



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

AUG 18 2016

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

Athens County

Sheriff's Office

(local government entity)

(unit)

Rodney Smith

Rodney Smith

Sheriff

8-15-16

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Athens County Records Commission

740.593.5342

(telephone number)

15 South Court Street

Athens, Ohio

45701

Athens

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:

tgoe@athensoh.org

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.

Long Elwin

8/16/16

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Joe Prentiss

State Archivist

8/26/2016

Signature

Title

Date

Section D: Auditor of State

Marta E. Mueh

Records Manager

9-12-16

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.*

Athens County

Sheriff's Office

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(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
ACSO 1	Abandoned Vehicle Reports: Name, Type of Vehicle, Registration, VIN, Tow Company and Submission Form, Certified Mail Receipts, Forfeiture Notice	Until made electronic	Paper		<input type="checkbox"/>
ACSO 2	Abandoned Vehicle Reports: Name, Type of Vehicle, Registration, VIN, Tow Company and Submission Form, Certified Mail Receipts, Forfeiture Notice	Three years	Electronic		<input type="checkbox"/>
ACSO 3	Advocate Files: Civil Protection Order, Temporary Protection Order, Monthly Domestic Violence Statistics	Until made electronic	Paper		<input type="checkbox"/>
ACSO 4	Advocate Files: Civil Protection Order, Temporary Protection Order, Monthly Domestic Violence Statistics	Two years after submitted to Ohio Attorney General or two years after expiration of order	Electronic		<input type="checkbox"/>
ACSO 5	Annual Budget: Estimated operating cost	Ten years	Paper		<input checked="" type="checkbox"/>
ACSO 6	Annual Sheriff Reports: Accounting	Ten years	Paper		<input checked="" type="checkbox"/>
ACSO 7	Applications for Employment	While position remains open	Paper		<input type="checkbox"/>
ACSO 8	Arson Offender Files	Until made electronic	Paper		<input type="checkbox"/>
ACSO 9	Arson Offender Files	Until uploaded to Offender Watch	Electronic		<input type="checkbox"/>
ACSO 10	Audio or Video Recordings: Suspect interviews, witness interviews, surveillance footage	Retain until deemed to no longer hold evidentiary value	Disc, drive, or other storage format		<input type="checkbox"/>
ACSO 11	Bank Documents: Monthly bank statements	Three years after end of fiscal year provided audited	Paper		<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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ACSO 12	Billing: Outside agencies, invoice, dates	Until made electronic	Paper		<input type="checkbox"/>
ACSO 13	Billing: Outside agencies, invoice, dates	Three years after end of fiscal year	Electronic		<input type="checkbox"/>
ACSO 14	Blank Forms	Until superseded or obsolete	Paper		<input type="checkbox"/>
ACSO 15	Blank Forms	Until superseded or obsolete	Electronic		<input type="checkbox"/>
ACSO 16	Calendars and Appointment Books: Hourly, weekly, monthly	Until no longer of administrative value	Paper		<input type="checkbox"/>
ACSO 17	Case Files: Accident Reports, Arrest Records, Firearm Discharge Reports, Forfeiture Records, Juvenile Arrest and Offense Records, Other Case File Media, Photographs, Traffic Citations, Use of Force Reports, Witness Statements	Until made electronic on internal server and forward to Microfilm as permanent	Paper		<input type="checkbox"/>
ACSO 18	Case Files: Accident Reports, Arrest Records, Firearm Discharge Reports, Forfeiture Records, Juvenile Arrest and Offense Records, Other Case File Media, Photographs, Traffic Citations, Use of Force Reports, Witness Statements	Five years or life of internal server	Electronic		<input type="checkbox"/>
ACSO 19	Cash Books and Journals	Three years after end of fiscal year provided audited	Paper		<input type="checkbox"/>
ACSO 20	Civil Process: Attempts at Service, Actual Service Documentation, Foreign Executions (Out of County Court Ordered Processes Pursuant to ORC 311.10), Jacket, Returns	Until made electronic	Paper		<input type="checkbox"/>
ACSO 21	Civil Process: Attempts at Service, Actual Service Documentation, Foreign Executions (Out of County Court Ordered Processes Pursuant to ORC 311.10), Jacket, Returns	Five years	Electronic		<input type="checkbox"/>

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ACSO 22	Concealed Carry Files: Application, Certificate of Completion	Until made electronic on internal server	Paper		<input type="checkbox"/>
ACSO 23	Concealed Carry Files: Application, Certificate of Completion	One year after expiration or life of internal server	Electronic		<input type="checkbox"/>
ACSO 24	Concealed Carry Statistics	Until submitted to Ohio Attorney General as required	Electronic		<input type="checkbox"/>
ACSO 25	Concealed Carry Supporting Documentation: <i>Current ORC 2923.125 states supporting documentation must be destroyed within 20 days but is subject to change with legislature</i>	20 days	Paper		<input type="checkbox"/>
ACSO 26	Concealed Carry Supporting Documentation: <i>Current ORC 2923.125 states supporting documentation must be destroyed within 20 days but is subject to change with legislature</i>	20 days	Electronic		<input type="checkbox"/>
ACSO 27	Confidential Informant Files	Until made electronic	Paper		<input type="checkbox"/>
ACSO 28	Confidential Informant Files	Based upon type of case	Electronic		<input type="checkbox"/>
ACSO 29	Contracts: Agreements with Individuals, Organizations or Entities to Procure Goods or Services	Until made electronic	Paper		<input type="checkbox"/>
ACSO 30	Contracts: Agreements with Individuals, Organizations or Entities to Procure Goods or Services	Eight years after expiration	Electronic		<input type="checkbox"/>
ACSO 31	Copies: Informational, Reading, Reference	Until no longer of administrative value	Multi		<input type="checkbox"/>

