

# CITY OF MT. HEALTHY

## RECORDS RETENTION SCHEDULES

Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
Administration	Rissel, Ray	AD-14-001	Accident Files	2 years, provided no action pending	Paper
Administration	Rissel, Ray	AD-14-002	Administrative Memoranda and Executive Orders	Until superseded; Appraise for Historical value	Paper
Administration	Rissel, Ray	AD-14-003	Annual Budget	Permanent	Paper
Administration	Rissel, Ray	AD-14-005	Bids, Successful (Equipment, Labor, Service)	15 years	Paper
Administration	Rissel, Ray	AD-14-006	Bids, Unsuccessful	2 years after letting contract	Paper
Administration	Rissel, Ray	AD-14-008	Contracts and Agreements	15 years after expiration	Paper
Administration	Rissel, Ray	AD-14-009	Council Agendas	2 years	Paper
Administration	Rissel, Ray	AD-14-012	Grants	Expiration of grant plus audit period	Paper
Administration	Rissel, Ray	AD-14-013	Grievance Hearing Files	Until resolved	Paper
Administration	Rissel, Ray	AD-14-014	Insurance Certificates	2 years after expiration, provided no claims pending	Paper
Administration	Rissel, Ray	AD-14-015	Insurance Enrollment Record	Until employee terminates	Paper
Administration	Rissel, Ray	AD-14-016	Insurance Policies	2 years after expiration, provided all claims settled	Paper
Administration	Rissel, Ray	AD-14-017	Labor Union Agreements	3 years	Paper
Administration	Rissel, Ray	AD-14-018	Leases	2 years after expiration	Paper
Administration	Rissel, Ray	AD-14-023	Phone Logs	2 years	Paper
Administration	Rissel, Ray	AD-14-025	Project Plans, Drawings and Maps	Life of project, Appraise for historical value	Paper
Administration	Rissel, Ray	AD-14-027	Purchases and Bids	Until audited	Paper
Administration	Rissel, Ray	AD-14-028	Reference Materials	Until superseded or replaced	Paper
Administration	Rissel, Ray	AD-14-029	Reports (Department, Committee)	Until superseded or replaced	Paper
Administration	Rissel, Ray	AD-14-030	Soliciting Permits	1 year after expiration	Paper
Administration	Rissel, Ray	AD-14-031	Tax Collection Records, Tax Receipts, W-2 Tax Forms	6 years if audited	Paper
Administration	Rissel, Ray	AD-14-032	Waste Collection Records	3 years if audited	Paper
Administration	Kramer, Stephen R.	AD-17-001	Records Commission Agenda	Current year + 6	Paper
Administration	Kramer, Stephen R.	AD-17-002	Records Commission Minutes	Perpetual	Paper or Electronic
Administration	Kramer, Stephen R.	AD-17-003	Records Destruction Tickler File	Until no longer administratively necessary	Electronic
Building/Zoning	Knight, William	BZ-14-001	Annexation Records	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-002	Building Permits	Life of structure	Paper

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Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
Building/Zoning	Knight, William	BZ-14-003	Building Inspection Files	5 years	Paper
Building/Zoning	Knight, William	BZ-14-004	Building Plans	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-005	City Maps	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-006	County Auditor's Plats	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-007	Master Plan	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-009	Ordinance Copies	Until superseded	Paper
Building/Zoning	Knight, William	BZ-14-011	Planning Commission Records	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-013	Single Family Rental Registration	Until superseded	Paper
Building/Zoning	Knight, William	BZ-14-014	Street and Sidewalk Records	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-015	Subdivision Records	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-016	Surface Improvement Plans	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-017	Surveys	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-018	Underground Sanitary Sewers	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-019	Underground Storm Sewers	Permanent	Paper
Building/Zoning	Knight, William	BZ-14-020	Zoning Books	Until superseded	Paper
Finance	Branditz, Melanie	F-14-001	Accounts Ledger	5 years after last entry audited	Paper
Finance	Branditz, Melanie	F-14-002	Accounts Payable Record	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-003	Accounts Receivable Ledger	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-004	Annual Appropriations Ordinance	Permanent	Paper
Finance	Branditz, Melanie	F-14-005	Appropriations Ledger	5 years if audited	Paper
Finance	Branditz, Melanie	F-14-006	Annual Financial Report	Permanent	Paper
Finance	Branditz, Melanie	F-14-007	Annual Report to Auditor of State	5 years	Paper
Finance	Branditz, Melanie	F-14-009	Annual Budget	Permanent	Paper
Finance	Branditz, Melanie	F-14-010	Budget Reports and Working Papers	5 years	Paper
Finance	Branditz, Melanie	F-14-011	Bank Deposit Slips	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-012	Bank Reconciliations	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-013	Bank Statements	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-014	Bond Register	Permanent	Paper
Finance	Branditz, Melanie	F-14-015	Cancelled Checks and Copies	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-016	Cash Journal	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-017	Check Stubs	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-018	Check Register	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-019	City Council Minutes	Permanent	Paper
Finance	Branditz, Melanie	F-14-020	Contracts	15 years after expiration	Paper
Finance	Branditz, Melanie	F-14-021	Deposit Slips - Pink Copy of Record	3 years if audited	Paper

