

CITY OF MT. HEALTHY

RECORDS RETENTION SCHEDULES

Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type	R C 3	Records Commission Approval Date
Administration	Lubiani, Monica	AD-14-001	Accident Files	2 years, provided no action pending	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-002	Administrative Memoranda and Executive Orders	Until superseded; Appraise for Historical value	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-003	Annual Budget	Permanent	Paper	Y	11/12/2014
Administration	Lubiani, Monica	AD-14-005	Bids, Successful (Equipment, Labor, Service)	15 years	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-006	Bids, Unsuccessful	2 years after letting contract	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-007	Certifications of Publishing Legal Notice	2 years	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-008	Contracts and Agreements	15 years after expiration	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-009	Council Agendas	2 years	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-010	Email (All Departments)	5 years	Electronic		11/12/2014
Administration	Lubiani, Monica	AD-14-012	Grants	Expiration of grant plus audit period	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-013	Grievance Hearing Files	Until resolved	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-014	Insurance Certificates	2 years after expiration, provided no claims pending	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-015	Insurance Enrollment Record	Until employee terminates	Paper		11/12/2014

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Administration	Lubiani, Monica	AD-14-016	Insurance Policies	2 years after expiration, provided all claims settled	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-017	Labor Union Agreements	3 years	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-018	Leases	2 years after expiration	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-019	Legal Notices (copies)	5 years	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-020	Licenses	1 year after expiration	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-021	Personnel Records	Permanent	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-022	Petty Cash Ledger	3 years after last entry	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-023	Phone Logs	2 years	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-024	Reports (Department, Committee)	1-5 years	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-025	Project Plans, Drawings and Maps	Life of project, Appraise for historical value	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-026	Property inventories	Until superseded provided audited	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-027	Purchases and Bids	Until audited	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-028	Reference Materials	Until superseded or replaced	Paper		11/12/2014

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Administration	Lubiani, Monica	AD-14-029	Reports (Department, Committee)	Until superseded or replaced	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-030	Soliciting Permits	1 year after expiration	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-031	Tax Collection Records, Tax Receipts, W-2 Tax Forms	6 years if audited	Paper		11/12/2014
Administration	Lubiani, Monica	AD-14-032	Waste Collection Records	3 years if audited	Paper		11/12/2014
Building/Zoning	Knight, William	BZ-14-001	Annexation Records	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-002	Building Permits	Life of structure	Paper		11/12/2014
Building/Zoning	Knight, William	BZ-14-003	Building Inspection Files	5 years	Paper		11/12/2014
Building/Zoning	Knight, William	BZ-14-004	Building Plans	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-005	City Maps	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-006	County Auditor's Plats	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-007	Master Plan	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-009	Ordinance Copies	Until superseded	Paper		11/12/2014
Building/Zoning	Knight, William	BZ-14-010	Planning Commission Minutes	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-011	Planning Commission Records	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-012	Reference Materials	As long as administrative value	Paper		11/12/2014
Building/Zoning	Knight, William	BZ-14-013	Single Family Rental Registration	Until superseded	Paper		11/12/2014
Building/Zoning	Knight, William	BZ-14-014	Street and Sidewalk Records	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-015	Subdivision Records	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-016	Surface Improvement Plans	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-017	Surveys	Permanent	Paper	Y	11/12/2014
Building/Zoning	Knight, William	BZ-14-018	Underground Sanitary Sewers	Permanent	Paper		11/12/2014
Building/Zoning	Knight, William	BZ-14-019	Underground Storm Sewers	Permanent	Paper		11/12/2014
Building/Zoning	Knight, William	BZ-14-020	Zoning Books	Until superseded	Paper		11/12/2014

