



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

HISTORY CONNECTION Page 1 of 7


AUG 30 2023

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: Local Government Unit


Erie County Sheriff's Office
(local government entity) (unit)
 Paul Sigsworth Sheriff
(signature of responsible official) (name) (title) 8/3/2023
(date)

Section B: Records Commission

Erie County Records Commission 419-627-7682
(telephone number)
2900 Columbus Avenue 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 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.

 8/28/23
Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Amy Czubak Digitally signed by Amy Czubak Government Records Archivist 8/31/2023
Date: 2023.08.31 16:19:22 -04'00' Signature Title Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks Records Manager
Date: 2023.09.05 14:13:21 -04'00' 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.*

Erie County

Sheriff's Office

(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) RC-3 Required by LGRP
	<u>ADMINISTRATIVE</u>				<input type="checkbox"/>
23-1	Accident Reports Report of personal or property damage.	3 years	Paper/ Electronic		<input type="checkbox"/>
23-2	Annual Budgets and Budget Working Papers Fiscal year allocation and preparation documents used to create annual budgets.	4 years	Paper/ Electronic		<input type="checkbox"/>
23-3	Annual Reports Information of operations, policies, procedures, and planning.	*Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
23-4	Bank Statements, Bank Receipts, Copies of Cancelled Checks and Check Register	4 years after fiscal yr PA	Paper/ Electronic		<input type="checkbox"/>
23-5	Body Cameras Video cameras worn by Sheriff and Deputies.	30 days if no action pending	Electronic		<input type="checkbox"/>
23-6	Claims and Litigation Records Records related to legal claims against an office and legal actions and court proceedings.	5 yrs after case is closed and appeals exhausted	Paper/ Electronic		<input type="checkbox"/>
23-7	Complaint Reports (Supplements) and Misdemeanor Offense Investigation Files i.e., Witness statements, vehicle inventories, etc. Case files pertaining to criminal investigations that result in misdemeanor or minor misdemeanor charges. Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes and photos.	5 years from case closing	Paper/ Electronic		<input type="checkbox"/>
23-8	Concealed Handgun License Applications Records of issuance of concealed handgun licenses and renewals.	5 years	Paper/ Electronic		<input type="checkbox"/>
23-9	Daily Assignment Roster Patrol shift assignments.	3 years	Paper/ Electronic		<input type="checkbox"/>
23-10	Delivery/Packing Slips Paperwork received when accepting goods from a carrier or vendor.	2 years	Paper/ Electronic		<input type="checkbox"/>

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(local government entity)

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23-11	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		<input type="checkbox"/>
23-12	Felony Offense Investigative Files Case files pertaining to criminal investigations that result in felony charges not rising to those stipulated in ORC section 2901.13(A)(3), 2903.01, 2903.02, 2907.02, and 2901.03. Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes, and photos.	10 years from case closing	Paper/ Electronic		<input type="checkbox"/>
23-13	Felony Offense (2901.13(A)(3)) Investigative Files Case files pertaining to criminal investigations that result in felony complaints to offenses listed in ORC 2901.13(A)(3). Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes, and photos.	25 years from case closing	Paper/ Electronic		<input type="checkbox"/>
23-14	Foreign Executions Docket Record of out of county court ordered processes.	*Permanent	Paper/ Electronic		<input type="checkbox"/>
23-15	Furtherance of Justice Account Records/Cancelled Checks Fiscal and administrative records of the Furtherance of Justice Fund.	*Permanent	Paper/ Electronic		<input type="checkbox"/>
23-16	In-Car Video Cameras Video cameras located in patrol cars.	30 days unless investigation pending	Electronic		<input type="checkbox"/>
23-17	Inventory Annual inventory of county property.	3 fiscal years PA	Paper/ Electronic		<input type="checkbox"/>
23-18	Invoices (Paid) and Purchase Orders Documents of the purchase of goods and services.	2 years PA	Paper/ Electronic		<input type="checkbox"/>
23-19	Job Descriptions Documents detailing the requirements and duties by position title.	Until superseded or classification abolished	Paper/ 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) RC-3 Required by LGRP
23-20	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		<input type="checkbox"/>
23-21	Leave Requests: Sick/Vacation/Attendance Accrual Record of employee's request for time off and attendance.	2 years	Paper/ Electronic		<input type="checkbox"/>
23-22	Murder and Homicide Felony Offense Investigation Files Case files pertaining to criminal investigations that result in felony charges of aggravated murder and murder falling under ORC 2903.01 and 2903.02. Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes, and photos.	*Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
23-23	Non-Administrative Essential Notes and/or Text Messages Handwritten notes or text messages (contained on an 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		<input type="checkbox"/>
23-24	OPOTC CPT Training Records	3 years	Paper/ Electronic		<input type="checkbox"/>
23-25	Pay-Ins to Treasury Records Monthly check paid for fees collected for CCW, Civil Fees, Immobilization, etc.	4 fiscal years PA	Paper/ Electronic		<input type="checkbox"/>
23-26	Payroll Records Documentation including but not limited to time sheets, overtime records, and time cards.	3 years after end of fiscal year PA	Paper/ Electronic		<input type="checkbox"/>
23-27	Personnel Files Documentation of employee's service and records pertaining to medical insurance, etc., as related to their employment.	*Permanent	Paper/ Electronic		<input type="checkbox"/>
23-28	Receipt Books Record of money received for various reasons.	4 years PA	Paper/ Electronic		<input type="checkbox"/>
23-29	Records of Writs and Summons	2 years	Paper/ Electronic		<input type="checkbox"/>
23-30	Request for Background Check via Electronic Fingerprinting	1 year	Paper/ Electronic		<input type="checkbox"/>

