



Ohio History Connection
State Archives of Ohio
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800 E. 17th Avenue
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OHIO HISTORY CONNECTION

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VAN WERT COUNTY
COMMISSIONERS

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

Section A: Local Government Unit

Van Wert County Sheriff

Sheriff's Office

(Local Government Entity)

(Unit)

Thomas M. Riegenbach

Thomas M. Riegenbach

Sheriff

04-06-2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Van Wert County Records Commission

419-238-6159

114 E. Main Street, Suite 200

Van Wert

45891

(Telephone Number)
Van Wert

(Address)

(City)

(Zip Code)

(County)

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

triggenbach@vanwertcountysheriff.com

and rbollenbacher@vanwertcounty.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.

[Signature]

5/17/22

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

2022-05-25

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Van Wert 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 by LGRP
22-1	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 through established practices and standards</i>	3 years	Paper/ Electronic		<input type="checkbox"/>
22-2	Accrued Fees Docket	Permanent	Paper		<input type="checkbox"/>
22-3	Appraisers Appointments <i>Records documenting the commission and service of individuals who assign market value to foreclosed county property</i>	10 years	Paper/ Electronic		<input type="checkbox"/>
22-4	Audit Report <i>Copy of the State Examiners Reports for the Sheriff's Office and Correctional Facility</i>	5 years	Paper		<input type="checkbox"/>
22-5	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/ Electronic		<input type="checkbox"/>
22-6	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"/>
22-7	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"/>
22-8	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"/>
22-9	Concealed and Carry Renewals <i>Records documenting issuance of concealed handgun renewals: confidential 2923.129(B)(1)</i>	1 year after expiration	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Van Wert County Sheriff

Administrative Division

(Local Government Entity)

(Unit)

22-10	Contract Negotiation Records <i>Administrative records used and compiled in relation to contract negotiations with the Fraternal Order of Police & Teamsters.</i>	7 years	Paper		<input type="checkbox"/>
22-11	Correspondence-Messages sent and received by any media including letters, memoranda, faxes, email messages, misc., communications.	Retain according to content, ensure metadata retained.	Paper/ Electronic		<input type="checkbox"/>
22-12	Correspondence-Routine or Transient Communications which convey information of temporary importance in lieu of oral communication. For example drafts, meeting notices, requests for information, etc.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
22-13	Correspondence- General Request for information pertaining to interpretations and other miscellaneous inquiries. Informative but does attempt to influence policy.	2 years	Paper/ Electronic		<input type="checkbox"/>
22-14	Correspondence-Substantive Correspondence of the head of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, fiscal and personnel matters.	5 years, file with related records if content requires longer retention.	Paper/ Electronic		<input type="checkbox"/>
22-15	Coronavirus Relief Fund Payment Records-General Ledgers and subsidiary ledgers, budget records for 2019 and 2020, Payroll, time records, receipts, contracts and subcontracts, grant agreement, and sub grant-award agreements, any and all records that support compliance with subsection (d) of the Social Security Act as amended, (42 U.S.C. 801 (d)).	5 years (US Department of Treasury Memorandum OIG-CA-20-021)	Paper/ Electronic		<input type="checkbox"/>
22-16	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/ Electronic		<input type="checkbox"/>
22-17	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 of agreements and/or termination</i>	Permanent	Paper		<input type="checkbox"/>
22-18	Disciplinary Investigation 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"/>
22-19	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"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Van Wert County Sheriff

Administrative Division

(Local Government Entity)

(Unit)

22-20	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 Sec. 117.26 O.R.C.	<input type="checkbox"/>
22-21	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"/>
22-22	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/ Electronic		<input type="checkbox"/>
22-23	Employee time sheets <i>Sick leave and vacation request</i>	4 years after end of fiscal year, provided audited	Paper/ Electronic		<input type="checkbox"/>
22-24	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"/>
22-25	Evidence Room Inventory <i>Records used to track the disposition of property and evidence coming into department possession</i>	Permanent	Paper / Electronic		<input type="checkbox"/>
22-26	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"/>
22-27	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"/>
22-28	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</i>	4 years, provided audit	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Van Wert County Sheriff

Administrative Division

(Local Government Entity)

(Unit)

