Ohio History Connection
State Archives of Ohio
Local Government Records Program
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Columbus, OH 43211-2474
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION
APR 30 2026
STATE & 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)

Michael Justice — **Mike Justice** — **Sheriff** — 4/29/26
(Signature of Responsible Official) (Name) (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 — Marysville — 43040 — Union
(Address) (City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, email address: **sbadenhop@unioncountyohio.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.

Dan A. — 4-29-26
Records Commission Chair Signature — Date

Section C: Ohio History Connection - State Archives

Amy Hissong — Digitally signed by Amy Hissong Date: 2026.10.21 15:21:45 -04'00' — Government Records Archivist — 10/21/2026
Signature — Title — Date

Section D: Auditor of State

Martin E. Meeks — Digitally signed by Martin E. Meeks Date: 2026.11.03 14:44:36 -05'00' — 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***

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
S26-101	Accreditation Files *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*	3 years	Paper/Electronic		☐
S26-102	Contract Negotiation Records *Administrative records used and compiled in relation to contract negotiations with the Fraternal Order of Police*	7 years	Paper		☐
S26-103	Disciplinary Records - Resignations in lieu of Termination & Terminations *Records documenting investigations of department personnel for violations of laws, rules, and/or policies that results in a resignation in lieu of termination or termination*	Permanent	Paper		☐
S26-104	Disciplinary Records - Suspensions and/or Demotions *Records documenting investigations of department personnel for violations of laws, rules, and/or policies that results in the issuance of a suspension, demotion, removal from position and/or last chance agreement*	7 years	Paper		☐
S26-105	Disciplinary Records - Verbal or Written Reprimands *Records documenting investigations of department personnel for violations of laws, rules, and/or policies that results in the issuance of a verbal or written reprimand*	5 years	Paper/Electronic		☐
S26-106	Drug Law Enforcement Fund (DLEF) Records *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*	4 years, provided audit	Paper/Electronic		☐
S26-107	Emergency Assistance Program Records *Records documenting the chaplain operated program to provide benefits and assistance to individuals in need outside the scope of regular law enforcement operations*	3 years, provided audit	Paper/Electronic		☐

RECORDS RETENTION SCHEDULE (RC-2)

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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
S26-108	Employee Association Records (Special Event Records) *Fiscal and administrative records of the departmental employee association, which sponsors and funds internal activities and sponsors activities and contributes donations to charitable organizations*	3 years, provided audit	Paper/Electronic		☐
S26-109	Employment Applications (Not Hired) *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*	3 years	Paper		☐
S26-110	Federal Law Enforcement Trust Fund (FLETF) Records *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*	4 years, provided audit	Paper/Electronic		☐
S26-111	Fitness Center Records *Records documenting county employee usage of the fitness workout room ; including waivers*	2 years	Paper		☐
S26-112	IV-D Records *Contains contracts, invoices and related documents with the County Prosecutor, JFS and/or Courts regarding the processing of child support enforcement orders*	3 years, provided audit	Paper		☐
S26-113	Furtherance of Justice Fund (FOJ) Records *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*	4 years, provided audit (ORC 149.38)	Paper/Electronic		☐

RECORDS RETENTION SCHEDULE (RC-2)

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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
S26-114	Inmate Medical Billings (Tri-County Jail) *Records documenting the billing and collection of money for outpatient medical treatment given to inmates*	3 years, provided audit	Paper		☐
S26-115	Internal Investigations - Resignations in lieu of Termination & Terminations *Records documenting investigations of department personnel for violations of laws, rules, and/or policies that results in a resignation in lieu of termination, termination or is classified as a Brady or Giglio finding.*	Permanent	Paper/Electronic		☐
S26-116	Internal Investigations - Suspensions and/or Demotions *Records documenting investigations of department personnel for violations of laws, rules, and/or policies that results in the issuance of a suspension, demotion, removal from position and/or last chance agreement*	7 years	Paper/Electronic		☐
S26-117	Internal Investigations - Verbal or Written Reprimands *Records documenting investigations of department personnel for violations of laws, rules, and/or policies that results in the issuance of a verbal or written reprimand*	5 years	Paper/Electronic		☐
S26-118	Internal Investigations - Unfounded *Records documenting investigations of department personnel for violations of laws, rules, and/or policies that are found to be without merit*	3 years	Paper/Electronic		☐
S26-119	Interview Notes *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*	2 years	Paper		☐
S26-120	Law Enforcement Trust Fund (LETF) Records *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*	4 years, provided audit	Paper/Electronic		☐
S26-121	Levy Records *Records related to the imposition of a tax assessed against property for the operations of the 911 system*	1 year after expiration	Paper/Electronic		☐

