



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

NOV 23 2020

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Fairfield County Ohio Sheriff
(local government entity) (unit)

Dave Phalen Dave Phalen Sheriff 10-27-20
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Fairfield County OHIO (740) 652- 7076
Records Commission (telephone number)

210 E Main st Lancaster 43130 Fairfield
(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.

[Signature] Fairfield County Auditor 11/20/20
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Local Government Records Archivist 12/8/2020
Signature Title Date

Section D: Auditor of State

Signature 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

Fairfield County Ohio

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 OHS-LGRP	(6) RC-3 Required by OHS-LGRP
	Administrative				<input type="checkbox"/>
20-00001	Anonymous or Unfounded Complaints	Until no longer of an Admin or Legal Value (RC-3 Not Required)			<input type="checkbox"/>
20-00002	ATF Firearms License Data	1 Year	Multi		<input type="checkbox"/>
20-00003	Backup on Data Desktops, Laptops, PDA	Retain for 2 System Backup Cycles, then Delete, Erase or Destroy Data. Reuse Media if Possible (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00004	Blank Forms	Retain Until No Longer of Admin. Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00005	Bulletins, Posters, General Notices and Displays	Retain until no longer of Admin Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00006	Covert Operations Receipt	4 Years Provided Audited	Multi		<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



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
20-00007	Business Cards – Rotary, Rolodex and applicable Software Files	Retain Until no Longer of Admin. Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00008	Community Education Records	2 Years	Multi		<input type="checkbox"/>
20-00009	Computer Generated documents/files/programs/reports	Until no longer of Admin or Fiscal Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00010	Copies-Reading, Informational and Reference	Retain Until no Longer of Admin. Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00011	Drafts and Informal Notes, Reminder Notes, Videos, CDs, Videos in Progress, not used footage	Retain until no longer of Admin. Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00012	Employee Letter for outer Department Employment	Until no longer of Administrative Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00013	Facility Inspections Records Annual and other	6 Years and no action pending (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00014	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Until no longer of Admin or Fiscal Value reuse media if able (RC-3 not required)			<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
20-00015	Fireworks Permits	1 Year	Multi		<input type="checkbox"/>
20-00016	General Correspondence (may contain General Administrative Information Projects)	1 year and no longer of Admin. legal or fiscal value	Multi		<input type="checkbox"/>
20-00017	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Calendars, Schedules, Organizer and Planner	Until no longer of Admin or Fiscal Value (RC-3 not required)	Multi		<input type="checkbox"/>
20-00018	Honor Guard- all records related to but not limited to attendance spreadsheets, OP order or details, etc.	1 Year NO RC3 Required	Multi		<input type="checkbox"/>
20-00019	Impound Files	2 Years After Disposition	Multi		<input type="checkbox"/>
20-00020	Interdepartmental/FCSO in House Investigations	3 Years after Case Closed	Multi		<input type="checkbox"/>
20-00021	Liability Wavers for Special Classes/Events	1 Year After Class/Event is Completed	Multi		<input type="checkbox"/>
20-00022	Liquor Permit Request Form	30 days (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00023	Liquor Violation Information Form	30 Days (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00024	Lists/Rosters/Informational Directories containing employee contact information	Continually Maintained, Purged and Updated (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00025	Litigation Case Files	1 Year After Case Closed	Multi		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