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ACSO 32	County Commissioners Agreements	8 years after expiration	Electronic		<input type="checkbox"/>
ACSO 33	Draft: Preliminary Working Documents	Until no longer of administrative value	Multi		<input type="checkbox"/>
ACSO 34	Drug Law Enforcement Fund Records (DLEF): Fiscal and Administrative Records of the Drug Law Enforcement Fund	Until made electronic	Paper		<input type="checkbox"/>
ACSO 35	Drug Law Enforcement Fund Records (DLEF): Fiscal and Administrative Records of the Drug Law Enforcement Fund	Ten years after end of fiscal year provided audited	Electronic		<input type="checkbox"/>
ACSO 36	Electronic Mail (e-mail): <i>Individual email evaluated according to content and retained in accordance with the record series adopted within this schedule that the content most closely fits</i>	According to content or no longer of administrative value	Electronic		<input type="checkbox"/>
ACSO 37	Evidence Property Control Tag: Chain of Custody, Property Return Signature	Until made electronic	Paper		<input type="checkbox"/>
ACSO 38	Evidence Property Control Tag: Chain of Custody, Property Return Signature	Three years	Electronic		<input type="checkbox"/>
ACSO 39	Expungement Orders	Until made electronic	Paper		<input type="checkbox"/>
ACSO 40	Expungement Orders	One Year	Electronic		<input type="checkbox"/>
ACSO 41	Facsimile: Confirmations, Cover Sheets, Logs	Until no longer of administrative value	Paper		<input type="checkbox"/>
ACSO 42	FFL Documents: Issuance of Federal Firearms License or Multi Gun Sales	Until made electronic	Paper		<input type="checkbox"/>
ACSO 43	FFL Documents: Issuance of Federal Firearms License or Multi Gun Sales	One year after issuance	Electronic		<input type="checkbox"/>

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ACSO 44	Fuel Expense Report	Until made electronic	Paper		<input type="checkbox"/>
ACSO 45	Fuel Expense Report	10 years after end of fiscal year provided audited	Electronic		<input type="checkbox"/>
ACSO 46	Furtherance of Justice Fund Records (FOJ): Fiscal and Administrative Records of the Furtherance of Justice Fund per ORC 325.071	Until made electronic	Paper		<input type="checkbox"/>
ACSO 47	Furtherance of Justice Fund Records (FOJ): Fiscal and Administrative Records of the Furtherance of Justice Fund per ORC 325.071	Ten years after end of fiscal year provided audited	Electronic		<input type="checkbox"/>
ACSO 48	Grants: Funded	Maintain as required by grant: Five years provided audited if unspecified	Multi		<input type="checkbox"/>
ACSO 49	Grants: Not Funded	One year	Multi		<input type="checkbox"/>
ACSO 48	Inventories: County Owned Vehicles	Three years provided audited	Electronic		<input type="checkbox"/>
ACSO 50	Job Descriptions	Until superseded or job classification abolished	Electronic		<input type="checkbox"/>
ACSO 51	Law Enforcement Trust Fund Records (LETF): Fiscal and Administrative Records of the Law Enforcement Trust Fund Pertaining to Proceeds From the Sale of Forfeited Property and Contraband Seized	Until made electronic	Paper		<input type="checkbox"/>
ACSO 52	Law Enforcement Trust Fund Records (LETF): Fiscal and Administrative Records of the Law Enforcement Trust Fund Pertaining to Proceeds From the Sale of Forfeited Property and Contraband Seized	Ten years after end of fiscal year provided audited	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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ACSO 53	LEADS Data: Law Enforcement Automated Data System Data, Computerized Criminal History, Driving Record	Until no longer of administrative value	Paper		<input type="checkbox"/>
ACSO 54	Local Background Checks	Until made electronic	Paper		<input type="checkbox"/>
ACSO 55	Local Background Checks	One year after date of check	Electronic		<input type="checkbox"/>
ACSO 56	Legal Opinions: <i>Opinion evaluated according to content and retained in accordance with the record series adopted within this schedule that the content most closely fits</i>	According to content or no longer of administrative value	Multi		<input type="checkbox"/>
ACSO 57	Media Releases	Three years, then appraise for administrative or historical value	Electronic		<input checked="" type="checkbox"/>
ACSO 58	Monthly Current Expense Reports	Until made electronic	Paper		<input type="checkbox"/>
ACSO 59	Monthly Current Expense Reports	Three years after end of fiscal year provided audited	Electronic		<input type="checkbox"/>
ACSO 60	Ohio Prescription Drug Drop Box Logs	One year after submission to Ohio Attorney General	Electronic		<input type="checkbox"/>
ACSO 61	Ohio Public Records Compliance Folder: RC-1, RC-2 or RC-3 Forms	Until made electronic	Paper		<input type="checkbox"/>
ACSO 62	Ohio Public Records Compliance Folder: RC-1, RC-2 or RC-3 Forms	Life of internal server	Electronic		<input type="checkbox"/>
ACSO 63	OHLEG Data: Ohio Law Enforcement Gateway Data	Until no longer of administrative value			<input type="checkbox"/>

