



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th 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

City of New Albany

(local government entity)

Police Department

(unit)

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

614.855.3913

(telephone number)

99 West Main Street

(address)

New Albany

(city)

43054

(zip code)

Franklin

(county)

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

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)

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City of New Albany

Police Department

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(unit)

All records were approved on 12/13/11 unless noted otherwise.

(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
08-001	Abandoned Vehicle Removal from Private Property	7 years	Paper	06/29/2015	
01-002	Accident Report – Injury/Non-Injury/Non-Fatal	6 years providing no pending claims	Paper/Digital		
08-003	Accident Report – Fatal	Permanent	Paper/Digital		
10-004	Affidavit/Summons/Complaints	Permanent to RMS digital record	Digital		
06-005	Agenda's – Supervisor Staff Meetings	6 years	Paper/Digital		
01-006	Alarm Permit Correspondence	1 year after vacancy	Digital		
08-007	Alarm Permit Database	Until superseded	Digital		
10-009	Alcohol Drug Influence Summary	Merge with case File	Paper/Digital	06/29/2015	
	Alcohol Breath Testing Records:				
08-010	Operators Permit	3 Years after non-employment / Merge with personnel file	Paper	06/29/2015	
10-011	Intoxilyzer Subject Test Form	3 years	Paper		
10-012	Intoxilyzer Subject Test Form	Merge with case file	Digital		
10-013	Intoxilyzer Subject Test Card	3 years	Paper		
10-014	Intoxilyzer Subject Test Card	Merge with case file	Digital		
10-015	Alcohol Solution Certification	3 years	Paper		
10-016	Intoxilyzer Machine Test Forms	3 years	Paper		
06-017	Ani/Ali 911 Repair Forms	1 year	Paper		
01-018	Annual Reports	5 years / Permanent	Paper/Digital	06/29/2015	XXX
08-020	Arrest Cards	50 years	Paper	06/29/2015	
09-021	Arrest Reports	50 years	Digital		XXX
18-171	BCI Correction Form of Criminal Arrest	3 years	Paper/Digital	06/01/2018	
06-024	BCI Evidence Submission	7 years / Merge with case file	Paper/Digital	06/29/2015	
08-026	Blank Forms	Until obsolete or superseded	Paper		
19-027	Block Party Permit / Road Closed Permits	Until expired	Paper	06/08/2016	
06-028	Bulletins, Posters & Notices	Until No Longer of Admin Value	Paper		
08-029	Business Key Holder Information	Until superseded	Paper/Digital		
10-030	BMV 2255 – ALS	Forwarded to court and BMV	Paper		
10-031	BMV 2255 – ALS	6 years / Merge with case file	Paper/Digital		
10-033	BMV – 3608 Impounded Plates	Sent to BMV / Merge with case file	Paper/Digital		
17-088	BMV Unclaimed and Abandoned Junk Motor Vehicle Affidavit (BMV 4204-E)	With Impound/Original Sent to Impound Company	Paper	06/08/2017	
10-034	Canine Training Reports	5 years after out of service	Paper		
10-035	Canine Use Report	5 years after out of service	Paper		
15-036	Case Files	Permanent to RMS system	Digital	06/29/2015	
15-038	Case Files – Investigatory Records	6 years providing no Pending Action / Merge with case File	Paper/Digital	06/29/2015	
19-223	CCH Corrections	1 year	Paper	05/01/2019	
19-231	Certificate of Accurate Copies of Documents	6 years	Paper		
99-039	Civilian Observer Request	1 year	Paper		