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Finance	Branditz, Melanie	F-14-022	Employee Sick Leave/Vacation Records	Permanent	Paper
Finance	Branditz, Melanie	F-14-023	Final Tax Return for the Year	6 years	Paper
Finance	Branditz, Melanie	F-14-024	Indebtedness Statements	Permanent	Paper
Finance	Branditz, Melanie	F-14-025	Notice of Publication of Legal Notice	10 years	Paper
Finance	Branditz, Melanie	F-14-026	Ordinances	Permanent	Paper
Finance	Branditz, Melanie	F-14-027	Overtime Records	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-028	Pay In Orders	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-029	Payroll Records - Employee Earnings	Permanent	Paper
Finance	Branditz, Melanie	F-14-030	Personnel Records including income tax withholding certificates	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-031	PERS Records	Permanent	Paper
Finance	Branditz, Melanie	F-14-032	Police/Fireman's Disability and Pension Fund Records	Permanent	Paper
Finance	Branditz, Melanie	F-14-033	Police Uniform Allowance Record	Permanent	Paper
Finance	Branditz, Melanie	F-14-034	Purchase Orders	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-035	Quarterly Federal Tax Return	4 years if audited	Paper
Finance	Branditz, Melanie	F-14-036	Recordings of Council Meetings	3 years	Electronic
Finance	Branditz, Melanie	F-14-037	Requisitions	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-038	Resolutions	Permanent	Paper
Finance	Branditz, Melanie	F-14-040	Waste Receipts	3 years if audited	Paper
Finance	Branditz, Melanie	F-14-041	Worker's Comp. Claims	10 years after final payment	Paper
Finance	Branditz, Melanie	F-14-042	Timesheets	3 years if audited	Paper
Fire	Lawson, Stephen	FD-14-001	Alarm Response Reports	5 years	Electronic
Fire	Lawson, Stephen	FD-14-002	Annexation Files	Until superseded	Paper
Fire	Lawson, Stephen	FD-14-003	Arson Reports	50 years appraise for historical value	Electronic
Fire	Lawson, Stephen	FD-14-004	Burning Complaint File	1 year	Electronic
Fire	Lawson, Stephen	FD-14-005	Disciplinary Actions	4 years	Paper
Fire	Lawson, Stephen	FD-14-006	Disaster Plan	Until superseded	Electronic
Fire	Lawson, Stephen	FD-14-007	Emergency Medical Services Reports	7 years	Electronic
Fire	Lawson, Stephen	FD-14-010	Fire Code	Until superseded	Electronic
Fire	Lawson, Stephen	FD-14-011	Fire Incident Reports	10 years	Electronic
Fire	Lawson, Stephen	FD-14-012	Fire Investigation Files and Index	50 years appraise for historical value	Paper
Fire	Lawson, Stephen	FD-14-013	Fire and Loss Record	Permanent	Paper/Electronic