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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
S26-122	Multi-Agency Drug Enforcement Task Force (MADE) Records *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*	4 years, provided audit	Paper/Electronic		☐
S26-123	Office Files *General administrative and fiscal files organized by subject containing correspondence, memos, directives, publications, and other related reference materials*	3 years, provided audit	Paper/Electronic		☐
S26-124	Ohio Law Enforcement Gateway (OHLEG) Log Records *Records documenting usage of the Ohio Law Enforcement Gateway (OHLEG), including, but not limited to, Facial Recognition inquiries and Criminal History Records Information (CHRI) dissemination logs; includes employee data security use policy forms*	8 years (OHLEG Rule 3.2)	Paper/Electronic		☐
S26-125	Performance Evaluations *Annual evaluation measuring the actual performance of an employee against their expected performance and identifying areas of development and growth*	5 years, maintain last 5 years permanently in employee's personnel file after separation	Paper		☐
S26-126	Pay-to-Stay Fund Records (Tri-County Jail) *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*	4 years, provided audit	Paper/Electronic		☐
S26-127	Personnel Files *Documentation of service throughout the duration of an individual's employment*	Permanent	Paper		☐
S26-128	Physical Fitness Testing Records *Records related to the physical testing of employees for fitness of peace officer duty, including, but not limited to results, scheduling and waivers*	3 years, provided audit	Paper/Electronic		☐
S26-129	Range Records *Records documenting outside agency usage of the Union County Sheriff's Office Training Facility, including, but not limited to, agreements, invoices, receipts and waivers*	3 years, provided audit	Paper/Electronic		☐

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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
S26-130	Request to Ride Forms *Records documenting requests by civilian personnel to accompany law enforcement personnel on patrol ; including job shadowing and waivers*	2 years	Paper		☐
S26-131	Reserve Deputies' Fund Records (Auxiliary Association Records) *Fiscal and administrative records of the Reserve Deputies' Fund, which funds the purchase of supplies, equipment and uniforms of volunteer law enforcement personnel*	4 years, provided audit	Paper/Electronic		☐
S26-132	Snow Emergency Declarations *Records and documents related to the issuances snow emergency declarations in Union County*	3 years, provided audit	Paper/Electronic		☐
S26-133	Special Deputies' Records *Records documenting the commission and service of unpaid volunteers, who are utilized to supplement the regular law enforcement force*	15 years, after expiration of commission	Paper/Electronic		☐
S26-134	Special Detail Records *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*	3 years, provided audit	Paper/Electronic		☐
S26-135	Training Files *Records documenting the continual education and training of law enforcement personnel, including, but not limited to, certifications, licenses, qualifications and course completion documentation*	2 years after employee separation	Paper		☐
S26-136	Training Observation Reports *Records documenting the observation and evaluation of employees undergoing training by their supervisor(s)*	1 year after training completion	Paper/Electronic		☐
S26-137	Unfounded Complaints *Complaint(s) filed by the public or employees about law enforcement personnel that are without merit; includes records pertaining to the investigation of the complaint(s)*	3 years	Paper/Electronic		☐

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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
S26-138	Volunteer Peace Officers Dependents Fund *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*	Permanent	Paper/Electronic		☐
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RECORDS RETENTION SCHEDULE (RC-2)

