

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

City of New Albany

Police Department

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	6 Years provided no pending action	Paper/Digital	05/7/2024	
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08-007	Alarm Permit Database	Until superseded	Digital		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 Certification	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	Digital	05/07/2024	
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08-026	Blank Forms	Until obsolete or superseded	Paper		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08-029	Business Key Holder Information	Until superseded	Paper/Digital		
24-337	BWC Uncategorized	90 days	Digital	05/7/2024	
24-338	BWC Arrest	180 days	Digital	05/7/2024	
24-339	BWC Calls for Service	90 days	Digital	05/7/2024	
24-340	BWC No Value Activation	1 week	Digital	05/7/2024	
24-341	BWC Pending Felony Grand Jury Cases	1 year	Digital	05/7/2024	
24-342	BWC Prosecutor Retention Request	2 years	Digital	05/7/2024	
24-343	BWC Traffic Stop No Arrest	90 days	Digital	05/7/2024	
24-344	BWC Training Demo	Until Manually Deleted	Digital	05/7/2024	
24-345	BWC Use of Force	Until Manually Deleted	Digital	05/7/2024	
10-030	BMV 2255 – ALS	Forwarded to court and BMV	Paper		
10-031	BMV 2255 – ALS	6 years / Merge with case file	Paper/Digital		

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10-033	BMV – 3608 Impounded Plates	Sent to BMV / Merge with case file	Paper/Digital		
10-034	Canine Training Reports	5 years after out of service	Digital		
10-035	Canine Use Report	5 years after out of service	Digital		
15-036	Case Files	Life of RMS + 6 Years	Digital	05/07/2024	
15-038	Case Files – Investigatory Records	6 years providing no Pending Action / Merge with case File	Paper/Digital	06/29/2015	
19-231	Certificate of Accurate Copies of Documents	6 years	Paper	12/23/2019	
99-039	Civilian Observer Request	1 year	Paper		
20-234	City Traffic Camera Recordings	Until overridden	Digital	05/07/2024	
01-040	Child ID Information Sheet	Until No Longer of Administrative Value	Paper		
22-245	Citation Book Issuance Receipt	3 years	Paper/Digital	05/07/2024	
22-244	Citation Journal	3 years	Paper/Digital	05/07/2024	
99-041	Complaint/Compliments	Until No Longer of Administrative Value	Paper		
18-218	Confidential Criminal Intelligence Report (288)	Six months after determined of no longer in use	Paper/Digital	11/15/2018	
18-220	Confidential Informant Packet (289)	Six months after they have been determined no longer in use	Paper/Digital	11/15/2018	
18-221	Confidential Informant Questionnaire (159) 2012	Six months 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/Digital	05/07/2024	
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		
09-051	Court Processing Log	Until No Longer Administrative Value	Digital	05/07/2024	
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	Permanent	Digital	06/29/2015	
01-053	Criminal Trespass Warning	6 Years	Paper	06/29/2015	
16-025	Crisis Intervention Team (CIT)	3 years	Paper	06/08/2016	
01-055	Cruiser Video Imaging	90 days	Digital		
10-057	Deer Kill Slips	2 years	Digital		
99-059	Department Budgets	5 years	Digital	05/07/2024	
08-061	Digital Images – Arrests	Permanent to Master Name Index	Digital/Paper		
08-062	Digital Images – Offense/Incidents	Permanent to RMS digital File 6 year NPA	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	
20-236	Drone Flight Log	Equipment is No Longer Utilized	Paper	01/04/2021	
22-247	Drone – Video and Images – Investigatory Work	Merged to Case Investigative File	Digital	05/02/2022	
22-248	Drone – Video and Images – Non-Investigatory	Until No Longer Administrative Value	Digital	05/02/2022	
08-069	Email	Retain according to content	Digital		
22-246	Emergency Phone Ping	Merge to Case – Investigatory Files	Paper/Digital	05/02/2022	
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	12/23/2020	
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	
09-090	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	12/23/2019	
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
23-332	Internal Investigation Checklist	Merge to Personnel File	Paper		
21-240	Inspection forms, reports or audits (individual or facilities)	1 year	Paper	05/21/2021	
01-095	Jail Commitment Form	1 year	Paper		
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/Digital	05/07/2024	
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		