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Fire	Lawson, Stephen	FD-14-014	Fireworks Application and Permits	1 year after expiration	Paper
Fire	Lawson, Stephen	FD-14-015	Hydrant Location Record	Permanent	Electronic
Fire	Lawson, Stephen	FD-14-016	Hydrant Maintenance Record	2 years after test date	Electronic
Fire	Lawson, Stephen	FD-14-017	Inspection Reports/Cards - all types	3 years	Paper/Electronic
Fire	Lawson, Stephen	FD-14-018	Medical Records of hired personnel	2 years after employment ends	Paper
Fire	Lawson, Stephen	FD-14-019	Mutual Aid Agreements	10 years after superseded	Paper
Fire	Lawson, Stephen	FD-14-020	Pre-Hire Physicals for non-hires	2 years	Paper
Fire	Lawson, Stephen	FD-14-021	Radio/Phone Calls/Audio Recordings	30 days then erase and reuse provided no action pending	Electronic
Fire	Lawson, Stephen	FD-14-022	Standpipe Test	3 years	Paper
Fire	Lawson, Stephen	FD-14-023	Station House Daily Logs	10 years appraised for historical value	Paper
Fire	Lawson, Stephen	FD-14-024	Violation Notices	1 year after violation corrected	Paper
Fire	Lawson, Stephen	FD-14-025	Water Surveys	3 years	Paper
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)
Mayor's Court	Crawford, Ja'net	MC-15-002	Traffic Citations – Court Record Scanned	Date of completion +10 days	Paper (white or yellow)
Mayor's Court	Crawford, Ja'net	MC-15-003	Traffic Citations – Court Record Scanned	Year of completion+3 if audited	Electronic
Mayor's Court	Crawford, Ja'net	MC-15-004	Court Docket, Index, Journal	Permanent	Paper or Electronic
Mayor's Court	Crawford, Ja'net	MC-15-005	Parking Citations (Finalized)	When paid, if audited	Paper
Mayor's Court	Crawford, Ja'net	MC-15-006	Criminal Citations – Court Record - Not Scanned	Year of completion+3 if audited	Paper (white)
Mayor's Court	Crawford, Ja'net	MC-15-007	Criminal Citations – Court Record - Scanned	Date of completion +10 days	Paper (white)
Mayor's Court	Crawford, Ja'net	MC-15-008	Criminal Citations – Court Record	Year of completion+3 if audited	Electronic
Mayor's Court	Crawford, Ja'net	MC-15-009	Criminal Citations – Prosecutor Copy	Date of completion +10 days	Paper (green)
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)

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Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
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)
Mayor's Court	Crawford, Ja'net	MC-15-012	Case Files – Criminal and Traffic, except OMVI	Current + 5 years if audited	Electronic
Mayor's Court	Crawford, Ja'net	MC-15-013	Case Files – OMVI	Current + 50 years if audited	Electronic
Mayor's Court	Crawford, Ja'net	MC-16-001	Fine and Fee Records	Current +3 years if audited	Electronic
Citywide	see Department Contact	MH-15-001	Voice Message	Until administrative purpose is served	Electronic
Citywide	see Department Contact	MH-15-002	Transitory Correspondence -- created primarily for informal communication	Until administrative purpose is served	All
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
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
Citywide	see Department Contact	MH-15-005	Vehicle Maintenance records	Until Vehicle Sold	All
Citywide	see Department Contact	MH-15-006	Office and Technical Equipment manuals and maintenance records	Until Equipment Disposed of	All
Citywide	see Department Contact	MH-15-007	Facsimile Machine Send Confirmation printouts	Until administrative purpose is served	Paper
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
Citywide	Kramer, Stephen R.	MH-15-009	Certificate of Records Disposal (RC-3) for all departments	Permanent	Paper or Electronic
Citywide	Kramer, Stephen R.	MH-15-010	Records Retention Schedule (RC-2) for all departments (official)	Permanent	Paper or Electronic
Citywide	Kramer, Stephen R.	MH-15-011	On-Line Records Retention Schedules (RC-5) for all departments (subordinate to official documents)	Until superseded	Electronic
Citywide	Kramer, Stephen R.	MH-15-012	Records Retention Schedule (RC-2) at public access points as applicable for each department	Until superseded	Paper

