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Ohio History Connection State Archives of Ohio Local Government Records Program 800 E. 17<sup>th</sup> Avenue Columbus. OH 43211-2474

#### **RECORDS RETENTION SCHEDULE (RC-2)- Part 1**

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

Section A: Local Government Unit			
Ross County	Sheriff's	Office	
(local povernment entity auero George	W. Lavender, Jr.	(unit) Sheriff	3/18/2016
(signature of responsible official)	(name)	(title)	(date)
Section B: Records Commission			
	Records Commission	740	702-3085
		(	telephone number)
2 N. PAINT STREEF, SUITE H, CHILL	ICOTHE, OHIO 456	01 1	ROSS
(address) (city)	(zip code)	(cou	nty)
To have this form returned to the Records Commission rosscomclk@rosscountyohio.gov	electronically, include an e	mail address:	
I hereby certify that our records commission met in an schedules listed on this form and any continuation shee these records series from being destroyed, transferred, o will be knowingly disposed of which pertains to any perminites kept by this commission.	ts. I further certify that our or otherwise disposed of in	commission will mak violation of these sche	e every effort to prevent dules and that no record
Records Commission Chair Signature	Date		
Section C: Ohio History Connection - State Archive	s		
to att -1	to to de 1	-	9-31-201
Signature	Title	and the second s	Date
Section D: Auditor of State	Records	Mar	9-21-16
Signature	Title	()	Date

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

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

See instructions before completing this form.

Ross County		Sheriff's Office					
(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 Require by LGRP		
C-1	Bank Statements from Various Accounts	3 yrs. after Audit	Paper	Lon			
C-2	<b>Budget Preparation Documents</b>	4 yrs.	Paper				
C-3	Cancelled Checks from Various Accounts	3 yrs. after Audit	Paper				
C-4	Cash Books from Various Accounts	3 yrs. after Audit	Paper				
C-5	Former Personnel Folders	Permanent except extraneous records	Paper				
C-6	Inventory	3 yrs. after Audit	Paper				
C-7	Law Suits against the Office	5 yrs. after Final Hearing	Paper				
C-8	Employee Leave Balances	Permanent	Paper				
C-9	Miscellaneous Grants	5 yrs. after Audit	Paper				
C-10	<b>Miscellaneous Receipt Books</b>	2 yrs. after Audit	Paper				
C-11	Pay-ins	3 yrs. after Audit	Paper				
C-12	Payroll	3 yrs. after Audit	Paper				
C-13	Phone Logs	Retain until no longer administra -tively necessary	Paper				
C-14	Sheriff Sales	5 yrs.	Paper				
				means: (be y assed by the			

And tor of State and the attili report has been released pursuant to Sec. 117.25 O.R.C.

Page 3 of 6

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

See instructions before completing this form.

(local government entity)		Sheriff's Office					
		(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		
C-15	Transcripts (Investigative)	Permanent	Paper		, ,		
C-16	Vouchers/P.O.'s	3 yrs. after Audit	Paper				
C-17	WebCheck Invoices	3 yrs. after Audit	Paper				
C-18	Writ of Possession Paperwork	5 yrs.	Paper				
C-19	UCR Reports	3 yrs.	Paper				
C-20	CCW Criminal Records Checks	20 days after issuance of license or after completion of appeals process	Paper				
C-21	CCW Applications	1 yr. after expiration	Paper				
C-22	Appraisers' Appointments	10 yrs.	Paper				
D-1	Detective's Investigative Folders (Arsons, Homicides, etc.)	Permanent	Paper				
J-1	Bond Receipts	3 yrs.	Paper				
J-2	Cell Inspections	2 yrs.	Paper				
J-3	Commissary Records	2 yrs. after Audit	Paper				
J-4	Daily Jail Activity Logs (Day-end Jail Reports)	3 yrs. if no action pending.	Paper				

A milliod means: the years out compassed by the records have been andited by the Automoret Statu and the actilities of statu and the returned ourseent to Sec. 117.23 G.R.C.

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

See instructions before completing this form.

Ross County		Sheriff's Office					
(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		
J-5	Expungements	Destroy all files, records, & computer references upon receipt of the Expunge- ment Order from a Court.	Paper				
J-6	Headcounts	2 yrs.	Paper				
J-7	Housing Billing	3 yrs. after Audit	Paper				
J-8	Inactive (Deceased) Inmate Files	Permanent	Paper		P		
J-9	Inmate Medical Records	6 yrs	Paper				
J-10	Inmate Money	3 yrs. after Audit	Paper				
J-11	Phone Card Order Forms	2 yrs. after Audit	Paper				
J-12	Training Records	Place in Personnel File	Paper				
J-13	Visitation Records	1 yr.	Paper				
J-14	Warrants to Convey/Remove	2 yrs.	Paper				
J-15	Accreditation Files	3 yrs	Paper				

Andlind means: the years encompassed by the records have been audited by the Anclior of State and the cedit report has been released pursuant to Cec. 117.25 C.R.C.