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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17-086	City Bus Log	1 year	Paper	06/08/2017	
12-210	City Alarm System Printouts	1 year	Paper		
01-040	Child ID Information Sheet	Until No Longer of Administrative Value	Paper		
99-041	Complaint/Compliments	Until No Longer of Administrative Value	Paper		
18-218	Confidential Criminal Intelligence Report (288)	Six month after they are determined of no longer in use	Paper/Digital	11/15/2018	
18-219	Confidential Criminal Intelligence Report (288) User Friendly	Six month after they are determined of no longer in use	Paper/Digital	11/15/2018	
18-220	Confidential Informant Packet (289)	Six month after they have been determined no longer in use	Paper/Digital	11/15/2018	
18-221	Confidential Informant Questionnaire (159) 2012	Six month after they have been determined no longer in use	Paper/Digital	11/15/2018	
10-042	Consent to Search	Merge with case file	Paper/Digital	06/29/2015	
01-043	Constitutional Rights Form	Merge with case file	Paper/Digital	06/29/2015	
08-045	Continuing Education Certificates; Class Seminar/Training Records	Merge with personnel file	Paper		
08-046	Continuing Professional Training Reports	5 years	Paper		
13-211	Continuing Professional Training Reports	Until No Longer of Administrative Value	Digital		
08-047	Contracts with Police Municipalities	Until expired	Paper		
99-048	Correspondence (Miscellaneous)	Until No Longer of Administrative Value	Paper		
11-207	Court Charges – Originals	6 years	Paper		
10-049	Court Charges Packet	Forwarded to court	Paper		
10-050	Court Charges Packet	Permanent to RMS digital record	Digital		
09-051	Court Processing Log	1 year	Digital	06/29/2015	
15-209	Credit Card Log	1 year	Paper	06/29/2015	
01-052	Crime Scene Guard Log	Merge with case file	Paper		
01-053	Criminal Trespass Warning	Merge with report	Paper/digital	06/29/2015	
16-025	Crisis Intervention Team (CIT)	3 years	Paper	06/08/2016	
08-054	Cruiser Inspection Forms	90 days	Paper		
01-055	Cruiser Video Imaging	90 days	Digital		
10-057	Deer Kill Slips	2 years	Digital		
09-058	Delivery Slips	Forward to Finance	Paper		
99-059	Department Budgets	5 years	Paper		
08-061	Digital Images – Arrests	Permanent to Master Name Index	Digital		
08-062	Digital Images – Offense/Incidents	Permanent to RMS digital File	Digital	06/29/2015	
08-063	Digital Image – Miscellaneous Events	Until No Longer of Administrative Value	Digital		
01-064	Discharge of Firearm	7 years	Paper		
10-065	Diversion Request	Forward to Probation Officer / Merge w case file	Paper/Digital	06/29/2015	
15-213	Diversion Log	1 year	Paper	06/29/2015	
10-066	DOA Report	Permanent	Paper/Digital		
99-067	Domestic Violence – BCI Forms	5 years	Paper		

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10-068	Domestic Violence – BCI Forms	Merge with case file	Digital		
18-110	Domestic Violence Lethality Screen for First Responders	3 years	Paper	06/01/2018	
15-214	Draft Paperwork	Until No Longer of Administrative Value	Paper	06/29/2015	
08-069	Email	Retain according to content	Digital		
08-070	Equipment Operating and Maintenance Records	Life of equipment	Paper		
15-215	Equipment Certifications	Life of equipment plus 3 years	Paper	06/29/2015	
19-233	Evidence Property Room Access Log	6 years	Paper		
09-071	Expunged Records	Seal all files, records and computer references and file permanently	Paper		
09-072	Fax – Messages	Treat as correspondence	Paper		
10-075	Fingerprint Information – AFIS – Criminal	2 years	Digital	06/29/2015	
10-079	Fingerprint Cards – Criminal – Final Disposition	Forward to court	Paper	06/29/2015	
18-174	Firearm Function Test	6 years	Paper	06/01/2018	
01-083	Firearm Qualifications	Merge with personnel file	Paper		
99-084	Firearm Records and Inventories	Life of equipment	Paper		
10-085	Firearm Sales – Multiple (ATF331.4)	6 months	Paper		
19-224	Fireworks Permit	1 year	Paper	05/01/2019	
09-087	Fob Usage Log	1 year	Paper		
19-225	F2 Alcohol Permits	2 years	Paper	05/01/2019	
10-089	Grand Jury Packet	Permanent to RMS digital record	Digital		
09-090	Grant Documentation Paperwork	5 years	Paper		
10-091	House / Business Check Forms	1 year	Paper/Digital	06/29/2015	
99-092	Impound Vehicle Record	3 years	Paper		
10-093	Impound Vehicle Record	Merge with case file	Digital		
18-222	In-Custody Injury or Illness Report	3 years/kept with Preliminary Health Care Form	Paper/Digital	11/15/2018	
19-232	Initial Complaint Log	6 years	Digital		
18-166	Inmate Personal Property Form	Maintain for length of associated case/jacket	Digital	06/01/2018	
18-166	Inmate Personal Property Form	3 years/kept with Preliminary Health Care Form	Paper	06/01/2018	
09-094	Intake Prisoner Log	25 years	Paper		XXX
01-095	Jail Commitment Form	1 year	Paper		
19-226	Jail Inspection Log	3 years	Paper	05/01/2019	
01-096	Jail Release Form	1 year	Paper		
19-227	Labor Union Agreements	3 years after expired contract	Paper	05/01/2019	
16-216	LEADS Audits	7 years and No Longer of Administrative Value	Paper	06/29/2015	
99-097	LEADS Cancelled Warrants	2 years	Paper		
16-081	LEADS Employee Training Sign-Off	3 years after non-employment	Paper	06/08/2016	
99-100	LEADS Entered Articles	2 years after purge	Paper		
01-101	LEADS Entered Guns	2 years after purge	Paper		

