



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

614.297.2553  
localrecs@ohiohistory.org  
www.ohiohistory.org/lgr

## RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Madison Township, Franklin County

(Local Government Entity)

(Unit)

Laurie Vermeer Fiscal Officer 6/5/2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

Madison Township

Records Commission

(Local Government Entity)

(Telephone Number)

4575 Madison Lane

Granport

43125

Franklin

(Address)

(City)

(Zip Code)

(County)

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

lvermeer@madisontownship.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.

6/5/2023

Records Commission Chair Signature

Date

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

Fred Previts

State Archivist

6-7-2023

Signature

Title

Date

### Section D: Auditor of State

Records Manager

Signature

Title

Date

## Administration

Schedule Number	Record Series	Retention Period	Media Type	For Use by State Auditor RC-3 or LGRP Req?	
a-1	Activity Reports	2 years	electronic/paper		
a-2	Aerial Photographs	Permanent	electronic/paper		✓
a-3	Agendas	2 years	electronic/paper		
a-4	Annexation Records	Permanent	electronic/paper		✓
a-5	Applications for Employment (not hired)	2 years	electronic/paper		
a-6	Awards, significant articles, clippings, and photos	UNLAN	electronic/paper		✓
a-7	Blank forms	UNLAN	electronic/paper		
a-8	Budget Reports	3 years	electronic/paper		
a-9	Business Cards	UNLAN	electronic/paper		
a-10	Certification of Election Results (Bonds & Levies)	Until Expired	electronic/paper		
a-11	Certification of Publishing Legal Notices	2 years	electronic/paper		
a-12	Civil/criminal case files	10 years - PNP	electronic/paper		
a-13	Collective Bargaining Agreements	5 years after agreement ended	electronic/paper		
a-14	Commendations, promotions, and gratitude letters	RWP	electronic/paper		
a-15	Communication Records (Correspondence) Messages sent and received in any media, including letters, memoranda, faxes, e-mail messages, miscellaneous communications, etc.	Retain according to content *see below*	electronic/paper		
	* Transient Communications	UNLAN	electronic/paper		
	** General Documents -	1 year	electronic/paper		
	*** Executive Documents	3 years - file with related records if content requires longer retention	electronic/paper		
a-16	Construction Files	15 years after complete	electronic/paper		
a-17	Continuing education certifications. Seminars	RWP	electronic/paper		
a-18	Contract & Agreements	6 years from Termination	electronic/paper		
a-19	Deeds (including Landbank)	Permanent	electronic/paper		✓
a-20	Delivery Slips/packing slips	UNLAN	electronic/paper		
a-21	Disaster Plans	Until superseded	electronic/paper		
a-22	Easements	Permanent	electronic/paper		✓
a-23	Employee Accident/Injury Reports	6 years	electronic/paper		
a-24	Employee Evaluations (in personnel files)	60 years	electronic/paper		
a-25	Employee FMLA records	3 years	electronic/paper		
a-26	Employee Health and Wellness records	2 years	electronic/paper		
a-27	Employment background investigations	RWP, Others Destroy After 2 years	electronic/paper		
a-28	Equipment Bids - Successful	Life of Equipment - if audited	electronic/paper		
a-29	Equipment Bids - Unsuccessful	1 year	electronic/paper		
a-30	General Administrative files	UNLAN	electronic/paper		
a-31	General orders, directives, policies (SOP/SOG), rules, regulations, or procedures	Until Superseded, retain 1 copy until audited	electronic/paper		
a-32	Grant files (funded)	Permanent	electronic/paper		
a-33	Grant files (unfunded)	1 year after decision rendered	electronic/paper		
a-34	Grievances	3 years after union contract expires or resolution or final response.	electronic/paper		
a-35	Health Complaint Files	4 Years	electronic/paper		
a-36	Index to Resolutions/Annual Resolution Summary	Permanent	electronic/paper		✓
a-37	Informal notes, tracings, mylar, etc. of land/plans	UNLAN	electronic/paper		
a-38	Insurance Policies	10 years	electronic/paper		
a-39	Insurance claim files	10 years after final settlement	electronic/paper		
a-40	Intern files (unpaid)	6 years after separation	electronic/paper		
a-41	Job descriptions	Until superseded	electronic/paper		
a-42	Lawsuits (after decisions)	30 years	electronic/paper		
a-43	Leases	5 years after expiration, if audited	electronic/paper		
a-44	Legal Notice Publication Certification	4 FY-PA	electronic/paper		
a-45	Legal opinions	Permanent	electronic/paper		✓
a-46	Letter of appointment	RWP	electronic/paper		
a-47	Letters of reference	2 years after hired	electronic/paper		
a-48	Levy files	Life of levy plus 1 year	electronic/paper		
a-49	Licenses, permits, and certifications	1 year after expiration, PA	electronic/paper		
a-50	Mailing List	Until updated, superseded, or obsolete	electronic/paper		