	<i>property and contraband seized during federal law enforcement activities</i>				
22-29	Financial Records Including bank statements, deposit slips, canceled checks, sheriff cash books, pay-ins, purchase orders and receipts	3 fiscal years, provided audited	Paper/ Electronic		<input type="checkbox"/>
22-30	Financial Records Online Financial Information	3 years	Electronic		<input type="checkbox"/>
22-31	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/ Electronic		<input type="checkbox"/>
22-32	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"/>
22-33	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"/>
22-34	Foreign Summons Docket <i>Contains a record of court judgements or decrees received by the sheriff from courts outside of the county which the sheriff resides</i>	7 years	Electronic		<input type="checkbox"/>
22-35	Foreign Writs <i>Contains a record of the execution of a judgement or decree from any court outside the county which the sheriff resides</i>	25 years	Electronic		<input checked="" type="checkbox"/>
22-36	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"/>
22-37	Grant Files Documents the application, evaluation, awarding, monitoring, and tracking of grants received. Drug Use Prevention Grant, Ohio Traffic Safety Office Grant, JAG LE Grant(s).	Maintain records as required by grant; if retention unspecified, 5 years provided all State and Federal Audits have been conducted, the audited reports released and all litigation, claims, or audit findings have been resolved.	Paper/ Electronic		<input type="checkbox"/>
22-38	Interview Notes	2 years	Paper/ Electronic		

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Van Wert County Sheriff

Administrative Division

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	Notes and materials collected and created during the job interview process for potential hires				<input type="checkbox"/>
22-39	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/ Electronic		<input type="checkbox"/>
22-40	Inventories Annual inventories of agency property, including armory and main property logs.	3 years	Paper/ Electronic		<input type="checkbox"/>
22-41	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		<input type="checkbox"/>
22-42	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		<input type="checkbox"/>
22-43	Motions to Preserve Orders from the either Municipal or Common Pleas Court requesting any and all radio traffic, telephone recordings or mobile data information relating to or from arrested individuals	Until court case is closed	Paper/ Electronic		<input type="checkbox"/>
22-44	Multi-Agency Drug Enforcement Task Force Records (MADE) 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		<input type="checkbox"/>
22-45	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		<input type="checkbox"/>
22-46	Operational Forms- Various forms used in the daily operation of the Sheriff's Office	3 years	Paper/ Electronic		<input type="checkbox"/>
22-47	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		<input type="checkbox"/>
22-48	Personnel Files Documentation of service throughout the duration of an individual's employment	Permanent	Paper		<input type="checkbox"/>
22-49	Record of Accrued Fees	Until last delinquent fee	Paper		<input type="checkbox"/>

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		recorded, provided audit			
22-50	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"/>
22-51	Request to Ride Forms <i>Records documenting requests by civilian personnel to accompany law enforcement personnel on patrol</i>	2 years	Paper/ Electronic		<input type="checkbox"/>
22-52	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"/>
22-53	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"/>
22-54	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"/>
22-55	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"/>
22-56	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"/>
22-57	Sexual Offender Verification Request <i>Form that registered sexual offenders signs to verify their address, as required by statute, to visiting law enforcement officers</i>	Permanent	Electronic		<input type="checkbox"/>
22-58	Sheriff's Fee's paid from Court(s)	2 years	Paper		<input type="checkbox"/>
22-59	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"/>
22-60	Sheriff's Returns <i>Records documenting the service and/or attempted service of writs and/or summons</i>	3 years	Paper/ Electronic		<input type="checkbox"/>

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Administrative Division

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22-61	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"/>
22-62	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"/>
22-63	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"/>
22-64	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"/>
22-65	Training Class Records <i>Administrative records created in the creation and administration of classes and training sessions to further the education and training of law enforcement personnel</i>	Permanent	Paper/ Electronic		<input type="checkbox"/>
22-66	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/ Electronic		<input type="checkbox"/>
22-67	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"/>
22-68	Uniform Crime Reports	4 years	Paper/ Electronic		<input type="checkbox"/>
22-69	Volunteer Peace Officers Dependents Fund Records <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"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Van Wert County Sheriff

Administrative Division

(Local Government Entity)

(Unit)

