



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

OCTOBER 19 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Union County Sheriff

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

Malcum J. Patton

(Name)

Sheriff

(Title)

(Date)

Section B: Records Commission

See ORC 149.68 – ORC 149.412 for Records Commission Information

Union County Records Commission

937-645-4177

(Telephone Number)

128 South Main Street
 (Address)

Marysville
 (City)

43040
 (Zip Code)

Union
 (County)

To have this form returned to the Records Commission electronically, email address: shadenhop@unioncountvohio.gov

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 History Connection - State Archives

Fred Previta

Signature

State Archivist

Title

10-20-2022

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
 Date: 2022.11.03 15:51:25 -04'00'

Signature

Records Manager

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



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Union County Sheriff
(Local Government Entity)

Administrative Division
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
S22-101	Accreditation Files <i>Records used and compiled in relation to achieving and maintaining certification through the Commission on Accreditation for Law Enforcement Agencies (CALEA), which seeks to improve the delivery of public safety services through established practices and standards</i>	3 years	Paper/Electronic		<input type="checkbox"/>
S22-102	Contract Negotiation Records <i>Administrative records used and compiled in relation to contract negotiations with the Fraternal Order of Police</i>	7 years	Paper		<input type="checkbox"/>
S22-103	Disciplinary Investigation Records - Major <i>Records documenting investigations of department personnel for violations of laws, rules, and/or policies and results in the issuance of suspension, demotion, involuntary leave of absence, removal from position, resignation in lieu of termination, last chance agreements and/or termination</i>	Permanent	Paper		<input type="checkbox"/>
S22-104	Disciplinary Investigations Records - Minor <i>Records documenting investigations of department personnel for violations of laws, rules, and/or policies and results in the issuance of verbal and/or written reprimands</i>	7 years	Paper/Electronic		<input type="checkbox"/>
S22-105	Drug Law Enforcement Fund (DLEF) Records <i>Fiscal and administrative records of the Drug Law Enforcement Fund, which seeks to enhance performance of functions related to the enforcement of state drug laws and other state laws related to illegal drug activity</i>	4 years, provided audit	Paper/Electronic	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 <u>Sec. 117.26 O.R.C</u>	<input type="checkbox"/>
S22-106	Emergency Assistance Program Records <i>Records documenting the chaplain operated program to provide benefits and assistance to individuals in need outside the scope of regular law enforcement operations</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
S22-107	Employee Association Records (Special Event Records) <i>Fiscal and administrative records of the departmental employee association, which sponsors and funds internal activities and sponsors activities and contributes donations to charitable organizations</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>



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Union County Sheriff
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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
S22-108	Employment Applications (Not Hired) <i>Application submissions by individuals for job positions not chosen for employment; includes solicited and non-solicited applications, including, but not limited to, applicant letters, applicant tracking logs, background checks, polygraph tests, pre-employment testing, driving abstracts, credit checks, references, resumes, and interview questions, notes and rating scales for prospective employees</i>	3 years	Paper		<input type="checkbox"/>
S22-109	Federal Law Enforcement Trust Fund (FLETf) Records <i>Fiscal and administrative records of the Federal Law Enforcement Trust Fund, which relates to the receiving of proceeds from the sale of forfeited property and contraband seized during federal law enforcement activities</i>	4 years, provided audit	Paper/Electronic		<input type="checkbox"/>
S22-110	Fitness Center Records <i>Records documenting county employee usage of the fitness workout room</i>	1 year	Paper		<input type="checkbox"/>
S22-111	IV-D Records <i>Contains contracts, invoices and related documents with the County Prosecutor, JFS and/or Courts regarding the processing of child support enforcement orders</i>	3 years, provided audit	Paper		<input type="checkbox"/>
S22-112	Furtherance of Justice Fund (FOJ) Records <i>Fiscal and administrative records of the Furtherance of Justice Fund, which relates to expenses that the sheriff incurs in the performance of the sheriff's official duties and in the furtherance of justice</i>	4 years, provided audit (ORC 149.38)	Paper/Electronic		<input type="checkbox"/>
S22-113	Inmate Medical Billings (Tri-County Jail) <i>Records documenting the billing and collection of money for outpatient medical treatment given to inmates</i>	3 years, provided audit	Paper		<input type="checkbox"/>
S22-114	Interview Notes <i>Notes and materials collected and created during the job interview process for potential hires ; also includes records related to the evaluation of employees for promotions within the department</i>	2 years	Paper		<input type="checkbox"/>



