

Hamilton County Sheriff's Office

Master Schedule of Records Retention and Disposition

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin	00-01	Accounts Receivable Ledger and Documents	3 fiscal years after payment - provided audited	Paper	6/15/2000			
Use:								
Admin	00-06	Bank Deposit Receipts	3 fiscal years - provided audited	Paper	6/15/2000			
Use:								
Admin	00-07	Bank Statements	3 fiscal years - provided audited	Paper	6/15/2000			
Use:								
Admin	00-08	Bulletins	30 days after obsolescence	Paper	6/15/2000			
Use:								
Admin	00-09	Bids and Proposals (Unsuccessful and Successful)	3 fiscal years - provided audited	Paper	6/15/2000			
Use:								
Admin	00-10	Cancelled Checks	3 fiscal years - provided audited	Paper	6/15/2000			
Use:								
Admin	00-15	Correspondence (Executive)	2 years review by OHS for possible transfer. Destroy if of no historical value.	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin	00-16	Correspondence (Administrative)	2 years provided audited	Paper	6/15/2000			
Use:								
Admin	00-17	Correspondence (routine standard form letters)	1 year	Paper	6/15/2000			
Use:								
Admin	00-19	Insurance Policies (O.R.C. 2305.10)	2 years after expiration after claim	Paper	6/15/2000			
Use:								
Admin	00-20	Inventories (Annual of Public Property)	2 fiscal years provided audited	Paper	6/15/2000			
Use:								
Admin	00-21	Invoices Paid	2 fiscal years provided audited	Paper	6/15/2000			
Use:								
Admin	00-22	Job Descriptions	Until Superseded or Classification abolished	Paper	6/15/2000			
Use:								
Admin	00-23	Leases	3 years after expiration provided audited	Paper	6/15/2000			
Use:								
Admin	00-24	Leave Requests (Sick, Vacation, LOA, etc.)	2 fiscal years provided audited	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin	00-25	Officials' Bonds (O.R.C. 2305.12)	10 years after expiration provided audited	Paper	6/15/2000			
Use:								
Admin	00-29	Petty Cash Records	2 fiscal years provided audited	Paper	6/15/2000			
Use:								
Admin	00-30	Preliminary Drafts of Letters, Memoranda, Worksheets, Reports and Informal Notes	Until no longer of administrative value to the office	Paper	6/15/2000			
Use:								
Admin	00-31	Professional Association Records	Until no longer of administrative value to the office	Paper	6/15/2000			
Use:								
Admin	00-33	Receipt Documents	3 fiscal years provided audited	Paper	6/15/2000			
Use:								
Admin	00-34	Records of Accrued Fees	3 fiscal years provided audited	Paper	6/15/2000			
Use:								
Admin	00-35	Records of Receipts and Expenditures	10 fiscal years provided audited	Paper	6/15/2000			
Use:								
Admin	00-37	Tape Recordings, Video Recordings, and Short Hand Notes of Meetings	30 days after transcribed or minutes approved	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin	00-38	Telephone Bills and Telephone Long Distance Logs	2 fiscal years provided audited	Paper	6/15/2000			
Use:								
Admin	00-39	Time Cards and Time and Sign-In Sheets (O.R.C. 2305.11) (Daily Watch/Duty Rosters - OT/Comp)	2 fiscal years provided audited	Paper	6/15/2000			
Use:								
Admin	00-43	Warrant Register or Journals	3 fiscal years provided audited	Paper	6/15/2000			
Use:								
Admin	10-22	Minutes of Meetings	Permanent	Electronic	5/24/2010	Staff Notes		
Use:								
Admin	11-004	Contract Employees' Photo ID Information	1 Year After Termination/Resignation	Paper/ID Card	3/8/2011			
Use:								
Admin	SH-16-01	Body Worn Camera Video Footage	Permanent	Digital / Electronic	2/17/2016			
Use: Homicide/Sex Crimes								
Admin	SH-16-02	Body Worn Camera Video Footage	7 Years	Digital / Electronic	2/17/2016			
Use: Critical Incidents								
Admin	SH-16-03	Body Worn Camera Video Footage	3 Years	Digital / Electronic	2/17/2016			
Use: Misdemeanors								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin	SH-16-04	Body Worn Camera Video Footage	3 Years	Digital / Electronic	2/17/2016			

Use: Traffic Stops & Citations

Admin	SH-16-05	Body Worn Camera Video Footage	3 Years	Digital / Electronic	2/17/2016			
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Use: Possible Complaints

Admin	SH-16-06	Employee Event Photos	Permanent	Paper/Electronic	2/17/2016			
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Use: To record events that occur within the Office.