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Finance	Evenson, Melanie	F-14-001	Accounts Ledger	5 years after last entry audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-002	Accounts Payable Record	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-003	Accounts Receivable Ledger	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-004	Annual Appropriations Ordinance	Permanent	Paper	Y	11/12/2014
Finance	Evenson, Melanie	F-14-005	Appropriations Ledger	5 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-006	Annual Financial Report	Permanent	Paper	Y	11/12/2014
Finance	Evenson, Melanie	F-14-007	Annual Report to Auditor of State	5 years	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-009	Annual Budget	Permanent	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-010	Budget Reports and Working Papers	5 years	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-011	Bank Deposit Slips	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-012	Bank Reconciliations	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-013	Bank Statements	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-014	Bond Register	Permanent	Paper	Y	11/12/2014
Finance	Evenson, Melanie	F-14-015	Cancelled Checks and Copies	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-016	Cash Journal	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-017	Check Stubs	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-018	Check Register	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-019	City Council Minutes	Permanent	Paper	Y	11/12/2014
Finance	Evenson, Melanie	F-14-020	Contracts	15 years after expiration	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-021	Deposit Slips - Pink Copy of Record	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-022	Employee Sick Leave/Vacation Records	Permanent	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-023	Final Tax Return for the Year	6 years	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-024	Indebtedness Statements	Permanent	Paper	Y	11/12/2014
Finance	Evenson, Melanie	F-14-025	Notice of Publication of Legal Notice	10 years	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-026	Ordinances	Permanent	Paper	Y	11/12/2014
Finance	Evenson, Melanie	F-14-027	Overtime Records	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-028	Pay In Orders	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-029	Payroll Records - Employee Earnings	Permanent	Paper		11/12/2014

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Finance	Evenson, Melanie	F-14-030	Personnel Records including income tax withholding certificates	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-031	PERS Records	Permanent	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-032	Police/Fireman's Disability and Pension Fund Records	Permanent	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-033	Police Uniform Allowance Record	Permanent	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-034	Purchase Orders	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-035	Quarterly Federal Tax Return	4 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-036	Recordings of Council Meetings	3 years	Electronic		11/12/2014
Finance	Evenson, Melanie	F-14-037	Requisitions	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-038	Resolutions	Permanent	Paper	Y	11/12/2014
Finance	Evenson, Melanie	F-14-040	Waste Receipts	3 years if audited	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-041	Worker's Comp. Claims	10 years after final payment	Paper		11/12/2014
Finance	Evenson, Melanie	F-14-042	Timesheets	3 years if audited	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-001	Alarm Response Reports	5 years	Electronic		11/12/2014
Fire	Lawson, Stephen	FD-14-002	Annexation Files	Until superseded	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-003	Arson Reports	50 years appraise for historical value	Electronic	Y	11/12/2014
Fire	Lawson, Stephen	FD-14-004	Burning Complaint File	1 year	Electronic		11/12/2014
Fire	Lawson, Stephen	FD-14-005	Disciplinary Actions	4 years	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-006	Disaster Plan	Until superseded	Electronic		11/12/2014
Fire	Lawson, Stephen	FD-14-007	Emergency Medical Services Reports	7 years	Electronic		11/12/2014
Fire	Lawson, Stephen	FD-14-008	Employee Certifications	2 years after employee leaves	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-009	Employee Training Records	2 years after employment ends	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-010	Fire Code	Until superseded	Electronic		11/12/2014
Fire	Lawson, Stephen	FD-14-011	Fire Incident Reports	10 years	Electronic		11/12/2014