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Union County Sheriff

Administrative Division

(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 LGRP	(6) RC-3 Required
S22-115	Law Enforcement Trust Fund (LETf) Records <i>Fiscal and administrative records of the Law Enforcement Trust Fund, which relates to the receiving of proceeds from the sale of forfeited property and contraband seized during state law enforcement activities</i>	4 years, provided audit	Paper/Electronic		<input type="checkbox"/>
S22-116	Levy Records <i>Records related to the imposition of a tax assessed against property for the operations of the 911 system</i>	1 year after expiration	Paper/Electronic		<input type="checkbox"/>
S22-117	Multi-Agency Drug Enforcement Task Force (MADE) Records <i>Fiscal and administrative records related to the Multi-Agency Drug Enforcement Task Force, which is a collaborative investigative unit that investigates, enforces and prosecutes criminal related drug violations</i>	4 years, provided audit	Paper/Electronic		<input type="checkbox"/>
S22-118	Office Files <i>General administrative and fiscal files organized by subject containing correspondence, memos, directives, publications, and other related reference materials</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
S22-119	Performance Evaluations <i>Annual evaluation measuring the actual performance of an employee against their expected performance and identifying areas of development and growth</i>	5 years, maintain last 5 years permanently in employee's personnel file after separation	Paper		<input type="checkbox"/>
S22-120	Pay-to-Stay Fund Records (Tri-County Jail) <i>Fiscal and administrative records related to the Pay to Stay Fund, which relates to offenders paying costs incurred by the county for housing offenders and operating a jail</i>	4 years, provided audit	Paper/Electronic		<input type="checkbox"/>
S22-121	Personnel Files <i>Documentation of service throughout the duration of an individual's employment</i>	Permanent	Paper		<input type="checkbox"/>
S22-122	Physical Fitness Testing Records <i>Records related to the physical testing of employees for fitness of peace officer duty, including, but not limited to results, scheduling and waivers</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
S22-123	Range Records <i>Records documenting outside agency usage of the Union County Sheriff's Office Training Facility, including, but not limited to, agreements, invoices, receipts and waivers</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>



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S22-124	Request to Ride Forms <i>Records documenting requests by civilian personnel to accompany law enforcement personnel on patrol ; including job shadowing and waivers</i>	2 years	Paper		<input type="checkbox"/>
S22-125	Reserve Deputies' Fund Records (Auxiliary Association Records) <i>Fiscal and administrative records of the Reserve Deputies' Fund, which funds the purchase of supplies, equipment and uniforms of volunteer law enforcement personnel</i>	4 years, provided audit	Paper/Electronic		<input type="checkbox"/>
S22-126	Snow Emergency Declarations <i>Records and documents related to the issuances snow emergency declarations in Union County</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
S22-127	Special Deputies' Records <i>Records documenting the commission and service of unpaid volunteers, who are utilized to supplement the regular law enforcement force</i>	15 years, after expiration of commission	Paper/Electronic		<input type="checkbox"/>
S22-128	Special Detail Records <i>Records documenting the assignment of sheriff deputies outside regular employment to provide additional law enforcement services to individual businesses and other governmental agencies to meet issues regarding security, crowd and traffic control</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
S22-129	Training Files <i>Records documenting the continual education and training of law enforcement personnel, including, but not limited to, certifications, licenses, qualifications and course completion documentation</i>	Permanent	Paper		<input type="checkbox"/>
S22-130	Unfounded Complaints <i>Complaints filed by the public or employees about law enforcement personnel that are without merit</i>	5 years	Paper/Electronic		<input type="checkbox"/>
S22-131	Volunteer Peace Officers Dependents Fund <i>Records related to the Volunteer Peace Officers Dependents Fund Board (ORC 143) that assists dependents of volunteer peace officers killed in the line of duty and to assist volunteer peace officers that become totally and permanently disabled as a result of a line of duty injury</i>	Permanent	Paper/Electronic		<input type="checkbox"/>



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Union County Sheriff
(Local Government Entity)