Admin	SH-18-20	Parades (Supersedes SH-14-27)	Until No Longer of Administrative Value then Destroy	Electronic/Paper	9/12/2018			
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Use:

Admin - Comm.Rel.	10-19	Annual Report(s) (Supersedes 00-03)	Permanent	Paper/Electronic	5/24/2010			
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Use:

Admin - Comm.Rel.	10-21	Manuals, Handbooks, & Directives	Until Superseded, Obsolete or Replaced	Paper/Electronic	5/24/2010	Uniform Manual		
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Use:

Admin - Comm.Rel.	10-23	Publications	Permanent	Electronic	5/24/2010	Stars and Bars		
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Use:

Admin - Comm.Rel.	10-23	Publications	Permanent	Electronic	5/24/2010	Your Sheriff's Office		
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Use:

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Comm.Rel.	10-24	College Student Placement Files	3 years	Paper/Electronic	5/24/2010	Criminal Justice Student Files		
Use:								
Admin - Comm.Rel.	10-26	Professional Members Records	3 years	Electronic	5/24/2010	BSSA Membership Info (excludes database records)		
Use:								
Admin - Comm.Rel.	10-27	Copy Machine Usage	5 years	Paper/Electronic	5/24/2010	Quarterly Meter Readings		
Use:								
Admin - Comm.Rel.	10-28	Correspondence-Public Relations	5 years	Electronic	5/24/2010	Awards/Misc. Letters/Memos		
Use:								
Admin - Legal	06-32	Contracts (Supersedes 00-14)	15 years after expiration	Paper	11/13/2006	(Union) Conciliation/Negotiations/Fact Finding/Proposals		
Use:								
Admin - Legal	06-35	Unfair Labor Practices (SERB)	5 years	Paper/CD's Cassettes/Photos	11/13/2006			
Use:								
Admin - Legal	06-39	Forfeiture Information - Non-court documents	2 years	Paper	11/13/2006	DB Printouts/Entries/CIP Bills/Auction Info/Closed Property & Currency		
Use:								
Admin - Legal	08-252	Pre-Disciplinary Hearing Records	5 years	Paper/CD's/Videos/ Cassettes/Photos	11/21/2008			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Legal	08-253	Correspondence - Administrative (Employee Files) (Supersedes 06-37)	2 years	Paper	11/21/2008			

Use:

Admin - Personnel	11-06	Personnel Files (Paper Copy) (Supersedes 00-28)	Until Scanned	Paper	9/13/2011			
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Use:

Admin - Personnel	11-07	Personnel Files (Scanned Copy)	Permanent	Electronic	9/13/2011			
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Use:

ADMIN/ALL	SH-22-03	DRAFTS (Supersedes SH-21-08)	Until No Longer of Administrative Value; NO RC-3 REQUIRED	Paper/Electronic	9/20/2022			
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Use: Drafts of Policies, procedures, directives, letters, memorandums

ADMIN/ALL	SH-22-04	Intermediate Email, Text Messages, Voice Messages (Supersedes SH-21-09)	User is Responsible for retaining email, text messages, and voice messages	Paper/Electronic	9/20/2022			
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Use: Email, Text and Voice Messages that have more significant adm according to content;

ADMIN/ALL	SH-22-08	Permanent Email, Text Messages, Voice Messages (Supersedes SH-21-13)	User is Responsible for retaining email, text and messages according to content; IS will retain emails	Paper/Electronic	9/20/2022			
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Use:

ADMIN/ALL	SH-22-11	Transient Email, Text Messages, Voice Messages (Supersedes SH-21-18)	Until No Longer of Administrative Value; NO RC-3 REQUIRED	Paper/Electronic	9/20/2022			
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Use:

Admin/Fiscal	SH-18-18	Contracts-Miscellaneous (Excludes Union & Townships)	Until Scanned	Paper	9/12/2018			
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Use:

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin/Fiscal	SH-18-19	Contracts-Miscellaneous (Excludes Union & Townships)	Permanent	Electronic	9/12/2018			
Use:								
ADMIN/LEGAL	SH-22-01-E	Administrative & Operational General Orders; Special Orders; Rules, Regulations, & Disciplinary	Permanent	Electronic	9/20/2022			
Use: Policies and Procedures that apply to all employees								
ADMIN/LEGAL	SH-22-01-P	Administrative & Operational General Orders; Special Orders; Rules, Regulations, & Disciplinary	Until Scanned; NO RC-3 REQUIRED	Paper	9/20/2022			
Use: Policies and Procedures that apply to all employees								
ADMIN/LEGAL	SH-22-02-E	Claims & Litigation Records (Supersedes SH-21-07)	3 Years After Case Closed & Appeals Exhausted; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
ADMIN/LEGAL	SH-22-02-P	Claims & Litigation Records (Supersedes SH-21-06)	3 Years After Case Closed & Appeals Exhausted or Until Scanned or Electronically	Paper/CD/DVD/ Photos/Flash Drive	9/20/2022			
Use:								
ADMIN/LEGAL	SH-22-05-E	Family Medical Leave Act Requests and Correspondence	3 Years after last date of employment; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use: Document employees' FMLA Leave								
ADMIN/LEGAL	SH-22-05-P	Family Medical Leave Act Requests and Correspondence (Supersedes 08-251)	3 Years after last date of employment or until scanned; NO RC-3 REQUIRED	Paper	9/20/2022			
Use: Document employees' FMLA Leave								
ADMIN/LEGAL	SH-22-06-E	Labor Arbitrations (Supersedes SH-21-11)	5 years; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use: Documents Grievances Turned Arbitration								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
ADMIN/LEGAL	SH-22-06-P	Labor Arbitrations (Supersedes SH-21-10)	5 years or Until Scanned; NO RC-3 REQUIRED	Paper/Electronic /CDs/DVDs/ Photos/FlashDri	9/20/2022			
Use: Documents Grievances Turned Arbitration								
ADMIN/LEGAL	SH-22-09-E	Prosecutor's Opinion (Supersedes SH-21-15)	Permanent	Electronic	9/20/2022			
Use: From Prosecutors re their opinion of administering legal or adm								
ADMIN/LEGAL	SH-22-09-P	Prosecutor's Opinion (Supersedes SH-21-14)	Until Scanned; NO RC-3 REQUIRED	Paper	9/20/2022			
Use: From Prosecutors re their opinion of administering legal or adm								
ADMIN/LEGAL	SH-22-10-E	Public Records/Subpoena Requests and Potential Litigation Records (Supersedes SH-21-17)	2 Years; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
ADMIN/LEGAL	SH-22-10-P	Public Records/Subpoena Requests and Potential Litigation Records (Supersedes SH-21-16)	2 years or until scanned or electronically downloaded; NO RC-3 REQUIRED	Paper/CD/DVD/ Photos/Flash Drive	9/20/2022			
Use:								
ADMIN/LEGAL	SH-22-12-E	Township Contracts (Supersedes SH-21-20)	Term of Contract +5 Years; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
ADMIN/LEGAL	SH-22-12-P	Township Contracts (Supersedes SH-21-19)	Term of Contract +5 Years or Until Scanned; NO RC-3 REQUIRED	Paper	9/20/2022			
Use:								
ADMIN/LEGAL	SH-22-13-E	Vendor Contracts (Supersedes SH-21-22)	Term of Contract +5 Years; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
ADMIN/LEGAL	SH-22-13-P	Vendor Contracts (Supersedes SH-21-21)	Term of Contract +5 Years or Until Scanned; NO RC-3 REQUIRED	Paper	9/20/2022			
Use:								
ADMIN/LEGAL	SH-22-14-E	Union Grievance Records (Supersedes SH-21-24)	2 Years; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
ADMIN/LEGAL	SH-22-14-P	Union Grievance Records (Supersedes SH-21-23)	2 Years or Until Scanned; NO RC-3 REQUIRED	Paper	9/20/2022			
Use:								
ADMIN/PIO	SH-22-07	Media Releases (Supersedes SH-21-12)	1 Year; No RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
Admin-Fiscal	SH-14-01	Annual Budgets (Supersedes 00-02)	Until Scanned	Paper	7/23/2014			
Use:								
Admin-Fiscal	SH-14-02	Annual Budgets	Permanent	Electronic	7/23/2014			
Use:								
Admin-Fiscal	SH-14-03	Audit Reports-Federal, State and Internal (Supersedes 00-05)	Until Scanned	Paper	7/23/2014			
Use:								
Admin-Fiscal	SH-14-04	Audit Reports-Federal, State and Internal	5 Fiscal Years	Electronic	7/23/2014			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin-Fiscal	SH-14-05	Cash Books and Cash Journals (Supersedes 00-11)	Until Scanned	Paper	7/23/2014			
Use:								
Admin-Fiscal	SH-14-06	Cash Books and Cash Journals	Permanent	Electronic	7/23/2014			
Use:								
Admin-Fiscal	SH-14-07	Check Registers (Supersedes 00-12)	Until Scanned	Paper	7/23/2014			
Use:								
Admin-Fiscal	SH-14-08	Check Registers	Permanent	Electronic	7/23/2014			
Use:								
Admin-Fiscal	SH-14-09	Contracts - Townships (Supersedes 00-14)	Until Scanned	Paper	7/23/2014			
Use:								
Admin-Fiscal	SH-14-10	Contracts - Township	Permanent	Electronic	7/23/2014			
Use:								
Admin-Fiscal	SH-14-11	Federal Grant Files and Supporting Financial Records & Documents (Supersedes 00-18)	Until Scanned	Paper	7/23/2014			
Use:								
Admin-Fiscal	SH-14-12	Federal Grant Files and Supporting Financial Records & Documents	Retain Until State and Federal Audits have been conducted, Audit reports released and all litigation	Electronic	7/23/2014			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin-Fiscal	SH-14-13	Inactive Executions	Until Scanned	Paper	7/23/2014			