22-70	Web Checks <i>Records authorizing an internet based background check through the submission personal identifiers to the Ohio Bureau of Criminal Identification and Investigations (BCI&I)</i>	1 year	Paper/ Electronic		<input type="checkbox"/>
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Van Wert 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 by LGRP
22-71	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"/>
22-72	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"/>
22-73	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"/>
22-74	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	Electronic		<input type="checkbox"/>
22-75	Daily Radio and Telephone Logs	3 years	Paper/ Electronic		<input type="checkbox"/>
22-76	House Watch/ Vacation Watch Forms <i>Records documenting the inspection of homes and other properties while the occupants are away</i>	6 months after owner returns	Paper/ Electronic		<input type="checkbox"/>
22-77	ID Mobile Messaging Records <i>Internal communication records between law enforcement personnel, dispatch personnel and fire and rescue personnel, Norris, and emails.</i>	2 years	Electronic		<input type="checkbox"/>
22-78	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	Electronic		<input type="checkbox"/>
22-79	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	Electronic		<input type="checkbox"/>
22-80	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	Electronic		<input type="checkbox"/>
22-81	NCIC Missing and Wanted Person Files	Permanent or until person is found.	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Van Wert 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 by LGRP
22-82	Protection Orders (Copy of Court Orders)	1 year after expiration date.	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Van Wert County Sheriff

Enforcement 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 by LGRP
22-83	Accident Reports <i>Records documenting a traffic crash on private property, public property or highway</i>	3 years	Paper/ Electronic		<input type="checkbox"/>
22-84	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"/>
22-85	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</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 <u>90 Days</u> Field Contact Traffic Stop (Citation) Traffic Stop (No Citation)	Electronic		<input type="checkbox"/>
22-86	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"/>
22-87	Canine Records <i>Records documenting training and performance of dogs involved in law enforcement operations</i>	3 years	Paper/ Electronic		<input type="checkbox"/>
22-88	Citations (Traffic) <i>Department copies of citations issued for traffic, motor vehicle, and other violations</i>	3 years	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Van Wert County Sheriff

Enforcement Division

(Local Government Entity)

(Unit)

22-89	Citations (Warnings) <i>Department copies of warnings issued for traffic, motor vehicle, and other violations</i>	1 year	Paper/ Electronic		<input type="checkbox"/>
22-90	Crime Scene Film/Photographs/Video/Audio Recordings <i>Taken for evidence, investigations and case files Visual exhibits and other visual aids created for use in court documenting crime scenes.</i>	5 years after case is closed. Crime Scenes, Fatal Accidents, Death Scenes, Homicide.- Permanent.	Film/CD Electronic		<input type="checkbox"/>
22-91	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"/>
22-92	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"/>
22-93	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"/>
22-94	Emergency Information Request <i>Request from the Sheriff's Office to cellular phone service providers, social media providers, etc., requesting subscriber information, location information and content information.</i>	1 year	Paper/ Electronic		<input type="checkbox"/>
22-95	EMS Records <i>Records documenting medical services provided by law enforcement personnel to sick and or injured people. Confidential ORC 149.43(A)(1)(a)</i>	7 years	Paper/ Electronic		<input type="checkbox"/>
22-96	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/ Electronic		<input type="checkbox"/>
22-97	Impound Immobilization Files <i>Records documenting vehicles impounded by the department related to accidents, abandonment,</i>	3 years, provided audit	Paper/ Electronic		<input type="checkbox"/>

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Van Wert County Sheriff

Enforcement Division

(Local Government Entity)

(Unit)

	<i>recovered stolen vehicles, vehicles used in the commission of crimes, and other reasons</i>				
22-98	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/ Electronic		<input type="checkbox"/>
22-99	In-Car Video Recording <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</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"/>
22-100	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/ Electronic		<input type="checkbox"/>
22-101	Intelligence Information Files <i>Intelligence information gathered and compiled in the investigation of potential organized criminal activities of those with on-going criminal behavior patterns: confidential ORC 149.43(A)(1)(h)</i>	5 years	Paper/ Electronic		<input type="checkbox"/>
22-102	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"/>
22-103	MAGLOCLN Entries Submitted <i>Information submitted to the Middle Atlantic-Great Lakes Organized Crime Law Enforcement Network (MAGLOCLN), which seeks to share resources and investigative support to combat multijurisdictional crimes</i>	3 years	Paper		<input type="checkbox"/>
22-104	MAGLOCLN Files <i>Information received from the Middle Atlantic-Great Lakes Organized Crime Law Enforcement Network (MAGLOCLN), which seeks to share</i>	1 year	Paper/ Electronic		<input type="checkbox"/>

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Van Wert County Sheriff

Enforcement Division

(Local Government Entity)

(Unit)