20-00026	Material Safety Data Sheets (MSDS)	Until Revised, Superseded or Obsolete (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00027	Miscellaneous – Notes/Memos/Messages/email	When Deemed Administratively Ineffectual (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00028	Photographs, Negatives and Electronic Images	Maintain until no longer of Admin or Historical Value			<input checked="" type="checkbox"/> (Historical) (For Photos of historical Value)
20-00029	Policies, Procedures, Rules and Regulations	6 years after revised superseded or Discontinued	Multi		<input type="checkbox"/>
20-00030	Planning/Scheduling/Calendar/Training Information and Data on Display Boards, Desktops, Erasable and Dry Erase Boards, Chalkboards, Easel Pads and Electronic Media	Until no longer of Admin or Fiscal Value (RC-3 not required)	Multi		<input type="checkbox"/>
20-00031	Press and News Releases (of Possible Historical Value)	3 Year then Appraise for Admin or Historical value			<input checked="" type="checkbox"/> (Historical)
20-00032	Professional Conduct Investigations	5 years after settlement provided no pending litigation Required)	Multi		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
20-00033	Recorded Monitoring Systems and Recordable Software (includes Drone Footage)	15 Days then Erase and Reuse (RC-3 Not Required)	Electronic		<input type="checkbox"/>
20-00034	Sexual Predator, Habitual Sex and Sexually Oriented Offender Registration	As Directed by the court of Record (no RC-3 Required)	Multi		<input type="checkbox"/>
20-00035	Special Deputies Records/Commissions	5 Years after commission Expires	Multi		<input type="checkbox"/>
20-00036	Time Schedules – All records related to scheduling included but not limited to: posted overtime, forced overtime, shift exchanges, post rotations/district assignments, activity logs and timesheets.	3 years, as per ORC 4111.14	Multi		<input type="checkbox"/>
20-00037	Training Files/Employee Training/Field Training Documentation of training, conducted by and attended by Sheriff's Office personnel	Place in Personnel File	Multi		<input type="checkbox"/>
20-00038	Transient Vender Record	2 Years	Multi		<input type="checkbox"/>
20-00039	Unofficial Internet Documents	As deemed Admin. ineffectual (RC-3 Not Required)	Electronic		<input type="checkbox"/>
20-00040	Official/Unofficial Public Notices/Releases	As deemed Admin. ineffectual (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00041	Voice Mail, Text Messages, Caller ID Logs, Papers, Cell Phones, Activity Logs and Related IT issues	Erase or Delete when no longer of Admin. Or Fiscal Value (RC-3 Not Required)	Multi		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	Civil/Fiscal				<input type="checkbox"/>
20-00042	Civilian Electronic Fingerprint Information in the Attorney General's System	AG office removes entries after 1 year in system (No RC-3 Required)	Electronic		<input type="checkbox"/>
20-00043	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC2 or RC3 forms)	25 years after revised	Multi		<input type="checkbox"/>
20-00044	Solicitor Forms	Upon ending date of specified period (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00045	Vacation Check	Upon date of return (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00046	Vehicle Lockout Forms	6 Months (RC-3 Not Required)	Paper		<input type="checkbox"/>
	CCW				<input type="checkbox"/>
20-00047	CCW Applications	Previous application Upon Renewal or person confirmed deceased (no RC-3 Required)	Multi		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
20-00048	CCW Investigation Documentation	Immediately Upon Completion and No Pending Action (RC3 Not Required)	Multi		<input type="checkbox"/>
	Criminal History Records				<input type="checkbox"/>
20-00049	Criminal History Files	Permanent	Multi		<input checked="" type="checkbox"/>
20-00050	Expungements	Destroy upon receipt of Court Order Action (RC3 Not Required)	Multi		<input type="checkbox"/>