Communications Division
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
S22-201	911 System - Documentation <i>Records documenting the planning, development, implementation and operational functions of the 911 dispatch system</i>	Life of system	Paper/Electronic		<input type="checkbox"/>
S22-202	911 System - Logs <i>Logs documenting incoming and outgoing communications including radio, telephone, computer aided dispatch and teletype</i>	3 years	Electronic		<input type="checkbox"/>
S22-203	911 System - Printouts <i>Residential and business information generated by the system upon receipt of a 911 call</i>	1 year	Electronic		<input type="checkbox"/>
S22-204	911 System - Recording Tapes <i>Continuous electronic audio files recording incoming emergency calls, law enforcement and emergency dispatches, radio activity and 911 calls</i>	30 days then reuse, provided no action pending	Electronic		<input type="checkbox"/>
S22-205	CCH Logs/Request Forms <i>Records documenting requests for Computerized Criminal History (CCH) reports from the Bureau of Criminal Identification and Investigation (BCI&I) and/or Federal Bureau of Investigation (FBI)</i>	3 years, provided audit	Paper		<input type="checkbox"/>
S22-206	Emergency Information Request <i>Requests from the Sheriff's Office to cellular phone service providers requesting subscriber information</i>	1 year	Paper		<input type="checkbox"/>
S22-207	House Watch/Vacation Watch Forms <i>Records documenting the inspection of homes and other properties while the occupants are away</i>	1 year	Paper		<input type="checkbox"/>
S22-208	ID Mobile Messaging Records <i>Internal communication records between law enforcement personnel, dispatch personnel and fire and rescue personnel</i>	2 years	Electronic		<input type="checkbox"/>
S22-209	LEADS/NCIC Records <i>Logs or similar records detailing validation requests and proof of verifications for LEADS/NCIC or other law enforcement information networks; confidential OAC 4501:2-10-06(B) & 28 C.F.R. 20.33§(a)(3)</i>	3 years	Paper/Electronic		<input type="checkbox"/>
S22-210	LEADS/NCIC Report Entries <i>Criminal activity reports and/or information submitted to LEADS/NCIC; confidential OAC 4501:2-10-06(B) & 28 C.F.R. 20.33§(a)(3)</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>



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Union County Sheriff
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Communications Division
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
S22-211	LEADS/NCIC Teletypes <i>Administrative messages sent from LEADS/NCIC and/or between law enforcement agencies in regard to criminal activities and law enforcement issues; confidential OAC 4501:2-10-06(B) & 28 C.F.R. 20.33§(a)(3)</i>	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
S22-212	Local Database Forms <i>Specific residential and business information submitted by residents and businesses in regard to property information that is entered into the 911 system for use of law enforcement and fire and rescue personnel upon receipt of a 911 call</i>	Maintain until data inputted into 911 system	Paper		<input type="checkbox"/>
S22-213	Motions to Preserve <i>Orders from the either Municipal or Common Pleas Courts requesting any and all radio traffic, telephone recordings or mobile data information relating to or from arrested individuals</i>	Until court case is closed	Paper		<input type="checkbox"/>
S22-214	MSAG Ledgers <i>Requests sent to telephone companies requesting new addresses and range extensions</i>	1 year	Electronic		<input type="checkbox"/>
S22-215	PSAP Inquiries <i>Requests sent to telephone companies when 911 information is inaccurate</i>	1 year	Electronic		<input type="checkbox"/>
S22-216	Surveillance Tapes <i>Footage documenting daily actions of employees and visitors on county property for security purposes</i>	30 days then reuse, provided no action pending	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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Union County Sheriff
(Local Government Entity)

Court Services Division
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
S22-301	Background Checks <i>Records documenting criminal records checks performed on individuals either for prospective employment, volunteer opportunities or by prospective employers</i>	1 year	Paper		<input type="checkbox"/>
S22-302	Certified Bureau of Motor Vehicle Driving Records <i>Copies of driving records requested from the Bureau of Motor Vehicles used in evidentiary proceedings</i>	Until no longer of administrative value	Paper		<input type="checkbox"/>
S22-303	Citations (Traffic) <i>Department copies of citations issued for traffic, motor vehicle, and other violations</i>	3 years	Paper		<input type="checkbox"/>
S22-304	Citations (Warnings) <i>Department copies of warnings issued for traffic, motor vehicle, and other violations</i>	1 year	Paper		<input type="checkbox"/>
S22-305	Civil Case Records <i>Records of actions taken relating to a specific civil case including attempts at service, actual service information and documentation of enforcement action taken under provisions of the order</i>	5 years	Electronic		<input type="checkbox"/>
S22-306	Concealed and Carry Applications <i>Records documenting issuance of concealed handgun licenses; confidential ORC 2923.129(B)(1)</i>	1 year after initial expiration; maintain worksheet, coversheet and approval page of application until 1 year after last renewal expiration	Paper		<input type="checkbox"/>
S22-307	Concealed and Carry Background Checks <i>Records documenting criminal records checks performed on individuals who apply for a concealed handgun license; confidential ORC 2923.129(B)(1)</i>	20 days (ORC 311.41)	Paper		<input type="checkbox"/>
S22-308	Concealed and Carry Renewals <i>Records documenting issuance of concealed handgun renewals; confidential ORC 2923.129(B)(1)</i>	1 year after expiration	Paper		<input type="checkbox"/>
S22-309	Executions and Attachments <i>Records documenting the execution of a court order for the seizing of money and/or property</i>	5 years	Electronic		<input type="checkbox"/>



