



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

OHIO HISTORY CONNECTION

DEC 14 2022

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2) – Part 1**

See instructions before completing this form. Must be submitted with PART 2

**Section A: Local Government Unit**

Clermont County Sheriff  
 (Local government entity) \_\_\_\_\_ (Unit)

\_\_\_\_\_  
 (Signature of responsible official)      Robert S. Leahy      Sheriff      11/28/2022  
 (Name)      (Title)      (Date)

**Section B: Records Commission**

Clermont County Records Commission \_\_\_\_\_ (513) 735-8660  
 Records Commission \_\_\_\_\_ (Telephone number)

2425 Clermont Center Drive      Batavia      45103      Clermont  
 (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.

\_\_\_\_\_  
 Bonnie Batchler      12-5-22  
 Records Commission Chair Signature      Date

**Section C: Ohio History Connection - State Archives**

\_\_\_\_\_  
 Signature      Government Records Archivist      12/22/2022  
 Title      Date

**Section D: Auditor of State**

\_\_\_\_\_  
 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**

## Schedule of Records Retention and Disposition

## Clermont County Sheriff

(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
05-001	<b>Accident Reports:</b> Arranged Chronologically. Reports of traffic accidents. Includes photos.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-002	<b>Annual Budget:</b> Agency copy of Annual Budget.	Permanent	Paper/Electronic/ Microfilm		<input type="checkbox"/>
05-003	<b>Annual Report:</b> Summary report of fines and costs filed by annually the Sheriff to the BCC (R.C. 311.16)	60 months	Paper/Electronic		<input type="checkbox"/>
05-004	<b>Appraisals:</b> Chronologically by case number.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-006	<b>Bank Records:</b> Includes statements, receipts, cancelled checks and other related records	36 Months	Paper/Electronic		<input type="checkbox"/>
05-007	<b>Bids: Unsuccessful</b>	Use County General Schedule #G1017-36	Paper/Electronic		<input type="checkbox"/>
05-009	<b>Cash Book/Journal:</b> Open items carried forward. Includes Receipts and Cash Receipts	60 Months	Electronic		<input type="checkbox"/>
05-010	<b>Civil Case Docket:</b> Record of civil orders received by the Sheriff from all courts. Subdivided by court.	60 Months after last order served	Electronic		<input type="checkbox"/>
05-011	<b>Civil Cover Sheet:</b> Log of attempts to deliver subpoenas and protection orders, delivery status, mileage, dates and other information.	12 Months	Paper/Electronic		<input type="checkbox"/>
05-011A	<b>Protection Orders and No Contact Orders – Sheriff's copies;</b> originals maintained by Court	Until expired or dismissed	Paper/Electronic		<input type="checkbox"/>
05-012	<b>Vehicle Lock-out Forms:</b> Liability waivers for unlocking vehicles.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-013	<b>Correspondence</b>	Use County General Schedule #G1017-05 through G1017-08	Paper/Electronic		<input type="checkbox"/>

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05-014	<b>Cost Bills:</b> Contains copies of Sheriff's reports of fees and costs to the Clerk of Courts.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-015	<b>Criminal Case File – Death Investigations:</b> Cases involving any death caused by criminal act assigned and investigated once investigation and prosecution has concluded.	Once appeal process is exhausted and review by the Lt. of Investigations	Paper/Electronic		<input type="checkbox"/>
05-016	<b>Criminal Case Jacket/Criminal History Files:</b> Arranged alphabetically, indexed separately. Contains case histories of criminals arrested showing name and number of prisoner, date of arrest, offense, criminal history, fingerprints, arrest report, case disposition, photo, etc.	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
05-017	<b>Daily Reports:</b> Employee's daily worksheets, Supervisor Worksheets, Daily Activity Reports, and Civil Weekly Reports	36 Months	Paper/Electronic		<input type="checkbox"/>
05-018	<b>Employment Applications:</b> Unsuccessful candidate applications.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-019	<b>Equipment Loss Reports:</b> Loss of or damage to agency-owned equipment.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-020	<b>Execution Records:</b> Sheriff's copy of Domestic/Home Executions, including Affidavit of Service, Invoice, Coversheet (deputy attempts at service), and other related records. Official Execution documents maintained by the Court.	7 years	Paper/Electronic		<input type="checkbox"/>
05-021	<b>Expungement File:</b> Arranged chronologically. Contains the order of the court to expunge a file.	Juvenile – Destroy at time of order. Adult – Retain 1 year after order	Paper/Electronic		<input type="checkbox"/>
05-022	<b>Extradition Files:</b> Arranged alphabetically.	24 Months	Paper/Electronic		<input type="checkbox"/>

