) \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)  
 11/19/15

### Section B: Records Commission

Clermont County Records Commission \_\_\_\_\_ (513) 735-8660  
 Records Commission \_\_\_\_\_ (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.

*[Signature]*  
 Records Commission Chair Signature \_\_\_\_\_ Date \_\_\_\_\_  
 12/4/15

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

*Amanda B. Rindler* \_\_\_\_\_ Local Government Records Archivist \_\_\_\_\_ 1/9/15  
 Signature \_\_\_\_\_ Title \_\_\_\_\_ Date

### Section D: Auditor of State

*Martin E. Muehl*  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 1-26-16

**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**

2-10-2016

## Schedule of Records Retention and Disposition Continuation Sheet

### 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.	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
05-002A	Annual Budget: Agency copy of Annual Budget.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
05-002B	Annual Budget: Agency copy of Annual Budget.	Permanent	Microfilm		<input type="checkbox"/>
05-003	Annual Report: Report filed by the Sheriff to the BCC.	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
05-003A	Annual Report: Report filed by the Sheriff to the BCC.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
05-003B	Annual Report: Report filed by the Sheriff to the BCC.	Permanent	Microfilm		<input checked="" type="checkbox"/>
05-004	Appraisals: Arranged Chronologically by case number.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-005	Audit Report: State Examiner's report to the agency.	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
05-005A	Audit Report: State Examiner's report to the agency.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
05-005B	Audit Report: State Examiner's report to the agency.	Permanent	Microfilm		<input checked="" type="checkbox"/>

# Schedule of Records Retention and Disposition Continuation Sheet

## 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
05-006	Bank Deposit Receipts and Statements: Agency copy of the transactions.	48 Months	Paper/Electronic		<input type="checkbox"/>
05-007	Bids: Unsuccessful	60 Months	Paper/Electronic		<input type="checkbox"/>
05-008	Cancelled Checks: Issued cancelled checks.	60 Months	Paper/Electronic		<input type="checkbox"/>
05-009	Cash Book: Cash Journal: Open items carried forward.	60 Months	Paper/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 Shucks: Empty civil shucks after service. Pertinent information is maintained by Clerk of Courts.	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: Routine correspondence received by agency employees.	12 Months	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"/>
05-016	Criminal Case 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	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>

# Schedule of Records Retention and Disposition Continuation Sheet

## 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
05-016A	Criminal Case 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.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
05-016B	Criminal Case 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	Microfilm		<input checked="" type="checkbox"/>
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.	36 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 Docket: Sheriff's Domestic/Home Executions.	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
05-020A	Execution Docket: Sheriff's Domestic/Home Executions.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
05-020B	Execution Docket: Sheriff's Domestic/Home Executions.	Permanent	Microfilm		<input checked="" type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

### 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
05-021	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 checked="" type="checkbox"/>
05-023	Fingerprint Records: Fingerprint & Identification records.	120 Months or age 80	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.	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
05-025A	Forfeiture Fund Files: Sheriff's records of all Forfeiture Fund Accounts and paperwork.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
05-025B	Forfeiture Fund Files: Sheriff's records of all Forfeiture Fund Accounts and paperwork.	Permanent	Microfilm		<input checked="" type="checkbox"/>
05-026	Foreign Execution Docket: Sheriff's execution for courts outside Clermont County.	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
05-026A	Foreign Execution Docket: Sheriff's execution for courts outside Clermont County.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
05-026B	Foreign Execution Docket: Sheriff's execution for courts outside Clermont County.	Permanent	Microfilm		<input checked="" type="checkbox"/>
05-027	Foreign Writs: Foreign summons docket of summons received from courts outside Clermont County.	84 Months	Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

### 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
05-028	Grant Records: Arranged chronologically. Contains all documentation associated with the individual grant.	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.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-032	Invoices: Sheriff's copy of invoices.	48 Months	Paper/Electronic		<input type="checkbox"/>
05-033	Juvenile Offense Reports: Original deputy's report & case papers.	Age of Majority	Paper/Electronic		<input type="checkbox"/>
05-034	Key Control Book: Master Offense Report numbering book.	120 Months	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 Reports – Death Investigations: 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.	120 Months	Paper/Electronic		<input type="checkbox"/>
05-038	Payroll Records: Records of employee payroll to include Request for Leave, Overtime Records, Court Show up Forms, etc.	60 Months	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition Continuation Sheet

### 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
05-039	Personnel Files: Individual folders on Agency employees.	60 years	Paper/Electronic		<input type="checkbox"/>
05-040	Photographic Negatives: Traffic Accidents and Criminal Investigations.	24 Months	Paper/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	Publications: Departmental manuals, rules and regulations, etc.	Superseded, Abolished. 1 Copy permanent. Maintain paper until microfilmed and quality control checked, prior to paper destruction.	Paper		<input type="checkbox"/>
05-042A	Publications: Departmental manuals, rules and regulations, etc.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
05-042B	Publications: Departmental manuals, rules and regulations, etc.	Permanent	Microfilm		<input checked="" type="checkbox"/>
05-043	Purchase Orders: Agency copies of purchase orders.	60 Months	Paper/Electronic		<input type="checkbox"/>
05-044	Receipt Books: Agency carbon/stub for receipts issued.	60 Months	Paper/Electronic		<input type="checkbox"/>
05-045	Record of Writs: Daily record – (Clerk of Courts has original in case files).	84 Months	Electronic		<input type="checkbox"/>
05-046	Reference Materials: Agency copies of State Codes, Etc.	Superseded	Paper/Electronic		<input type="checkbox"/>
05-047	Requisitions: Agency copies of requisitions.	60 Months	Paper/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"/>

# Schedule of Records Retention and Disposition Continuation Sheet

## 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
05-050	Sheriff's Furtherance of Justice Fund Records: Receipts, Checks, Vouchers or other similar records pertaining to the account.	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"/>
05-053	Traffic Citations: Hard copies and dispositions. Original maintained by Clerk of Courts Office.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-054	Travel Expense Reports: Agency copies of employee travel expense records.	48 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"/>
05-058	Search Warrants	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
05-058A	Search Warrants	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
05-058B	Search Warrants	Permanent	Microfilm		<input type="checkbox"/>

# Schedule of Records Retention and Disposition Continuation Sheet

## 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
05-059	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"/>
	<b><u>JAIL</u></b>				<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"/>
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.	72 Months	Paper/Electronic		<input type="checkbox"/>
05J-006	Jail – Register: Register of all jail prisoners.	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
05J-006A	Jail – Register: Register of all jail prisoners.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
05J-006B	Jail – Register: Register of all jail prisoners.	Permanent	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	No Incident: Maintain until space capacity is reached, then overwrite  Incident: Recordings transferred to DVD and maintained with Incident Report	Paper/Electronic		<input type="checkbox"/>