



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

JUN 20 2018

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Butler County

Sheriff's Office

(Local Government Entity)

(Unit)

[Handwritten Signature]

Anthony Dwyer

Chief Deputy

6/18/18

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Records Commission

513-887-5607

123 North Third Street

Hamilton

45011

(Telephone Number)

Butler

(Address)

(City)

(Zip Code)

(County)

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

[Handwritten Signature]
 Records Commission Chair Signature

6/20/18
 Date

Section C: Ohio History Connection - State Archives

[Handwritten Signature]
 Signature

Gert. Records Archivist
 Title

6/25/18
 Date

Section D: Auditor of State

[Handwritten Signature]
 Signature

Records Mgr
 Title

7-12-18
 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 for Butler County Sheriff's Office

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The retention periods specified herein are either required by statute or have been determined by best practice.

Unless otherwise noted or prohibited by statute, industry standards, or other regulatory mandates after a record is transferred from paper to electronic format, paper media type will be destroyed immediately after it's saved to digital storage.

Records will not be disposed of until all audits and audit discrepancies have been settled and released or if a lawsuit or agency proceeding is pending.

Records maintained in digital format will be created, reproduced, or otherwise managed in accordance with systems and procedures designed to ensure the reliability, accuracy, and security of both the records and the process or system used to produce the records.

A. P. [Signature]

6/18/18

SIGNATURE OF RESPONSIBLE OFFICIAL

DATE

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State Or OHS- LGRP	(6) RC-3 Required by LGRP
BCSO-01	Accident Reports: arranged Chronologically (original reports of traffic accidents)	5 years	Paper/Electronic		
BCSO-01A	Fatal Accident Reports and Photographs	Permanent	Paper/Electronic		
BCSO-02	Annual Budget: agency copy of annual budget	3 years	Paper		
BCSO-03	Annual Budget: agency copy of annual budget – working copy	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic form	Electronic or all other media		
BCSO-04-obsolete	Not on previous Retention Schedule				
BCSO-05	Annual Report: Report filed by the Sheriff to county Commissioner's	Permanent	Paper/Electronic		✓

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State OR OHS LGRP	(6) RC-3 Required by LGRP
BCSO-06	Audit Report: State Examiner's report to agency	Permanent	Paper/Electronic		
BCSO-07	Bank Deposit, Pay-in Receipts and Statements: Agency copy of the transactions	4 years	Paper/Electronic		
BCSO-08	Bids; Unsuccessful	1 year after contract awarded or bid closed	Paper/Electronic		
BCSO-08.A	Bids/Contracts; Successful Records documenting administration, payment per terms of agreements, leases, or contracts with individuals, organizations, or other entities to procure goods, services, or equipment	7 years after expiration	Paper/Electronic		
BCSO-09	Canceled Checks: Issued canceled	5 years	Paper/Electronic		
BCSO-10	Cash Book; Cash Journal; Open Items carried forward	5 years	Paper/Electronic		
BCSO-11	Civil Execution Orders/Case Records: Records of actions taken relating to a civil case. May include attempts at service, actual service information, tax sales, foreclosures, and documentation of enforcement action taken under provisions of a Order.	3 years	Paper/Electronic		
BCSO-11.A	Warrants/Foreign Writs: Record of Criminal execution orders received from all Courts outside the county/State and processed by Sheriff ORC.311.10	3 years	Paper/Electronic		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State Or OHS- LGRP	(6) RC-3 Required by LGRP
BCSO-12- Obsolete	Vehicle Lock Out Forms	No longer a function of the office			
BCSO-13	General Correspondence- incoming and outgoing (Includes e-mail)	3 months or until no longer of administrative value to recipient	Paper/Electronic		
BCSO-14	Cost Bills: Contains copies of Sheriff's reports of fees and costs to the Clerk of Courts	3 years	Paper/Electronic		
BCSO-15	Inmate Files: Record of information received during intake process for arrested individual, booking forms, property inventory; if incarcerated history of incident reports for inmate/staff interaction and jail arraignments during incarceration, and release date.	3 years after release and pending no legal action	Paper/Electronic		
BCSO-15A	Inmate File Index: May include fingerprints, booking date, name of inmate, aliases, social security number, date of birth, address, mug shots, inmate number, disposition of charges, release date, etc. ORC.341.02	Permanent	Electronic/Paper		✓
BCSO-15B	Expungements- Sealed Records	Permanent	Paper/Electronic		
BCSO-16	Jail Daily Reports: Documents occurrence of certain events, floor log sheets, key control log, security log, etc.	3 years	Paper/Electronic		
BCSO-17	Employment Applications: Material pertaining to candidates seeking or obtaining employment	1 year after received or hired	Paper/Electronic		

