



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



11-14-2012

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 7/13/12
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Fairfield County OHIO (740) 652- 707
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] 9/10/12
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] State Archivist 10/30/2012
Signature Title Date

Section D: Auditor of State

[Signature] 11-9-12
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



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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.

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
07-00001	Accident (Traffic Crash Reports)	5 years	Multi		<input type="checkbox"/>
07-00002	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"/>
07-00003	Hand written Booking Sheets	Until Recorded in Jail Register	Paper		<input type="checkbox"/>
07-00004	Cash Books	4 Years provided Audited	Multi		<input type="checkbox"/>
07-00005	Civil Case Records (Return Cards)	5 years after Last Recorded	Multi		<input type="checkbox"/>
07-00006	Commitments	1 Year after Commitment	Paper		<input type="checkbox"/>
07-00007	Complaint Reports (Incident/Offense)	5 Years After end of Fiscal Year	Multi		<input type="checkbox"/>
07-00008	Cost Bills (See Cash Book)	4 Years Provided Audited	Multi		<input type="checkbox"/>
07-00009	Criminal History Files	Permanent	Multi		<input checked="" type="checkbox"/>
07-00010	Daily Reports (Patrol)	2 Years	Paper		<input type="checkbox"/>



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07-00011	Fingerprint Cards (Arrest)	10 Years Following Most Recent Arrest	Multi		<input type="checkbox"/>
07-00012	Foreign Executions Docket	Permanent	Multi		<input checked="" type="checkbox"/>
07-00013	Foreign Summons Docket	5 Years After Date of last Receipt of Last Summons Recorded	Multi		<input type="checkbox"/>
07-00014	Home Executions Docket	Permanent	Multi		<input checked="" type="checkbox"/>
07-00015	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"/>
07-00016	Index to Criminal History Files	Permanent	Electronic		<input checked="" type="checkbox"/>
07-00017	Index to Home Execution Docket	Permanent	Multi		<input checked="" type="checkbox"/>
07-00018	Jail Register	Permanent	Electronic		<input checked="" type="checkbox"/>
07-00019	Jail Reports (Daily Activity)	1 Year After end of Fiscal Year	Multi		<input type="checkbox"/>
07-00020	Order of Sale Docket	5 Years After last Entry	Electronic		<input type="checkbox"/>
07-00021	Record of Monies turned over to Treasurer (See Cash Book)	4 Years Provided Audited	Multi		<input type="checkbox"/>



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07-00022	Records of Writs and Summons (See Accrued Fees Books)	5 years	Multi		<input type="checkbox"/>
07-00023	Sheriff's Returns	2 Years After Date of Filing with Courts	Multi		<input type="checkbox"/>
07-00024	Special Deputies Records	Until Expiration of Commissio n	Multi		<input type="checkbox"/>
07-00025	Unclaimed Fees Records	Until Audited	Multi		<input type="checkbox"/>
07-00026	Vehicle Lockout Forms	6 Months (RC-3 Not Required)	Paper		<input type="checkbox"/>
07-00027	Report Logs (Incident/Accident)	5 Years	Multi		<input type="checkbox"/>
07-00028	Fax Coversheets	When Deemed Administrat ively Ineffectual (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00029	Miscellaneous – Notes/Memos/Messages/email	When Deemed Administrat ively Ineffectual (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00030	911 Call Logs	2 Years	Electronic		<input type="checkbox"/>
07-00031	Transient Vender Record	2 Years	Multi		<input type="checkbox"/>
07-00032	Grant Records	5 Years	Multi		<input type="checkbox"/>