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01-101	LEADS Entered Guns	2 years after purge	Paper		
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		
21-241	LEADS NICS Firearm Release	3 years after release	Paper	05/21/2021	
21-238	LEADS Operator Updates	Until No Longer of Administrative Value	Paper	05/21/2021	
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		
21-237	LEADS Miscellaneous Vendor Backgrounds	5 years or Until No Longer of Administrative Value	Paper	05/21/2021	
09-109	Liquor Permit Records	3 years	Paper		
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	
04-116	Mayors Court Bond Log	1 year	Paper	12/23/2019	
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	
21-239	Pay in Order/Receipts	3 years	Digital	05/21/2021	
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		

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10-133	Personnel Overtime Designation	Until No Longer of Administrative Value	Paper		
01-134	Personnel Payroll Authorization	Merge with personnel File	Paper		
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	6 years, NPA	Digital	05/07/2024	
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	20 years	Digital	05/07/2024	
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	

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22-243	Search Warrants	Merge to Case Investigative File	Paper/Digital		
11-208	School Bus Violation Complaint – Cited	Merge with citation / Forward to court	Paper		
11-204	School Bus Violation Complaint – Unfounded	1 year	Paper		
06-175	Scrapbooks	Appraise for Historical Value	Paper		XXX
08-178	Solicitors Digital Photo	Merge with permit	Digital	06/29/2015	
99-179	Solicitors Application/Permit	1 year	Paper		
13-212	Solicitors Application/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	
21-242	Special Event – Multi-jurisdictional Unit Detail	1 year	Paper	05/21/2021	
16-037	Special Tools Room Key Log	Until No Longer of Administrative Value	Paper	06/08/2016	
19-230	Station Video	Until overridden (90 days)	Digital	05/07/2024	
99-183	Subpoena	1 year	Paper/Digital	05/21/2021	
01-184	Sudden Infant Death	Merge with case file	Paper/Digital	06/29/2015	
22-324	Supervisor Daily Shift Report	1 Year	Paper/Digital	05/02/2022	
16-060	THF Weekly Safety Inspections	2 years	Paper	06/08/2016	
24-336	THF Sanitation Checklist	2 years	Paper	5/23/2024	
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		
22-245	Traffic Citation Book Issuance Receipt	3 years	Paper	05/02/2022	
22-244	Traffic Citations Journal (officer's)	3 years	Paper	05/02/2022	
10-187	Traffic Citations – Juvenile	Forward to court / Probation Officer	Paper	06/29/2015	
10-188	Traffic Citations – Juvenile	6 years	Digital	05/07/2024	
15-189	Traffic Citations – Adult	Forward to appropriate court	Paper	06/29/2015	
15-191	Traffic Citations – Adult	6 years	Digital	05/07/2024	
06-193	Traffic Complaint Forms	1 year	Paper		
16-195	Urban Deer Hunt Hold Harmless Agreement	2 years	Paper		
06-196	Urban Deer Hunt Permits	2 years	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	
23-333	Victim's Rights Form	Merge to Case Investigative File	Paper		
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		
20-235	Vehicle Tow Log	5 years	Digital	01/04/2021	
08-205	Waiver of Extradition	Merge with case file	Paper		
06-206	Website	Until superseded	Digital		

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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	
CRT-08-002	Diversion Juvenile Records	7 Years after case closed and/or participant reaches 18 years of age.	Paper	06/20/2008	
CRT-02-002	CRT-02-002 – Probation Files	10 years after probationer completes terms of probation	Paper	06/20/2008	
23-335	Personnel OVI Hours Designation Form	Until No Longer of Administrative Value	Paper/Digital		

**Records include Electronic Records, which will be maintained under the same schedule as all other media types.

Last number used is 345