a-51	Manuals and Handbooks	Until updated, superseded, or obsolete	electronic/paper		
a-52	Meeting Minutes	Permanent	electronic/paper		✓
a-53	Meeting Tapes/Recordings	Incorporate into minutes, retain for 1 year	electronic/paper		
a-54	Military Volunteer Records	Obsolete. Appraise for historical value.	electronic/paper		✓
a-55	Mortgages	Until Expired, if audited	electronic/paper		
a-56	Notes and Drafts	UNLAN	electronic/paper		
a-57	Oaths of Office	10 years after term ends	electronic/paper		
a-58	Official Disciplinary Counseling - Verbal or written	6 years	electronic/paper		
a-59	Official External Complaint, Citizens	6 years	electronic/paper		
a-60	Official Internal Complaint, Employee	6 years	electronic/paper		
a-61	Official Minor or Written Reprimand	RWP	electronic/paper		
a-62	Park registrations	3 years PNP	electronic/paper		
a-63	Parks & Rec Reports (playground reports)	4 years	electronic/paper		
a-64	Performance Bonds	Until project termination	electronic/paper		
a-65	Permits and Licenses	1 year after expiration, PA	electronic/paper		
a-66	Personnel Files	60 years	electronic/paper		
a-67	Personnel Records for Temporary Employees	4 years after Termination	electronic/paper		
a-68	Petitions	4 years	electronic/paper		
a-69	Plans of park property	Permanent	electronic/paper		✓
a-70	Plats and Maps	Appraise for historical value	electronic/paper		✓
a-71	Pre-employment testing - hired	Merge with personnel files	electronic/paper		
a-72	Pre-employment testing - not hired	2 years	electronic/paper		
a-73	Press releases	UNLAN	electronic/paper		
a-74	Professional organizations and association files	UNLAN	electronic/paper		
a-75	Project Files (specs)	10 years from completion or until superseded	electronic/paper		
a-76	Promotion actions	RWP	electronic/paper		
a-77	Prosecutor's Opinions	Permanent	electronic/paper		
a-78	Public Hearing Notices	4 years	electronic/paper		
a-79	Public Records Requests	3 years	electronic/paper		
a-80	Publications of the Township	Permanent - retain 2 copies	electronic/paper		
a-81	Real Estate Data Reproduced From County Auditor's Records	Permanent until updated as available	electronic/paper		
a-82	Record of disciplinary action	RWP	electronic/paper		
a-83	Records Commission Files	Permanent	electronic/paper		
a-84	Records Retention Documents	Until Superseded	electronic/paper		
a-85	Recreation Liability Release & Related Docs	4 years if no action pending	electronic/paper		
a-86	Reference Material (i.e.: ORC, Law, Township)	Until superseded	electronic/paper		
a-87	Reimbursement requests	3 FY-PA	electronic/paper		
a-88	Rental Paperwork (Brobst Park and Community Center)	1 year after event ends	electronic/paper		
a-89	Research Files	1 - 4 years per Admin. use	electronic/paper		
a-90	Resolutions	Retain copies for 5 years after incorporation into minutes	electronic/paper		
a-91	Social media posts (including likes, shares, edits and deletions)	1 year	electronic/paper		
a-92	Social media reports	3 years	electronic/paper		
a-93	Statistical Reports	3 years	electronic/paper		
a-94	Surveillance recordings ( Routine monitoring of facilities)	1 system cycle, provided no pending	electronic/paper		
a-95	Surveys and questionnaires	3 years	electronic/paper		
a-96	Township Property Files	Permanent	electronic/paper		✓
a-97	Training Material File	Until superseded	electronic/paper		
a-98	Training Records	Merge with personnel files	electronic/paper		
a-99	Unemployment compensation case files	4 years after date of final payment	electronic/paper		
a-100	Union Contracts	5 YPE	electronic/paper		
a-101	Vacation, Sick, Compensation and Holiday time off requests (originals)	3 FY-PA	electronic/paper		
a-102	Vehicle/Equipment Inventory	Life of Equipment	electronic/paper		
a-103	Vehicle/Equipment Maintenance Records	Life of Equipment	electronic/paper		
a-104	Weekly Invoice Cover Sheets submitted for payment	UNLAN	electronic/paper		
a-105	Work Schedules	1 year after changes	electronic/paper		
a-106	Worker's Comp. Claims	10 years after date of final payment	electronic/paper		
a-107	Zoning Complaint Files - Nuisance documentaion, not assessed	4 years	electronic/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

**FY-PA** fiscal years- provided audited  
**YPE** years past expiration  
**RWP** retain with personnel file if employed  
**PNP** providing no pending

- \* Routine communications which convey information of temporary importance in lieu of oral communication.
- \*\* Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy.
- \*\*\* Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters.