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Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
Citywide	Kramer, Stephen R.	MH-15-013	One-Time Disposal of Obsolete Records (RC-1) for all departments	Permanent	Paper or Electronic
Citywide	see Department Contact	MH-16-001	Annual Reports (All Departments, Council, Mayor's Court, Committees, and Commissions)	Permanent	Paper or Electronic
Citywide	see Department Contact	MH-18-001	Certification of Publishing Legal Notice	Current + 2 years	Paper
Citywide	see Department Contact	MH-18-002	Legal Notices (copies)	Current + 5 years	Paper or Electronic
Citywide	Rissell, Ray	MH-18-003	Email	5 years (electronically deleted)	Electronic
Citywide	see Department Contact	MH-18-004	License	Current + 1 year after expiration	Paper or Electronic
Citywide	see Department Contact	MH-18-005	Personnel Records	Permanent	Paper
Citywide	see Department Contact	MH-18-006	Reports (Department, Committee)	1-5 years	Paper or Electronic
Citywide	see Department Contact	MH-18-007	Property inventories	Until superseded if audited	Paper or Electronic
Citywide	see Department Contact	MH-18-008	Minutes or Meeting Notes (all Council, Departments, Offices, Committees, Commissions official meetings)	Permanent	Paper
Citywide	see Department Contact	MH-18-009	Reference Materials	As long as administrative value	Paper or Electronic
Citywide	see Department Contact	MH-18-010	Personnel Certifications, Authorizations, Permits, and Licenses (Except Police)	2 years after termination	Paper or Electronic
Citywide	see Department Contact	MH-18-011	Employee Training Records	2 years after termination	Paper or Electronic
Citywide	see Department Contact	MH-18-012	General Orders, Directives, Policies, Regulations, or Procedures	Archive when superseded.	Paper or Electronic
Citywide	see Department Contact	MH-18-013	Archived General Orders, Directives, Policies, Regulations, or Procedures	Permanent	Paper or Electronic
Citywide	see Department Contact	MH-18-014	Grant applications and records (Successful)	Expiration of grant plus audit period	Paper Electronic
Citywide	see Department Contact	MH-18-015	Grant applications and records (Unsuccessful)	Current + 5 Years	Paper Electronic
Citywide	Kramer, Stephen R.	MH-19-001	Public Records Requests	Current + 2 years	Paper or Electronic

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Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
Citywide	see Department Contact	MH-19-002	Personnel Medical Files, including injury reports, time off requests for FMLA, Forms WH380 and WH382, drug screening results, employee medical evaluation	Year of separation + 2 years	Paper
Citywide	see Department Contact	MH-19-003	Requests for Leave of Absence (Sick, Vacation, Holiday, Compensatory, etc.), except for FMLA	Current Year + 2	Paper
Police	Hill, Vikki	PD-14-001	Ohio Traffic Crash Reports (previously named Accident Reports)	Current +2 years no pending action except PAMET data if unrecoverable. Also available at Ohio State Patrol website	Electronic
Police	Hill, Vikki	PD-14-002	Alarm Reports - reports of officers on each shift	2 years	Paper
Police	Hill, Vikki	PD-14-005	Attendance Reports / Records / Differential Time Sheets	Current + 6 years	Paper
Police	Hill, Vikki	PD-14-006	Audit Record Results	2 audit cycles	Paper
Police	Hill, Vikki	PD-14-009	Breathalyzer Reports	Current + 3 years	Paper
Police	Hill, Vikki	PD-14-012	Complaint Reports	Current + 2 years no pending action	Paper
Police	Hill, Vikki	PD-14-014	Daily Logs (Electronic)	5 years	Electronic
Police	Hill, Vikki	PD-14-015	Daily Logs (paper)	1 year	Paper
Police	Berning, MaryLou	PD-14-016	Evidence / Property Receipts	5 years after destruction of property	Paper and/or Electronic
Police	Berning, MaryLou	PD-14-017	Field Training Manuals	Employee retains until retirement or termination	Paper
Police	Berning, MaryLou	PD-14-018	Field Training Program (Daily Observation and Evaluation Reports)	Current + 2 years after completion of Field Training Officer Program	Paper
Police	Hill, Vikki	PD-14-023	Handwritten dispatch notes	Destroyed after electronic entry	Paper
Police	Hill, Vikki	PD-14-024	Jail Log Register	Permanent	Paper
Police	Hill, Vikki	PD-14-025	Jail Records	Current +3 years	Paper
Police	Hill, Vikki	PD-14-026	Junk Vehicle Records (est. by ORC 4513.63)	Current + 2 years no pending action	Paper
Police	Hill, Vikki	PD-14-027	Missing Person report	Current + 20 years if not found, else 6 years except PAMET data if unrecoverable	Electronic
Police	Hill, Vikki	PD-14-028	Monthly reports	Until incorporated into annual report	Electronic

