



MAY 30 2017

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
(signature of responsible official)

Paul Sigsworth

Sheriff

02-09-17

(name)

(title)

(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.

M. Sigsworth
Records Commission Chair Signature

5.24.17
Date

Section C: Ohio History Connection - State Archives

Christine Albright
Signature

Government Records Admin
Title

6/5/17
Date

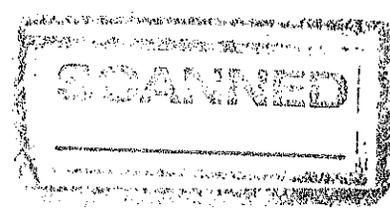
Section D: Auditor of State

Martin E. Murr
Signature

Records Mgr
Title

6-14-17
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





ERIE COUNTY COMMISSIONERS

15 JUL 29 PM 12:16

OHIO HISTORY CONNECTION

JUN 22 2015

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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STATE AND LOCAL
 GOVERNMENT RECORDS
 7/23/15
 6/11/2015

Section A: Local Government Unit

Erie County

Sheriff's Office

(local government entity)

(unit)

(signature of responsible official)

Paul Sigsworth

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Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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

MAY 26 2015

STATE AND LOCAL
 GOVERNMENT RECORDS
RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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6/11/15

Section A: Local Government Unit

Erie County

Sheriff's Office

(local government entity)

Paul Sigsworth

Paul Sigsworth

(unit)

Sheriff

5/15/2015

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Erie County Records Commission

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William J. Monaghan 5/21/15

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Carole Elbertson

Signature

Government Records Archivist

Title

5/20/15

Date

Section D: Auditor of State

Martin E. Mueh Records Mgr

Signature

Title

6-3-15

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.

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.

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"/>
15-1	Accident Reports Report of personal or property damage.	3 years	Paper/ Electronic		<input type="checkbox"/>
15-2	Annual Budgets and Budget Working Papers Fiscal year allocation and preparation documents used to create annual budgets.	4 years	Paper/ Electronic		<input type="checkbox"/>
15-3	Annual Reports Information of operations, policies, procedures, and planning.	*Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
15-4	Bank Statements, Bank Receipts, Copies of Cancelled Checks and Check Register	4 years after fiscal yr PA	Paper/ Electronic		<input type="checkbox"/>
15-5	Body Cameras Video cameras worn by Sheriff and Deputies.	6 months if no action pending	Electronic		<input type="checkbox"/>
15-6	Concealed Handgun License Applications Records of issuance of concealed handgun licenses and renewals.	7 years	Paper/ Electronic		<input type="checkbox"/>
15-7	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"/>
15-8	Complaint Reports (supplements) i.e., Witness statements, vehicle inventories, etc.	5 yrs after end of fiscal year	Paper/ Electronic		<input type="checkbox"/>
15-9	Daily Assignment Roster Patrol shift assignments.	3 years	Paper/ Electronic		<input type="checkbox"/>
15-10	Delivery/Packing Slips Paperwork received when accepting goods from a carrier or vendor.	2 years	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
15-11	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"/>
15-12	Foreign Executions Docket Record of out of county court ordered processes.	*Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

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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
15-13	Furtherance of Justice Account Records/Cancelled Checks Fiscal and administrative records of the Furtherance of Justice Fund.	*Permanent	Paper/ Electronic		<input type="checkbox"/>
15-14	In-Car Video Cameras Video cameras located in patrol cars.	30days unless investigation pending	Electronic		<input type="checkbox"/>
15-15	Inventory Annual inventory of county property.	3 fiscal years PA	Paper/ Electronic		<input type="checkbox"/>
15-16	Invoices (Paid) and Purchase Orders Documents of the purchase of goods and services.	2 years PA	Paper/ Electronic		<input type="checkbox"/>
15-17	Job Descriptions Documents detailing the requirements and duties by position title.	Until superseded or classification abolished	Paper/ Electronic		<input type="checkbox"/>
15-18	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"/>
15-19	Leave Requests: Sick/Vacation/Attendance Accrual Record of employee's request for time off and attendance.	2 years	Paper/ Electronic		<input type="checkbox"/>
15-20	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"/>
15-21	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"/>
15-22	Personnel Files Documentation of employee's service and records pertaining to medical insurance, discipline, commendations, etc., as related to their employment.	*Permanent	Paper/ Electronic		<input type="checkbox"/>
15-23	Receipt Books Record of money received for various reasons.	4 years PA	Paper/ Electronic		<input type="checkbox"/>
15-24	Records of Writs and Summons	2 years	Paper/ Electronic		<input type="checkbox"/>
15-25	Residence Checks Record of a check on a resident's home.	1 year	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>

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audit report has been
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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
15-26	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"/>
15-27	Sex Offender Files Documentation of registered sex offenders.	1 year after registration expires	Paper/ Electronic		<input type="checkbox"/>
15-28	Sheriff's Returns of Sales Home Sales	2 years after date of filing with Clerk of Courts	Paper/ Electronic		<input type="checkbox"/>
15-29	Sheriff Sale Disbursements Court documentation for who is to be paid.	5 years	Paper/ Electronic		<input type="checkbox"/>
15-30	Sheriff's Sale Publication Record	5 years after completion of volume	Paper/ Electronic		<input type="checkbox"/>
15-31	Time Cards Record of employee's time worked.	3 fiscal years PA	Paper/ Electronic		<input type="checkbox"/>
15-32	Transportation of Prisoners: Bank Statements, Receipts, Registers Yearly Report	5 years PA *Permanent	Paper/ Electronic		<input type="checkbox"/>
15-33	Work Jackets (Investigative Case Files)	*Permanent for Adults; until Defendant reaches 18 years for Juveniles	Paper/ Electronic		<input type="checkbox"/>
	<u>DISPATCH</u>				<input type="checkbox"/>
15-34	Citation Copies Citation issued by the deputies.	2 years from date of issue	Paper/ Electronic		<input type="checkbox"/>
15-35	Daily Dispatcher Log Sheets and 911 Call Logs Documentation of calls received by dispatchers.	1 year	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>

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§ 170.17

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15-36	Dispatch and Communications Logging Tapes	Until case completed	Electronic		<input type="checkbox"/>
15-37	Law Enforcement Automated Data System Validations	1 year	Paper/ Electronic		<input type="checkbox"/>
15-38	Teletypes/LEADS Records: Logs/Printouts/Messages	1 year	Paper/ Electronic		<input type="checkbox"/>
15-39	Warrant Jackets and served and recalled LEADS Entries	1 year	Paper/ Electronic		<input type="checkbox"/>
15-40	Warrant Judgment Entries	1 year	Paper/ Electronic		<input type="checkbox"/>
	<u>JAIL</u>				<input type="checkbox"/>
15-41	Fingerprint Records	10 years	Paper/ Electronic		<input type="checkbox"/>
15-42	Inmate Count Sheets	2 years	Paper/ Electronic		<input type="checkbox"/>
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		<input type="checkbox"/>
15-44	Inmate Letter Record	2 years	Paper/ Electronic		<input type="checkbox"/>
15-45	Inmate Medical and Dental Records	6 years	Paper/ Electronic		<input type="checkbox"/>
15-46	Jail Receipt Books	2 years	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>