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05-023A	<b>Fingerprint/Background Check Records—Non Criminal:</b> Includes electronic fingerprint record and paper BCI/FBI background check request form filled out by public	<b>Fingerprint Record: 90 days in electronic system (No RC/3 required)</b>  <b>BCI/FBI Background Check Request Form: 90 days (No RC/3 required)</b>	Paper/Electronic		<input type="checkbox"/>
05-023B	<b>Fingerprint Records—Criminal:</b> Fingerprint & Identification records.	<b>Maintained as part of Criminal Case Jacket/Criminal History File</b>	Paper/Electronic		<input type="checkbox"/>
05-024	<b>Foreclosure Files: Sheriff's sale files:</b> Court records are microfilmed in Clerk's office.	<b>36 Months</b>	Paper/Electronic		<input type="checkbox"/>
05-025	<b>Forfeiture Fund Files:</b> Sheriff's records of all Forfeiture Fund Accounts and paperwork.	<b>Permanent</b>	Paper/Electronic/ Microfilm		<input type="checkbox"/>
05-026	<b>Foreign Execution Docket:</b> Sheriff's execution for courts outside Clermont County.	<b>7 years</b>	Paper/Electronic		<input type="checkbox"/>
05-027	<b>Foreign Writs:</b> Foreign summons docket of summons received from courts outside Clermont County.	<b>84 Months</b>	Electronic		<input type="checkbox"/>
05-028	<b>Grant Records:</b> Contains all documentation associated with the individual grant, including Audit Reports	<b>36 Months past expiration</b>	Paper/Electronic		<input type="checkbox"/>
05-029	<b>Insurance Policies:</b> Sheriff's copy of insurance policies. Originals maintained by the BCC.	<b>Expiration</b>	Paper/Electronic		<input type="checkbox"/>
05-030	<b>Internal Affairs Investigations:</b> Files pertaining to investigations of employee misconduct. Maintained by the I.A. function. Not to be archived.	<b>Unfounded: 36 Months</b>  <b>Founded: Permanent in I.A. Files</b>	Paper/Electronic		<input type="checkbox"/>
05-031	<b>Inventory of County Property:</b> Copy of inventory sent to Clermont County Auditor and the Board of County Commissioners.	<b>Use General Schedule #G1017-24</b>	Paper/Electronic		<input type="checkbox"/>
05-032	<b>Expense Records:</b> Includes Invoices, Purchase Orders, Requisitions, Travel Expense Records, and other related records	<b>Use General Schedule #G1017-18</b>	Paper/Electronic		<input type="checkbox"/>

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05-033	<b>Juvenile Offense Reports:</b> Original deputy's report & case papers.	Until offender reaches 21 years of age	Paper/Electronic		<input type="checkbox"/>
05-035	<b>Leases:</b> Sheriff's copy of equipment leases.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-036	<b>Non-Criminal Death Investigations</b>	120 Months	Paper/Electronic		<input type="checkbox"/>
05-037	<b>Offense Reports &amp; Case Files:</b> Offense reports & case files closed or assigned for follow-up investigation.	<b>Paper Records:</b> 120 months <b>Electronic Records in RMS database:</b> Felony and Domestic Violence: 25 years Misdemeanors: 15 years	Paper/Electronic		<input type="checkbox"/>
05-038	<b>Payroll Records:</b> Records of employee payroll to include Request for Leave, Overtime Records, Court Show up Forms, etc.	36 Months  Also maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
05-039	<b>Personnel Files:</b> Individual folders on Agency employees.	20 years after termination	Paper/Electronic		<input type="checkbox"/>
05-041	<b>Property Room Records:</b> Records of released property, released tags, etc.	60 Months	Paper/Electronic		<input type="checkbox"/>
05-042	<b>Departmental Policies, Manuals, Rules and Regulations</b>	Permanent	Paper/Electronic/ Microfilm		<input type="checkbox"/>
05-045	<b>Record of Writs:</b> Daily record – (Clerk of Courts has original in case files).	84 Months	Electronic		<input type="checkbox"/>
05-048	<b>Roll Call Information:</b> BOLO's, L.E.A.D.S. teletypes, Extra Patrol Requests, etc. Not to be archived.	Until Obsolete	Paper/Electronic		<input type="checkbox"/>
05-049	<b>Sale Notice Docket:</b> Order of sale docket for foreclosures.	60 Months	Electronic		<input type="checkbox"/>
05-050	<b>Sheriff's Furtherance of Justice Fund Records:</b> Receipts, Checks, Vouchers or other similar records pertaining to the account, including Audit Reports"	72 Months	Paper/Electronic		<input type="checkbox"/>