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Union County Sheriff

Court Services Division

(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 LGRP	(6) RC-3 Required
S22-310	Expungement Orders <i>Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records; confidential ORC 2953.31 - 2953.61</i>	Seal all files, records, and references, including court order and retain until normally scheduled disposition	Paper/Electronic		<input type="checkbox"/>
S22-311	Field Interrogation Cards <i>Informational reports written by a law enforcement officer related to individuals, events, or vehicles for which the officer does not have probable cause for enforcement</i>	1 year	Paper		<input type="checkbox"/>
S22-312	Fingerprint Records <i>Records containing fingerprints, and other personal identifiers of arrested individuals for identification and apprehension of suspects in criminal investigations</i>	10 years	Paper		<input type="checkbox"/>
S22-313	Foreign Execution Docket <i>Record of all court ordered processes from any court outside the county which the sheriff resides</i>	Permanent	Electronic		<input checked="" type="checkbox"/>
S22-314	Foreign Fee Record <i>Record of moneys received by the sheriff for the processing of court orders from any court outside of the county which the sheriff resides</i>	10 years, provided audit	Electronic		<input type="checkbox"/>
S22-315	Foreign Summons Docket <i>Contains a record of court judgments or decrees received by the sheriff from courts outside of the county which the sheriff resides</i>	7 years	Electronic		<input type="checkbox"/>
S22-316	Foreign Writs <i>Contains a record of the execution of a judgment or decree from any court outside the county which the sheriff resides</i>	25 years	Electronic		<input type="checkbox"/>
S22-317	Impound Immobilization Files <i>Records documenting vehicles impounded by the department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, and other reasons</i>	3 years, provided audit	Paper		<input type="checkbox"/>
S22-318	Impound Inventory Sheets <i>Records documenting the towing of a motor vehicle that has been, but not limited to, involved in a crash or abandoned, but not impounded</i>	1 year	Paper		<input type="checkbox"/>



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Union County Sheriff

Court Services Division

(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 LGRP	(6) RC-3 Required
S22-319	Jail Files (Deceased) <i>Records documenting non-medical information on inmates confined in an agency correctional facility</i>	3 years	Paper		<input type="checkbox"/>
S22-320	Juvenile Arrest Records and Offense Reports <i>Central case files documenting complaints or other actions or incidents investigated by the department of juvenile offenders, including arrests</i>	Until offender reaches 18 years of age	Paper/Electronic		<input type="checkbox"/>
S22-321	Offense Reports <i>Central case files documenting complaints or other actions or incidents investigated by the department; includes incident reports and work jackets</i>	20 years	Paper/Electronic		<input type="checkbox"/>
S22-322	Offense Reports - Arson and Homicide <i>Central case files documenting arson and/or homicide complaints investigated by the department; includes incident reports and work jackets</i>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
S22-323	Offense Reports - Index <i>Index to offense reports used as a cross reference between case numbers, names, dates, modus operandi, and other descriptive information</i>	20 years	Electronic		<input type="checkbox"/>
S22-324	Prisoner Logs <i>Logs or other records documenting the confinement and release of individuals held in departmental holding cells for either transportation to another correctional facility and/or for court hearings</i>	5 years	Paper		<input type="checkbox"/>
S22-325	Receiving/Screening Forms <i>Records documenting the physical and mental examination of individuals held in departmental holding cells for either transportation to another correctional facility and/or for court hearings</i>	5 years	Paper		<input type="checkbox"/>
S22-326	Records of Writs and Summons <i>Contains a record of the execution of a court judgment or decree</i>	7 years	Electronic		<input type="checkbox"/>
S22-327	Security Inspections <i>Records documenting county grounds and buildings inspections designed to prevent or reduce illegal activities or interference with governmental operations</i>	1 year	Paper		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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Union County Sheriff
(Local Government Entity)

