

29.01 PUBLIC RECORDS POLICY

It is the policy of the Erie County Sheriff's Office that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Erie County Sheriff's Office to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

I. Public Records

- A. This office, in accordance with Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organizations, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the Erie county Sheriff's Office are public unless they are specifically exempt from disclosure under the Ohio Revised Code.
1. It is the policy of the Erie County Sheriff's Office that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4, for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

II. Records Requests

- A. Each request for public records should be evaluated for a response using the following guidelines:
1. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requester in revising the request by informing the requestor of the manner in which the office keeps its records.
 2. The requestor does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested.
 3. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
 4. Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. If more copies are requested, an appointment should be made with the requester on when the copies or computer files can be picked up. All requests for public records must either be satisfied or acknowledged in writing by the Erie County Sheriff's Office within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine", such as seeking a voluminous number of copies or requiring extensive research, the acknowledgment must include the following:
 - a. An estimated number of business days it will take to satisfy the request.
 - b. An estimated cost if copies are requested.
 - c. Any times within the request that may be exempt from disclosure.

5. Any denial of public records requested must include an explanation including legal authority. If portions of a record are public and portions are exempt, the exempted portions are to be redacted and the rest released. If there are redactions, each redaction must be redacted and the rest released. If there are redactions, each accompanied by a supporting explanation, including legal authority.

III. Costs for Public Records

- A. Those seeking public records will not be charged.

IV. Failure to respond to a public records request.

- A. The Erie County Sheriff's Office recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Erie County Sheriff's Office failure to comply with a request may result in a court ordering the Erie County Sheriff's Office to comply with the law and to pay the requester attorney's fees and damages.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

| Schedule Number | Record Title and Description | Retention Period | Media Type |
|-----------------|---|---|------------------|
| 15-1 | Accident Reports | 3 years | Paper/Electronic |
| 15-2 | Annual Budgets and Budget Working Papers | 4 year | Paper/Electronic |
| 15-3 | Annual reports | *Permanent | Paper/Electronic |
| 15-4 | Bank Statements, Bank Receipts, Copies of Cancelled Checks and Check Register | 4 years after fiscal year | Paper/Electronic |
| 15-5 | Body Cameras | 6 months if no action pending | Electronic |
| 15-6 | Concealed Handgun License Applications | 7 years | Paper/Electronic |
| 15-7 | Claims & Litigation Records | 5 years after case closed and appeals exhausted | Paper/Electronic |
| 15-8 | Complaint Reports (Supplements) | 5 years after end of fiscal year | Paper/Electronic |
| 15-9 | Daily Assignment Roster | 3 years | Paper/Electronic |
| 15-10 | Delivery/Packing Slips | 2 years | Paper/Electronic |
| 15-11 | Federal/State/Local Grant Files, Supporting Financial Records and Documents | Length of time required by granting agency: 3 years minimum, or as grant requires | Paper/Electronic |
| 15-12 | Foreign Executions Docket | *Permanent | Paper/Electronic |
| 15-13 | Furtherance of Justice Account Records/Cancelled Checks | *Permanent | Paper/Electronic |
| 15-14 | In-Car Video Cameras | 30 days unless Investigation pending | Electronic |
| 15-15 | Inventory | 3 fiscal years | Paper/Electronic |
| 15-16 | Invoices (Paid) and | 2 years | Paper/Electronic |

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| 15-17 | Purchase Orders Job Descriptions | Until superseded or classification abolished | Paper/Electronic |
| 15-18 | Law Enforcement Trust Fund: Bank Statements, Checking Accounts, Deposits, List of Donations | *Permanent | Paper/Electronic |
| 15-19 | Leave Requests (Sick/Vacation/Attendance Accrual) | 2 years | Paper/Electronic |
| 15-20 | Pay-Ins to Treasury Records | 4 fiscal years | Paper/Electronic |
| 15-21 | Payroll Records | 3 years after end of fiscal year | Paper/Electronic |
| 15-22 | Personnel Files | *Permanent | Paper/Electronic |
| 15-23 | Receipt Books | 4 years | Paper/Electronic |
| 15-24 | Records of Writs and summons | 2 years | Paper/Electronic |
| 15-25 | Residence Checks | 1 year | Paper/Electronic |
| 15-26 | Security Video Recordings | 5 days, unless part of investigation or overwritten due to lack of storage | Paper/Electronic |
| 15-27 | Sex Offender Files | 1 year after expired registration | Paper/Electronic |
| 15-28 | Sheriff's Returns of Sales | 2 years after date of filing w/Clerk of Court | Paper/Electronic |
| 15-29 | Sheriff's Sale Disbursements | 5 years | Paper/Electronic |
| 15-30 | Sheriff's Sale Publication Record | 5 years after completion of volume | Paper |
| 15-31 | Time Cards | 3 fiscal years | Paper/Electronic |
| 15-32 | Transportation of Prisoners: Bank Statements, Receipts Registers, Yearly Report | 5 years | Paper/Electronic |
| 15-33 | Work Jackets (Investigative Case Files) | *Permanent Permanent for adults: until defendant reaches 18 years for juveniles | Paper/Electronic |
| DISPATCH | | | |
| 15-34 | Citation Copies | 2 years from issue date | Paper/Electronic |
| 15-35 | Daily Dispatch Log Sheets And 911 Call Logs | 1 year | Paper/Electronic |
| 15-36 | Dispatch and Communications Logging Tapes | 1 year unless preserved for investigation, and If so preserved, until Conclusion of Investigation. | Paper/Electronic |

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| 15-37 | Law Enforcement Automated Data System Validations | 1 year | Paper/Electronic |
| 15-38 | Teletypes/LEADS Records: Logs/Printouts/Messages | 1 year | Paper/Electronic |
| 15-39 | Warrant Jackets and Served/recalled LEADS Entries | 1 year | Paper/Electronic |
| 15-40 | Warrant Judgment Entries | 1 year | Paper/Electronic |

JAIL

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| 15-41 | Fingerprint Records | 10 years | Paper/Electronic |
| 15-42 | Inmate Count Sheets | 2 years | Paper/Electronic |
| 15-43 | Inmate Files: Arraignment Sheets, Booking Sheets, Commissary Record, Commitments, Criminal History, Incarceration Form, Jail Narratives, Property Screen, Razor Logs | 2 years after release | Paper/Electronic |
| 15-44 | Inmate Letter Record | 2 years | Paper/Electronic |
| 15-45 | Inmate Medical and Dental Records | 6 years | Paper/Electronic |
| 15-46 | Jail Receipt Books | 2 years | Paper/Electronic |
| 15-47 | Jail Registers | *Permanent | Paper/Electronic |
| 15-48 | Meal & Turnkey Fees | 2 years | Paper/Electronic |
| 15-49 | Medical Co-Pay Receipts | 4 Years | Paper/Electronic |
| 15-50 | Prisoner Booking Video Recording Disc | 30 days providing nothing pending | Electronic |
| 15-51 | Professional Visitor's Log (Clergy, Attorney) | 2 years | Paper/Electronic |
| 15-52 | Visitation Log | 1 year | Paper/Electronic |