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Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
Police	Hill, Vikki	PD-14-031	Parking tickets	Current + 2 years, if audited	Paper
Police	Hill, Vikki	PD-14-032	Police surveillance videos - in car, on officer, on station	Current + 90 days if no action pending	Electronic
Police	Berning, MaryLou	PD-14-033	Property Room logs	Current + 25 years	Paper or Electronic
Police	Berning, MaryLou	PD-14-034	Property Room Records	Current + 25 years except PAMET data if unrecoverable	Paper or Electronic
Police	Hill, Vikki	PD-14-037	Ride Along Request Forms	Current + 1 Year	Paper
Police	Hill, Vikki	PD-14-038	Subpoenas and Court Notices	1 year from court date	Paper and Electronic
Police	Hill, Vikki	PD-14-042	Union Contract file	Permanent	Paper or Electronic
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
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
Police	Hill, Vikki	PD-15-001	Traffic Citations (Agency Record - 2)	Current + 2 years	Paper (blue)
Police	Hill, Vikki	PD-15-002	Traffic Citations (Agency Record)	Retained by officer as desired then destroyed	Paper (pink)
Police	Hill, Vikki	PD-15-003	Business File (Locations Module in Pamet)	Dynamic filed updated as necessary	Electronic
Police	Hill, Vikki	PD-15-004	MUTT Log (hard cover of MUTT Book)	Current + 1 year after completion	Paper
Police	Hill, Vikki	PD-15-005	Roll Call Training Log	Until entered into PD RMS	Paper
Police	Hill, Vikki	PD-15-008	Police Impound Report	Current + 3 years after disposal of vehicle	Paper
Police	Hill, Vikki	PD-15-009	Criminal Citations (Records Copy)	Current + 2 years	Paper (green)
Police	Hill, Vikki	PD-15-010	Criminal Citations (Officer's Copy)	Retained by officer as desired	Paper (white)
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)



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Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
Police	Hill, Vikki	PD-15-012	Incident Report – Minor Misdemeanor & Misdemeanor	Current + 2 years, no pending action except PAMET data if unrecoverable	Electronic or Paper if Case Jacket made
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 except PAMET data if unrecoverable	Electronic or Paper if Case Jacket made
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 except PAMET data if unrecoverable	Electronic or Paper if Case Jacket made
Police	Hill, Vikki	PD-15-015	Incident Report – Murder or Aggravate Murder	Current + 30 years, assess for historical value except PAMET data if unrecoverable	Electronic or Paper if Case Jacket made
Police	Hill, Vikki	PD-15-016	Citation Cancellation Investigation and Request of Courts	Current + 2 years	Paper
Police	Hill, Vikki	PD-16-001	Roll Call copies and printouts	Current +12 months	Paper
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
Police	Hill, Vikki	PD-16-003	Liquor Permit Application	Until Permit Expired/ Cancelled	Paper
Police	Hill, Vikki	PD-16-004	Outside Training Requests	Current + 5 years	Paper or Electronic
Police	Hill, Vikki	PD-16-005	Supervisor's Review of Vehicle Crash	Current + 5 years (copy to Vehicle File)	Electronic (Paper copy)
Police	Hill, Vikki	PD-16-006	Field Interrogation and Interview Reports	Current + 5 years	Electronic
Police	Berning, MaryLou	PD-16-007	Property Release to Owner or to Other Receipts	Current + 5 years	Paper
Police	Hill, Vikki	PD-16-008	Personnel Certifications, Authorizations, Permits, and Licenses	Maintain in Personnel File	Paper
Police	Hill, Vikki	PD-16-009	Vice, Drug, DART Activity Report	Current + 4 years	Paper or Electronic
Police	Berning, MaryLou	PD-16-010	Personnel exemptions from grooming standards files	Until employment terminated	Paper
Police	Berning, MaryLou	PD-16-011	Background Investigation Reports of Job Applicants	Current + 2 years	Paper and Electronic