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Fire	Lawson, Stephen	FD-14-012	Fire Investigation Files and Index	50 years appraise for historical value	Paper	Y	11/12/2014
Fire	Lawson, Stephen	FD-14-013	Fire and Loss Record	Permanent	Paper/Electronic		11/12/2014
Fire	Lawson, Stephen	FD-14-014	Fireworks Application and Permits	1 year after expiration	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-015	Hydrant Location Record	Permanent	Electronic		11/12/2014
Fire	Lawson, Stephen	FD-14-016	Hydrant Maintenance Record	2 years after test date	Electronic		11/12/2014
Fire	Lawson, Stephen	FD-14-017	Inspection Reports/Cards - all types	3 years	Paper/Electronic		11/12/2014
Fire	Lawson, Stephen	FD-14-018	Medical Records of hired personnel	2 years after employment ends	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-019	Mutual Aid Agreements	10 years after superseded	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-020	Pre-Hire Physicals for non-hires	2 years	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-021	Radio/Phone Calls/Audio Recordings	30 days then erase and reuse provided no action pending	Electronic		11/12/2014
Fire	Lawson, Stephen	FD-14-022	Standpipe Test	3 years	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-023	Station House Daily Logs	10 years appraised for historical value	Paper	Y	11/12/2014
Fire	Lawson, Stephen	FD-14-024	Violation Notices	1 year after violation corrected	Paper		11/12/2014
Fire	Lawson, Stephen	FD-14-025	Water Surveys	3 years	Paper		11/12/2014

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Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type	R C 3	Records Commission Approval Date
Mayor's Court	Crawford, Ja'net	MC-15-001	Traffic Citations – Court Record Not Scanned	Year of completion+3 if audited	Paper (white or yellow)		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-002	Traffic Citations – Court Record Scanned	Date of completion +10 days	Paper (white or yellow)		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-003	Traffic Citations – Court Record Scanned	Year of completion+3 if audited	Electronic		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-004	Court Docket, Index, Journal	Permanent	Paper or Electronic	Y	10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-005	Parking Citations (Finalized)	When paid, if audited	Paper		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-006	Criminal Citations – Court Record - Not Scanned	Year of completion+3 if audited	Paper (white)		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-007	Criminal Citations – Court Record - Scanned	Date of completion +10 days	Paper (white)		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-008	Criminal Citations – Court Record	Year of completion+3 if audited	Electronic		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-009	Criminal Citations – Prosecutor Copy	Date of completion +10 days	Paper (green)		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-010	Criminal Citations form used for Re-Cite only – Court Record (included in, scanned with, or attached to original file or citation)	Same schedule as original case	Paper (white)		10/14/2016

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Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type	R C 3	Records Commission Approval Date
Mayor's Court	Crawford, Ja'net	MC-15-011	Criminal Citation form used for Re-Cites of Mayor's Court Defendants only (Prosecutor Copy and Records Copies)	Destroy upon receipt	Paper (blue, green)		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-012	Case Files – Criminal and Traffic, except OMVI	Current + 5 years if audited	Electronic		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-15-013	Case Files – OMVI	Current + 7 years if audited	Electronic		10/14/2016
Mayor's Court	Crawford, Ja'net	MC-16-001	Fine and Fee Records	Current +3 years if audited	Electronic		10/14/2016
Citywide	see Department Contact	MH-15-001	Voice Message	Until administrative purpose is served	Electronic		10/14/2016
Citywide	see Department Contact	MH-15-002	Transitory Correspondence -- created primarily for informal communication	Until administrative purpose is served	All		10/14/2016
Citywide	see Department Contact	MH-15-003	Routine Correspondence -- Internal correspondence (letters; memos) and correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries.	Current + 1 year	All		10/14/2016
Citywide	see Department Contact	MH-15-004	Official Correspondence -- Messages that deal with significant aspects of the administration of the public office, including information concerning the office's policies, programs and fiscal and personnel matters.	Current + 5 years	All		10/14/2016
Citywide	see Department Contact	MH-15-005	Vehicle Maintenance records	Until Vehicle Sold	All		10/14/2016
Citywide	see Department Contact	MH-15-006	Office and Technical Equipment manuals and maintenance records	Until Equipment Disposed of	All		10/14/2016

