



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

AUG 29 2018

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

City of Bellbrook

Police Department

(Local Government Entity)	(Name)	(Title)	(Date)
	Douglas P. Doherty	Chief of Police	08/08/2018
(Signature of Responsible Official)	(Name)	(Title)	(Date)

### Section B: Records Commission

City of Bellbrook

(937) 848-4666

15 E Franklin Street

Bellbrook

45305

(Telephone Number)

Greene

(Address)

(City)

(Zip Code)

(County)

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

[m.dodd@cityofbellbrook.org](mailto:m.dodd@cityofbellbrook.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.

	8-27-2018
Records Commission Chair Signature	Date

### Section C: Ohio History Connection - State Archives

	Govt. Rec. Archivist	9/5/18
Signature	Title	Date

### Section D: Auditor of State

	Records Mgr	9-17-18
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.

City of Bellbrook

Police Department

(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
PD-1	<b>Accident Files, Personnel Involved</b> <i>Records documenting a traffic accident on private property, public property, or roadway, involving a City employee.</i>	3 years, provided no claim pending	Paper, Electronic		<input type="checkbox"/>
PD-2	<b>Accident Files, Property Damage or Bodily Injury</b> <i>Records documenting a traffic accident on private property, public property, or roadway, where damages exceed \$1,000.00, or bodily injury is sustained.</i>	3 years	Paper, Electronic		<input type="checkbox"/>
PD-3	<b>Alcohol Breath Testing Records</b> <i>Records documenting the use of Breath Testing Device (Inoxilyzer) to estimate the blood alcohol content from a breath sample.</i>	3 years	Paper, Electronic		<input type="checkbox"/>
PD-4	<b>Annual Reports</b> <i>Records containing information and statistics about department activity, including crime and accident statistics, community programs, and personnel training attendance records.</i>	At 50 years, appraise for historical value	Paper, Electronic		<input checked="" type="checkbox"/>
PD-5	<b>Arrest Reports</b> <i>Arrest report form that documents the offender's identifiers, charges, and the circumstances leading up to the arrest.</i>	8 years	Paper, Electronic		<input type="checkbox"/>
PD-6	<b>Assignment Schedules, Sheets</b> <i>Records documenting the signing-in, event assignments, and shift assignments.</i>	3 years	Paper, Electronic	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.	
PD-7	<b>Business Security Records, Data Sheets, Emergency Contact List</b> <i>Self-explanatory.</i>	Until superseded, review annually	Paper, Electronic		
PD-8	<b>Capital Purchase Files (Purchase in excess of \$1,000.00)</b> <i>Self-explanatory.</i>	2 years, provided audited	Paper, Electronic		
PD-9	<b>Child Abuse Case Records</b> <i>Self-explanatory.</i>	8 years after case is closed	Paper, Electronic		<input type="checkbox"/>
PD-10	<b>Contract and Agreements</b> <i>Self-explanatory.</i>	15 years after expiration or termination	Paper, Electronic		<input type="checkbox"/>
PD-11	<b>Correspondence</b> <i>Self-explanatory.</i>	5 years	Paper, Electronic		<input type="checkbox"/>
PD-12	<b>Criminal Case Files – Misdemeanors and Felonies, Except Homicide</b> <i>Self-explanatory.</i>	8 years, provided no action pending	Paper, Electronic		<input type="checkbox"/>
PD-13	<b>Electronic Mail (E-mail)</b> Transient E-mail (limited administrative value and temporary importance) <i>Self-explanatory.</i>	Under no longer of value, then destroy	Paper, Electronic		<input type="checkbox"/>
	<b>General E-mail (administrative, legal, and/or fiscal value greater than transient message)</b> <i>Self-explanatory.</i>	5 years	Paper, Electronic		