(1) Schedule Number	(2) Record Title and Description.	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State Or OHS LGRP	(6) RC-3 Required by LGRP
BCSO-18	Equipment Loss Reports: Loss of or damage to agency-owned equipment	3 years	Paper/Electronic		
BCSO-19 Obsolete See BCSO.11	Execution Docket				
BCSO-20 obsolete	Extradition Files	See BCSO.11.A			
BCSO-21 obsolete	Fingerprint Identification Cards	See BCSO.15.A			
BCSO-22	Forfeiture Fund: Sheriff's records of all Forfeiture Fund accounts and paperwork	5 years	Paper		
BCSO-23 obsolete.	Foreign Execution Dockets	See BCSO.11.A			
BCSO-24 obsolete	Foreign Execution Warrants	See BCSO.11.A			
BCSO-25	Grant Records: arranged chronologically. Contains all documents associated with the individual grant	5 years after audited	Paper/Electronic		
BCSO-25.A	VOCA/SVAA Grant Records	6 years from date award was made	Paper/Electronic		
BCSO-26 obsolete	Incident Reports	See BCSO.58			
BCSO-27	Insurance Policies: Sheriff's copy of insurance policies. Originals maintained by the county Commissioner's.	Upon expiration	Paper/Electronic		
BCSO-28 obsolete	Internal Affairs Investigations of alleged employee misconduct A. Unfounded	See BCSO.36			
BCSO-28.B Obsolete	B. Founded	See BCSO.36			

