Ohio History Connection
State Archives of Ohio
Local Government Records Program
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OHIO HISTORY CONNECTION
MAR 18 2026
STATE & 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

Erie County		Sheriff's Office	
(Local Government Entity)		(Unit/Department)	
(Signature of Responsible Official)	Paul Sigsworth (Name)	Sheriff (Title)	03/18/2026 (Date)

Section B: Records Commission

Erie County Records Commission — 419-627-7682 (Telephone Number)

2900 Columbus Ave.	Sandusky	44870	Erie
(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 the Ohio Revised Code, §121.22, 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: 03/18/2026

Section C: Ohio History Connection - State Archives

Amy Hissong — Digitally signed by Amy Hissong, Date: 2026.08.26 17:20:49 -04'00' — Date

Signature	Government Records Archivist (Title)	8/26/2026 (Date)

Section D: Auditor of State

Martin E. Meeks — Digitally signed by Martin E. Meeks, Date: 2026.09.01 08:39:48 -04'00' — Date

Signature	Records Manager (Title)	Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

Erie County (Local Government Entity) | Sheriff's Office (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only. RC-3 Required
	ADMINISTRATIVE				☐
26-1	**Accident Reports**	3 years	Paper/ Electronic		☐
26-2	**Annual Budgets and Budget Working Papers** Fiscal year allocation and preparation documents used to create budgets	4 years	Paper/ Electronic		☐
26-3	**Annual Reports**	*Permanent	Paper/ Electronic		☑
26-4	**Bank Statements, Bank Receipts, Copies of Cancelled Checks and Check Register**	4 years after fiscal year PA	Paper/ Electronic		☐
26-5	**Body Cameras**	30 days if no action pending	Electronic		☐
26-6	**Claims and Litigation Records** Records related to legal claims against an office and legal actions and court proceedings	5 years after case is closed and appeals	Paper/ Electronic		☐
26-7	**Complaint Reports**	2 years	Paper/ Electronic		☐
26-8	**Concealed Handgun License Applications** Records of issuance of concealed handgun licenses and renewals	5 years	Paper/ Electronic		☐
26-9	**Delivery/Packing Slips**	2 years	Paper/ Electronic		☐
26-10	**Federal/State/Local Grant Files,** Supporting Financial Records and Documents Documents, application, evaluation, awarding, monitoring, and tracking of grants received.	Length of time required by granting agency; 3 yrs. minimum, or as grant requires	Paper/ Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

Erie County — Sheriff's Office

(Local Government Entity) — (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
26-11	**Misdemeanor Investigative Files** Case files pertaining to criminal investigations involving misdemeanor crimes	2 years	Paper/ Electronic		☐
26-12	**Felony Investigative Files.** Case files pertaining to criminal investigations involving felony crimes	7 years	Paper/ Electronic		☐
26-13	**Foreign Executions Docket.** Record of out of county court ordered process.	*Permanent	Paper/ Electronic		☑
26-14	**Furtherance of Justice Account Records/cancelled Checks.** Fiscal and administrative records of the Furtherance of Justice Fund	*Permanent	Paper/ Electronic		☐
26-15	**In-Car Camera Video** Video produced by cameras mounted to in agency vehicles	30 days unless Investigation pending	Electronic		☐
26-16	**Inventory** Annual inventory of county property	3 fiscal years PA	Paper/ Electronic		☐
26-17	**Invoices (Paid) and Purchase Orders** Documents of the purchase of goods and services	2 years PA	Paper/ Electronic		☐
26-18	**Job Descriptions** Documents detailing the requirements and duties by the position title	Until Superseded or Classification abolished	Paper/ Electronic		☐
26-19	**Law Enforcement Trust Fund Bank Statements,** Checking Account, Deposits, List of Donations Records of the LETF pertaining to proceeds from the sale of forfeited property and contraband seized.	*Permanent	Paper/ Electronic		☐
26-20	**Leave Requests: Sick/Vacation/Attendance Accrual.** Records of employee's request for time off and attendance	2 years	Paper/ Electronic		☐

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See instructions before completing this form.

Erie County — Sheriff's Office

(Local Government Entity) — (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only. RC-3 Required
26-21	**Homicide, Rape and Felony Sexual Assault Investigative Files.** Case files pertaining to Criminal Investigations involving the listed offences.	*Permanent	Paper/ Electronic		☐
26-22	**Non-Administrative Essential Notes and/or Text Messages.** Handwritten notes or text messages (contained on any employee's personal cell phone or agency cell phone) that are not necessary to be retained for agency administrative purposes.	May be destroyed immediately if not needed for any further administrative purposes.	Paper/ Electronic		☐
26-23	**OPOTC CPT** Training Records	2 fiscal years PA	Paper/ Electronic		☐
26-24	**Pay-Ins to Treasury Records** Monthly check paid for fees collected for CCW Civil Fees, Immobilizations, etc.	2 fiscal years PA	Paper/ Electronic		☐
26-25	**Personnel Files** Documentation of employee's service and records pertaining to medical insurance, etc., as related to their employment.	*Permanent	Paper/ Electronic		☐
23-26	**Receipt Books** Record of money received for various reasons.	2 fiscal years PA	Paper/ Electronic		☐
26-27	**Records of Writs and Summons**	2 years	Paper/ Electronic		☐
26-28	**Requests for Background Check via Electronic Fingerprinting**	1 year	Paper/ Electronic		☐
26-29	**Security Video Recordings** Video documenting daily actions of inmates, employees, and visitors within an office and on its grounds for security purposes.	5 days unless part of investigation or overwritten due to lack of storage	Paper/ Electronic		☐
26-30	**Sex Offender Files** Documentation of registered sex offenders	1 year after registration expires	Paper/ Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC- 2) - Part 2

See instructions before completing this form.

Erie County — (Local Government Entity)

Sheriff's Office — (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
26-31	**Sheriff Sale Records**	5 years	Paper/ Electronic		☐
26-32	**Transportation of Prisoners:** Bank Statements, Receipts, Registers, Yearly Report	5 years PA *Permanent			☐
	DISPATCH				
26-33	**Citation Copies** Citation issued by deputies	2 years from date of issue	Paper/ Electronic		☐
26-34	**Dispatch Audio Recordings**	1 year unless preserved for investigation and, if so preserved until conclusion of investigation	Electronic		☐
26-35	**Law Enforcement Automated Data System Validations**	3 years	Paper/ Electronic		☐
26-36	**Warrant Jackets and served and recalled LEADS Entries**	1 year	Paper/ Electronic		☐
26-37	**Warrant Judgement Entries**	1 year	Paper/ Electronic		☐
	JAIL				
26-38	**Inmate Count Sheets**	3 years	Paper/ Electronic		☐
26-39	**Inmate Files-Incarceration Form;** Commitment; Booking, Property and Release History and Information; Jail Narratives; Commissary Records; Razor Logs; Visitation Records.	3 years	Paper/ Electronic		☐
26-40	**Jail Receipt Books**	2 years	Paper/ Electronic		☐

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See instructions before completing this form.

26-41	**Jail Registers**	*Permanent	Paper/ Electronic		☑
26-42	**Meal & Turnkey Fees**	2 years	Paper/ Electronic		☐
26-43	**Professional Visitor's Log** (Clergy, Attorney)	3 years	Paper/ Electronic		☐

* Permanent (Documents may be scanned and destroyed)

PA: Provided audited by the State Auditor
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
Section 117.26 O.R.C.