Use:

Admin-Fiscal	SH-14-14	Inactive Executions	Permanent	Electronic	7/23/2014			
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Use:

Admin-Fiscal	SH-14-15	Inactive Order for Sales	Until Scanned	Paper	7/23/2014			
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Use:

Admin-Fiscal	SH-14-16	Inactive Order for Sales	Permanent	Electronic	7/23/2014			
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Use:

Admin-Fiscal	SH-14-17	Pay-ins to Treasury Records (Supersedes 00-26)	2 Fiscal Years	Paper	7/23/2014			
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Use:

Admin-Fiscal	SH-14-18	Payroll Records (Supersedes 00-27)	Until Scanned	Paper	7/23/2014			
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Use: Copy of Payroll Records held by Appoint. Authority

Admin-Fiscal	SH-14-19	Payroll Records	3 fiscal years provided audited	Electronic	7/23/2014			
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Use: Copy of Payroll Records held by Appoint. Authority

Admin-Fiscal	SH-14-20	Purchase Orders (Supersedes 00-32)	2 fiscal years provided audited	Paper	7/23/2014			
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Use:

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin-Fiscal	SH-14-21	Requisitions (Supersedes 00-36)	2 fiscal years provided audited	Paper	7/23/2014			
Use:								
Admin-Fiscal	SH-14-22	Travel Expense Reports (Supersedes 00-40)	2 fiscal years provided audited	Paper	7/23/2014			
Use:								
Admin-Fiscal	SH-14-23	Voucher Registers or Journals (Supersedes 00-41)	2 fiscal years provided audited	Paper	7/23/2014			
Use:								
Admin-Fiscal	SH-14-24	Vouchers (Supersedes 00-42)	2 fiscal years provided audited	Paper	7/23/2014			
Use:								
Admin-Inspect	SH-14-25	Inspections & Compliance Database	Permanent	Electronic	7/23/2014			
Use: Document								
Admin-Inspect	SH-14-26	Inspections & Compliance Memorandums	2 years	Paper	7/23/2014			
Use: Sum. findings of policy inspects. for Admin review								
Admin-Inspect	SH-14-27	Parade Information (Supercedes 10-25)	1 year	Paper	7/23/2014			
Use: document parade participation								
stration Division - All Di	SH-17-004	Uncategorized Video (see notes)	90 Days	Digital	9/13/2017			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin-Legal	SH-12-20	Legal Research	Until Superseded or not longer of administrative value	Paper, CDs	11/28/2012			
Use: See Notes below								
Admin-Training	SH-18-12	Corrections Academy Training Schedules	3 Years Plus Current	Paper	3/15/2018			
Use:								
BofR	11-005	Publishing Orders / Invoices (Copies of)	2 Years	Paper	3/8/2011			
Use:								
BofR	11-008	Juvenile Fingerprint Cards (supersedes 10-16)	21 years of age or unless arrested as an adult	Paper/Electronic	9/13/2011			
Use:								
BofR	11-009	Auto Accident Reports - Paper (Supersedes 00-116)	Current Year - Paper until scanned	Paper	9/13/2011			
Use:								
BofR	11-010	Auto Accident Reports - Electronic (Supersedes 00-116)	Current Year +6	Electronic	9/13/2011			
Use:								
BofR	12-01	General Orders of Sheriff's Office (Supersedes 00-127)	Until Superseded/obsolete or replaced	Paper	4/3/2012			
Use: Reference for Policy Procedures								
BofR	SH-002	Expungements (Court Ordered Sealed)	Permanent	Electronic	3/6/2019			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	SH-12-05	MugShots (Supersedes 10-13)	Until subject reaches 80 years of age or dies or record ordered expunged or sealed by court order	Paper/Photos	11/28/2012			
Use:								
BofR	SH-12-06	Arrest Log Book (Supersedes 00-109)	Permanent	Paper/Electronic	11/28/2012			
