



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of Madeira

Police Department

(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
P-001	Auto Accident Reports	3 yrs.	Paper	
P-002	Correspondence	3 yrs.	Paper	
P-003	Daily Logs	3 yrs.	Paper	
P-004	FBI/UCR Reports	3 yrs.	Paper	
P-005	Alcohol Breath Testing Records (Proficiency/Instrument Check/Breath Test)	3 yrs.	Paper	
P-006	Alcohol Breath Test Operator Permits	Until Renewed-No RC3 needed	Paper	
P-007	Junk Vehicle Dispositions	2 yrs.	Paper	
P-008	LEADS/RCIC/NCIC Reports	3 yrs.	Paper	
P-009	Mayor's Court Docket - PD Copy	3 yrs.	Paper	
P-010	Mayor's Court Docket - PD Copy	Until software superseded	Computer	
P-011	OUTT/MUTT/MM Citations	3 yrs. And audited	Paper	
P-012	Property/Evidence Logs	10 yrs.	Paper	
P-013	Property/Evidence Logs	10 yrs.	Computer	
P-014	Purchase Orders - PD	3 yrs.	Paper	
P-015	Read & Sign	Until no longer of administrative value- No RC3	Paper	
P-016	Request for Time Off Sheets	3 yrs.	Paper	
P-017	Telephone Long Distance Logs	4 yr. - No RC3	Paper	
P-018	Traffic Warning Citations	2 yrs.	Paper	
P-019	Voided OUTT/MUTT/MM Citations	3 yrs.	Paper	



P-020	PD Work Schedules	3 yrs.	Paper	
P-021	FIR Cards	6 months	Paper	
P-022	Master Log- Incidents	10 yrs.	Paper	
P-023	Incident Case Jacket-Non Criminal	4 yrs.	Paper	
P-024	Incident Case Jacket- Misdemeanors/OVI	As Per ORC 2901.13	Paper	
P-025	Incident Case Jacket-Felony	As Per ORC 2901.13	Paper	
	Property Crimes	As Per ORC 2901.13	Paper	
	Personal Crimes-Cleared by Arrest	As Per ORC 2901.13	Paper	
	Personal Crimes-Unsolved	As Per ORC 2901.13	Paper	
P-026	Incident Case Jacket-Homicides	Permanent	Paper	
	Cleared by Arrest	Permanent	Paper	
	Unsolved	Permanent	Paper	
P-027	Public Records Requests	2 Years	Paper	
P-028	PD Annual Reports	Permanent	Paper	
P-029	Arrest Jackets	Until subject Age 80 or deceased	Paper	
P-030	Arrest Fingerprint Cards	Until subject Age 80 or deceased	Paper	
P-031	Jail Log/Registers	25 yrs.	Paper	
P-032	Master Cards	Until Superseded	Paper - converted to electronic	
P-033	Personnel Files-Active	4 years after employee separation	All	
P-034	Personnel Files-Active	4 years after employee separation	Computer	
P-035	Business Locator Files	Until Superseded-No RC3	Paper	
P-036	Liquor Licenses	Until Expired/Transferred No RC3	Paper	
P-037	Juvenile Contact Cards	Until subject 18yoa	Paper	
P-038	Monthly Statistical Report	Until incorp. Into annual report-No RC3	Paper	
P-039	Monthly Statistical Report	Until incorp. Into annual report-No RC3	Computer	
P-040	Receipt Book- Mayor's Court Payouts/ Stays	Until Audited	Paper	
P-044	Receipt Book- Mayor's Court Stays	Until Audited	Paper	
P-042	Receipt Book- Insurance	Until Audited	Paper	
P-043	Policy/Procedure Manual	Until Superseded	Paper	



P-044	Policy/Procedure Manual	Until Superseded	Computer
P-045	Vacation Check Forms	Upon return of resident- No RC3	Paper
P-046	Vehicle Maintenance Files	Until vehicle sold- No RC3	Paper
P-047	Warrants/Capiases/Summons	2 yrs. After served	Paper
P-048	Annual Budget-PD Copy	3 yrs. After audit	Paper
P-049	Annual Budget-PD Draft	3 yrs. After approved	Paper
P-050	Annual Budget-PD Draft	3 yrs. After approved	Computer
P-051	Transient Documents/Limited Communications(Telephone Voicemail, E-Mail, Memos)	Until no longer of admin value No RC3	Multiple Media
P-052	Fax Logs/Cover Sheets	1 yr. No RC3	Paper
P-053	Unsolicited Correspondence	Until no longer of admin value-No RC3	Paper
P-054	Magazines/Publications	Until no longer of admin value-No RC3	Paper
P-055	BGI/CCH Logs	3 yrs.	Paper
P-056	Traffic Logs	5 yrs.	Paper
P-057	Monthly Appointment Calendars	1 yr. No RC3	Paper
P-058	Department Archive/Historical	50 yrs. Then appraise	Paper
P-059	Laws/Ordinances/Regulations/Administrative Rules (Local/County/State/Federal)	1 yr. after revised or rescinded- No RC3	Paper
P-060	Use of Force Reports	4 yrs. No pending	Paper
P-061	Towed/Impounded/Immobilized Vehicle Reports (39B and Logbook)	3 yrs.	Paper
P-062	LEADS/RCIC/NCIC Validations	3 yrs.	Paper
P-063	LEADS Entries-Missing/Stolen/Wanted/Warrants Logs	2 yrs. After cancelled No RC3	Paper
P-064	LEADS Newsletter	2 yrs. No RC3	Paper
P-065	LEADS Audits	3 yrs.	Paper
P-066	LEADS/RCIC/NCIC Teletype Messages	Until no longer of admin value-No RC3	Paper



