



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

Page 1 of 6

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 government entity)

(signature of responsible official)

George W. Lavender, Jr.

(name)

(unit)

Sheriff

(title)

3/18/2016

(date)

Section B: Records Commission

Records Commission

740 702-3085

(telephone number)

2 N. PAINT STREET, SUITE H, CHILLICOTHE, OHIO 45601

(address)

(city)

(zip code)

ROSS

(county)

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

rosscomclerk@rosscountyoio.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

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.*

Ross County (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-1	Bank Statements from Various Accounts	3 yrs. after Audit	Paper		<input type="checkbox"/>
C-2	Budget Preparation Documents	4 yrs.	Paper		<input type="checkbox"/>
C-3	Cancelled Checks from Various Accounts	3 yrs. after Audit	Paper		<input type="checkbox"/>
C-4	Cash Books from Various Accounts	3 yrs. after Audit	Paper		<input type="checkbox"/>
C-5	Former Personnel Folders	Permanent except extraneous records	Paper		<input type="checkbox"/>
C-6	Inventory	3 yrs. after Audit	Paper		<input type="checkbox"/>
C-7	Law Suits against the Office	5 yrs. after Final Hearing	Paper		<input type="checkbox"/>
C-8	Employee Leave Balances	Permanent	Paper		<input type="checkbox"/>
C-9	Miscellaneous Grants	5 yrs. after Audit	Paper		<input type="checkbox"/>
C-10	Miscellaneous Receipt Books	2 yrs. after Audit	Paper		<input type="checkbox"/>
C-11	Pay-ins	3 yrs. after Audit	Paper		<input type="checkbox"/>
C-12	Payroll	3 yrs. after Audit	Paper		<input type="checkbox"/>
C-13	Phone Logs	Retain until no longer administra- -tively necessary	Paper		<input type="checkbox"/>
C-14	Sheriff Sales	5 yrs.	Paper		<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. 117.25 O.R.C.	<input type="checkbox"/>

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

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

Audited means: the years
elapsed by the records
have been audited by the
Auditor of State and the
audit report has been
referenced pursuant to
Sec. 117.23 O.R.C.

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

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

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

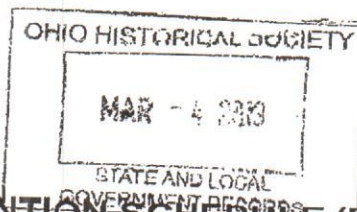
Ross County (local government entity)			Sheriff's Office (unit)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
J-16	Professional Conduct Investigations	5 yrs. after settlement of investigati on providing no pending litigation	Paper		<input type="checkbox"/>
J-17	Surveillance Recordings	1 system cycle provided no action pending	Video		<input type="checkbox"/>
R-1	9-1-1 Logs	2 yrs.	Paper		<input type="checkbox"/>
R-2	9-1-1 Tapes	2 yrs	Audio (Taped)		<input type="checkbox"/>
R-3	Accident Reports	3 yrs.	Paper		<input type="checkbox"/>
R-4	Cruiser Check Sheets	3 yrs.	Paper		<input type="checkbox"/>
R-5	D.A.R.E. Account Records	2 yrs. after Audit	Paper		<input type="checkbox"/>
R-6	Special Detail Records	5 yrs.	Paper		<input type="checkbox"/>
R-7	Handwritten Logs	3 yrs.	Paper		<input type="checkbox"/>
R-8	Jr. Deputy Account Records	2 yrs. after Audit	Paper		<input type="checkbox"/>
R-9	Offense Reports	5 yrs.	Paper		<input type="checkbox"/>
R-10	Photos associated with Reports	5 yrs.	Paper		<input type="checkbox"/>
R-11	Canine Records	3 yrs.	Paper		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

Page 1 of 2



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Ross County Ohio Sheriff's Office

(local government entity)

(unit)

Thomas J. Hollis
(signature of responsible official)

Colonel Thomas J. Hollis
(name) (title)

02/20/2013
(date)

Section B: Records Commission

ROSS COUNTY, OHIO

740 702-3085

Records Commission

(telephone number)

2 N. PAINT STREET, SUITE H
(address)

CHILLICOTHE

OHIO

45601

(city)

(zip code)

(county)

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Records Commission Chair Signature

James M. Caldwell
JAMES M. CALDWELL

FEBRUARY 25, 2013

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

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Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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Page 2 of 2

Section E: Records Retention Schedule

(local government entity)

(unit)

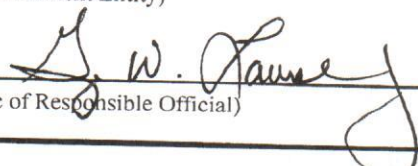
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
J-2 03a	Inactive Inmate Files: All Files Prior To 1/01/1999	Permanet	Paper		<input type="checkbox"/>
J-2 03b	Inactive Inmate Files: All Files After 12/31/1998	Permanet	Digital		<input type="checkbox"/>
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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)		
	George W. Lavender, Jr.	Sheriff	12/15/2017
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Ross County, Ohio Records Commission

740-702-3085

2 N. Paint Street, Suite H	Chillicothe	45601	Ross
(Address)	(City)	(Zip Code)	(County)

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rosscomclk@bright.net

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Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

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

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(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
C-5a	Former Personnel Folders	Until scanned & digital images quality checked	Paper		<input type="checkbox"/>
C-5b	Former Personnel Folders	Permanent	Digital		<input type="checkbox"/>
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Page 1 of 2

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)

George W. Lavender, Jr.

Sheriff

11/28/2016

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Ross County, Ohio Records Commission

740-702-3085

(telephone number)

2 N. Paint Street, Suite H

Chillicothe

45601

Ross

(address)

(city)

(zip code)

(county)

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rosscomclk@bright.net

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Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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