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Citywide	see Department Contact	MH-15-007	Facsimile Machine Send Confirmation printouts	Until administrative purpose is served	Paper		10/14/2016
Citywide	see Department Contact	MH-15-008	Cash receipts, receipt books, ledgers, and journals (after last entry)	Current + 3 years if audited	Paper or Electronic		10/14/2016
Citywide	Kramer, Stephen R.	MH-15-009	Certificate of Records Disposal (RC-3) for all departments	Permanent	Paper or Electronic		10/14/2016
Citywide	Kramer, Stephen R.	MH-15-010	Records Retention Schedule (RC-2) for all departments (official)	Permanent	Paper or Electronic		10/14/2016
Citywide	Kramer, Stephen R.	MH-15-011	On-Line Records Retention Schedules (RC-5) for all departments (subordinate to official documents)	Until superseded	Electronic		10/14/2016
Citywide	Kramer, Stephen R.	MH-15-012	Records Retention Schedule (RC-2) at public access points as applicable for each department	Until superseded	Paper		10/14/2016
Citywide	Kramer, Stephen R.	MH-15-013	One-Time Disposal of Obsolete Records (RC-1) for all departments	Permanent	Paper or Electronic		10/14/2016
Citywide	see Department Contact	MH-16-001	Annual Reports (All Departments, Council, Mayor's Court, Committees, and Commissions)	Permanent	Paper and/or Electronic	Y	10/14/2016
Police	Hill, Vikki	PD-14-001	Ohio Traffic Crash Reports (previously named Accident Reports)	Current +2 years no pending action	Electronic		10/14/2016
Police	Hill, Vikki	PD-14-002	Alarm Reports - reports of officers on each shift	2 years	Paper		10/14/2016
Police	Hill, Vikki	PD-14-005	Attendance Reports / Records / Differential Time Sheets	Current + 6 years	Paper		10/14/2016
Police	Hill, Vikki	PD-14-006	Audit Record Results	2 audit cycles	Paper		10/14/2016
Police	Hill, Vikki	PD-14-009	Breathalyzer Reports	Current + 3 years	Paper		10/14/2016

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Police	Hill, Vikki	PD-14-012	Complaint Reports	Current + 2 years no pending action	Paper		10/14/2016
Police	Hill, Vikki	PD-14-014	Daily Logs (Electronic)	5 years	Electronic		10/14/2016
Police	Hill, Vikki	PD-14-015	Daily Logs (paper)	1 year	Paper		10/14/2016
Police	Berning, MaryLou	PD-14-016	Evidence / Property Receipts	5 years after destruction of property	Paper and/or Electronic		10/14/2016
Police	Hill, Vikki	PD-14-017	Field Training Manuals	Employee retains until retirement or termination	Paper		10/14/2016
Police	Hill, Vikki	PD-14-018	Field Training Program (Daily Observation and Evaluation Reports)	Current + 2 years after completion of Field Training Officer Program	Paper		10/14/2016
Police	Hill, Vikki	PD-14-021	General Orders, Directives, Policies, Regulations, or Procedures	Until superceded, retain one copy permanently for administrative purposes	Paper Electronic		10/14/2016
Police	Hill, Vikki	PD-14-022	Grant files Applications / Records / Federal / State	Current + 5 years provided audited and disputes resolved	Paper Electronic		10/14/2016
Police	Hill, Vikki	PD-14-023	Handwritten dispatch notes	Destroyed after electronic entry	Paper		10/14/2016
Police	Hill, Vikki	PD-14-024	Jail Log Register	Permanent	Paper	Y	10/14/2016