Court Services Division
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
S22-328	Sex Offender Files <i>Records documenting registered sexual offenders who have moved out of the county, are no longer an offender by time, court order, or who are deceased</i>	Until digitized and quality control checked.	Paper		<input type="checkbox"/>
S22-329	Sex Offender Files <i>Records documenting registered sexual offenders who have moved out of the county, are no longer an offender by time, court order, or who are deceased</i>	Permanent	Electronic		<input type="checkbox"/>
S22-330	Sexual Offender Verification Request <i>Form that registered sexual offenders sign to verify their address, as required by statute, to visiting law enforcement officers</i>	Until digitized and quality control checked.	Paper		<input type="checkbox"/>
S22-331	Sexual Offender Verification Request <i>Form that registered sexual offenders sign to verify their address, as required by statute, to visiting law enforcement officers</i>	Permanent	Electronic		<input type="checkbox"/>
S22-332	Sheriff's Returns <i>Records documenting the service and/or attempted service of writs and/or summons</i>	Maintain until data inputted into system	Paper		<input type="checkbox"/>
S22-333	Sheriff's Returns <i>Records documenting the service and/or attempted service of writs and/or summons</i>	3 years	Electronic		<input type="checkbox"/>
S22-334	Sheriff's Sale Records <i>Records that document the sale and conveyance of real and personal property by the department</i>	5 years	Paper/Electronic		<input type="checkbox"/>
S22-335	Visitors' Logs and Sign-In Sheets <i>Registers or logs used to track outside visitors entering the Union County Justice Center Complex</i>	30 days	Paper		<input type="checkbox"/>
S22-336	Webchecks <i>Records authorizing an internet based background check through the submission personal identifiers to the Ohio Bureau of Criminal Identification and Investigation (BCI&I)</i>	1 year	Paper		<input type="checkbox"/>
					<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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Union County Sheriff
(Local Government Entity)

Investigations Division
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
S22-401	Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Forms <i>Copies of applications and forms submitted to the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives and sent the Union County Sheriff's Office for informational purposes, includes, but is not limited to, Application for Tax Paid Transfer and Registration of Firearm (ATF Form 4), Application for Tax Exempt Transfer and Registration of Firearm (ATF Form 5), Application for Federal Firearms License (ATF Form 7/7CR), Federal Firearms License (FFL) Renewal Application (ATF Form 8) and Firearms Transaction Records Part I - Over-the-Counter (ATF Form 4473)</i>	1 year	Paper/Electronic		<input type="checkbox"/>
S22-402	Crime Scene Film and Photographs <i>Visual exhibits and other visual aids created for use in court documenting crime scenes</i>	10 years	Film/Electronic		<input type="checkbox"/>
S22-403	Evidence Log <i>Records used to track property and evidence coming into department possession, documenting receipt, storage, and disposition of personal property and physical evidence from defendants, victims, and others</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
S22-404	Evidence Room Inventory <i>Records used to track the disposition of property and evidence coming into department possession</i>	Permanent	Paper		<input type="checkbox"/>
S22-405	Intelligence Information Files <i>Intelligence information gathered and compiled in the investigation of potential organized criminal activities of those with ongoing criminal behavior patterns; confidential ORC 149.43(A)(1)(h)</i>	5 years	Paper		<input type="checkbox"/>
S22-406	Multi-Agency Drug Enforcement Task Force (MADE) Investigations <i>Investigatory case files documenting complaints or other actions or incidents investigated by the Multi-Agency Drug Enforcement Task Force; includes incident reports and work jackets</i>	20 years	Paper/Electronic		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

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Union County Sheriff
(Local Government Entity)