**Fiscal**

Schedule Number	Record Series	Retention Period	Media Type	For Use by State Auditor or LGRP	RC-3 Req?
f-1	1099 forms - issued	10 years, filed with W-2s	electronic/paper		
f-2	1099 forms - received	5 years	electronic/paper		
f-3	accounts payable record	3 FY-PA	electronic/paper		
f-4	accounts receivable	3 FY-PA	electronic/paper		
f-5	Amended Official Certificates of Estimated Resources	5 years	electronic/paper		
f-6	Annual Appropriations	Permanent	electronic/paper		✓
f-7	Annual Budget	Permanent	electronic/paper		✓
f-8	Annual Budget Resolutions	Incorporate into minutes; retain copies for 5 years	electronic/paper		
f-9	Annual financial reports	Incorporate into minutes	electronic/paper		
f-10	Applications for Employment (hired)	60 years	electronic/paper		
f-11	Applications for Employment (not hired)	2 years	electronic/paper		
f-12	Appropriation Journal	4 FY-PA	electronic/paper		
f-13	Audit reports	5 FY-PA	electronic/paper		
f-14	Bad check or bad debt records	2 FY after payment or settlement	electronic/paper		
f-15	Bank Deposit Slips	4 FY-PA	electronic/paper		
f-16	Bank Statements & Reconciliations	4 FY-PA	electronic/paper		
f-17	Bids- successful	6 years after completion of the project	electronic/paper		
f-18	Bids- unsuccessful	1 year after awarding of the contract	electronic/paper		
f-19	Bond Registers	20 fiscal years	electronic/paper		
f-20	Bonds	Permanent	electronic/paper		
f-21	Bonds, Officials	10 years after termination of office or employee	electronic/paper		
f-22	Bonds, Revenue	2 years after redemption - PA	electronic/paper		
f-23	Budgetary and Fiscal Worksheets	3 FY-PA	electronic/paper		
f-24	Canceled Checks	4 FY-PA	electronic/paper		
f-25	Capital Improvements Bonds	Until Paid & Audited	electronic/paper		
f-26	Cash Journal	4 FY-PA	electronic/paper		
f-27	Cash receipts and disbursements	3 FY-PA	electronic/paper		
f-28	Cash reports	3 FY-PA	electronic/paper		
f-29	Certificate of Est. Resources for County Auditor	Permanent	electronic/paper		
f-30	Certificates of Total Amount From Sources Available for Expenditures and Balances	3 FY-PA	electronic/paper		
f-31	Checking account statements/certificates of deposit	3 FY-PA	electronic/paper		
f-32	Checks- voided	3 FY-PA	electronic/paper		
f-33	Communication Records (Correspondence) Messages sent and received in any media, including letters, memoranda, faxes, e-mail messages, miscellaneous communications, etc.	Retain according to content *see below*	electronic/paper		
	** Transient Communications	UNLAN	electronic/paper		
	** General Documents	1 year	electronic/paper		
	** Executive Documents	3 years - file with related records if content requires longer retention	electronic/paper		
f-34	County Auditor Tax Settlement Sheet	4 FY-PA	electronic/paper		
f-35	Emergency Fund Minutes	Permanent	electronic/paper		
f-36	Employee Bonds (in Bond Book until terminated, then in personnel file)	60 years	electronic/paper		
f-37	Employee Sick Leave/Vacation Records	60 years	electronic/paper		
f-38	Employee Time Records	3 FY-PA	electronic/paper		
f-39	Employment Reports	Permanent	electronic/paper		
f-40	Encumbrance and expenditure journal	3 FY-PA	electronic/paper		
f-41	Financial Report TO and FROM Ohio Auditor	Permanent	electronic/paper		
f-42	Financial Status Reports - Year End	Permanent	electronic/paper		
f-43	Fund Journal	4 FY-PA	electronic/paper		
f-44	Garnishment Orders	6 years if terminated & audited	electronic/paper		
f-45	General ledgers	25 years	electronic/paper		
f-46	Grant files (funded)	Permanent	electronic/paper		
f-47	Grant files (unfunded)	1 year after decision rendered	electronic/paper		
f-48	Insurance claim files	10 years after final settlement	electronic/paper		
f-49	Insurance Enrollment Record (in personnel files)	60 years	electronic/paper		
f-50	Insurance policies	2 years after decision rendered	electronic/paper		
f-71	Letters of Resignation (in personnel files)	60 years	electronic/paper		