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07-00033	Commissary Records	2 Years	Multi		<input type="checkbox"/>
07-00034	Solicitor Forms	Upon ending date of specified period (RC- 3 Not Required)	Multi		<input type="checkbox"/>
07-00035	Vacation Check	Upon date of return (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00036	Return/Service Cards for Court Documents	2 years from date of service	Multi		<input type="checkbox"/>
07-00037	Unofficial Internet Documents	As deemed Admin. ineffectual (RC-3 Not Required)	Electronic		<input type="checkbox"/>
07-00038	Official/Unofficial Public Notices/Releases	As deemed Admin. ineffectual (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00039	Detective Bureau Case Files (excludes homicides)	7 years	Multi		<input type="checkbox"/>
07-00040	Inmate Medical/Dental Records	6 Years	Multi		<input type="checkbox"/>
07-00041	Traffic Tickets	3 Years	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 D.R.C.	<input type="checkbox"/>
07-00042	Service Order (see Cost Bills)	4 Years Provided Audited	Multi		<input type="checkbox"/>
07-00043	Dispatch Call Logs (record of runs)	3 Years	Multi		<input type="checkbox"/>
07-00044	Dispatch and Communication recordings "tapes"	30 Days then reuse provided no action pending (RC-3 Not Required)	Electronic		<input type="checkbox"/>



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07-00045	Executions and Attachments	5 years	Multi		<input type="checkbox"/>
07-00046	Field Interrogation Cards (FI Cards)	1 year	Multi		<input type="checkbox"/>
07-00047	Instructions to Levy on Executions	5 years	Multi		<input type="checkbox"/>
07-00048	Sheriff Sale Publications Record	5 years	Paper		<input type="checkbox"/>
07-00049	Teletype/LEADS Records Logs	2 Years	Multi		<input type="checkbox"/>
07-00050	Teletype/LEADS Records Printouts/Messages	Until no longer of Administrat ive Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00051	Supervisor/Sergeants logs/ Daily Reports	2 years	Multi		<input type="checkbox"/>
07-00052	Policies, Procedures, Rules and Regulations	6 years after revised superseded or Discontinue d	Multi		<input type="checkbox"/>
07-00053	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC2 or RC3 forms)	25 years after revised	Multi		<input type="checkbox"/>
07-00054	General Correspondence (may contain General Administrative Information Projects)	1 year and no longer of Admin. legal or fiscal value	Multi		<input type="checkbox"/>
07-00055	Copies-Reading, Informational and Reference	Retain Until no Longer of Admin. Value (RC-3 Not Required)	Multi		<input type="checkbox"/>



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07-00056	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"/>
07-00057	Bulletins, Posters, General Notices and Displays	Retain until no longer of Admin Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00058	Blank Forms	Retain until no longer of Admin. Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00059	Awards/Certificates	25 Years and no longer of Admin Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00060	Computer Generated documents/files/programs/reports	Until no longer of Admin or Fiscal Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00061	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"/>
07-00062	Business Cards – Rotary, Rolodex and applicable Software Files	Retain Until no Longer of Admin. Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
					<input type="checkbox"/>



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07-00063	Planning/Scheduling/Calendar/Training Information and Data on Display Boards, Desk tops, 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"/>
07-00064	Hourly/Daily/Weekly/Montly 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"/>
07-00065	Lists/Rosters/Informational Directories containing employee contact information	Continually Maintained, Purged and Updated (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00066	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"/>
07-00067	Anonymous or Unfounded Complaints	Until no longer of an Admin or Legal Value (RC-3 Not Required)			<input type="checkbox"/>
07-00068	Press and News Releases (of Possible Historical Value)	3 Year then Appraise for Admin or Historical value			<input checked="" type="checkbox"/>
07-00069	Photographs, Negatives and Electronic Images	Maintain until no longer of Admin or Historical Value			<input checked="" type="checkbox"/> (For images of historical value)
07-00070	Alcohol and Drug Program Attendance Sheets	1 Year RC-3 Not Required			<input type="checkbox"/>