20-00051	Index to Criminal History Files	Permanent	Electronic		<input checked="" type="checkbox"/>
	Fiscal				<input type="checkbox"/>
20-00052	Accrued Fees Book	Until last delinquent fee recorded is paid provided audited (and 5 years for records of writs and summons entries)	Multi		<input type="checkbox"/>
20-00053	Annual Budget Preparation Documents	1 Year	Multi		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
20-00054	Equipment Maintenance and Repair Records	30 Days After Repair Completed (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00055	FCSO Annual Report	Permanent	Paper		<input checked="" type="checkbox"/>
20-00056	Application/Documents for Grants not Funded	Until no longer of Admin. Or Fiscal Value (RC-3 not Required)	Multi		<input type="checkbox"/>
20-00057	Cash Books/Pay Ins/Cost Bills / Service Order/ Invoices/ Other Records of Monies Turned over to Treasurer	4 Years provided Audited	Multi		<input type="checkbox"/>
20-00058	Commissary Records	2 Years	Multi		<input type="checkbox"/>
20-00059	Grant Records	5 Years	Multi		<input type="checkbox"/>
20-00060	FCSO Fiscal Accounts/Documents/Logs	4 years Provided Audited	Multi		<input type="checkbox"/>
20-00061	Index to Accrued Fees (See Accrued Fees Books)	Until Last Delinquent Fee Recorded is Paid provided Audited (and 5 years for Records of Writs and Summons Entries)	Multi		<input type="checkbox"/>
20-00062	Unclaimed Fees Records	Until Audited	Multi		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	HR				<input type="checkbox"/>
20-00063	Awards/Certificates	25 Years and no longer of Admin Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00064	Personnel Records	See Personnel Records Retention Schedule Adopted County Wide	Multi		<input type="checkbox"/>
	Reports				<input type="checkbox"/>
20-00065	Accident (Traffic Crash Reports)	5 years	Multi		<input type="checkbox"/>
20-00066	Reports (Incident/Offense Reports)	5 Years After end of Fiscal Year	Multi		<input type="checkbox"/>
20-00067	Report Logs (Incident/Accident)	5 Years	Multi		<input type="checkbox"/>
	Sheriff Sales				<input type="checkbox"/>
20-00068	Appraiser Appointments	5 year after appointment expires	Multi		<input type="checkbox"/>
20-00069	Executions/Logs and Attachments	5 years	Multi		<input type="checkbox"/>
20-00070	Order of Sale/ Publication/ Docket/ Index/ Returns	5 Years After last Entry	Multi		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	Service>Returns				<input type="checkbox"/>
20-00071	Foreign Executions Docket	7 YEARS	Multi		<input checked="" type="checkbox"/>
20-00072	Sheriff's Service>Returns	2 Years After Date of Filing with Courts	Multi		<input type="checkbox"/>
20-00073	Records/Logs of Writs and Summons (See Accrued Fees Books) (includes Foreign Summons)	5 years	Multi		<input type="checkbox"/>
	Det Bureau				<input type="checkbox"/>
20-00074	Detective Bureau Case Files (excludes homicides)	7 years – if case closed	Multi		<input type="checkbox"/>
20-00075	Detective Bureau OPEN Felony Case Files	1 year after statute of limitations ends	Multi		<input type="checkbox"/>
20-00076	Field Information Cards (FI Cards)	1 year (No RC-3 Required)	Multi		<input type="checkbox"/>
	Dispatch				<input type="checkbox"/>
20-00077	911 Call Logs	2 Years	Electronic		<input type="checkbox"/>
20-00078	Dispatch Call Logs (record of runs)	3 Years	Multi		<input type="checkbox"/>
20-00079	Dispatch and Communication recordings "tapes"	30 Days then reuse provided no action pending (RC-3 Not Required)	Electronic		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
20-00080	Teletype/LEADS Records Logs	2 Years	Multi		<input type="checkbox"/>
20-00081	Teletype/LEADS Records Printouts/Messages	Until no longer of Administrative Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
20-00082	Tow Files	1 year past current (RC-3 Not Required)	Paper		<input type="checkbox"/>
	Jail				<input type="checkbox"/>
20-00083	Alcohol and Drug Program Attendance Sheets	1 year RC-3 Not Required	Multi		<input type="checkbox"/>