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.

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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) RC-3 Required by LGRP
23-31	Residence Checks Record of a check on a resident's home.	1 year	Paper/ Electronic		<input type="checkbox"/>
23-32	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		<input type="checkbox"/>
23-33	Sex Offender Files Documentation of registered sex offenders.	1 year after registration expires	Paper/ Electronic		<input type="checkbox"/>
23-34	Sexual Battery and Rape Felony Offense Investigation Files Case files pertaining to criminal investigations that result in felony charges of sexual battery and rape offenses described in ORC 2907.02 and 2907.03. Records include, but are not limited to, request for assistance, reports, evidence submission sheets, custody records, recordings, subpoenas, laboratory notes, and photos.	*Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
23-35	Sheriff's Returns of Sales Home Sales	2 years after date of filing with Clerk of Courts	Paper/ Electronic		<input type="checkbox"/>
23-36	Sheriff Sale Disbursements Court documentation for who is to be paid.	5 years	Paper/ Electronic		<input type="checkbox"/>
23-37	Sheriff's Sale Publication Record	5 years after completion of volume	Paper/ Electronic		<input type="checkbox"/>
23-38	Time Cards Record of employee's time worked.	3 fiscal years PA	Paper/ Electronic		<input type="checkbox"/>
23-39	Transportation of Prisoners: Bank Statements, Receipts, Registers Yearly Report	5 years PA *Permanent	Paper/ Electronic		<input type="checkbox"/>

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23-40	Work Jackets (Investigative Case Files)	*Permanent for Adults; until Defendant reaches 18 years for Juvéniles	Paper/ Electronic		<input type="checkbox"/>
	<u>DISPATCH</u>				<input type="checkbox"/>
23-41	Citation Copies Citation issued by the deputies.	2 years from date of issue	Paper/ Electronic		<input type="checkbox"/>
23-42	Daily Dispatcher Log Sheets and 911 Call Logs Documentation of calls received by dispatchers.	1 year	Paper/ Electronic		<input type="checkbox"/>
23-43	Dispatch and Communications Logging Tapes	1 year unless preserved for investigation and, If so preserved, until conclusion of investigation	Electronic		<input type="checkbox"/>
23-44	Law Enforcement Automated Data System Validations	1 year	Paper/ Electronic		<input type="checkbox"/>
23-45	Teletypes/LEADS Records: Logs/Printouts/Messages	1 year	Paper/ Electronic		<input type="checkbox"/>
23-46	Warrant Jackets and served and recalled LEADS Entries	1 year	Paper/ Electronic		<input type="checkbox"/>
23-47	Warrant Judgment Entries	1 year	Paper/ Electronic		<input type="checkbox"/>
	<u>JAIL</u>	10 years	Paper/ Electronic		<input type="checkbox"/>
23-48	Fingerprint Records	10 years	Paper/ Electronic		<input type="checkbox"/>

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23-49	Inmate Count Sheets	2 years	Paper/ Electronic		<input type="checkbox"/>
23-50	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		<input type="checkbox"/>
23-51	Inmate Letter Record	2 years	Paper/ Electronic		<input type="checkbox"/>
23-52	Inmate Medical and Dental Records	6 years	Paper/ Electronic		<input type="checkbox"/>
23-53	Jail Receipt Books	2 years	Paper/ Electronic		<input type="checkbox"/>
23-54	Jail Registers	*Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
23-55	Meal & Turnkey Fees	2 years	Paper/ Electronic		<input type="checkbox"/>
23-56	Medical Co-Pay Receipts	4 years	Paper/ Electronic		<input type="checkbox"/>
23-57	Prisoner Booking Video Recording Disc	30 days providing nothing pending	Electronic		<input type="checkbox"/>
23-58	Professional Visitor's Log (Clergy, Attorney)	2 years	Paper/ Electronic		<input type="checkbox"/>
23-59	Visitation Log	1 year	Paper/ Electronic		<input type="checkbox"/>

Permanent (Documents may be microfilmed and then 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
Sec. 117.26 O.R.C