f-52	Notes and Drafts	UNLAN	electronic/paper		
f-53	OPERS Exemptions	Permanent	electronic/paper		
f-54	OPERS Reports	Permanent	electronic/paper		
f-55	OPERS/OPFDF Refund Applications	Permanent	electronic/paper		
f-56	OP-F Reports	Permanent	electronic/paper		
f-57	Pending Warrant Reports	4 FY-PA	electronic/paper		
f-58	Personnel Files	60 years	electronic/paper		
f-59	PR - Withholding Files/Info All other except retirement related	6 FY-PA	electronic/paper		
f-60	PR - Bi-weekly and monthly payroll journal	6 FY-PA	electronic/paper		
f-61	PR - City Income Tax Report	6 FY-PA	electronic/paper		
f-62	PR - Court Ordered Payroll Deductions	6 years if terminated & audited	electronic/paper		
f-63	PR - Federal & State Income Tax Reports	6 FY-PA	electronic/paper		
f-64	PR - Payroll Status Reports - Misc.	4 FY-PA	electronic/paper		
f-65	PR - Quarterly federal tax return	10 FY-PA	electronic/paper		
f-66	PR - Tax withholding reports	10 FY-PA	electronic/paper		
f-67	PR - Total Wage and Salaries Reports	6 FY-PA	electronic/paper		
f-68	PR - W-2 forms	10 years	electronic/paper		
f-69	PR - W-4 forms	Until superseded or employee terminates	electronic/paper		
f-70	PR - withholding payment records	6 FY-PA	electronic/paper		
f-71	Property inventories	Continuously updated until superseded	electronic/paper		
f-72	Public records requests	3 years	electronic/paper		
f-73	Purchase Orders & Requisitions	4 FY-PA	electronic/paper		
f-74	Receipt & Check Listings/Registers	4 FY-PA	electronic/paper		
f-75	Receipt Book	4 FY-PA	electronic/paper		
f-76	Receipts & Investment Journals	4 FY-PA	electronic/paper		
f-77	Reports to bureau of employment services	2 years	electronic/paper		
f-78	Requisitions	3 FY-PA	electronic/paper		
f-79	Semi-Annual Apportionments of Taxes	5 FY-PA	electronic/paper		
f-80	Sick and Vacation Leave Records	Permanent	electronic/paper		
f-81	Special assessments/tax assessments	3 FY-PA	electronic/paper		
f-82	Surety bonds for officials or employees	10 years after expiration	electronic/paper		
f-83	Tax Assessment Records	4 FY-PA	electronic/paper		
f-84	Tax Settlements	5 years	electronic/paper		
f-85	Time Sheets/Time Cards/Bi-Weekly Dept. Sheets	4 FY-PA	electronic/paper		
f-86	Training records	Merge with personnel files	electronic/paper		
f-87	Transaction Logs	4 FY-PA	electronic/paper		
f-88	Travel expense records	3 FY-PA	electronic/paper		
f-89	Unemployment Comp. Records	4 FY-PA	electronic/paper		
f-90	Volunteer Firemen's Dependent Board Records	Permanent	electronic/paper		
f-91	Vouchers, Invoices, and Purchase Orders	4 FY-PA	electronic/paper		
f-92	W-9 forms	10 years	electronic/paper		

**UNLAN** until no longer administratively necessary

**FYPA** fiscal years- provided audited

**YPE** years past expiration

**RWP** retain with personnel file if employed

**PNP** providing no pending

Routine communications which convey information of temporary importance in lieu of oral  
\* communication.

Documents the operations of the office and may include non-routine requests for information.

\*\* Informative and does not attempt to influence policy.

Documents the administration of the office and may contain information concerning agency policies, fiscal  
\*\*\* and personnel matters.