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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
S26-201	9-1-1 Program Review Committee - Final Plans - ORC 128.06(D) *Final plans for implementing and operating a countywide 9-1-1 system*	Permanent	Paper/Electronic		☐
S26-202	9-1-1 Program Review Committee - Meeting Minutes - ORC 128.06 *Official record of proceedings of the Union County 9-1-1 Program Review Committee*	Permanent	Paper/Electronic		☐
S26-203	9-1-1 Program Review Committee - Annual Financial Report - ORC 128.06(E) *Annual report to the political subdivisions within the county detailing the sources and amounts of revenue expended to support and all costs incurred to operate the countywide 9-1-1 system*	Permanent	Paper/Electronic		☐
S26-204	9-1-1 Program Review Committee Records *Documents created and received by the 9-1-1 Program Review Committee, including, but not limited to, meeting agendas and correspondence*	2 years	Paper/Electronic		☐
S26-205	Audio Recordings *Continuous electronic audio files recording incoming and outgoing calls, emergency calls, law enforcement and emergency dispatches and radio activity*	800 days	Electronic		☐
S26-206	Audio and/or Video Recording Requests *Records requests for audio and/or video recordings*	2 years	Paper/Electronic		☐
S26-207	Computer Aided Dispatch (CAD) Records *Electronic data collection system that assists dispatchers, call-takers, and 9-1-1 operators manage and dispatch resources in response to calls for service*	7 years	Electronic		☐
S26-208	Emergency Information Request *Requests from the Sheriff's Office to cellular phone service providers requesting subscriber information*	1 year	Paper/Electronic		☐
S26-209	Residential 9-1-1 Updates & Business/Keyholder Updates *Specific residential and business information submitted by residents and businesses in regards to persons and property information that is entered into the CAD System for use of law enforcement and fire and rescue personnel*	Maintain until data inputted into CAD System	Paper/Electronic		☐

RECORDS RETENTION SCHEDULE (RC-2)

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Union County Sheriff — Communications 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
S26-210	Security Watch/Vacation Watch Forms *Records documenting the inspection of homes and other properties while the occupants are away*	1 year	Paper/Electronic		☐
S26-211	Master Street Address Guide (MSAG) Records *Requests sent to telephone companies requesting new addresses and range extensions*	1 year	Electronic		☐
S26-212	Motions to Preserve *Orders from the either Municipal or Common Pleas Courts requesting any and all radio traffic, telephone recordings or mobile date information relating to or from arrested individuals*	Until court case is closed	Paper		☐
S26-213	Screen Recordings *Video recordings of dispatcher workstation screens*	30 days	Electronic		☐
S26-214	System Documentation *Records documenting the planning, development, implementation and operational functions of the emergency communications system*	Life of system	Paper/Electronic		☐
S26-215	WestTel Reporting Records *Management information system that collects 9-1-1 and administrative call data*	3 years	Electronic		☐
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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

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
S26-301	Background Checks *Records documenting criminal records checks performed on individuals either for prospective employment, volunteer opportunities or by prospective employers*	1 year	Paper		☐
S26-302	Certified Bureau of Motor Vehicle Driving Records *Copies of driving records requested from the Bureau of Motor Vehicles used in evidentiary proceedings*	Until no longer of administrative value	Paper		☐
S26-303	Citations (Traffic) *Department copies of citations issued for traffic, motor vehicle, and other violations*	3 years	Paper		☐
S26-304	Citations (Warnings) *Department copies of warnings issued for traffic, motor vehicle, and other violations*	1 year	Paper		☐
S26-305	Civil Case Records *Records of actions taken relating to civil proceedings including attempts at service, actual service information and documentation of enforcement action taken under provisions of the order , including but not limited to, executions and attachments, foreign executions, foreign fees, foreign summons, foreign writs, sheriff's returns, and writs and summons*	7 years	Electronic		☐
S26-306	Concealed and Carry Applications *Records documenting issuance of concealed handgun licenses; confidential ORC 2923.129(B)(1)*	1 year after initial expiration; maintain worksheet, coversheet and approval page of application until 1 year after last renewal expiration	Paper		☐
S26-307	Concealed and Carry Background Checks *Records documenting criminal records checks performed on individuals who apply for a concealed handgun license; confidential ORC 2923.129(B)(1)*	20 days (ORC 311.41)	Paper		☐
S26-308	Concealed and Carry Renewals *Records documenting issuance of concealed handgun renewals; confidential ORC 2923.129(B)(1)*	1 year after expiration	Paper		☐

