



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Bexley Police Department
(local government entity) (unit)

(signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Bexley
Records Commission (telephone number)

(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.

Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Signature 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



Section E: Records Retention Schedule

City of Bexley

(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
PD 0001	Mutual Aid Contracts/MOUs	7 years	Multi		<input checked="" type="checkbox"/>
PD 0002	Citizen Complaints/Compliments, substantiated	7 years	Multi		<input checked="" type="checkbox"/>
PD 0003	Field Training Manual/Guidelines	Until revised, superseded, or discontinued	Multi		<input type="checkbox"/>
PD 0004	Off-duty in Lieu of Firearms records	Until revised, obsolete or superseded	Multi		<input checked="" type="checkbox"/>
PD 0005	Use of Force Records	6 years	Multi		<input checked="" type="checkbox"/>
PD 0006	Cruiser and Body Camera Video Recordings	30 Days and no longer of admin or legal value	Multi		<input type="checkbox"/>
PD 0007	Surveillance/Temporary Holding Facility Recordings	30 days and no longer of admin or legal value	Digital		<input type="checkbox"/>
PD 0008	Radio/911/Dispatcher Telephone Recordings	30 days and no longer of admin or legal value	Multi		<input type="checkbox"/>
PD 0009	Juvenile Arrest Records	Until person is 21 years of age	Multi		<input checked="" type="checkbox"/>
PD 0010	Juvenile Follow-up Form	2 years after last entry	Multi		<input type="checkbox"/>
PD 0011	Juvenile Diversion Records (not expunged)	Until defendant reaches 18 years of age	Multi		<input checked="" type="checkbox"/>
PD 0012	Criminal Case Files – other than Capital Crimes	22 years and no longer of admin or legal value	Multi		<input checked="" type="checkbox"/>
PD 0013	Offense Reports	7 years	Multi		<input checked="" type="checkbox"/>
PD 0014	Traffic Case Files	7 years	Multi		<input checked="" type="checkbox"/>



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PD 0015	Capital Crime Cases	Permanent	Multi		<input checked="" type="checkbox"/>
PD 0016	Traffic Crash Reports	2 years	Multi		<input checked="" type="checkbox"/>
PD 0017	BMV Forms	2 years	Multi		<input checked="" type="checkbox"/>
PD 0018	Data Master Test & Calibration Records	3 years	Multi		<input checked="" type="checkbox"/>
PD 0019	Cruiser Condition Assignment Records	Until no longer of admin value	Multi		<input type="checkbox"/>
PD 0020	Resident Vacation/House Check Records	Until no longer of admin value	Multi		<input type="checkbox"/>
PD 0021	Special Duty and Voluntary Overtime Sign-up Sheets	Until no longer of admin value	Multi		<input type="checkbox"/>
PD 0022	Arrest Slates/Preliminary Health Evaluation	10 years	Multi		<input checked="" type="checkbox"/>
PD 0023	Temporary Holding Facility Emergency Medical Records	Permanent	Multi		<input checked="" type="checkbox"/>
PD 0024	Temporary Holding Facility Inspection Forms	7 years	Multi		<input checked="" type="checkbox"/>
PD 0025	Temporary Holding Facility Log	7 years	Multi		<input checked="" type="checkbox"/>
PD 0026	Animal Bite Records	2 years	Multi		<input checked="" type="checkbox"/>
PD 0027	Property Book/Entries	7 years after property destroyed / disposed	Multi		<input checked="" type="checkbox"/>
PD 0028	Impound/Unclaimed Vehicle Forms	3 years	Multi		<input checked="" type="checkbox"/>
PD 0029	Property Disposition/Destruction Records	7 years	Multi		<input checked="" type="checkbox"/>
PD 0030	Property Receipts	7 years	Multi		<input checked="" type="checkbox"/>



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PD 0031	Solicitor's License Application	1 year	Multi		<input checked="" type="checkbox"/>
PD 0032	Parking Permits	1 year	Multi		<input type="checkbox"/>
PD 0033	False Alarm Records	2 years	Multi		<input type="checkbox"/>
PD 0034	TPOs/CPOs	Until court order withdrawn, expires, served or answered	Multi		<input type="checkbox"/>
PD 0035	Field Interviews	2 years and no longer of admin or legal value	Multi		<input checked="" type="checkbox"/>
PD 0036	NiBRS Reporting	2 years	Multi		<input checked="" type="checkbox"/>
PD 0037	Domestic Violence Reports (BCI&I)	2 years	Multi		<input checked="" type="checkbox"/>
PD 0038	LEADS Newsletter/Teletype Log	2 years	Multi		<input checked="" type="checkbox"/>
PD 0039	LEADS Validation Records	1 year	Multi		<input checked="" type="checkbox"/>
PD 0040	911 & TTY Printouts, including Emergency 9-1-1 Call Data (ANI/ALI Logs and message content)	2 years and then until no longer of admin value	Multi		<input checked="" type="checkbox"/>
PD 0041	CCH/III Log	1 year	Multi		<input checked="" type="checkbox"/>
PD 0042	Calls for Service Records	7 years	Multi		<input checked="" type="checkbox"/>
PD 0043	ODPS Liquor Permit Forms (copies)	1 year	Paper		<input type="checkbox"/>
PD 0044	Departmental Inspection Forms (line, cruiser, equipment)	1 year and no longer of admin value	Multi		<input type="checkbox"/>
PD 0045	Warrants/Subpoenas/Foreign Writs & Warrants	Until Served, Discharged, Answered or Withdrawn by Issuing Agency	Multi		<input type="checkbox"/>



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PD 0046	Expunged/Sealed Records – Court Ordered	12 years	Paper		<input checked="" type="checkbox"/>
PD 0047	Expunged/Sealed Records – Juvenile Diversion Program	Until defendant is 18 years of age	Multi		<input checked="" type="checkbox"/>
PD 0048	Bicycle Licenses/Registrations	Until no longer of admin value	Multi		<input type="checkbox"/>
PD 0049	Officer’s Daily Activity Reports	2 year	Paper		<input checked="" type="checkbox"/>
PD 0050	Emergency Protocols/Homeland Security Plans	3 years, continually updated	Multi		<input checked="" type="checkbox"/>
PD 0051	Firing Range Use Agreements	2 years after expiration	Multi		<input type="checkbox"/>
PD 0052	Detective Bureau Offense Report Follow-up Reports	7 years	Multi		<input checked="" type="checkbox"/>
PD 0053	Special Duty Invoices	1 year	Multi		<input type="checkbox"/>
PD 0054	Franklin County Children Services Referrals	7 years	Multi		<input checked="" type="checkbox"/>
PD 0055	Juvenile Release Forms	Until person is of 21 years of age	Multi		<input checked="" type="checkbox"/>
PD 0056	Dispatch Log	2 years	Multi		<input checked="" type="checkbox"/>