Use:								
BofR	SH-12-07	Offense Reports (NIBRS) - Paper	Current year - Paper until scanned	Paper	11/28/2012			
Use:								
BofR	SH-12-08	Offense Reports (NIBRS) - Electronic (Supersedes 00-118)	Current Year + 6	Electronic	11/28/2012			
Use:								
BofR	SH-12-09	Conceal Carry Applications (Supersedes 09-155)	Current + 2 Years	Paper	11/28/2012			
Use: Maintain for Review of Renewal Applications								
BofR	SH-12-10	Conceal Carry Applications (Supersedes 09-155)	7 Years	Electronic	11/28/2012			
Use: Maintain for Review of Renewal Applications								
BofR	SH-12-11	Denial/Revoked/Suspended CCW Applications	1 year until scanned	Paper	11/28/2012			
Use: Maintain for Reference on Appeals								
BofR	SH-12-12	Denial/Revoked/Suspended CCW Applications	7 Years	Electronic	11/28/2012			
Use: Maintain for Reference on Appeals								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	SH-13-001	House Card Fingerprint Card (Supersedes 00-101)	Dispose once converted to electronic	Paper	11/13/2013			
Use:								
BofR	SH-13-002	House Card Fingerprinting Card (Supersedes 00-101)	Permanent	Electronic	11/13/2013			
Use:								
BofR	SH-13-003	Palm Print Cards (Supersedes 00-102)	Dispose once converted to electronic	Paper	11/13/2013			
Use:								
BofR	SH-13-004	Palm Print Cards (Supersedes 00-102)	Permanent	Electronic	11/13/2013			
Use:								
BofR	SH-16-07	Criminal Jackets (Supersedes 10-14)	Until Person Reaches 80 Years of Age or Dies or is Scanned	Paper	2/17/2016			
Use:								
BofR	SH-16-08	Criminal Jackets	Until Person Reaches 80 Years of Age or Dies	Electronic	2/17/2016			
Use:								
BofR	SH-16-09	Township Report (Supersedes 00-123)	Until Scanned	Paper	2/17/2016			
Use:								
BofR	SH-16-10	Monthly UCR Report Arson & Hate Crime (Supersedes 00-124)	Until Scanned	Paper	2/17/2016			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	SH-16-11	Monthly Consolidated Traffic Report (Supersedes 00-125)	Until Scanned	Paper	2/17/2016			
Use:								
BofR	SH-16-12	Domestic Violence Report (Supersedes 00-126)	Until Scanned	Paper	2/17/2016			
Use:								
BofR	SH-16-13	Blotter of Hit Confirmation Messages (Supersedes 00-140)	Until Scanned	Paper	2/17/2016			
Use:								
BofR	SH-16-14	Blotter of Hit Confirmation Messages	Current Year	Electronic	2/17/2016			
Use:								
BofR	SH-16-15	Log Sheet of Warrants Rec'd From Clerks Ofc (Supersedes 00-142)	Until Scanned	Electronic	2/17/2016			
Use:								
BofR	SH-16-16	Log Sheet of Warrants Rec'd From Clerks Ofc	Current Year +1	Electronic	2/17/2016			
Use:								
BofR	SH-16-17	Township Report	Permanent	Electronic	2/17/2016			
Use:								
BofR	SH-16-18	Monthly UCR Report Arson & Hate Crime	Permanent	Electronic	2/17/2016			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	SH-16-19	Domestic Violence Report	Permanent	Electronic	2/17/2016			
Use:								
BofR	SH-16-20	Monthly Consolidated Traffic Report	Permanent	Electronic	2/17/2016			
Use:								
BofR	SH-18-1	LEADS/NCIC Gun Validations (Supersedes 00-136)	Current Year +1	Paper	3/15/2018			
Use:								
BofR	SH-18-2	Citation Arrest Summary Sheets (Supersedes 00-138)	Current Month +3 Months	Electronic	3/15/2018			
Use:								
BofR	SH-18-3	Monthly LEADS/NCIC Validations (Supersedes 00-141)	Current Year +1	Paper	3/15/2018			
Use:								
BofR	SH-18-4	Record Check Receipts (Supersedes 00-119)	Until no longer of Administrative Value	Electronic as of 01/01/16	3/15/2018			
Use:								
BofR	SH-18-5	Receipt Log or Ledger (Superseces 00-121)	Until no longer of Administrative Value	Electronic as of 01/01/16	3/15/2018			