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City of Bellbrook

Police Department

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PD-14	<b>Sealed Records per Court Order</b> <i>Records documenting the arrest and/or conviction of a person who petitions the Court and is granted by the Court and Order to Seal the record and all index references to the case and person. Sealed records are retained until the normally scheduled destruction, except any crimes of violence (are kept).</i>	Seal all files, records and computer references when Sealing of Record Order received from a Court	Paper, Electronic		<input type="checkbox"/>
PD-15	<b>Fingerprints</b> <i>Records containing fingerprints, and other personal identifiers of arrested individuals for identification and apprehension of suspects in criminal investigations. Juvenile fingerprints cards are retained and destroyed by the jurisdictional Court.</i>	50 years	Paper, Electronic		<input type="checkbox"/>
PD-16	<b>Firearms Records and Inventories</b>	3 years, provided audited	Paper, Electronic	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. 117.23 O.R.C.	<input type="checkbox"/>
PD-17	<b>Fuel Usage Records</b> <i>Records documenting the monthly fuel usage and mileage for each assigned department vehicle.</i>	3 years	Paper, Electronic		<input type="checkbox"/>
PD-18	<b>General Orders, Directives, Policies, Rules, Regulations or Procedures</b> <i>Self-explanatory.</i>	Until superseded, retain one copy until audited	Paper, Electronic		<input type="checkbox"/>
PD-19	<b>Grant Files / Records – Federal / State</b> <i>Self-explanatory.</i>	5 years, provided audited and disputes resolved	Paper, Electronic		<input type="checkbox"/>
PD-20	<b>Homicide Reports &amp; Evidence (closed cases)</b> <i>Self-explanatory.</i>	30 years after all appeals have been exhausted	Paper, Electronic		<input type="checkbox"/>
PD-21	<b>Incident Reports</b> <i>Records documenting complaints or other actions or incidents investigated by the department.</i>	8 years	Paper, Electronic		<input type="checkbox"/>
PD-22	<b>Internal Affair Investigations</b> <i>Records documenting founded and unfounded complaints received from the public or personnel against sworn or civilian personnel.</i>	4 years	Paper, Electronic		<input type="checkbox"/>
PD-23	<b>Junk Vehicle Records</b> <i>Records documenting condition of impounded vehicles by the department that have gone unclaimed by the vehicle owner for a period exceeding 30 days. Documents the ownership transfer to the Tow Company.</i>	2 years after sale or disposition	Paper, Electronic		<input type="checkbox"/>

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PD-24	<p><b>Law Enforcement Automated Data System (L.E.A.D.S) Validation Records</b> <i>Records documenting validation requests and proof of verification of any entries into the L.E.A.D.S. system.</i></p> <p><b>L.E.A.D.S. Audit Records</b> <i>State of Ohio audit records documenting verification of records entered into the L.E.A.D.S. system for accuracy, and compliance with policies and procedures.</i></p>	<p>1 year, provided audited</p> <p>2 years, provided audited</p>	<p>Paper</p> <p>Paper</p>	<p>Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</p>	
PD-25	<p><b>Liquor Permit Records</b> <i>Records documenting checks for compliance with the State of Ohio Liquor License Permit Registrations.</i></p>	3 years	Paper, Electronic		<input type="checkbox"/>
PD-26	<p><b>Master Name Index</b> <i>Records documenting an individual's residential information, identifiers, law enforcement involvement, and arrests.</i></p>	15 years	Paper, Electronic		<input type="checkbox"/>
PD-27	<p><b>Missing Person Reports</b> <i>Self-explanatory.</i></p>	Until found, then 8 years	Paper, Electronic		<input type="checkbox"/>
PD-28	<p><b>Mail, Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, transitory mail, informational messages, and informational brochures</b> <i>Self-explanatory.</i></p>	Until no longer administratively Necessary	Paper, Electronic		<input type="checkbox"/>
PD-29	<p><b>Payroll Records (Original timesheets filed with the Finance Director)</b> <i>Self-explanatory.</i></p>	3 years	Paper		<input type="checkbox"/>
PD-30	<p><b>Personnel Records</b> <i>Documentation of service throughout the duration of an individual's employment, including job application, testing materials, training records, yearly evaluations, step increases, and disciplinary files.</i></p>	Permanent	Paper, Electronic		<input type="checkbox"/>
PD-31	<p><b>Press / News Releases</b> <i>Informational releases to the media including the weekly Crime Watch report.</i></p>	3 years	Paper, Electronic		<input type="checkbox"/>
PD-32	<p><b>Prisoner Booking Video &amp; Audio Recordings</b> <i>Self-explanatory.</i></p>	30 days, provided no action pending	Digital		<input type="checkbox"/>
PD-33	<p><b>Property Room Records Log</b> <i>Records documenting personnel access to property room</i></p> <p><b>Records (Releases, Transfers, Disposals, etc.)</b> <i>Self-explanatory.</i></p> <p><b>Recovered Property</b> <i>Self-explanatory.</i></p>	<p>25 years</p> <p>5 years</p> <p>2 years, after disposal or return to owner</p>	<p>Paper</p> <p>Paper, Electronic</p> <p>Paper, Electronic</p>		<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