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07-00071	Arraignment Sheets	30 days RC-3 Not Required	Multi		<input type="checkbox"/>
07-00072	Employee Letter for outer Department Employment	Until no longer of Administrat ive Value (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00073	Waiver of Administrative Segregation Hearing	1 Year	Multi		<input type="checkbox"/>
07-00074	Close Watch Form	1 Year after watch lifted	Multi		<input type="checkbox"/>
07-00075	Notification of Rules Violation	1 Year	Multi		<input type="checkbox"/>
07-00076	ATF Firearms License Data	1 Year	Multi		<input type="checkbox"/>
07-00077	Evidence Submission Form	1 Years After Case Closed	Multi		<input type="checkbox"/>
07-00078	BCII Lab Reports (Property Room)	7 Years after Case Closed	Multi		<input type="checkbox"/>
07-00079	Fireworks Permits	1 Year	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 Sec. 117.26 (R.C.)	<input type="checkbox"/>
07-00080	Covert Operations Receipt	4 Years Provided Audited	Multi		<input type="checkbox"/>
07-00081	Property Disposition Form (Property Room)	5 Years	Multi		<input type="checkbox"/>
07-00082	Litigation Case Files	1 Year After Case Closed	Multi		<input type="checkbox"/>
07-00083	Liquor Permit Request Form	30 days After Hearing (RC-3 Not Required)	Multi		<input type="checkbox"/>



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07-00084	Liquor Violation Information Form	30 Days After Hearing (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00085	Junk Vehicle Affidavits and Accompanying Documentation	1 Year	Multi		<input type="checkbox"/>
07-00086	Equipment Maintenance and Repair Records	30 Days After Repair Completed (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00087	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"/>
07-00088	Material Safety Data Sheets (MSDS)	Until Revised, Superseded or Obsolete (RC-3 Not Required)	Multi		<input type="checkbox"/>
07-00089	Inmate Grievance Documentation/Investigation	6 Years and No Legal Action Pending (RC-3 not Required)	Multi		<input type="checkbox"/>
07-00090	Inmate Visitation Log (Official Business Visitors)	6 months and no actions pending	Multi		<input type="checkbox"/>
07-00091	Facility Inspections Records Annual and other	6 Years and no action pending (RC-3 Not Required)	Multi		<input type="checkbox"/>



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07-00092	Maintenance Request Form	1 Year and no action pending (No RC-3 Required)	Multi		<input type="checkbox"/>
07-00093	Inmate Food Service Files/Documents (Not including Commissary)	1 Year	Multi		<input type="checkbox"/>
07-00094	FCSO Ride Along Documents/Forms	1 Year and no actions pending	Multi		<input type="checkbox"/>
07-00095	FCSO Annual Report	Permanent	Paper		<input checked="" type="checkbox"/>
07-00096	Interdepartmental/FCSO in House Investigations	3 Years after Case Closed	Multi		<input type="checkbox"/>
07-00097	Sexual Predator, Habitual Sex and Sexually Oriented Offender Registration	As Directed by the court of Record (no RC-3 Required)	Multi		<input type="checkbox"/>
07-00098	FCSO Fiscal Accounts/Documents/Logs	4 years Provided Audited	Multi		<input type="checkbox"/>
07-00099	Authorization for Release of Evidence/Property	5 Years	Multi		<input type="checkbox"/>
07-00100	CCW Applications	Upon Expiration	Multi		<input type="checkbox"/>
07-00101	CCW Investigation Documentation	Immediately Upon Completion and No Pending Action (RC3 Not Required)	Multi		<input type="checkbox"/>
07-00102	Annual Budget Preparation Documents	1 Year	Multi		<input type="checkbox"/>
07-00103	Property Room Logs and Inventory Files	3 Years after Case Closed	Multi		<input type="checkbox"/>



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07-00104	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"/>
07-00105	Warning Citations	After 30 Days (RC-3 not Required)	Paper		<input type="checkbox"/>
07-00106	Application/Documents for Grants not Funded	Until no longer of Admin. Or Fiscal Value (RC-3 not Required)	Multi		<input type="checkbox"/>
07-00107	Impound Files	2 Years After Disposition	Multi		<input type="checkbox"/>
07-00108	Recorded Monitoring Systems and Recordable Software	15 Days then Erase and Reuse (RC-3 Not Required)	Electronic		<input type="checkbox"/>
07-00109	Liability Wavers for Special Classes/Events	1 Year After Class/Event is Completed	Multi		<input type="checkbox"/>
07-00110	Personnel Records	See Personnel Records Retention Schedule Adopted County Wide	Multi		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>