P-067	LEADS/RCIC/NCIC Policy/Procedures	Until superseded-No RC3	Paper
P-068	Video/Audio Tapes	60 days-No RC3	AI
P-069	Vehicle Weekly Inspection Forms	Until superseded-No RC3	Paper
P-070	Property/Evidence/Bike/Found Tags	2 yrs. After disposal	Paper
P-071	Ride-along Waivers	3 yrs. No RC3	Paper
P-072	Sign-Out Log-OUTT/MUTT/MMC/Warnings	3 yrs. After audited	Paper
P-073	Bulletins/Posters/Notices	Until no longer of admin value-No RC3	Paper
P-074	Drafts	Until no longer of admin value-No RC3	Paper
P-075	Inter-Office Communications/Memos	Until no longer of admin value-No RC3	Paper
P-076	Grants-Not funded	1 yr.	Paper
P-077	Grants-Funded	6 yrs. After expiration and audited	Paper
P-078	Equipment Operation/Maintenance Manuals	Life of equipment- No RC3	Paper
P-079	Vehicle Repair Request	Life of equipment- No RC3	Paper
P-081	Firearm Records/Inventories	3 yrs.	Paper
P-082	Wanted Posters/Flyers	Once apprehended- No RC3	Paper
P-083	Film Logs <i>Keep</i>	10 yrs. <i>10 yr</i>	Paper
P-084	Domestic Violence BCI Reports	1 yr.	Paper
P-085	Homeowner Key File	Until superseded- No RC3	Paper
P-086	Sexual Predator/Offender Notifications	As directed by court	Paper
P-087	Expunged Case Files	5 Years	Paper
P-088	Records Retention Documents-RC1, 2,3	25 yrs.	Paper
P-089	Training Files	4 years after employee separation	AI
P-090	Training Files	4 years after employee separation	Computer
P-091	Citizen Complaint Forms	4 yrs. No pending	Paper
P-092	Separated Personnel Jacket	4 yrs. After separation from department	Paper
P-093	527 Forms	5 yrs. or to Incident Case Jacket then destroy as per P-023-026	Paper



P-094	Canine Records-Training	Life of Canine + 4 yrs. no pending	Paper	
P-095	Canine Deployment Records	4 yrs. no pending	Paper	
P-096	Property Destruction Affidavits	2 yrs. after disposal	Paper	
P-097	Daily Log Entry	3 years or until software superseded	Computer	
New 98	Supervisor's Copy of MUTT/MM Citations	1 year - No RC3	Paper	
New 99	Receipt Book - Impounded Vehicles	Until Audited	Paper	
New 100	Impound Vehicle Log	3 years	Paper	
New 101	Supreme Court Reports	5 years	All	
New 102	Social Media Posts (Facebook etc.)	Until New Posts Added - No RC3 1 yr.	All	

* ORC 2901.13 is the Ohio Revised Code section covering Statutes of Limitations



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(unit)

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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
P-004	FBI/UCR Reports	3 yrs.	Paper	
P-008	LEADS/RCIC/NCIC Reports	3 yrs.	Paper	
P-009	Mayor's Court Docket - PD Copy	3 yrs.	Paper	
P-040	Mayor's Court Docket - PD Copy	Until software superseded	Computer	
P-014	Purchase Orders - PD	3 yrs.	Paper	
P-017	Telephone Long Distance Logs	1 yr. - No RC3	Paper	
P-019	Voided OUTT/MUTT/MM Citations	3 yrs.	Paper	
P-024	Incident Case Jacket- Misdemeanors/OVI	As Per ORC 2901.13*	Paper	
P-025	Incident Case Jacket-Felony	As Per ORC 2901.13	Paper	
	Property Crimes	As Per ORC 2901.13	Paper	
	Personal Crimes-Cleared by Arrest	As Per ORC 2901.13	Paper	
	Personal Crimes-Unsolved	As Per ORC 2901.13	Paper	
P-032	Master Cards	Until Superseded	Paper	
P-033	Personnel Files-Active	4 years after employee separation	All	
P-034	Personnel Files-Active	4 years after employee separation	Computer	
P-040	Receipt Book- Mayor's Court Payouts/Stays	Until Audited	Paper	
P-044	Receipt Book-Mayor's Court Stays	Until Audited	Paper	
P-042	Receipt Book-Insurance	Until Audited	Paper	
P-055	BCI/CCH Logs	3 yrs.	Paper	
P-056	Traffic Logs	5 yrs.	Paper	



1/20/2013

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P-063	LEADS Entries- Missing/Stolen/Wanted/Warrants Logs	2 yrs. After cancelled No RC3	Paper
P-068	Video/Audio Tapes	60 days-No RC3	All
P-086	Sexual Predator/Offender Notifications	As directed by court	Paper
P-087	Expunged Case Files	5 Years	Paper
P-089	Training Files	4 years after employee separation	All
P-090	Training Files	4 years after employee separation	Computer
P-092	Separated Personnel Jacket	4 yrs. After separation from department	Paper
P-098	Supervisor's Copy of MUTT/MM Citations	1 year - No RC3	Paper
P-099	Receipt Book - Impounded Vehicles	Until Audited	Paper
P-100	Impound Vehicle Log	3 years	Paper
P-101	Supreme Court Reports	5 years	All
P-102	Social Media Posts (Facebook etc.)	1 Year - No RC3	All

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Signature of Responsible Official
H. C. Zell Lieutenant Chris Zumbiel
 12/20/12

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 12-20-12 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Thomas W. Mello 12-20-12
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

[Signature] 01/18/2013
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Mueh 1-25-13
 For the Ohio Auditor of State Date