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PD-34	<b>Records (Background) Check Requests</b> <i>Records documenting criminal record checks performed on individuals.</i>	2 years	Paper, Electronic		<input type="checkbox"/>
PD-35	<b>Ride-Along Forms</b> <i>Records documenting approved or denied requests from public or civilian personnel to accompany law enforcement personnel on patrol.</i>	3 years	Paper		<input type="checkbox"/>
PD-36	<b>Solicitor Permit Application and Background Records</b> <i>Self-explanatory.</i>	2 year after application	Paper, Electronic		<input type="checkbox"/>
PD-37	<b>Subpoenas, Summonses, or Warrants</b> <i>Court records pertaining to Court hearings and Court ordered arrests.</i>	Until served, discharged, answered, or withdrawn	Paper, Electronic		<input type="checkbox"/>
PD-38	<b>Tow Sheets</b> <i>Records documenting the reason for the tow, arrest or incident, including vehicle information, vehicle contents, and storage location.</i>	Kept with arrest, accident, or incident report. Destroy with original report	Paper		<input type="checkbox"/>
PD-39	<b>Traffic Citations</b> <i>Department copies of citations issued for traffic and/or motor vehicle violations.</i>	3 years	Paper, Electronic		<input type="checkbox"/>
PD-40	<b>Training Records</b> <i>Records documenting the continued education and training of sworn and civilian personnel.</i>	Permanent	Paper, Electronic		<input type="checkbox"/>
PD-41	<b>Uniform Records</b> <i>Records documenting the purchase, cost, and assignment of department uniforms for sworn and civilian personnel.</i>	3 years	Paper, Electronic		<input type="checkbox"/>
PD-42	<b>Vacation House Check Records</b> <i>Records documenting requests from citizens for visual or walk-around checks of a residence and its property, and the completion of those checks.</i>	Kept 30 days after owner returns	Paper, Electronic		<input type="checkbox"/>
PD-43	<b>Vehicle Maintenance Records</b> <i>Self-explanatory.</i>	Until vehicle sold	Paper, Electronic		<input type="checkbox"/>
PD-44	<b>Digital Recordings from Security Cameras</b> <i>Recordings from security cameras that capture selective interior and exterior areas of City Administrative Building.</i>	30 days, provided no action pending	Digital		<input type="checkbox"/>
PD-45	<b>Body Worn Camera Recordings</b> <i>Self-explanatory</i>	90 days, provided no action pending	Digital, CD, DVD, Electronic		<input type="checkbox"/>

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PD-46	<b>Evidence:</b>  <b>Laboratory Tested Rape Kits – Unsolved Cases</b>  <b>Laboratory Tested Rape Kits – Solved Cases</b>  <b>Latent Prints added to BCI&amp;I and FBI Database – Unsolved Cases</b>  <b>Latent Prints added to BCI&amp;I and FBI Database – Solved Cases</b>	Keep kit refrigerated for 30 years  Keep until suspect is released from custody and all Court appeals have been exhausted. No need to refrigerate kit  30 years  Destroy with original incident report	Biological sample  Biological sample  Paper  Paper		<input type="checkbox"/>
PD-47	<b>Social Media Records</b> <i>Self-explanatory.</i>	5 years	Paper, Electronic, CD, DVD		<input type="checkbox"/>
PD-48	<b>Records Retention Documents</b> <i>Record that documents the retention period, and the media type used to retain the records, for all record series kept by the department.</i>	Permanent	Paper, Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>