20-00084	Body Scanner Images – No Contraband Results	Until no longer of Administrative Value (RC-3 Not Required)	Electronic		<input type="checkbox"/>
20-00085	Body Scanner Images – Positive Contraband Results	6 Years Provided no Pending Legal Action	Electronic		<input type="checkbox"/>
20-00086	Personal Observation Check Form	1 Year after Current	Electronic		<input type="checkbox"/>
20-00087	Commitments – scan into Jail system	Paper copy from court destroyed once scanned into Jail system No RC-3 Required	Multi		<input type="checkbox"/>
20-00088	Fingerprint Cards (Arrest) in booking files	10 Years Following Most Recent Arrest Permanent	Multi		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
20-00089	Hand-written Booking Sheets	Until Recorded in Jail Register	Paper		<input type="checkbox"/>
20-00090	Inmate Grievance Documentation/Investigation	6 Years and No Legal Action Pending (RC-3 not Required)	Multi		<input type="checkbox"/>
20-00091	Inmate Visitation Log (Official Business Visitors)	6 months and no actions pending	Multi		<input type="checkbox"/>
20-00092	Inmate Medical/Dental Records	6 Years	Multi		<input type="checkbox"/>
20-00093	Jail Register	Permanent	Electronic		<input checked="" type="checkbox"/>
20-00094	Jail Reports (Daily Activity)	1 Year After end of Fiscal Year 3 Years if no pending action	Multi		<input type="checkbox"/>
20-00095	Notification of Rules Violation	1 Year	Multi		<input type="checkbox"/>
20-00096	Waiver of Administrative Segregation Hearing	1 Year	Multi		<input type="checkbox"/>
	Patrol				<input type="checkbox"/>
20-00097A	Body Camera Video Footage – Routine Business	6 Months provided no legal action	Electronic		<input type="checkbox"/>
20-00097B	Body Camera Video Footage – Incidents, Field Interviews, Parking and Traffic Citations and Warnings SORN verifications and abandoned veh tows	1 Year provided no pending legal action	Electronic		<input type="checkbox"/>
20-00097C	Body Camera Video Footage – Criminal Incidents, Arrests, Case Reports, Crash Reports, Supplemental Reports, and Warrants	6 Years Provided no pending action	Electronic		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
20-00097D	Body Camera Video Footage – Homicides and Deaths	Permanent	Electronic		<input type="checkbox"/>
20-00098	Canine Records: Training, performance, medical etc. for Law enforcement operations	3 Years	Multi		<input type="checkbox"/>
20-00099	Daily Reports (Patrol)	2 Years	Paper		<input type="checkbox"/>
20-00100A	Dash Cam Audio/Video Default Rule (unclassified) Misc/Other Emergency Runs Test	90 Days (RC-3 Not Required)			<input type="checkbox"/>
20-00100B	Dash Cam Audio/Video Traffic Stops Officer Initiated Contact Pursuits Use of Force	1 Year (RC-3 Not Required)			<input type="checkbox"/>
20-00100C	Dash Cam Audio/Video Recordings – Misdemeanor	2 Years (RC-3 Not Required)			<input type="checkbox"/>
20-00100D	Dash Cam Audio/Video Recordings – OVI Domestic Violence	3 Years (RC-3 Not Required)			<input type="checkbox"/>
20-00100E	Dash Cam Audio/Video Recordings Felony	6 Years (RC-3 Not Required)			<input type="checkbox"/>
20-00101	Junk Vehicle Affidavits and Accompanying Documentation	1 Year	Multi		<input type="checkbox"/>
20-00102	FCSO Ride Along Documents/Forms	1 Year and no actions pending	Multi		<input type="checkbox"/>
20-00103	Supervisor/Sergeants logs/ Daily Reports	2 years	Multi		<input type="checkbox"/>
20-00104	Traffic Tickets	3 Years	Paper		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
20-00105	Warning Citations	After 30 Days (RC-3 not Required)	Paper		<input type="checkbox"/>
	Property Room				<input type="checkbox"/>
20-00106	Authorization for Release of Evidence/Property	5 Years	Multi		<input type="checkbox"/>
20-00107	BCII Lab Reports (Property Room)	7 Years after Case Closed	Multi		<input type="checkbox"/>
20-00108	Evidence Submission Form	1 Years After Case Closed	Multi		<input type="checkbox"/>
20-00109	Property Disposition Form (Property Room)	5 Years	Multi		<input type="checkbox"/>
20-00110	Property Room Logs and Inventory Files	3 Years after Case Closed	Multi		<input type="checkbox"/>
					<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