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ACSO 64	Pay-In Receipts	Until made electronic	Paper		<input type="checkbox"/>
ACSO 65	Pay-In Receipts	Three years after end of fiscal year provided audited	Multi	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	<input type="checkbox"/>
ACSO 66	Payroll Records: Leave Requests, Time Sheets	10 years after end of fiscal year	Electronic	309.117.26 O.R.C.	<input type="checkbox"/>
ACSO 67	Permits Approved by Sheriff	One year after approval	Electronic		<input type="checkbox"/>
ACSO 68	Personnel Files: Awards, Commendations, Commission Documents, Canine Records where applicable, Training Records	Until made electronic	Paper		<input type="checkbox"/>
ACSO 69	Personnel Files: Awards, Commendations, Commission Documents, Canine Records where applicable, Training Records	Five years after employee terminates purge extraneous records, retain retirement waivers and leave balances	Multi		<input type="checkbox"/>
ACSO 70	Policies: Rules, Regulations and Procedures	Until made electronic	Paper		<input type="checkbox"/>
ACSO 71	Policies: Rules, Regulations and Procedures	Six years after superseded or discontinued	Electronic		<input type="checkbox"/>
ACSO 72	Property Foreclosure Files: Advertisement, Appraisal, Return	Until made electronic	Paper		<input type="checkbox"/>
ACSO 73	Property Foreclosure Files: Advertisement, Appraisal, Return	Two years	Electronic		<input type="checkbox"/>
ACSO 74	Public Records Requests	Until no longer of administrative value	Multi		<input type="checkbox"/>
ACSO 75	Purchase Orders	Until made electronic	Paper		<input type="checkbox"/>

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ACSO 76	Purchase Orders	Three years after end of fiscal year provided audited	Electronic		<input type="checkbox"/>
ACSO 77	Receipt Books	Five years after end of fiscal year provided audited	Paper	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.	<input type="checkbox"/>
ACSO 78	Receipts and Expenditures	Until made electronic	Multi		<input type="checkbox"/>
ACSO 79	Receipts and Expenditures	Ten years after end of fiscal year provided audited	Electronic		<input type="checkbox"/>
ACSO 80	Sex Offender Files	Until made electronic	Paper		<input type="checkbox"/>
ACSO 81	Sex Offender Files	Until uploaded to Offender Watch	Electronic		<input type="checkbox"/>
ACSO 82	Special Detail Records	Until made electronic	Paper		<input type="checkbox"/>
ACSO 83	Special Detail Records	One year after detail completed	Electronic		<input type="checkbox"/>
ACSO 84	Tax Delinquent Sale: Advertisement, Return	Until made electronic	Paper		<input type="checkbox"/>
ACSO 85	Tax Delinquent Sale: Advertisement, Return	Two years	Electronic		<input type="checkbox"/>
ACSO 86	Telephone Messages: Caller ID Logs, Paper Activity Logs, Text Messages	Until no longer of administrative value	Multi		<input type="checkbox"/>
ACSO 87	Travel Expense Reports	Until made electronic	Paper		<input type="checkbox"/>

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ACSO 88	Travel Expense Reports	Three years after end of fiscal year provided audited	Multi		<input type="checkbox"/>
ACSO 89	Transient Correspondence	Until no longer of administrative value	Multi		<input type="checkbox"/>
ACSO 90	Unsolicited Correspondence: Unsolicited Mail, Unsolicited Email and Similar Unsolicited Communications	Until no longer of administrative value	Multi		<input type="checkbox"/>
ACSO 91	Video Data (Evidentiary): Body Camera, In Car Audio Video Data	Retain until deemed to no longer hold evidentiary value	Electronic		<input type="checkbox"/>
ACSO 92	Video Data (Non-Evidentiary): Body Camera, In Car Audio Video Data	90 days	Electronic		<input type="checkbox"/>
ACSO 93	Warrants: Jacket (Includes Return Data), Warrant Recalls	Until made electronic	Paper		<input type="checkbox"/>
ACSO 94	Warrants: Jacket (Includes Return Data), Warrant Recalls	Five years	Electronic		<input type="checkbox"/>
ACSO 95	Webcheck Authorization	Until made electronic	Paper		<input type="checkbox"/>
ACSO 96	Webcheck Authorization	One year after date of completion	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.