## Public Works

Schedule Number	Record Series	Retention Period	Media Type	For Use by State Auditor or LGRP RC-3 Req?	
pw-1	Applications for Employment (not hired)	2 years	electronic/paper		
pw-2	Bridge Inspection Reports	Life of Bridge	electronic/paper		
pw-3	Budget Reports	3 years	electronic/paper		
pw-4	Building Permit Reports	4 years	electronic/paper		
pw-5	Cemetery Records & Reports	Permanent	electronic/paper		✓
pw-6	Communication Records (Correspondence) Messages sent and received in any media, including letters, memoranda, faxes, e-mail messages, miscellaneous communications, etc.	Retain according to content *see below*	electronic/paper		
	** Transient Communications	UNLAN	electronic/paper		
	** General Documents	1 year	electronic/paper		
	** Executive Documents	3 years - file with related records if content requires longer retention	electronic/paper		
pw-7	Deeds	Permanent	electronic/paper		✓
pw-8	Easements	Permanent	electronic/paper		✓
pw-9	Grant files (funded)	Permanent	electronic/paper		
pw-10	Grant files (unfunded)	1 year after decision rendered	electronic/paper		
pw-11	Index of roads	Permanent	electronic/paper		
pw-12	Insurance claim files	10 years after final settlement	electronic/paper		
pw-13	Maps & Blueprints	Until superseded	electronic/paper		
pw-14	Notes and Drafts	UNLAN	electronic/paper		
pw-15	Official Disciplinary Counseling - Verbal or written	6 years	electronic/paper		
pw-16	Official External Complaint, Citizens	6 years	electronic/paper		
pw-17	Official Internal Complaint, Employee	6 years	electronic/paper		
pw-18	Official Minor or Written Reprimand	RWP	electronic/paper		
pw-19	Park Maps Plans	Permanent	electronic/paper		✓
pw-20	Plat Books	Permanent	electronic/paper		✓
pw-21	Public records requests	3 years	electronic/paper		
pw-22	Road Sign Inspections	4 years	electronic/paper		
pw-23	Storm water management records	10 years	electronic/paper		
pw-24	Street Opening Permits	4 years	electronic/paper		
pw-25	Street Repair Records	4 years	electronic/paper		
pw-26	Street Rating Reports - Annual	Permanent	electronic/paper		
pw-27	Street sweeping records	5 years	electronic/paper		
pw-28	Surveillance recordings ( Routine monitoring of facilities)	1 system cycle, provided no pending	electronic		
pw-29	Training materials and files (not training certificates)	Until superseded	electronic/paper		
pw-30	Training records	Merge with personnel files	electronic/paper		
pw-31	Vacation, Sick, Compensation and Holiday time off requests (Dept. copy)	1 year	electronic/paper		
pw-32	Vehicle/Equipment Inventory	Life of Equipment	electronic/paper		
pw-33	Vehicle/Equipment Maintenance Records	Life of Equipment	electronic/paper		
pw-34	Weekly Invoice Cover Sheets submitted for payment	UNLAN	electronic/paper		

**UNLAN** until no longer administratively necessary

**FYPA** fiscal years- provided audited

**YPE** years past expiration

**RWP** retain with personnel file if employed

**PNP** providing no pending

Routine communications which convey information of temporary importance in lieu of oral \* communication.

Documents the operations of the office and may include non-routine requests for information. Informative \*\* and does not attempt to influence policy.

Documents the administration of the office and may contain information concerning agency policies, fiscal \*\*\* and personnel matters.