Page <u>5</u> of <u>6</u>

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

(local government entity)		Sheriff's Office					
		(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		
J-16	Professional Conduct Investigations	5 yrs. after settlement of investigati on providing no pending litigation	Paper				
J-17	Surveillance Recordings	1 system cycle provided no action pending	Video				
R-1	9-1-1 Logs	2 yrs.	Paper				
R-2	9-1-1 Tapes	2 yrs	Audio (Taped)				
R-3	Accident Reports	3 yrs.	Paper				
R-4	Cruiser Check Sheets	3 yrs.	Paper				
R-5	D.A.R.E. Account Records	2 yrs. after Audit	Paper				
R-6	Special Detail Records	5 yrs.	Paper				
R-7	Handwritten Logs	3 yrs.	Paper				
R-8	Jr. Deputy Account Records	2 yrs. after Audit	Paper				
R-9	Offense Reports	5 yrs.	Paper				
R-10	Photos associated with Reports	5 yrs.	Paper	id means: th			
R-11	Canine Records	3 yrs.	Papericon	to means, or tpassed by ti teen audited	he record		

usual report has been refeased pursuant to Sec. 117.25 O.R.C.

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

Ross County		Sheriff's Office				
(local governme	ent 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	
R-11	Drug Law Enforcement Fund (DLEF) Records	4 yrs. after Audit	Paper			
R-12	Federal Law Enforcement Trust Fund (FLETF) Records	4 yrs. after Audit	Paper			
R-13	Furtherance of Justice Fund (FOJ) Records	4 yrs. after Audit	Paper			
R-14	Law Enforcement Trust Fund (LETF) Records	4 yrs. after Audit	Paper			
R-15	Special (Reserve) Deputics Commissions	5 yrs. after expiration of Commission	Paper			
		Commission				
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				assed by the on auction by		
			Auditor	of State and our has been	(np	
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Sec. 117.25 O.R.C.

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	Ohio Historical Soci State Archives of Ohio Local Government Reco 800 E. 17 <sup>th</sup> Avenue Columbus, Ohio 43211-249; RECOR	nds Program	MAR - STATE AL	A 2313	
		See instruction	ns before completing	g this form.	
Section A: Lo Ross County {local governm	cal Government Unit Ohio Sheriff's Office				
Thomas.	R. then C.	Co	lonal Thomas J. He	(unit)	
(signature of re	esponsible official)	(name	THE OWNER AND INCOME.	(title)	02/20/2013 (date)
Section B: Re	cords Commission				
	COUNTY, OHIO			740 70	2-3095
2 N.	Records Commission PAINT STREET, SUIT	TE H CHI	LLICOTHE	(telephone nu OHIO	umber)
(address)		(city)		(zip code)	(county)
I hereby certify listed on this for series from bein disposed of whi commission.	that our records commission in and any continuation she ig destroyed, transferred, or ch pertains to any pending l	n met in an open r ets. I further certi otherwise dispos egal case, claim, . M. Calan.	neeting, as required ify that our commiss ed of in violation of i action or request. T	l by Section 121.22 ion will make even these schedules ar his action is reflect	ORC, and approved the sch y effort to prevent these reco nd that no record will be know ted in the minutes kept by thi RY 25, 2013
Records Commi	ission Chair Signature	JAMES M. C.	ALDWELL.		Date
Section C: Ohio	Historical Society - State	Archives Sla Title	te Auchie	×	3/0/201 Pete
Section D: Aud Marte	tor of State n E. Male				3-19-13 Date
Signature	and the second se				
	Please Note: 7 stronaly recommended th	he State Archive	s retains RC-2 form	ns permanonil.	

SAO/LGRP-RC2-(Inst.) Revised February 2012



Ohio Historical Society State Archives of Ohio Local Government Records Program

800 E. 17<sup>th</sup> Avenue Columbus, Ohio 43211-2497

#### Section E: Records Retention Schedule

(local government entity)

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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 OHs, LGRP
J-2 03a	Inactive Inmate Files:All Files Prior To 1/01/1999	Permanet	Paper		
J-2 03b	Inactive Inmate Files: All Files After 12/31/1998	Permanet	Digital		
					Ō

(unit)

SAO/LGRP-RC2-(Inst.) Revised February 2012



aio History Connection State Archives of Ohio Local Government Records Program 800 E. 17th Avenue Columbus, Ohio 43211-2474 614.297.2553 localrecs@ohiohistory.org www.ohiohistory.org/lgr

# RECORDS RETENTION SCHEDULE (RC-2) – Part 1 Addition See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit Ross County Sheriff's Office				
(Local Government Entity)		(Unit)		
J. W. Naune	George W. Lavender			12/15/2017
(Signature of Responsible Official)	(Name)	(Title)		(Date)
Section B: Records Commission	$\bigcirc$			
Ross County, Ohio Records Commission		740-7	02-3085	
2 N. Paint Street, Suite H	Chillicothe	(Telep 45601	hone Number) Ross	
(Address)	(City)	(Zip Code)	(County)	
To have this form returned to the Records Con	nmission electronically, include an	email address:		
rosscomclk@bright.net				
Records Commission Chair Signature	Date		2	
Section C: Ohio History Connection - State	Archives			
Signature				
	Title		Date	
ection D: Auditor of State	Title		Date	
section D: Auditor of State	Title		Date	

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

See instructions before completing this form.

ocal Government I	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
C-5a	Former Personnel Folders	Until scanned & digital images quality checked	Paper		
C-5b	Former Personnel Folders	Permanent	Digital		
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				_	
		5			

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017



Page <u>2</u> of <u>2</u>

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

Ross	County	Sheriff's	Office
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(local government entity)

14

(unit)

		6			
(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
J-8a	All Criminal History Files	Until scanned & digital images quality checked	Paper		
J-8b	All Criminal History Files	Permanent	Digital		
	-				