



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION
 JUNE 28 2024
 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

City of Bexley

(Local Government Entity)

Police

(Unit)



(Signature of Responsible Official)

Yvette Nguyen

(Name)

Administrative & Records Manager

(Title)

6/4/2024

(Date)

Section B: Records Commission

City of Bexley

Records Commission

614-559-4200

(Telephone Number)

2242 E.Main Street

(Address)

Bexley

(City)

43209

(Zip Code)

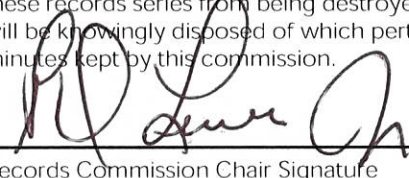
Franklin

(County)

To have this form returned to the Records Commission electronically, include an email address:

glewis@bexley.org

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

6/4/2024

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

7/11/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

POLICE

POLICE Schedule Number	POLICE Record Series	Description	Retention Schedule	Media Type	For use by State Auditor or LGRP
POL 24-001	Accreditation Proofs of Compliance	Records indicating that the department has complied with accreditation standards	3 years	Paper and/or Digital	
POL 24-002	Active Warrants	Warrant for person(s)	Until cleared or cancelled	Paper and/or Digital	
POL 24-003	After Action Reports	Report generated after debriefing a critical incident or special event	5 years	Paper and/or Digital	
POL 24-004	Alarm Billing (False Alarms)	Initial Invoices and letters for alarm fees (past due accounts sent to Finance Dept.)	2 years	Paper and/or Digital	
POL 24-005	Animal Bite Records		2 years and no pending action	Paper and/or Digital	
POL 24-006	Arrest Reports - Adult	Include fingerprint card	50 years	Paper and/or Digital	
POL 24-007	Arrest Reports - Juvenile	Includes fingerprint card	Until defendant reaches 18 years of age	Paper and/or Digital	
POL 24-008	Audio Recordings	911, radio, and telephone traffic	30 days and no longer of admin or legal value	Paper and/or Digital	
POL 24-009	Auto Accident Files/Reports - Fatal		Permanent	Paper and/or Digital	
POL 24-010	Auto Accident Files/Reports excluding fatal		2 years	Paper and/or Digital	
POL 24-011	Bicycle Licenses		Until no longer of admin value	Paper and/or Digital	
POL 24-012	Breath Testing Documents	Documentation pertaining to breath testing equipment, including calibration tests, maintenance/repair, solution certificates; machine operator results	3 years	Paper and/or Digital	
POL 24-013	Business Information Sheets	Emergency Information for local businesses	Until superseded or no longer of admin value	Paper and/or Digital	
POL 24-014	Calls for Service/Dispatch Log	Computerized records of calls for service and police activity	7 years	Paper and/or Digital	
POL 24-015	Canine Training Reports/Records	Daily and monthly canine training records	2 years after canine retired	Paper and/or Digital	
POL 24-016	Canine Use Reports	Record for each incident canine is deployed	2 years after canine retired	Paper and/or Digital	
POL 24-017	Chain of Evidence Records	Record of all impounded property or evidence and paperwork recording the disposition/ destruction of the same	Case completed and appeal expired	Paper and/or Digital	
POL 24-018	Chain of Evidence Records - Not case related	Record for property held for safe keeping	2 years	Paper and/or Digital	
POL 24-019	Community Education/Relations Programs	Program documentation including rosters, sign in sheets, program evaluations	2 years	Paper and/or Digital	

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

POLICE

POL 24-020	Complaints - Formal/Internal Affairs Investigations	Documentation of investigations for union and non-union employees	7 years	Paper and/or Digital	
POL 24-021	Complaints - Informal	Informal complaints for union and non-union employees	4 years	Paper and/or Digital	
POL 24-022	Confidential Informant Files		6 years after marked inactive	Paper and/or Digital	
POL 24-023	Criminal Case Offense Reports/Files	Cases with statute of limitations 6 year or less	9 years	Paper and/or Digital	
POL 24-024	Criminal Case Offense Reports/Files - Capital Crimes	Aggravated Murder/Murder	Permanent	Paper and/or Digital	
POL 24-025	Criminal Case Offense Reports/Files - Major Cases	Cases with statute of limitations in excess of 6 years	32 years	Paper and/or Digital	
POL 24-026	Cruiser and Body Camera Recordings		45 days and no longer of admin or legal value	Paper and/or Digital	
POL 24-027	Cruiser Inspection Forms		Until no longer of admin value	Paper and/or Digital	
POL 24-028	Detective Bureau Investigative Files		7 years	Paper and/or Digital	
POL 24-029	Diversion Case Files	Juvenile defendants who did not complete program	Until defendant reaches 18 years of age	Paper and/or Digital	
POL 24-030	Domestic Dispute Forms - No offense report filed		3 years	Paper and/or Digital	
POL 24-031	Domestic Violence Reports	Sent to BCI & I	2 years	Paper and/or Digital	
POL 24-032	Emergency 911 /ANI/ALI/TTY Logs		2 years provided no longer of admin value	Paper and/or Digital	
POL 24-033	Emergency Operations Plan/Homeland Security Protocols	Documents, plans and procedures to protect and re-establish operations in event of disaster	Continually updated, keep last revision 3 years	Paper and/or Digital	
POL 24-034	Expunged Records		12 years	Paper and/or Digital	
POL 24-035	Field Interrogation/Interview Records	No citation arrest or other action taken	2 years and no longer of admin or legal value	Paper and/or Digital	
POL 24-036	Field Training Manual/Guidelines	Training manual for new officers	Until revised, superseded, or discontinued	Paper and/or Digital	
POL 24-037	Firearms Inventory	inventory of firearms	3 years provided audited	Paper and/or Digital	
POL 24-038	Firearms Records - On-duty/In lieu of Forms	Kept in personnel file	Until revised, obsolete, or superseded	Paper and/or Digital	
POL 24-039	General Orders/ Special Orders		Until superseded	Paper and/or Digital	
POL 24-040	Impound Forms and Tow Log	All information on motor vehicles which have been impounded by the police department	3 years	Paper and/or Digital	