Patrol Division
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
S22-501	Accident Reports <i>Records documenting a traffic crash on private property, public property or highway</i>	3 years	Paper/Electronic		<input type="checkbox"/>
S22-502	Body Camera Video Recordings <i>Footage documenting daily actions of law enforcement personnel for performance and evidentiary purposes; includes video footage with accompanying audio recordings; video classification to be done per Sheriff's Office standard operating procedures; restricted ORC 149.43(A)(1)(jj)</i>	<u>Permanent</u> Administrative Review <u>5 Years</u> Death Investigation <u>3 Years</u> Arrest (Felony) <u>2 Years</u> Arrest (Misdemeanor) <u>365 Days</u> Arrest (Other) Foot Pursuit Motor Vehicle Pursuit Impaired Driving Warrant Arrest Use of Force SRT Review <u>90 Days</u> Field Contact Traffic Stop (Citation) Traffic Stop (No Citation)	Electronic		<input type="checkbox"/>
S22-503	Breathalyzer Records <i>Records documenting the calibration and use of a device made to estimate blood alcohol content from a breath sample</i>	3 years	Paper/Electronic		<input type="checkbox"/>
S22-504	Canine Records <i>Records documenting training and performance of dogs involved in law enforcement operations</i>	3 years	Paper/Electronic		<input type="checkbox"/>
S22-505	Daily Work and Assignment Schedules <i>Records documenting the signing-in, issuance of weapons and equipment and location assignment of law enforcement personnel including communications between shift workers to alert them to problems or issues</i>	1 year	Paper		<input type="checkbox"/>
S22-506	Drug Enforcement Agency Ohio Board of Pharmacy Licenses Records <i>Records documenting the licensing of departmental possession of narcotics</i>	5 years after expiration	Paper/Electronic		<input type="checkbox"/>



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Union County Sheriff
(Local Government Entity)

Patrol Division
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
S22-507	EMS/PSO Records <i>Records documenting emergency medical services and provided by law enforcement personnel to sick and/or injured people; confidential ORC 149.43(A)(1)(a)</i>	7 years	Paper		<input type="checkbox"/>
S22-508	In-Car Video Recordings <i>Footage documenting daily actions of law enforcement personnel for performance and evidentiary purposes; video classification to be done per Sheriff's Office standard operating procedures; restricted ORC 149.43(A)(1)(jj)</i>	<u>Permanent</u> Administrative Review <u>365 Days</u> Arrest (Felony) Arrest (Misdemeanor) Arrest (Other) Foot Pursuit Motor Vehicle Pursuit Impaired Driving Warrant Arrest Use of Force <u>90 Days</u> Field Contact Traffic Stop (Citation) Traffic Stop (No Citation)	Electronic		<input type="checkbox"/>
S22-509	Inspection Forms <i>Records documenting the inspection of law enforcement owned vehicles, weapons and/or equipment for safety and maintenance purposes</i>	1 year	Paper		<input type="checkbox"/>
S22-510	Pursuit/Response to Resistance Reviews <i>Records documenting the investigative review of law enforcement personnel when pursuit and/or response to resistance tactics are employed in law enforcement</i>	7 years	Paper		<input type="checkbox"/>
S22-511	Roll Call Training <i>Records documenting policy and/or procedure changes to law enforcement personnel and receipt acknowledgements</i>	Permanent	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Union County Sheriff
(Local Government Entity)

Support Services Division
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
S22-601	Animal Claims <i>Records documenting claims made by individuals for a black vulture, coyote or dog related killing of livestock for reimbursement</i>	3 years, provided audit	Paper		<input type="checkbox"/>
S22-602	Crisis Intervention Team (CIT) Reports <i>Records documenting the interaction between law enforcement and individuals in emotional crisis</i>	2 Years	Paper/Electronic		<input type="checkbox"/>
S22-603	Community Education Records <i>Records related to the design and implementation of public safety educational and outreach programs and presentations provided to the public by the department</i>	1 year	Paper/Electronic		<input type="checkbox"/>
S22-604	Dog Files (Dangerous Dog) <i>Records related to the classification of a dog as a "dangerous dog," including, but not limited to, case notes, citations, correspondence, dangerous dog license, dog description, notice of designation, photographs, right to hearing and witness statements</i>	1 year after dog deceased	Paper		<input type="checkbox"/>
S22-605	Dog Files (Nuisance Dog) <i>Records related to the classification of a dog as a "nuisance dog," including, but not limited to, case notes, citations, correspondence, dog description, notice of designation, photographs, right to hearing and witness statements</i>	1 year after dog deceased	Paper		<input type="checkbox"/>
S22-606	Dog Files (Viscous Dog) <i>Records related to the classification of a dog as a "viscous dog," including, but not limited to, case notes, citations, correspondence, dangerous dog license, dog description, euthanasia record, notice of designation, photographs, right to hearing and witness statements</i>	1 year after dog deceased	Paper		<input type="checkbox"/>
S22-607	Drug Abuse Resistance Education (DARE) Records <i>Records related to the administration of Drug Abuse Resistance Education (DARE) programs to school children</i>	2 years	Paper/Electronic		<input type="checkbox"/>
S22-608	Firearms Qualifications Records <i>Records documenting the testing of law enforcement personnel for the handling and use of firearms and/or other weapons</i>	Permanent	Paper		<input type="checkbox"/>