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05-051	<b>Sheriff's Sale Records:</b> Records of all sales except foreclosures conducted by the Sheriff's Office.	60 Months	Paper/Electronic		<input type="checkbox"/>
05-052	<b>Towed Vehicle Records:</b> Vehicle Impound Forms and signed releases.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-053	<b>Traffic Citations:</b> Hard copies and dispositions. Original maintained by Clerk of Courts Office.	36 Months	Paper/Electronic		<input type="checkbox"/>
05-055	<b>U.C.R. Reports:</b> Arranged chronologically.	48 Months	Paper/Electronic		<input type="checkbox"/>
05-056	<b>Use of Force Reports:</b>  Justified  Unjustified and Resulting in disciplinary action.	Justified – 36 months  Unjustified and Resulting in disciplinary action – Retain in personnel file until purged according to discipline policy	Paper/Electronic		<input type="checkbox"/>
05-057	<b>Warrant Shucks:</b> Empty warrant shucks/cards after service.	24 Months	Paper/Electronic		<input type="checkbox"/>
05-059	<b>Collective Bargaining Agreements</b>	8 years after completion	Paper/Electronic		<input type="checkbox"/>
05-060	<b>Agreements/Contracts</b>	8 years after completion	Paper/Electronic		<input type="checkbox"/>
05-061	<b>Concealed Carry Applications:</b> Includes denials, suspensions and revocations	75 years	Paper/Electronic		<input type="checkbox"/>
05-062	<b>Incident Reports:</b> Non- criminal reports, including Applications for Emergency Admission	10 years	Paper/Electronic		<input type="checkbox"/>
05-063	<b>Field Cards:</b> Information collected on individuals, including potential witnesses, for various incidents and used in investigations.	25 years	Electronic		<input type="checkbox"/>

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05-064	<b>Sex Offender Records:</b> Includes sex offender registrations and electronic data available on statewide Offender Watch Program	<b>Paper Records –</b> Maintained permanently as part of Criminal Case History Files 05-016  <b>Electronic Records –</b> Maintained in statewide Offender Watch website. Removed from web locally once offender no longer required to register	Paper/Electronic		<input type="checkbox"/>
05-065	<b>Arson Registration Records:</b> Registration forms of convicted arsonists	<b>Paper Records –</b> Maintained permanently as part of Criminal Case History Files 05-016  <b>Electronic Records –</b> Maintained in statewide Offender Watch website for life of the offender	Paper/Electronic		<input type="checkbox"/>
05-066	<b>Narcotics – GI Files</b> (complaints)	100 years	Paper/Electronic		<input type="checkbox"/>
05-067	<b>Narcotics – Jackets</b> (case files)	100 years	Paper/Electronic		<input type="checkbox"/>
05-068	<b>After Action Reports:</b> Report compiled after every deployment of Special Response Team, including but not limited to, execution of search/seizure.	60 months	Paper/Electronic		<input type="checkbox"/>
05-069	<b>Canine Records –</b> Relating to training, performance, purchase agreements, certification and medical records of Sheriff canines	24 months after canine retires from service or is deceased	Paper/Electronic		<input type="checkbox"/>
05-070	<b>Intelligence Records- Confidential –</b> May include investigations involving drugs, terrorists, general criminal activity, complaints on officers, or other related records	<b>Temporary Files</b> (validity of intelligence not yet confirmed) – 6 months  <b>Official Intelligence Files –</b> Until determined by Sheriff or his designee to no longer be of value	Paper/Electronic		<input type="checkbox"/>
05-071	<b>Special Duty Detail Records –</b> Records pertaining to outside requests for Deputy presence. Includes contracts with outside entities, invoices, deputy work logs, and related records	8 years	Paper/Electronic		<input type="checkbox"/>