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01-102	LEADS Entered Missing Person	2 years after purge	Paper		
06-103	LEADS Entered Plates	2 years after purge	Paper		
01-104	LEADS Entered Vehicles	2 years after purge	Paper		
09-105	LEADS Entered Protection Orders	2 years after purge	Paper		
99-080	LEADS Fingerprint Cards / Results	3 years after non-employment	Paper	06/08/2016	
99-098	LEADS Newsletters	3 years	Paper		
99-099	LEADS Printouts	Until No Longer of Administrative Value	Paper		
16-082	LEADS TAC In Service Training	4 years	Paper	06/08/2016	
99-106	LEADS Teletype and Logs	2 years	Paper		
01-107	LEADS Towed Vehicles	2 years after purge	Paper		
99-108	LEADS Validations	2 years after purge	Paper		
09-109	Liquor Permit Records	3 years	Paper		
18-172	Lethality Phone Log	1 year	Paper	06/01/2018	
06-111	Mail – Unsolicited	Until No Longer of Administrative Value	Paper		
09-112	Manuals; Handbooks and Warranties	Until superseded or replaced. Retain 1 copy for 5 years	Paper/Digital	06/29/2015	
09-113	Master Name Index in CAD	Permanent	Digital		XXX
08-114	Mayors Court Charge Card Forms	Forward to Mayors Court	Paper	06/29/2015	
04-115	Mayors Court Ticket Pick Up Log	1 year	Paper		
04-116	Mayors Court Payment Received	1 year	Paper		
04-117	Mayors Court Bond Sheet	Forward to Mayors Court	Paper		
09-119	News Release	3 years	Digital		
08-120	911 Call Information	Until purged	Digital		
99-121	Officers Annual Stats	5 years	Digital	06/29/2015	
01-122	Ohio Public Record Compliance File (RC-1, RC-2, RC-3)	25 years after revised, superseded discontinued and no longer of Administrative Value	Paper		
06-123	Ohio Public Record Documents	25 years	Paper		
01-124	OVI/Accident Medical Condition Form	Merge with case file	Paper		
08-125	Organizational Charts	Until superseded	Paper/Digital	06/29/2015	
19-228	Packing Slips	1 Year	Paper/ Digital	05/01/2019	
09-126	Patch Requests	2 years	Paper/Digital	06/29/2015	
10-127	Pay in Order/Receipts	3 years	Paper		
08-128	Personnel On-Duty Reports Vehicle Accident/Injury/Property Damage	Merge with personnel file	Paper		
01-129	Personnel Evaluations	Merge with personnel file	Paper		
01-130	Personnel Oath of Office	Merge with personnel file	Paper		
01-131	Personnel Off Duty Request Form	Merge with personnel file	Paper		
10-132	Personnel Leave/Overtime Forms	Until No Longer of Administrative Value	Paper		
10-133	Personnel Overtime Designation	Until No Longer of Administrative Value	Paper		
01-134	Personnel Payroll Authorization	Merge with personnel File	Paper		