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
S26-309	Expungement Orders *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*	Seal all files, records, and references, including court order and retain until normally scheduled disposition	Paper/Electronic		☐
S26-310	Impound Immobilization Files *Records documenting vehicles impounded by the department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, and other reasons*	3 years, provided audit	Paper		☐
S26-311	Impound Inventory Sheets *Records documenting the towing of a motor vehicle that has been, but not limited to, involved in a crash or abandoned, but not impounded*	1 year	Paper		☐
S26-312	Incident Reports *Central case files documenting complaints or other actions or incidents investigated by the department; includes incident reports and work jackets*	25 years	Paper/Electronic		☐
S26-313	Incident Reports - Arson, Homicide and Death Investigations *Central case files documenting arson, homicide and/or other death related investigations investigated by the department; includes incident reports and work jackets*	Permanent	Paper/Electronic		☐
S26-314	Incident Reports - Index *Index to offense reports used as a cross reference between case numbers, names, dates, modus operandi, and other descriptive information*	25 years	Electronic		☐
S26-315	Prisoner Logs *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*	5 years	Paper		☐
S26-316	Security Inspections *Records documenting county grounds and buildings inspections designed to prevent or reduce illegal activities or interference with governmental operations*	1 year	Paper		☐

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
S26-317	Sexual Offender, Violent Offender and Arsonist Verifications *Form that registered sexual offenders, violent offenders, and arsonist sign to verify their address, as required by statute, to law enforcement officers*	Until submitted and uploaded to OffenderWatch	Paper/Electronic		☐
S26-318	Sheriff's Sale Records *Records that document the sale and conveyance of real and personal property by the department*	7 years	Paper/Electronic		☐
S26-319	Sheriff's Sale Records - Fiscal *Records that document the receipt and distribution of funds related to the sale and conveyance of real and personal property by the department*	3 years, provided audit	Paper/Electronic		☐
S26-320	Visitors' Logs and Sign-In Sheets *Registers or logs used to track outside visitors entering the Union County Justice Center Complex*	30 days	Paper		☐
S26-321	Webchecks *Records authorizing an internet based background check through the submission personal identifiers to the Ohio Bureau of Criminal Identification and Investigation (BCI&I)*	1 year	Paper		☐
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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
S26-401	Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Forms *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)*	Review and dispose within 20 days	Paper/Electronic		☐
S26-402	Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Report of Multiple Sale or Other Disposition of Pistols and Revolvers (ATF Form 3310.4) *Application listing the types of firearms being purchased that containing the business name and address, purchaser name and address and the initials of the reviewing law enforcement personnel. Also contains indication if application has been denied*	Review and dispose within 20 days (18 USC § 923)	Paper/Electronic		☐
S26-403	Crime Scene Film and Photographs *Visual exhibits and other visual aids created for use in court documenting crime scenes*	25 years	Film/Electronic		☐
S26-404	Drug Training Kit Audits *Examinations and inspections of narcotics inventory for training and educational programs*	3 years	Paper/Electronic		☐
S26-405	Evidence Chain of Custody *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*	Permanent	Electronic		☐
S26-406	Evidence Room Inventory *Records used to track the disposition of property and evidence coming into department possession*	Permanent	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2)

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Union County Sheriff — Investigations 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
S26-407	Investigation Case Files *Investigatory records, including, but not limited to, case index forms, case summaries, CCH documents, crime laboratory submission forms and reports, data downloads from seized electronic equipment, electronic case data collected, evidence forms, financial reports, forensic genetic genealogy, forfeiture requests and documentation, investigative reports, LEADS documents, OARRS reports, OHLEG documents, records of confidential funds, photographs of seized evidence, property receipts, search warrants and search warrant returns, surveillance logs, surveillance photographs and suspect interviews; confidential ORC 149.43(A)(1)(h)*	Until case closed, provided no action pending	Paper/Electronic		☐
S26-408	Multi-Agency Drug Enforcement Task Force (MADE) Investigations *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 ; confidential ORC 149.43(A)(1)(h)*	25 years	Paper/Electronic		☐
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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
S26-501	Accident Reports (Crash Reports) *Records documenting a traffic crash on private property, public property or highway*	3 years	Paper/Electronic		☐
S26-502	Body Camera Video Recordings *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)*	Permanent Administrative Review 5 Years Death Investigation 3 Years Arrest (Felony) 2 Years Arrest (Misdemeanor) 365 Days Arrest (Other) Foot Pursuit Motor Vehicle Pursuit Impaired Driving Warrant Arrest Use of Force SRT Review 90 Days Field Contact Traffic Stop (Citation) Traffic Stop (No Citation)	Electronic		☐
S26-503	Breathalyzer Records *Records documenting the calibration and use of a device made to estimate blood alcohol content from a breath sample*	3 years	Paper/Electronic		☐
S26-504	Canine Records *Records documenting training and performance of dogs involved in law enforcement operations*	3 years	Paper/Electronic		☐
S26-505	Daily Work and Assignment Schedules *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*	1 year	Paper		☐
S26-506	Drug Enforcement Agency Ohio Board of Pharmacy Licenses Records *Records documenting the licensing of departmental possession of narcotics*	5 years after expiration	Paper/Electronic		☐