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Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
Police	Berning, MaryLou	PD-16-012	Polygraph Records for Employment Applicants (Unsuccessful)	Current + 5 years	Paper or Electronic
Police	Berning, MaryLou	PD-16-013	Polygraph Records for Employment Applicants (Successful)	Until Passes Probation	Paper or Electronic
Police	Hill, Vikki	PD-16-014	Polygraph Records for Criminal Cases	In Case Jacket	Paper or Electronic
Police	Hill, Vikki	PD-16-015	Blotter Entries (non-Offense Reports)	Current + 5 years	Electronic
Police	Hill, Vikki	PD-16-016	Evaluation Supplemental Log	Current + 3 years except PAMET data if unrecoverable	Electronic or Paper if to document deficiency
Police	Hill, Vikki	PD-16-017	Death Investigations (non-criminal) – Solved	Current +6 years except PAMET data if unrecoverable	Electronic or Paper if Case Jacket made
Police	Hill, Vikki	PD-16-018	Death Investigations(non-criminal) – Unsolved	Until Solved except PAMET data if unrecoverable	Electronic or Paper if Case Jacket made
Police	Berning, MaryLou	PD-16-019	Recovered Property Record	2 years after disposal except PAMET data if unrecoverable	Electronic or Paper
Police	Hill, Vikki	PD-16-020	Internal Investigation case files	Current + 10 years	Paper and Electronic
Police	Hill, Vikki	PD-16-021	Citizen Complaint Reports and Resolution files	Current + 6 years	Paper or Electronic
Police	Hill, Vikki	PD-16-023	Department Property Inventories	Current + 3 years	Electronic
Police	Berning, MaryLou	PD-16-024	Cash Transfer to Finance Report	Current + 3 years	Paper
Police	Berning, MaryLou	PD-16-025	Chief, Magistrate, Court Orders for Property Disposition	3 years after property disposed of	Paper
Police	Hill, Vikki	PD-16-026	Arrest Report – Blue copy	Place in Case Jacket	Paper
Police	Hill, Vikki	PD-17-001	Minutes: Police Training Advisory Board	Perpetual	Paper
Police	Hill, Vikki	PD-17-002	Public Appearance Notification form	Current +2 years	Paper
Police	Michael, Nicholas	PD-17-003	Impounded Vehicle File	Year of Disposition +2	Paper
Police	Michael, Nicholas	PD-17-004	Vehicle Impound Report – Department Copy	File in Impounded Vehicle File	Paper

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Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
Police	Michael, Nicholas	PD-17-005	Unclaimed and Abandoned Junk Motor Vehicle Affidavit	File in Impounded Vehicle File	Paper
Police	Michael, Nicholas	PD-17-006	Affidavit for Title Submission Form	File in Impounded Vehicle File	Paper
Police	Michael, Nicholas	PD-17-007	Letter to owner/lien hold of impounded vehicle	File in Impounded Vehicle File	Paper
Police	Michael, Nicholas	PD-17-008	Photograph print or hard copy of impounded vehicle	File in Impounded Vehicle File	Photo paper or paper
Police	Michael, Nicholas	PD-17-009	Impounded Vehicles Tickler File (kept to ensure all steps taken in processing vehicles)	Until no longer administratively necessary	Electronic
Police	Berning, MaryLou	PD-18-001	Annual Performance Evaluation	Termination + 1 year	Paper
Police	Hill, Vikki	PD-18-002	Court Case Continuance Request	Current + 1 Month after court date	Paper
Police	Hill, Vikki	PD-18-003	Copies of receipts/invoices submitted to Finance Department personnel	Current + 1 year	Paper
Police	Hill, Vikki	PD-18-004	Arrest/Citation Report for warrant filed for offense(s) in another jurisdiction	Current + 1 year	Paper
Police	Hill, Vikki	PD-18-005	Training Request Form	Current + 1 year	Paper or Electronic
Police	Hill, Vikki	PD-18-006	Check Off List (list showing officer was advised regarding the subject of the list)	Current + 1 year	Paper
Police	Hill, Vikki	PD-18-007	Video Training Check Lists	Current + 1 year if entered into employees personnel file	Paper
Police	Hill, Vikki	PD-18-008	Parking Ticket, MUTT, and NTA books Sign Out Sheet	Current + 1 year	Paper
Police	Hill, Vikki	PD-18-009	Juvenile Detainee Log – Adult Facility OJJDP Compliance Survey	Current + 1 year	Paper
Police	Hill, Vikki	PD-18-010	Traffic Enforcement Officer (TEO) Log	Current + 1 year	Paper
Police	Hill, Vikki	PD-18-011	Overtime Parking Logs	Current + 1 year	Paper
Police	Hill, Vikki	PD-18-012	OVI Logs	Current + 5 years	Paper
Police	Jones, DET Christopher	PD-18-013	Portable Audio/Video Recorder (Body Worn Cameras) recordings	Current + 180 Days	Electronic
Police	Hill, Vikki	PD-18-014	Case Jackets (including any incident report, investigative notes, paper or optical disk evidence, etc.), except “Senate Bill 77” incidents	If unsolved, same as statute of limitation for highest verified criminal offense or, if solved, until there is no pending legal action except PAMET data if unrecoverable	Paper or Electronic