Use:								
BofR	SH-18-6	NCIC/LEADS/RCIC Wanted Person Computer Printouts (Supersedes 00-137)	Destroy when warrant is cancelled	Paper	3/15/2018			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	SH-19-001	Expungements (Court Ordered Sealed) - (Supersedes 00-131)	1 Year Paper Until Scanned	Paper	3/6/2019			
Use:								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	F. Operational Plans		
Use:								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	C. Lab Reports/Evidence Disposition		
Use:								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	D. Investigative Narrative Reports		
Use:								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	A. All Arrest Related Paperwork		
Use:								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	B. Search Warrant Consent		
Use:								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	E. Forfeiture Paperwork		
Use:								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	H. Plea Agreement Reports/Defendant Disposition Reports		
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	I. Court Orders		
Use:								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	G. After Action Reports		
Use:								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	E. Photographs		
Use:								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	F. Fingerprints		
Use:								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	A. Agreement		
Use:								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	G. Debriefing Narrative Reports		
Use:								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	C. Release of all Claims		
Use:								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	D. Registration		
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	B. Consent for Transmitter/Recorder		
Use:								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	H. Payment Forms		
Use:								
CIS	00-70	Intelligence Information Forms	Current +4	Paper	6/15/2000			
Use:								
CIS	00-71	Tracking Record of Dissemination of Intelligence	Current +4	Paper	6/15/2000			
Use:								
CIS	00-72	Administrative Correspondence	Current +1	Paper	6/15/2000			
Use:								
CIS	00-73	Payroll Records	Current +1	Paper	6/15/2000			
Use:								
CIS	00-74	Weekly Activity Reports	Current +1	Paper	6/15/2000			
Use:								
CIS	00-75	Purchase Orders and Payment Records	Current +1	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CIS	11-001	Pawn Shop Slips	Current +2	Paper	3/8/2011			
Use:								
CIS	11-002	Offense Reports (NIBRS - CIS Copy)	One Year	Paper	3/8/2011			
Use:								
CSD	00-144	Administrative Subject Files	Current +2	Paper	6/15/2000			
Use:								
CSD	00-146	Law Suits (Closed)	Current +2	Paper	6/15/2000			
Use:								
CSD	00-148	Projects & Programs	Current +2	Paper	6/15/2000			
Use:								
CSD	00-149	Court Service Operation Files	Current +3	Paper	6/15/2000			
Use:								
CSD	00-150	Special Police Operative Files	Current +3	Paper	6/15/2000			
Use:								
CSD	00-153	Workman Compensation Claims	Current +2	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSD	00-155	Daily Attendance Rosters	Current +1	Paper	6/15/2000			
Use:								
CSD	00-157	Overtime Sheets	Current +1	Paper	6/15/2000			
Use:								
CSD	00-158	FLSA	Current +1	Paper	6/15/2000			
Use:								
CSD	00-159	Off Duty Detail Sheets	Current +1	Paper	6/15/2000			
Use:								
CSD	SH-22-15	Indictment Docket (Supersedes 00-176, 00-178, SH-18-14, SH-18-15)	Until No Longer of Administrative Value; NO RC-3 REQUIRED	Paper	9/20/2022			