## Fire Department

Schedule Number	Record Series	Retention Period	Media Type	For Use by State Auditor RC-3 or LGRP Req?	
fd-1	Applications for Employment (not hired)	2 years	electronic/paper		
fd-2	Accident files	7 FY PNP	electronic/paper		
fd-3	Alarm response reports	5 FY PNP	electronic/paper		
fd-4	Arson reports	Permanent	electronic/paper		
fd-5	Bids for equipment purchases	Until equipment is out of service	electronic/paper		
fd-6	Budget Reports	3 years	electronic/paper		
fd-7	Burning Complaints	3 years	electronic/paper		
fd-8	Civilian causality reports	Permanent	electronic/paper		
fd-9	Collective Bargaining Agreements	5 years after agreement ended	electronic/paper		
fd-10	Communication Records (Correspondence) Messages sent and received in any media, including letters, memoranda, faxes, e-mail messages, miscellaneous communications, etc.	Retain according to content *see below*	electronic/paper		
	* Transient Communications	UNLAN	electronic/paper		
	** General Documents -	1 year	electronic/paper		
	*** Executive Documents	3 years - file with related records if content requires longer retention	electronic/paper		
fd-11	Daily Activity Logs (includes Daily Alarm Logs)	3 years	electronic/paper		
fd-12	Departmental Directives	1 year after superseded	electronic/paper		
fd-13	EMS billing reports	7 years	electronic/paper		
fd-14	EMS Run Records / Patient Care Reports	5 years	electronic/paper		
fd-15	EMS Protocol	1 Cycle After Superseded	electronic/paper		
fd-16	EMS Statistics (Annual & Monthly)	10 years	electronic/paper		
fd-17	Fire and Loss Records	Permanent	electronic/paper		✓
fd-18	Fire Code	Permanent	electronic/paper		
fd-19	Fire Inspection Reports & Violation Notices	Life of Structure	electronic/paper		
fd-20	Fire Investigation Files	Permanent	electronic/paper		
fd-21	Fire Prevention occupancy	Permanent	electronic/paper		
fd-22	Fire Run Records	5 years	electronic/paper		
fd-23	Fire Statistics (Annual & Monthly)	10 years	electronic/paper		
fd-24	Fireworks Permits	30 days from expiration	electronic/paper		
fd-25	Grant files (funded)	Permanent	electronic/paper		
fd-26	Grant files (unfunded)	1 year after decision rendered	electronic/paper		
fd-27	Holdover list	2 years	electronic/paper		
fd-28	Hose testing records	Life of equipment	electronic/paper		
fd-29	Hydrant Location Record	Permanent	electronic/paper		
fd-30	Hydrant Maintenance Record	Permanent	electronic/paper		
fd-31	Insurance claim files	10 years after final settlement	electronic/paper		
fd-32	Notes and Drafts	UNLAN	electronic/paper		
fd-33	Official Disciplinary Counseling - Verbal or written	6 years	electronic/paper		
fd-34	Official External Complaint, Citizens	6 years	electronic/paper		
fd-35	Official Internal Complaint, Employee	6 years	electronic/paper		
fd-36	Official Minor or Written Reprimand	RWP	electronic/paper		
fd-37	Open burning applications, permits, and violations	7 years after violation corrected	electronic/paper		
fd-38	Overtime list	2 years	electronic/paper		
fd-39	Promotional test results	Length of list	electronic/paper		
fd-40	Public Education Records	7 years	electronic/paper		
fd-41	Public Records Requests	3 years	electronic/paper		
fd-42	Receipt Book	4 FY-PA	electronic/paper		
fd-43	Surveillance recordings ( Routine monitoring of facilities)	1 system cycle, provided no pending	electronic		
fd-44	Training materials and files (not training certificates)	Until superseded	electronic/paper		
fd-45	Training records	Merge with personnel files	electronic/paper		
fd-46	Vacation, Sick, Compensation and Holiday time off requests (Dept. copy)	1 year	electronic/paper		
fd-47	Vehicle/Equipment Inventory	Life of Equipment	electronic/paper		
fd-48	Vehicle/Equipment Maintenance Records	Life of Equipment	electronic/paper		
fd-49	Weekly Invoice Cover Sheets submitted for payment	UNLAN	electronic/paper		
fd-50	Work schedules	1 year after schedule contains shift change	electronic/paper		

UNLAN until no longer administratively necessary  
 FYPA fiscal years- provided audited  
 YPE years past expiration  
 RWP retain with personnel file if employed  
 PNP providing no pending

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- \*\*\* Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters.