# CITY OF MT. HEALTHY

## RECORDS RETENTION SCHEDULES

Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
Police	Hill, Vikki	PD-18-015	Case Jackets (including any incident report, investigative notes, paper or optical disk evidence, etc.) for "Senate Bill 77" incidents	Same as SB77 evidence requirements for highest verified criminal offense reported except PAMET data if unrecoverable	Paper or Electronic
Police	Berning, MaryLou	PD-18-016	Ohio Attorney General Notice of Peace Officer Appointment (Form SF400adm)	In Personnel Records	Paper
Police	Hill, Vikki	PD-18-017	RCIC AD / New Employee Form	Employment Termination + 2 years	Paper
Police	Berning, MaryLou	PD-18-018	MHPD Authority to Release Information	Current + 2 years	Paper
Police	Hill, Vikki	PD-18-019	Hamilton County Clerk of Courts Web Access Form: Law Enforcement Personnel	Until Employment Terminated	Paper
Police	Hill, Vikki	PD-18-020	Hamilton County Clerk of Courts Court Management System CMSNet Badge Number Add/Change Request	Employment Termination + 2 years	Paper
Police	Hill, Vikki	PD-18-021	eClear Mobile Officer MOU	Employment Termination + 2 years	Paper
Police	Hill, Vikki	PD-18-022	RCIC VPM Remote Access Agreement	Employment Termination + 2 years	Paper
Police	Hill, Vikki	PD-18-023	MHPD Uniform and Equipment Check-Off List and supportive records	In Personnel Records	Paper
Police	Berning, MaryLou	PD-18-024	MHPD Application for Employment (Police)	In Personnel Records	Paper
Police	Berning, MaryLou	PD-18-025	MHPD New Photo ID Card Information Sheet	In Personnel Records	Paper
Police	Berning, MaryLou	PD-18-026	MHPD Notice of Fraud in pre-employment process	Employment Termination + 2 years	Paper
Police	Berning, MaryLou	PD-18-027	Standard Operating Procedure Manual and SOP and Policy Acknowledgements	Employment Termination + 2 years	Paper
Police	Berning, MaryLou	PD-18-028	Report of Reprimand, Suspension, Termination	See contract	Paper and Electronic
Police	Berning, MaryLou	PD-18-029	Mayor's Court Docket – Bailiff Copy	Current month + 12	Paper
Police	Hill, Vikki	PD-19-001	Employee Work, Event, and Special Duty Schedules	Current year + 2	Paper
Police	Hill, Vikki	PD-19-002	Radio Assignment Log	Current year + 1	Paper
Police	Hill, Vikki	PD-19-003	Notification of Case Closure (email or letter to victim)	File with Case File (or Case Jacket if Paper)	Electronic or Paper
Police	Hill, Vikki	PD-19-004	Photocopies of Requests for Leave of Absence	No further administrative purpose	Paper

# CITY OF MT. HEALTHY RECORDS RETENTION SCHEDULES

Department	Records Custodian	Schedule Number	Record Title and Description	Retention Period	Media Type
Police	Hill, Vikki	PD-19-005	Special Event preparation and after-action documents and reports	Current year + 4	Electronic and/or Paper
<b>END OF CHART</b>					