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
S26-507	EMS/PSO Records *Records documenting emergency medical services and provided by law enforcement personnel to sick and/or injured people; confidential ORC 149.43(A)(1)(a)*	7 years	Paper		☐
S26-508	Event Security Plans *Operational plans to provide security and traffic control during public events; confidential ORC 149.433*	3 years	Paper/Electronic		☐
S26-509	K-9 Drug Audits *Examinations and inspections of narcotics inventory for K-9 training*	3 years	Paper/Electronic		☐
S26-510	In-Car Video Recordings *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)*	Permanent Administrative Review 365 Days Arrest (Felony) Arrest (Misdemeanor) Arrest (Other) Foot Pursuit Motor Vehicle Pursuit Impaired Driving Warrant Arrest Use of Force 90 Days Field Contact Traffic Stop (Citation) Traffic Stop (No Citation)	Electronic		☐
S26-511	Inspection Forms *Records documenting the inspection of law enforcement owned vehicles, weapons and/or equipment for safety and maintenance purposes*	1 year	Paper		☐
S26-512	Pursuit/Response to Resistance Reviews *Records documenting the investigative review of law enforcement personnel when pursuit and/or response to resistance tactics are employed in law enforcement*	7 years	Paper		☐
S26-513	Pursuit/Response to Resistance Reviews (Shooting) *Records documenting the investigative review of law enforcement personnel when the discharge of a firearm are employed in law enforcement*	Permanent	Paper		☐
S26-514	Roll Call Training *Records documenting policy and/or procedure changes to law enforcement personnel and receipt acknowledgements*	Permanent	Paper		☐

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
S26-601	Animal Claims *Records documenting claims make by individuals for a black vulture, coyote or dog related killing of livestock for reimbursement*	3 years, provided audit	Paper		☐
S26-602	Crisis Intervention Team (CIT) Reports *Records documenting the interaction between law enforcement and individuals in emotional crisis*	2 Years	Paper/Electronic		☐
S26-603	Community Education Records *Records related to the design and implementation of public safety educational and outreach programs and presentations provided to the public by the department*	1 year	Paper/Electronic		☐
S26-604	Dog Files (Dangerous Dog) *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*	1 year after dog deceased	Paper		☐
S26-605	Dog Files (Nuisance Dog) *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*	1 year after dog deceased	Paper		☐
S26-606	Dog Files (Viscous Dog) *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*	1 year after dog deceased	Paper		☐
S26-607	Drug Abuse Resistance Education (DARE) Records *Records related to the administration of Drug Abuse Resistance Education (DARE) programs to school children*	2 years	Paper/Electronic		☐
S26-608	Firearms Qualifications Records *Records documenting the testing of law enforcement personnel for the handling and use of firearms and/or other weapons*	5 years	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Union County Sheriff — Support 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
S26-609	Project Lifesaver Records *Fiscal and administrative records related to Project Lifesaver, which relates to assistance given to elderly and other vulnerable populations in the County*	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 Sec. 117.26 O.R.C	☐
S26-610	Training Class Records *Administrative records created in the creation and administration of classes and training sessions to further the education and training of law enforcement personnel*	5 years	Paper		☐
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