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

POLICE

POL 24-041	Impound Forms/Affidavits	Unclaimed/Abandoned Junk Motor Vehicles	3 years after sale or other disposition	Paper and/or Digital	
POL 24-042	Incident Reports	Non-criminal reports and information	7 years	Paper and/or Digital	
POL 24-043	Interview and Interrogation Recordings		In accordance with statute of limitations of related case or other disposition	Paper and/or Digital	
POL 24-044	LEADS	Initial employee training; place in personnel file	Duration of employment plus 7 years	Paper and/or Digital	
POL 24-045	LEADS	TAC in-service training; newsletters	3 years	Paper and/or Digital	
POL 24-046	Master Name Index		Permanent	Paper and/or Digital	RC-3 Required
POL 24-047	Monthly Supervisor's Reporting		Until no longer of admin value	Paper and/or Digital	
POL 24-048	Mutual Aid Contracts/MOUs		7 years after expiration	Paper and/or Digital	
POL 24-049	National Incident Based Reporting System (NIBRS)	Statistics submitted to FBI	2 years	Paper and/or Digital	
POL 24-050	Parade/Run/Walk Application-Permits		2 years	Paper and/or Digital	
POL 24-051	Parking Permit Applications		1 year	Paper and/or Digital	
POL 24-052	Property Book/Entries		7 years after property destroyed/disposed	Paper and/or Digital	
POL 24-053	Property Disposition/Destruction Records		7 years	Paper and/or Digital	
POL 24-054	Property Receipts	copies of receipts given to individuals who have claimed property	7 years	Paper and/or Digital	
POL 24-055	Protection Orders		Until court order withdrawn or expires	Paper and/or Digital	
POL 24-056	Range Qualifications	Annual firearms qualification/score sheet for sworn personnel	Continually updated, keep last revision in personnel file for duration of employment plus 7 years	Paper and/or Digital	
POL 24-057	Range Use Agreements	Agreement between BPD and other LE Agency	2 years after expiration	Paper and/or Digital	
POL 24-058	Solicitor Applications and Permits		1 year	Paper and/or Digital	
POL 24-059	Special Duty	Sign-up sheets and invoices	1 year	Paper and/or Digital	

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

POLICE

POL 24-060	Surveillance & Temp Holding Facility and Incident Management Camera Video		30 days and no longer of admin or legal value	Paper and/or Digital	
POL 24-061	Temporary Holding Facility Emergency Medical Records		Permanent	Paper and/or Digital	
POL 24-062	Temporary Holding Facility Inspection Log	Used to verify inspections have been conducted to ensure facility's safety equipment is in proper order and all areas of jail are secure	7 years	Paper and/or Digital	
POL 24-063	Temporary Holding Facility Screening	Forms/Preliminary Health Evaluations includes medical screening, medications, behavioral	10 years	Paper and/or Digital	
POL 24-064	Traffic Camera Recordings		30 days and no longer of admin or legal value	Paper and/or Digital	
POL 24-065	Traffic Case Files	M-1 traffic offenses	7 years	Paper and/or Digital	
POL 24-066	Traffic Citation Listings	Information pertaining to traffic citations issued-actual citation sent to Mayor's or Municipal Court	1 year	Paper and/or Digital	
POL 24-067	Traffic Warnings	Warnings issued to individuals rather than citations	1 year	Paper and/or Digital	
POL 24-068	Use of Firearm Reports	Reports of officers involved in incident requiring use of force	6 years	Paper and/or Digital	
POL 24-069	Use of Force Reports	Reports of officers involved in incident requiring use of force	6 years	Paper and/or Digital	
POL 24-070	Vacation House Checks	Record of information of residents requesting house watch	Until no longer of admin value	Paper and/or Digital	
POL 24-071	Vehicle Pursuit Reports	Reports of officers who have been involved in an incident requiring the pursuit of a vehicle	6 years	Paper and/or Digital	