**Police Department**

Schedule Number	Record Series	Retention Period	Media Type	For Use by State Auditor or LGRP	RC-3 Req?
pd-1	Administrative Garrity	RWP, Others Destroy After 2 Yr.	electronic/paper		
pd-2	Animal Bite Report	6 years	electronic/paper		
pd-3	Annual Reports	Permanent	electronic/paper		✓
pd-4	Application for emergency admission	20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-5	Applications for Employment (not hired)	2 years	electronic/paper		
pd-6	Arrest Cards	Until age 80 or deceased	electronic/paper		
pd-7	Arrest Cards (after 1/1/96)	Until age 80 or deceased	electronic/paper		
pd-8	Arrest Cards, Juvenile	Permanent	electronic/paper		
pd-9	Arrest Information (U10-100)	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-10	BAC Data master Instrument Check Form 3701-53-04	3 years, PNP	electronic/paper		
pd-11	BAC Datamaster Proficiency Test	3 years, PNP	electronic/paper		
pd-12	BAC Datamaster Subject Check Form 3701-53-02	6 years	electronic/paper		
pd-13	BAC Techniques & Methods Manual (OAC 3701-53-01)	3 years, PNP	electronic/paper		
pd-14	BCI investigation	Permanent	electronic/paper		
pd-15	Budget Reports	3 years	electronic/paper		
pd-16	Camera Video Footage (dash camera and body camera)	Retain according to content *see below*	electronic		
	Inadvertent incidents with no administrative value	15 days, if no pending legal action	electronic		
	Mutual aid, SRO activity	90 days, if no pending legal action	electronic		
	Traffic Stops & Crashes, Officer Initiated Contact, Pursuits, Use of Force, Undesignated	1 year, if no pending legal action	electronic		
	Misdemeanors	2 years, if no pending legal action	electronic		
	Domestic Violence	3 years, if no pending legal action	electronic		
	Felonies	6 years, if no pending legal action	electronic		
	OVI, Homicides and Deaths	Permanent	electronic		
pd-17	Child Abuse Case Records	7 years after case closed, or no action pending	electronic/paper		
pd-18	Collective Bargaining Agreements	5 years after agreement ended	electronic/paper		
pd-19	Communication Records (Correspondence) Messages sent and received in any media, including letters, memoranda, faxes, e-mail messages, miscellaneous communications, etc.	Retain according to content *see below*	electronic/paper		
	* Transient Communications	UNLAN	electronic/paper		
	** General Documents -	1 year	electronic/paper		
	*** Executive Documents	3 years - file with related records if content requires longer retention	electronic/paper		
pd-20	Community Policing Contact Sheet	1 year	electronic/paper		
pd-21	Concert to biological collection	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-22	Confidential disclosure of personal ID	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-23	Consent to Search	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-24	Constitutional Rights / Waiver Form	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-25	Crime Scene log	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-26	Daily Worksheet / Patrol Operations	6 years	electronic/paper		
pd-27	Detective Interviews	Retain w/files, 20 years felony, 6 years Misdemeanors, if not pending	electronic/paper		
pd-28	Deer Killed by Motor Vehicle, DNR 8894	6 years	electronic/paper		
pd-29	Discharged Firearm Report	6 years	electronic/paper		
pd-30	Domestic Dispute/Domestic Violence Calls Monthly	6 years	electronic/paper		
pd-31	Domestic Violence Package cover sheet	20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-32	Domestic Violence Report	20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-33	Domestic Violence Voluntary Statement of Witness	20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-34	Driver License Examination or Recertification BMV2308	2 years PNP	electronic/paper		
pd-35	Employee injury report	RWP, Others Destroy After 2Yr	electronic/paper		
pd-36	Evidence Submission Sheet BCI	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-37	Evidence Submission Sheet Columbus Police Lab	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-38	Exchange of information	2 years	electronic/paper		
pd-39	Exposure report form	RWP, Others Destroy After 2Yr	electronic/paper		
pd-40	Field Interview Card	6 years	electronic/paper		
pd-41	Firearm Records and Inventories	3 FY-PA	electronic/paper		
pd-42	Firearm Recovered Report	6 years	electronic/paper		
pd-43	FTO evaluations	RWP	electronic/paper		
pd-44	Grant files (funded)	Permanent	electronic/paper		
pd-45	Grant files (unfunded)	1 year after decision rendered	electronic/paper		
pd-46	Hold harmless release	RWP if Hold Had, Others Destroy After 2Yr	electronic/paper		
pd-47	House watch	6 years	electronic/paper		
pd-48	ICE notification	2 years	electronic/paper		
pd-49	Incident Interview	Permanent	electronic/paper		
pd-50	Insurance claim files	10 years after final settlement	electronic/paper		
pd-51	Internal Investigations	5 years after resolution	electronic/paper		
pd-52	Juvenile complaints	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		