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08-135	Personnel Progressive Discipline	Merge with personnel File	Paper		
01-136	Personnel Property Distribution	Merge with personnel File	Paper		
01-137	Personnel Property Returned	Merge with personnel File	Paper		
08-138	Personnel Telephone Lists	Until superseded	Digital	06/29/2015	
08-139	Personnel Address Lists	Until superseded	Digital	06/29/2015	
01-140	Personnel Training Records/Certificates	Merge with personnel file	Paper		
01-141	Personnel Training Enrollment and Confirmations	2 years	Paper/Digital		
08-142	Personnel Shift Selection	3 years	Paper		
08-143	Personnel Work Schedule	3 years	Digital		
09-144	Preventative Patrol Notification	1 year	Paper		
08-145	Prisoner Preliminary Health Forms	3 years	Paper		
18-177	Proactive Investigation Activity Report	5 years	Paper/Digital	06/01/2018	
99-146	Property / Evidence Disposal Orders	2 years	Paper		
01-147	Property / Evidence Inventory	5 years providing audit	Paper		
99-148	Property Impound Receipts	Until item claimed or disposed of	Paper		
99-149	Property Impound Record	5 years after disposal of property	Paper		
99-150	Protection Order – Civil	Until expiration	Paper		
99-151	Protection Order – Temporary	Until judgement	Paper		
01-152	Public Survey	1 year	Paper		
08-153	Public Record Requests	2 years	Paper/Digital		
08-154	Radio/Phone Audio Recording	120 days	Digital		
01-155	Receipt Books	Forward to Finance	Paper		
10-056	Reconciliation Log	Forward to Finance with receipts and payments	Paper	06/29/2015	
08-156	Reports – Monthly	3 years	Paper/Digital		
10-157	Reports – Offense/Incident	6 years providing no pending action	Paper		
10-158	Reports – Offense/Incident	Permanent to RMS digital record	Digital		
10-159	Reports – Homicide/Rape	Permanent	Paper		
10-160	Reports – Homicide/Rape	Permanent to RMS digital record	Digital		
10-161	Reports – Missing Persons	20 years or until located	Paper		
10-162	Reports – Missing Persons	Permanent to RMS digital record	Digital		
16-019	Request for Background Check	1 year	Paper	06/08/2016	
08-163	Requisitions/Purchase Orders	5 years	Paper/Digital		
08-164	Requisition Spreadsheet	7 years	Digital		
08-165	Requisition Account Balances Spreadsheets	7 years	Digital		
01-167	Response to Resistance	Permanent / Merge with case file	Paper/Digital	06/29/2015	
99-169	Rules, Regulations and Directives	10 years	Paper/Digital	06/29/2015	
08-170	Rules, Regulations and Directives Receipt Of Policy and Updates	3 years after non-employment	Paper	06/29/2015	
11-208	School Bus Violation Complaint – Cited	Merge with citation / Forward to court	Paper		

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11-204	School Bus Violation Complaint – Unfounded	1 year	Paper		
06-175	Scrapbooks	Appraise for Historical Value	Paper		XXX
09-176	Service Department Work Order	2 years	Digital		
08-178	Solicitors Digital Photo	Merge with permit	Digital	06/29/2015	
99-179	Solicitors Application/Permit	1 year	Paper		
13-212	Solicitors Applications/Permit	6 years	Digital		
99-180	Special Duty Schedules	2 years	Paper/Digital	06/29/2015	
06-181	Special Duty Invoice	2 years	Paper/Digital	06/29/2015	
16-037	Special Tools Room Key Log	Until No Longer of Administrative Value	Paper	06/08/2016	
19-230	Station Video	120 days		05/01/2019	
99-183	Subpoena	Until discharged	Paper/Digital		
01-184	Sudden Infant Death	Merge with case file	Paper/Digital	06/29/2015	
16-060	THF Weekly Safety Inspections	2 years	Paper	06/08/2016	
18-182	THF Bio-Hazard / Mechanical Report	2 years	Paper	06/01/2018	
18-185	THF Training Log	2 years	Paper	06/01/2018	
10-186	Top Eight Traffic Enforcement	1 year	Paper		
10-187	Traffic Citations – Juvenile	Forward to court / Probation Officer	Paper	06/29/2015	
10-188	Traffic Citations – Juvenile	Permanent to RMS digital record	Digital		
15-189	Traffic Citations – Adult	Forward to appropriate court	Paper	06/29/2015	
15-191	Traffic Citations – Adult	Permanent to RMS digital record	Digital	06/29/2015	
06-193	Traffic Complaint Forms	1 year	Paper		
18-173	Unclaimed Motor Vehicle Packet – BMW 4204	6 year	Paper/Digital	06/01/2018	
16-195	Urban Deer Hunt Hold Harmless Agreement	2 years	Paper		
06-196	Urban Deer Hunt Permits	2 year	Paper		
06-197	Urban Deer Hunters Log	5 years	Digital	06/29/2015	
19-229	Vacation Schedules	1 year	Paper/Digital	05/01/2019	
01-198	Vehicle Pursuit Report	Permanent / Merge with case file	Paper/Digital	06/29/2015	
08-199	Video Request Form	1 year	Paper/Digital		
08-201	Visitors Log	1 year	Paper		
06-202	Voice Mail	Until no Longer of Administrative Value	Digital		
08-205	Waiver of Extradition	Merge with case file	Paper		
06-206	Website	Until superseded	Digital		
15-217	Webcheck – Audit	10 years	Paper	06/29/2015	
10-073	Webcheck – FBI Dissemination Log	1 year	Paper	06/29/2015	
10-118	Webcheck – Civilian Juvenile Waiver	1 year	Paper	06/29/2015	
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****Records include Electronic Records, which will be maintained under the same schedule as all other media types.**

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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(unit)

Last number used is 233

Mayor's Court Bond Log is now called Mayor's Court Payments Received.