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State Or OHS LGRP	(6) RC-3 Required by LGRP
BCSO-29	Inventory of County Property	2 years after Inventory report sent to Butler County Commissioners and Butler County Auditor.	Paper/Electronic		
BCSO-30 obsolete	Invoices	See BCSO.40			
BCSO-31 obsolete	Not on previous Record Schedule				
BCSO-32- obsolete	Key Control Book: Master Offense Report numbering book	See BCSO.34			
BCSO-33	Leases: Sheriff's copy of equipment leases	3 years after lease expires	Paper/Electronic		
BCSO-34	Offense Reports & Detective Files A. Misdemeanor or report not assigned for follow-up investigations	4 years	Paper/Electronic		
	B. Offenses with 20 year statute. Investigations of felony, criminal activity such as manslaughter, compelling prostitution, kidnapping, rape, sexual battery, unlawful contact, aggravated arson/riot, robbery, burglary, assault against a police officer or attempt to commit any of the above. C. All other Felonies D. Detective Case Files: Homicide investigations, reports, photos, etc.	20 years 10 years Permanent	Paper/Electronic Paper/Electronic Paper/Electronic		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State Or OHS- LGRP	(6) RC-3 Required by LGRP
BCSO-35	Payroll Records: Records of employee payroll to include Request for Leave, Overtime records, court show up forms, etc.	5 years	Paper/Electronic		
BCSO-36	Personnel Files: A. Documents employee service, Job description/classification, evaluations, discipline, continuing education, certifications, records maintained per terms of labor agreement, Sheriff's administrative mandates, records of weapon and equipment assignments	Permanent or in accordance with administrative policy and collective bargaining agreement for discipline	Paper/Electronic		
BCSO-36.A	Training and Certification Records B. Records of individuals who attended Police Academy Training; rosters and certifications of training	5 years after employment terminates.	Paper/Electronic		
BCSO-37- obsolete	Photographic Negative Fatal Accident	See BCSO.01.A			
BCSO-38	Evidence/Property Room Records: Records of released property, released tags, etc.	7 years after released	Paper/Electronic		
BCSO-39	Publications: Departmental Manuals, rules, regs, etc.	Superseded, abolished copy permanent. Maintain paper until quality control checked prior to destruction	Paper/Electronic		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS LGRP	(6) RC-3 Required by LGRP
BCSO-40	Purchase Orders: Agency copies of purchase orders and invoices processed for payment of services, contracts, travel, etc.	2 years	Paper/Electronic		
BCSO-41- obsolete	Receipt Books	See BCSO.40			
BCSO-42- obsolete	Record of Writs	See BCSO.11.A			
BCSO-43	Reference & Training Materials: Agency copies of State Codes, DARE trainings, and community education outreach programs	Until superseded or obsolete	Paper/Electronic		
BCSO-44 obsolete	Requisitions	See BCSO.40			
BCSO-45	Roll Call Information: BOLOs, L.E.A.D.S., teletypes, extra patrol requests, etc. Not to be archived	Until superseded or obsolete	Paper/Electronic		
BCSO-46	Furtherance of Justice Fund Records: receipts, checks, vouchers, similar records pertaining to accounts	3 years	Paper/Electronic		
BSCO-46,A	Drug Funds: Federal Justice, Law Enforcement; Drug fines	6 years from date funds received	Paper/Electronic		
BCSO-47 obsolete	Sheriff Sale Records	See BCSO.11 & 11.A			
BCSO-48	Towed Vehicle Records: impound forms and signed releases	2 years	Paper/Electronic		
BCSO-49	Traffic Citations: Hard copies and dispositions. Original maintained by Court Offices	1 year after citation	Paper/Electronic		
BCSO-50- obsolete	Travel Expense Reports	See BCSO.40			
BCSO-51	U.C.R. Reports/ Monthly FBI Report	4 years	Paper/Electronic		
BCSO-52	Use of Force Reports: Justified	3 years	Paper/Electronic		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS LGRP	(6) RC-3 Required by LGRP
BCSO-53 obsolete	Warrant Jackets	See BCSO.11.A			
BCSO-54	Jail Arraignment & Transportation Records- Record of prisoners taken for arraignment	2 years	Paper/Electronic		
BCSO-55	Jail-Inmate Accounts A. Records of commissary accounts B. Records of financial accounts	3 years after release 3 years after release	Paper/Electronic Paper/Electronic		
BCSO-56	Jail-Inmate Requests A. Grievances/ Complaints filed by Inmates	3 years after released pending no legal action	Paper/Electronic		
	B. Inmate Service Requests	1 year after released	Paper/Electronic		
BCSO-57	Jail- Inmate Medical Records: Record of Inmate medical treatment and releases while incarcerated	3 years after released	Paper/Electronic		
BCSO-57.A	Inmate Medical Billings and Medication Log: Documents billing for treatment (outpatient) and routine issuance of prescribed medications	3 years after released	Paper/Electronic		
BCSO-58	Jail-Inmate Incident Reports A. Non-Critical: incident that occurred in the Jail - reported by Correction Officers	3 years after released	Paper/Electronic		
	B. Critical: Incidents reported by Corrections officers documenting actions regarding incarcerated person	3 years after released	Paper/Electronic		