Schedule Number	Record Series	Retention Period	Media Type	For Use by State Auditor or LGRP	RC-3 Req?
pd-53	Juvenile Custody Report	6 years	electronic/paper		
pd-54	Master Name Index (computerized)	Permanent	electronic/paper		
pd-55	Master Report Log	Permanent	electronic/paper		
pd-56	Memorandums	UNLAN	electronic/paper		
pd-57	Miranda Warning	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-58	Missing Person Dental History Information	20 years or until found	electronic/paper		
pd-59	Missing Person Report (replaced by P384)	20 years or until found	electronic/paper		
pd-60	Mutual Aid Report	6 years	electronic/paper		
pd-61	Notes and drafts	UNLAN	electronic/paper		
pd-62	Offense Report (felony & misdemeanors)	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-63	Offense Report (Parking)	6 years	electronic/paper		
pd-64	Offense Report Narrative Supplement	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-65	Offense Stolen Property Supplement	6 years	electronic/paper		
pd-66	Official Disciplinary Counseling - Verbal or written	6 years	electronic/paper		
pd-67	Official External Complaint, Citizens	6 years	electronic/paper		
pd-68	Official Internal Complaint, Employee	6 years	electronic/paper		
pd-69	Official Minor or Written Reprimand	RWP	electronic/paper		
pd-70	OVI Accident Medical Condition Form	Permanent	electronic/paper		
pd-71	OVI Administrative License Suspension BMV 2255	Permanent	electronic/paper		
pd-72	OVI Alcohol Influence Report Form	Permanent	electronic/paper		
pd-73	OVI CDL Violation Notification Disqualification BMV2124	Permanent	electronic/paper		
pd-74	OVI Impaired Driver Report	Permanent	electronic/paper		
pd-75	OVI Items Confiscated Impounded BMV 3608	Permanent	electronic/paper		
pd-76	OVI Notice of Vehicle Seizure	Permanent	electronic/paper		
pd-77	OVI Package Cover Sheet	Permanent	electronic/paper		
pd-78	OVI Police Chain of Custody to Drug & Alcohol Analysis	Permanent	electronic/paper		
pd-79	OVI Request CDL Driver Submit to Testing MV2125	Permanent	electronic/paper		
pd-80	OVI Summons OMVI Traffic Recognizance Release	Permanent	electronic/paper		
pd-81	OVI Written Statement Request Release Medical Record	Permanent	electronic/paper		
pd-82	Permits & Licenses	1 yr. After expiration, PA	electronic/paper		
pd-83	Proficiency exams	3 years	electronic/paper		
pd-84	Property Control MTPD Tag	6 years	electronic/paper		
pd-85	Property Receipt Form	6 years	electronic/paper		
pd-86	Property Room Ledger	6 years	electronic/paper		
pd-87	Prosecutor Complaint Form	6 years	electronic/paper		
pd-88	Public records requests	3 years	electronic/paper		
pd-89	Receipt Book	4 FY-PA	electronic/paper		
pd-90	Records Check, Resident	6 years	electronic/paper		
pd-91	Release of Information Health, Medical, or Dental Records	6 years	electronic/paper		
pd-92	Request for officer appearance - court	2 years	electronic/paper		
pd-93	Reserve Officer Work Sheets	6 years	electronic/paper		
pd-94	Ride-Along Program	6 years	electronic/paper		
pd-95	Rules & Regulations Policy & Procedure Manual	Until superseded	electronic/paper		
pd-96	Sign In Book	1 FY-PA	electronic/paper		
pd-97	Surveillance recordings ( Routine monitoring of facilities)	1 system cycle, provided no pending	electronic/paper		
pd-98	Suspect Identity Chart	6 years	electronic/paper		
pd-99	Suspect Voluntary Statement	6 years	electronic/paper		
pd-100	Tow sheets	3 years	electronic/paper		
pd-101	Traffic Citations	6 years	electronic/paper		
pd-102	Traffic Crash Report Private Property OH-4	6 years	electronic/paper		
pd-103	Traffic Crash Report Witness Statement OH-3	6 years	electronic/paper		
pd-104	Traffic Crash Reports Diagram/Narrative OH-2	6 years	electronic/paper		
pd-105	Traffic Crash Reports Occupant Addendum OH-P	6 years	electronic/paper		
pd-106	Traffic Crash Reports OH-1	6 years	electronic/paper		
pd-107	Training Materials Files	Until superseded	electronic/paper		
pd-108	Training Records	Merge with personnel records	electronic/paper		
pd-109	Transient vendor application	3 years after expiration	electronic/paper		
pd-110	Type of Crime Files & Statistics	Permanent	electronic/paper		✓
pd-111	Unclaimed & Abandoned Junk Motor Vehicle Affidavit	6 years from sale or disposition	electronic/paper		
pd-112	Use of Chemical Mace Report	6 years	electronic/paper		
pd-113	Use of taser report	6 years	electronic/paper		
pd-114	Vacation, Sick, Compensation and Holiday time off requests (Dept. copy)	1 year	electronic/paper		
pd-115	Vehicle Immobilized by Court Order Notice	6 years	electronic/paper		
pd-116	Vehicle Impound Inventory	6 years	electronic/paper		
pd-117	Vehicle Impound Tow List Log	6 years	electronic/paper		

Schedule Number	Record Series	Retention Period	Media Type	For Use by State Auditor or LGRP	RC-3 Req?
pd-118	Vehicle Repair Request	Until vehicle no longer with department	electronic/paper		
pd-119	Vehicle/Equipment Inventory	Life of Equipment	electronic/paper		
pd-120	Vehicle/Equipment Maintenance Records	Life of Equipment	electronic/paper		
pd-121	Vehicular Pursuit Report	6 years	electronic/paper		
pd-122	Vehicular Pursuit Report, Stop Stick Used	6 years	electronic/paper		
pd-123	Weapon transfer of ownership	RWP if Weapon tr\Others Destroy After 2Yr	electronic/paper		
pd-124	Weapons Function Testing	6 years	electronic/paper		
pd-125	Weekly Invoice Cover Sheets submitted for payment	UNLAN	electronic/paper		
pd-126	Witness Statements	OVI permanent, 20 years felony, 6 years misdemeanor, if not pending	electronic/paper		
pd-127	Work Schedules	1 yr. After schedule contains shift change	electronic/paper		

**UNLAN** until no longer administratively necessary

**FYPA** fiscal years- provided audited

**YPE** years past expiration

**RWP** retain with personnel file if employed

**PNP** providing no pending

\* Routine communications which convey information of temporary importance in lieu of oral communication.

\*\* Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy.

\*\*\* Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters.

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