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Police	Hill, Vikki	PD-14-025	Jail Records	Current +3 years	Paper		10/14/2016
Police	Hill, Vikki	PD-14-026	Junk Vehicle Records (est. by ORC 4513.63)	Current + 2 years no pending action	Paper		10/14/2016
Police	Hill, Vikki	PD-14-027	Missing persons report	Current + 20 years if not found, else 6 years	Electronic		10/14/2016
Police	Hill, Vikki	PD-14-028	Monthly reports	Until incorporated into annual report	Electronic		10/14/2016
Police	Hill, Vikki	PD-14-031	Parking tickets	Current + 2 years, if audited	Paper		10/14/2016
Police	Hill, Vikki	PD-14-032	Police surveillance videos - in car, on officer, on station	Current + 90 days if no action pending	Electronic		10/14/2016
Police	Berning, MaryLou	PD-14-033	Property Room logs	Current + 25 years	Paper or Electronic		10/14/2016
Police	Berning, MaryLou	PD-14-034	Property Room Records	Current + 25 years	Paper or Electronic		10/14/2016
Police	Hill, Vikki	PD-14-037	Ride Along Request Forms	Current + 1 Year	Paper		10/14/2016
Police	Hill, Vikki	PD-14-038	Subpoenas and Court Notices	1 year from court date	Paper and Electronic		10/14/2016
Police	Hill, Vikki	PD-14-042	Union Contract file	Permanent	Paper or Electronic		10/14/2016
Police	Hill, Vikki	PD-14-043	Vacation House Check Record Cards - Citizen's notification they will be away, additional patrol requested	30 days after owner returned	Electronic		10/14/2016
Police	Hill, Vikki	PD-14-044	Warrants from Mayor's, Juvenile, Municipal, Common Pleas, Federal or other courts of record	1 year after service or returned unable	Paper		10/14/2016

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Police	Hill, Vikki	PD-15-001	Traffic Citations (Agency Record - 2)	Current + 2 years	Paper (blue)		10/14/2016
Police	Hill, Vikki	PD-15-002	Traffic Citations (Agency Record)	Retained by officer as desired then destroyed	Paper (pink)		10/14/2016
Police	Hill, Vikki	PD-15-003	Business File (Locations Module in Pamet)	Dynamic filed updated as necessary	Electronic		10/14/2016
Police	Hill, Vikki	PD-15-004	MUTT Log (hard cover of MUTT Book)	Current + 1 year after completion	Paper		10/14/2016
Police	Hill, Vikki	PD-15-005	Roll Call Training Log	Until entered into PD RMS	Paper		10/14/2016
Police	Hill, Vikki	PD-15-006	Police Impound Record – Case Jacket copy	In Case Jacket, else Destroy	Paper (Yellow)		10/14/2016
Police	Hill, Vikki	PD-15-007	Police Impound Record – Police Department copy	Current + 1 year	Paper (White)		10/14/2016
Police	Hill, Vikki	PD-15-008	Police Impound Record – Impound Lot copy	Current + 3 years after disposal of vehicle	Paper (Pink)		10/14/2016
Police	Hill, Vikki	PD-15-009	Criminal Citations (Records Copy)	Current + 2 years	Paper (green)		10/14/2016
Police	Hill, Vikki	PD-15-010	Criminal Citations (Officer's Copy)	Retained by officer as desired	Paper (white)		10/14/2016
Police	Hill, Vikki	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)		10/14/2016
Police	Hill, Vikki	PD-15-012	Incident Report – Minor Misdemeanor & Misdemeanor	Current + 2 years, no pending action	Electronic		10/14/2016
Police	Hill, Vikki	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		10/14/2016