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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 OHS LGRP	(6) RC-3 Required by LGRP
BCSO-59	Body Scan Images Images of incoming/outgoing inmates and visitors.	30 days after received and not investigation or pending legal action	Digital image		
BCSO-60	Polygraph	4 years	Paper/Electronic		
BCSO-61	911 Recordings A. Transferred to other jurisdictions	30 days after transferred to responsible jurisdiction- responding jurisdiction responsible for retention of transferred recordings	Paper		
	B. 911 Recordings: Continuous electronic audio recordings of emergency calls, law enforcement and emergency dispatches	30 days	Electronic		
BCSO-62	Recorded Radio Traffic and Incoming/Outgoing Telephone Calls	30 days unless action pending	Electronic		
BCSO-63	Computer Aided Dispatch (CAD)	Permanent	Electronic		
BCSO-64	GPS Recordings	Until no longer of administrative value.	Electronic		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS LGRP	(6) RC-3 Required by LGRP
BCSO-65	Carry Conceal Records: application, record checks, licenses and renewals for individuals who applied and received a permit per ORC 311.41.	5 years after commission expires/application denied.	Paper/Electronic		
BCSO-66	Sex Offender Registrations: Records documenting registered sexual offenders	2 years after deceased or no longer required to register	Paper/Electronic		
BCSO-67	Litigation: Records related to legal claims against the department or individual, subsequent legal actions and court proceedings	5 years after case closed and no action pending	Paper/Electronic		
BCSO-68	Video Recordings: Footage or audio documenting daily actions of law enforcement personnel for performance and evidentiary purposes	Until no longer of administrative value	Electronic		
BCSO-69	Visitation Logs (Jail); personal and attorney visits	3 years	Paper/Electronic		
BCSO-70	Record Requests: Requests received to inspect or review records	2 years.	Paper/Electronic		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State Or OHS LGRP	(6) RC-3 Required by LGRP
Animal Control/Dog, Warden Division					
DW.BCSO-71	Animal Bites-Reports/claims of animal bites (not investigated)	Until no longer of administrative value	Paper/Electronic		
DW.BCSO-72	Animal Claim Records - Documents including agreement to pay forms, all livestock claim forms, photos, investigation reports, and other records related to losses from dog attacks	Until no longer of administrative value	Paper/Electronic		
DW.BCSO-73	Complaints- Records documenting citizen complaints about animal control issues.	3 years.	Paper/Electronic		
DW.BCSO-74	Citations - Documents that Identify individuals issued citations under ORC 955 violations. May include dismissal agreements. Includes warning tickets and documentation of verbal warnings.	2 years.	Paper/Electronic		
DW.BCSO-75	Dangerous/Aggressive Dog Records- Relating to nuisance, dangerous, and vicious dogs and their owners. Includes designation forms, liability insurance information, dog tag requirement forms, registration information, correspondence, transfer of ownership forms, photos, etc	3 years.	Paper/Electronic		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS LGRP	(6) RC-3 Required by LGRP
DW.BCSO-76	Destruction Records - Records of animals euthanized by the county	3 years provided no legal actions pending	Paper/Electronic		
DW.BCSO-77	Drug Logs - Forms, documents and licenses used to identify and track all controlled substances or dangerous drugs purchased, received, stored, administered, and/or dispensed including Drug Enforcement Agency Forms & Certificates	2 years	Paper/Electronic		
DW.BCSO-78	Employee Activity Logs - Daily work assignments of enforcement personnel. May include radio logs	3 years	Paper/Electronic		
DW.BCSO-79	Intake Records - Identifies all animals impounded. Includes surrender forms, law enforcement pickup forms and other relevant documents. May include cage card, impound sheets, three- day notice records, all medical records including rabies shot TAG records	3 years	Paper/Electronic		
DW.BCSO-80	Investigations - Forms, photographs, documents, etc., used in determining whether or not a violation as defined in ORC 955 has occurred	3 years	Paper/Electronic		
DW.BCSO-81	Monthly Reports - Reports submitted to County Board of Commissioners as required by ORC 955.12	3 years	Paper/Electronic		