	<i>resources and investigative support to combat multijurisdictional crimes</i>				
22-105	Missing Person Reports	20 years, or until person is found.	Paper/ Electronic		<input type="checkbox"/>
22-106	Offense Reports-Misdemeanors <i>Central case files documenting complaints of Non-Felony Incident Reports. Includes incident reports, child abuse reports, and work jackets</i>	5 years, or after statute of limitation ends whichever is longer	Paper/ Electronic		<input type="checkbox"/>
22-107	Offense Reports- Felonies <i>Central case files documenting complaints or other actions, or incidents investigated by the department including but not limited to felony offenses such as Kidnapping, rape, sexual battery, unlawful sexual conduct with minor, gross sexual imposition, compelling prostitution, aggravated arson, treason, nuclear and chemical weapons violations, robbery, burglary, inciting riot, felonious or aggravated assault, assault against a police officer, child abuse reports, or conspiracy or attempt to commit any of above.</i>	1 year after statue of limitation ends.	Paper/ Electronic		<input type="checkbox"/>
22-108	Offense Reports – Homicide and Deaths <i>Central case files documenting homicide complaints or other death related incidents investigated by the department: includes incident reports, arrest reports, and work jackets</i>	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
22-109	Offense Report Index <i>Index to offense reports used as a cross reference, and arrest cards.</i>	Homicide and Death- Permanent, all others 5 years.	Paper/ Electronic		<input checked="" type="checkbox"/>
22-110	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/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Van Wert County Sheriff

Corrections 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 by LGRP
22-111	Body Scanner Images-No Contraband Results, <i>includes intake, inmate images with no contraband results</i>	Retain while of administrative value provided no legal action pending	Electronic		<input type="checkbox"/>
22-112	Body Scanner Images-Positive Results <i>Includes intake, inmate images with positive contraband results. Images will be migrated to the inmate record.</i>	6 years, provided no pending legal action	Electronic		<input type="checkbox"/>
22-113	Billings <i>For prisoners, includes in-county and foreign, cities, townships and villages.</i>	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
22-114	Commissary Records <i>Documents the control and use of inmate funds to purchase canteen/commissary items or other services</i>	2 years	Paper/ Electronic		<input type="checkbox"/>
22-115	Daily Log Reports <i>Include floor logs sheets, key control logs, security log, and supervisor's daily log.</i>	3 years provided no legal action pending	Paper/ Electronic		<input type="checkbox"/>
22-116	Inmate Daily Medication Records	7 years	Paper/ Electronic		<input type="checkbox"/>
22-117	Inmate Dental & Medical Records	7 years	Paper/ Electronic		<input type="checkbox"/>
22-118	Inmate Medical Billings <i>Records documenting the billing and collection of money for outpatient medical treatment given to inmates</i>	3 years, provided audit	Paper/ Electronic		<input type="checkbox"/>
22-119	Inmate Property Receipts	2 years	Paper/ Electronic		<input type="checkbox"/>

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Van Wert County Sheriff

Corrections Division

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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 by LGRP
22-120	Inmate Records Include booking records, fingerprint files, mug shots, and commitments and releases	Retain paper records for 3 years for accreditation purposes. The paper records can then be destroyed provided they have been microfilmed according to ANSI standards and the film verified.	Paper		<input checked="" type="checkbox"/>
22-121	Inmate Records	Retain permanently	Microfilm		<input checked="" type="checkbox"/>
22-122	Inmate Records <i>Online Records</i>	25 years	Electronic: information will need to be migrated as electronic systems change		<input type="checkbox"/>
22-123	Inmate Visitor Book Includes attorney, and clergy visits.	2 years, the paper records destroyed once they been scanned and the images verified	Paper/ Electronic		<input type="checkbox"/>
22-124	Jail Files (Deceased) <i>Records documenting non-medical information on inmates confined in an agency correctional facility</i>	3 years	Paper		<input type="checkbox"/>
22-125	Jail Register	25 years	Paper/ Electronic; information will need to be migrated as electronic systems change		<input checked="" type="checkbox"/>

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Van Wert County Sheriff

Corrections Division

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22-126	Meal Reports	3 years	Paper/ Electronic		<input type="checkbox"/>
22-127	Pay-to-Stay Fund Records <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"/>
22-128	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"/>
22-129	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"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Van Wert County Sheriff

Community Support 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 by LGRP
22-130	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"/>
22-131	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"/>
22-132	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"/>
22-133	Project Lifesaver Records <i>Fiscal and administrative records related to Project Lifesaver, which relates to assistance given to elderly and other vulnerable populations in the County</i>	4 years, provided audit	Paper/ Electronic		<input type="checkbox"/>

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