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Police	Hill, Vikki	PD-15-014	Incident Report – Felonies listed in 2901.13(A)(3)(a)	Current + 20 years, no pending action, assess for historical value	Electronic or Paper		10/14/2016
Police	Hill, Vikki	PD-15-015	Incident Report – Murder or Aggravate Murder	Current + 30 years, assess for historical value	Electronic or Paper		10/14/2016
Police	Hill, Vikki	PD-15-016	Citation Cancellation Investigation and Request of Courts	Current + 2 years	Paper		10/14/2016
Police	Hill, Vikki	PD-16-001	Roll Call copies and printouts	Current +12 months	Paper		10/14/2016
Police	Hill, Vikki	PD-16-002	Use of Force, Injury to Prisoner, Discharge of Weapons reports and investigative case files	Current + 6 years	Paper or Electronic		10/14/2016
Police	Hill, Vikki	PD-16-003	Liquor Permit Application	Until Permit Expired/ Cancelled	Paper		10/14/2016
Police	Hill, Vikki	PD-16-004	Outside Training Requests	Current + 5 years	Paper or Electronic		10/14/2016
Police	Hill, Vikki	PD-16-005	Supervisor's Review of Vehicle Crash	Current + 5 years (copy to Vehicle File)	Electronic (Paper copy)		10/14/2016
Police	Hill, Vikki	PD-16-006	Field Interrogation and Interview Reports	Current + 5 years	Electronic		10/14/2016
Police	Berning, MaryLou	PD-16-007	Property Release to Owner or to Other Receipts	Current + 5 years	Paper		10/14/2016
Police	Hill, Vikki	PD-16-008	Personnel Certifications, Authorizations, Permits, and Licenses	Maintain in Personnel File	Paper		10/14/2016
Police	Hill, Vikki	PD-16-009	Vice, Drug, DART Activity Report	Current + 4 years	Paper or Electronic		10/14/2016

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RECORDS RETENTION SCHEDULES

Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type	R C 3	Records Commission Approval Date
Police	Hill, Vikki	PD-16-010	Personnel exemptions from grooming standards files	Until employment terminated	Paper		10/14/2016
Police	Hill, Vikki	PD-16-011	Background Investigation Reports of Job Applicants	Current + 2 years	Paper and Electronic		10/14/2016
Police	Hill, Vikki	PD-16-012	Polygraph Records for Employment Applicants (Unsuccessful)	Current + 5 years	Paper or Electronic		10/14/2016
Police	Hill, Vikki	PD-16-013	Polygraph Records for Employment Applicants (Successful)	Until Passes Probation	Paper or Electronic		10/14/2016
Police	Hill, Vikki	PD-16-014	Polygraph Records for Criminal Cases	In Case Jacket	Paper or Electronic		10/14/2016
Police	Hill, Vikki	PD-16-015	Blotter Entries (non-Offense Reports)	Current + 5 years	Electronic		10/14/2016
Police	Hill, Vikki	PD-16-016	Evaluation Supplemental Log	Current + 3 years	Electronic		10/14/2016
Police	Hill, Vikki	PD-16-017	Death Investigations (non-criminal) – Solved	Current +6 years	Electronic and Paper		10/14/2016
Police	Hill, Vikki	PD-16-018	Death Investigations(non-criminal) – Unsolved	Until Solved	Electronic and Paper		10/14/2016
Police	Berning, MaryLou	PD-16-019	Recovered Property Record	2 years after disposal	Electronic or Paper		10/14/2016
Police	Hill, Vikki	PD-16-020	Internal Investigation case files	Current + 10 years	Paper and Electronic		10/14/2016
Police	Hill, Vikki	PD-16-021	Citizen Complaint Reports and Resolution files	Current + 6 years	Paper or Electronic		10/14/2016
Police	Hill, Vikki	PD-16-022	Personnel Medical Files, including injury reports, Worker's Compensation reports, time off requests for FMLA, Forms WH380 and WH382, drug screening results, employee medical evaluation	Year of separation + 2 years	Paper		10/14/2016

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RECORDS RETENTION SCHEDULES

Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type	R C 3	Records Commission Approval Date
Police	Hill, Vikki	PD-16-023	Property Inventories	Current + 3 years	Electronic		10/14/2016
Police	Berning, MaryLou	PD-16-024	Cash Transfer to Finance Report	Current + 3 years	Paper		10/14/2016
Police	Berning, MaryLou	PD-16-025	Chief, Magistrate, Court Orders for Property Disposition	3 years after property disposed of	Paper		10/14/2016
Police	Hill, Vikki	PD-16-026	Arrest Report – Blue copy	Place in Case Jacket	Paper		10/14/2016