OHIO HISTORY CONNECTION
MAY 29 2015
STATE AND LOCAL
GOVERNMENT RECORDS

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

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 Mount Healthy (local government entity) — Police Department (unit)

(Signature of responsible official) — Colonel Vincent L. Demasi (name) — POLICE CHIEF (title)

(date)

Section B: Records Commission

Mt. Healthy Records Commission — (513) 931-8840

7700 Perry Street — Mt. Healthy — 45231 — Hamilton

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.

Records Commission Chair Signature — Date: 5-26-15

Section C: Ohio History Connection - State Archives

Signature — Title: Government Records Archivist — Date: 6/3/2015

Section D: Auditor of State

Signature — Date: 6-23-15

Please Note: The State Archives retains RC-2 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

City of Mt. Healthy Police Department
(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-15-001	Traffic Citations (Agency Record - 2)	Current + 2 years	Paper (blue)		☐
PD-15-002	Traffic Citations (Agency Record)	Retained by officer as desired then destroyed	Paper (pink)		☐
PD-15-003	Business File (Locations Module in Pamet)	Dynamic filed updated as necessary	Electronic		☐
PD-15-004	MUTT Log (hard cover of MUTT Book)	Current + 1 year after completion	Paper		☐
PD-15-005	Roll Call Training Log	Until entered into PD RMS	Paper		☐
PD-15-006	Police Impound Record – Case Jacket copy	Destroy with Case Jacket	Paper (White)		☐
PD-15-007	Police Impound Record – Police Department copy	Current + 1 year	Paper (Yellow)		☐
PD-15-008	Police Impound Record – Impound Lot copy	Current + 3 years after disposal of vehicle	Paper (Pink)		☐
PD-15-009	Criminal Citations (Records Copy)	Current + 2 years	Paper (green)		☐
PD-15-010	Criminal Citations (Officer's Copy)	Retained by officer as desired	Paper (white)		☐
PD-15-011	Criminal Citation form used for Re-Cites only (Court Record, Prosecutor Copy, Records Copy)	Forward to applicable court	Paper (white, blue, green)		☐
PD-15-012	Incident Report – Minor Misdemeanor & Misdemeanor	Current + 2 years, no pending action	Electronic		☐
PD-15-013	Incident Report – Felonies except Aggravated Murder, Murder or listed in 2901.13(A)(3)(a)	Current + 6 years, no pending action	Electronic		☐
PD-15-14	Incident Report – Felonies listed in 2901.13(A)(3)(a)	Current + 20 years, no pending action, assess for historical value	Electronic or Paper		☐

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City of Mt. Healthy Police Department
(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-15-15	Incident Report – Murder or Aggravate Murder	Current + 30 years, assess for historical value	Electronic or Paper		☐
PD-14-1	Ohio Traffic Crash Reports (previously named Accident Reports)	2 years no pending action	Paper		☐
PD-14-2	Alarm Reports - reports of officers on each shift	2 years	Paper		☐
PD-14-3	Annual Report	Permanent	Paper		☑
PD-14-4	Arrest Cards	Until Age 80 or deceased	Paper		☐
PD-14-5	Attendance Reports / Records / Differential Time Sheets	6 years	Paper		☐
PD-14-6	Audit Record Results	2 audit cycles	Paper		☐
PD-14-7	Bicycle License Registrations	Delete (see RC-1)			☐
PD-14-8	Bicycle/Property Cards	Delete (see RC-1)			☐
PD-14-9	Breathalyzer Reports	3 years	Paper		☐
PD-14-10	Case Reports - Felony	Superseded by PD-15-013, 014, & 015			☐
PD-14-11	Case Reports - Misdemeanor	Superseded by PD-15-012			☐
PD-14-12	Complaint Reports	2 years no pending action	Paper		☐
PD-14-13	Criminal Docket	Permanent	Paper		☑
PD-14-14	Daily Logs (Electronic)	5 years	Electronic		☐
PD-14-15	Daily Logs (paper)	1 year	Paper		☐
PD-14-16	Evidence / Property Receipts	5 years after destruction of property	Paper		☐
PD-14-17	Field Training Manuals	Employee retains until retirement or termination	Paper		☐

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City of Mt. Healthy — Police Department
(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-14-18	Field Training Program (Daily Observation and Evaluation Reports)	2 years after completion of Field Training Officer Program	Paper		☐
PD-14-19	Fine and Fee Records	3 years if audited	Paper		☐
PD-14-20	Fingerprint Cards	80 years or until deceased	Paper Electronic		☑
PD-14-21	General Orders, Directives, Policies, Regulations, or Procedures	Until superceded, retain one copy. permanently for administrative purposes	Paper Electronic		☑
PD-14-22	Grant files Applications / Records / Federal / State	5 years provided audited and disputes resolved	Paper Electronic		☐
PD-14-23	Handwritten dispatch notes	Destroyed after electronic entry	Paper		☐
PD-14-24	Jail Log Register	Permanent	Paper		☑
PD-14-25	Jail Records	3 years	Paper		☐
PD-14-26	Junk Vehicle Records	2 years no pending action	Paper		☐
PD-14-27	Missing persons report	20 years if not found, otherwise retain for 6 years provided no action pending	Paper		☐
PD-14-28	Monthly reports	Until incorporated into annual report	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.

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City of Mt. Healthy Police Department
(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-14-29	Offense reports - Felony	Superseded by PD-15-013, 014, & 015			☐
PD-14-30	Offense reports - Misdemeanor	Superseded by PD-15-012			☐
PD-14-31	Parking tickets	2 years until paid and audited	Paper		☐
PD-14-32	Police surveillance videos - in car, on officer, on station	180 days unless pending court proceedings (such as "motion to suppress" or any request by an attorney) requires the information be saved			☐
PD-14-33	Property Room logs	25 years	Paper		☐
PD-14-34	Property Room Records	25 years	Paper		☐
PD-14-35	Receipt Books	Superseded by MH-15-008			☐
PD-14-36	Records Retention Compliance File - RC1, RC2, RC3 and inventory forms	Superseded by MH-15-009, 010, 011, 012, & 013			☐
PD-14-37	Ride Along Request Forms	1 Year	Paper		☐
PD-14-38	Subpoenas, Summons, or Warrants	Retain 1 year from court date	Paper		☐
PD-14-39	Tow records	Superseded by PD-15-0007 & 008			☐
PD-14-40	Traffic citations	Superseded by PD-15-001 & 002			☐
PD-14-41	Traffic Docket	Superseded by MC-15-004			☐
PD-14-42	Union Contract file	Permanent			☐

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City of Mt. Healthy Police Department
(unit)

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PD-14-43	Vacation House Check Record Cards - Citizen's notification they will be away, additional patrol requested	30 days after owner returned			☐
PD-14-44	Warrants	Until recalled or served, then destroy			☐