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05-072	<p><b>Body Camera Recordings –</b> Audio/video recordings capturing daily actions of law enforcement personnel for performance and evidentiary purposes. (No RC-3 required)</p>	<p><b>Unclassified –</b> Accidental or False Signal Activation – <b>90 days</b></p> <p><b>Incidents Not Resulting in Action –</b> Mental Health run, Assist another Unit or Agency, Call for Service with No Enforcement, Alarm Checks, Cancelled Calls – <b>180 days</b></p> <p><b>Traffic Stops –</b> Minor misdemeanor, payout tickets – <b>1 year, provided no pending legal action</b></p> <p><b>Civil Service – 1 year</b></p> <p><b>All Incidents at Jail – 3 years</b></p> <p><b>Use of Force or Actions resulting in citizen complaint – 10 years, provided no pending legal action</b></p> <p><b>Misdemeanor Arrest (not domestic violence), includes 1<sup>st</sup> degree misdemeanor traffic events – 3 years, provided no pending legal action</b></p> <p><b>Non-Criminal Death Investigation – 6 years</b></p> <p><b>Felony Arrest and Domestic Violence – 6 years, provided no pending legal action</b></p> <p><b>Criminal Death Investigation/Sex Crimes - Permanent</b></p>	Electronic		<input type="checkbox"/>
	<b><u>JAIL</u></b>				<input type="checkbox"/>
05J-001	<p><b>Jail – Arraignment Sheets:</b> Arranged chronologically. Prisoners taken for arraignment.</p>	24 Months	Paper/Electronic		<input type="checkbox"/>



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05J-002	<b>Jail – Arrest Jackets:</b> Copies of arrest papers and releases for prisoners in jail.	72 Months	Paper/Electronic		<input type="checkbox"/>
05J-003	<b>Jail – Commissary Records:</b> Records of Commissary Accounts.	48 Months	Paper/Electronic		<input type="checkbox"/>
05J-004	<b>Jail – Inmate Account Records:</b> Records of inmate financial accounts.	48 Months	Paper/Electronic		<input type="checkbox"/>
05J-005	<b>Jail – Inmate Medical Records:</b> Record of inmate medical treatment and history.	5 years	Paper/Electronic		<input type="checkbox"/>
05J-006	<b>Jail – Register:</b> Register of all jail prisoners.	Permanent	Paper/Electronic/ Microfilm		<input checked="" type="checkbox"/>
05J-007	<b>Jail – Release Sheet:</b> Release and Meal Sheets.	24 Months	Paper/Electronic		<input type="checkbox"/>
05J-008	<b>Jail/Sheriff – Video Surveillance Files</b> (Not from body worn cameras)	12 Calendar Days – If incident, copy to DVD and maintain with Incident Report	Paper/Electronic		<input type="checkbox"/>
05J-009	<b>Jail – Inmate Radiological Scans:</b> Body scans of inmates taken upon intake for security purposes. Not used for medical purposes.	No result – Images not maintained Result/Incident – Maintained for 120 months	Electronic		<input type="checkbox"/>
05J-010	<b>Jail – Incident Reports:</b> Records of incidents involving inmates such as use-of-force, injuries, assault, suicide watch and other related records	Paper Records - Maintained 120 months Electronic Records – Maintained permanently	Paper/Electronic		<input type="checkbox"/>
05J-011	<b>Inmate Telephone Recordings:</b> Recordings or transcripts of inmate telephone conversations	Maintained by third party per contract requirements	Paper/Electronic		<input type="checkbox"/>