Use:								
CSD	SH-22-16	Extraditions (Supersedes 00-174, 00-175, 00-179)	Current +2; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
CSD	SH-22-17	Monthly Statistical Reports (Supersedes 00-147)	Current +2; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
CSD	SH-22-18	Daily Activity Cards (Supersedes 00-154)	Current Year +1; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSD	SH-22-19	Court Assignment Sheets (Supersedes 00-160, 00-162)	Current Year +1; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use: Daily Court Docket for Common Pleas Court and Deputies assi								
CSD	SH-22-20	Sheriff Direction Sheets (Supersedes SH-18-10)	Until No Longer of Administrative Value; No RC-3 REQUIRED	Paper	9/20/2022			
Use:								
CSD	SH-22-21	Territory/Transportation Stats (Supersedes 00-161)	Current Year +1; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
CSD	SH-22-22-E	ID Badges	Current Year +1; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use: Documents those who are assigned ID Badges								
CSD	SH-22-22-P	ID Badges (Supersedes SH-18-13)	Until Scanned; NO RC-3 REQUIRED	Paper	9/20/2022			
Use: Documents those who are assigned ID Badges								
CSD	SH-22-23-E	Offender Registration Files	2 Years or Until Inactive or until Deceased (whichever Comes First); NO RC-3 REQUIRED	Electronic	9/20/2022			
Use: Document inactive, current, deceased and/or offenders who hav								
CSD	SH-22-23-P	Offender Registration Files (Supersedes 11-011, 11-012, 11-013, 11-014)	Until Scanned; NO RC-3 REQUIRED	Paper	9/20/2022			
Use: Document inactive, current, deceased and/or offenders who hav								
CSD	SH-22-24	Court Services Annual Reports (Supersedes 00-145)	Current +2; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSD	SH-22-25	Contracts/Correspondence (Supersedes 00-151)	Current +2; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
CSD	SH-22-26	Budget Reports (Supersedes 00-152)	Current +2; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
CSD	SH-22-27	Expense Voucher Memoranda (Supersedes 00-156)	Current +1; NO RC-3 REQUIRED	Electronic	9/20/2022			
Use:								
CSD - Execution	00-163	Foreign Execution Docket (Public Record)	Permanent	Paper	6/15/2000			
Use:								
CSD - Execution	00-164	Advertisement of Sale (Sheriff's Sale Book)	2 years after last entry	Paper	6/15/2000			
Use:								
CSD - Execution	00-165	Diagram of Property	While Active	Paper	6/15/2000			
Use:								
CSD - Execution	00-166	Execution Returns	Current +2	Paper	6/15/2000			
Use:								
CSD - Fugitive War.	00-171	Arrest Record	Current +2	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSD - Fugitive War.	00-172	Arrest Warrants	Current +2	Paper	6/15/2000			
Use:								
CSD - Fugitive War.	00-173	Court Entries	Current +1	Paper	6/15/2000			
Use:								
CSD - Fugitive War.	00-177	Assign. Comm. Receipt of Canc. Warrant Bppl	15 years	Paper	6/15/2000			
Use:								
CSD - Probate	00-167	Probate Information Cards				Inactive	Current +1	Paper
Use:								
CSD - Probate	00-167	Probate Information Cards				Active	While Active	Paper
Use:								
CSD - Probate	00-168	Probate General				Information Sheet	While Active	Paper
Use:								
CSD - Probate	00-168	Probate General				Entries	Current +1	Paper
Use:								
CSD - Process	00-180	Directions for Sheriff	Current +1	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
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CSD - Process	00-181	Foreign Writ Books	Current +2	Paper	6/15/2000			
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Use:

CSD - Process	00-182	Notary Public Cards & Misc	Current +2	Paper	6/15/2000			
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Use:

CSD - Process	00-183	Process Deputies Books	Current +2	Paper	6/15/2000			
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Use:

CSD - Welfare	00-169	Daily Activity Cards	Current +1	Paper	6/15/2000	Daily Activity Cards	Current +1	Paper
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Use:

CSD - Welfare	00-170	Warrants				(Welfare)	Retention Period?	Paper
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Use:

CSD - Welfare	00-170	Warrants				(Domestic)	Retention Period?	Paper
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Use:

CSD - Welfare	00-170	Warrants				Working Copies:		
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Use:

CSD - Welfare	00-170	Warrants				(Juvenile)	Retention Period?	Paper
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Use:

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSD - Welfare	00-184	Daily Activity Cards	Current +1	Paper	6/15/2000			

Use:

CSD - Welfare	00-185	Warrants				(Juvenile)	Retention Period?	Paper
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Use:

CSD - Welfare	00-185	Warrants				(Welfare)	Retention Period?	Paper
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Use:

CSD - Welfare	00-185	Warrants				(Domestic)	Retention Period?	Paper
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Use:

CSD - Welfare	00-185	Warrants				Working Copies:		
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Use:

CSD-EMS	10-30	Electronic Monitoring Case Files (Electronic)	10 years after time served	Electronic	5/24/2010			
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Use:

CSD-EMS	10-32	Juris Monitoring Case Files (Electronic)	10 years after time served	Electronic	5/24/2010			
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Use:

CSD-EMS	10-34	Juris Monitoring Victim Files (Electronic)	10 years after time served	Electronic	5/24/2010			
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Use:

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSD-EMS	SH-15-18	Electronic Monitoring Case Files (Paper) - (Supersedes 10-29)	10 Years After Time Served or Until Scanned	Paper/Photos/C D's	8/10/2015			
Use: Division Abolished 03/01/19								
CSD-EMS	SH-15-19	Juris Monitoring Client Files (Paper) - (Supersedes 10-31)	10 Years After Time Served or Until Scanned	Paper/Photos/C D's	8/10/2015			
Use: Division Abolished 03/01/19								
CSD-EMS	SH-15-20	Juris Monitoring Victim Files (Paper) - (Supersedes 10-33)	10 Years After Time Served or Until Scanned	Paper/Photos/C D's	8/10/2015			
Use: Division Abolished 03/01/19								
Enforcement	SH-15-01	Form 21-D (Off Duty Details Daily Roster)	2 + Current	Paper	2/24/2015			
Use:								
Enforcement	SH-17-001	Unsolved Latent Fingerprint Lift Cards (Misdemeanor Cases)	Current +2	Paper (Latent Lifts)	9/13/2017			
Use:								
Enforcement	SH-17-002	Hit Folders (See Notes)	Current +10	Paper (Latent Lifts)	9/13/2017			
Use:								
Enforcement Division - CI	SH-17-003	Unsolved Latent Fingerprint Lift Cards (Non-Violent Felonies)	Current +6	Paper (Latent Lifts)	9/13/2017			
Use:								
Fiscal	00-53	Commissary Slips	Current	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Fiscal	00-54	Commissary Invoices	Current	Paper	6/15/2000			
Use:								
Fiscal	00-55	Money Record and Canceled Checks	Current +2	Paper	6/15/2000			
Use:								
Fiscal	00-56	Money Record Receipt	Current +1	Paper	6/15/2000			
Use:								
Fiscal	00-57	Inmate Account Records	Current +1	Paper	6/15/2000			
Use:								
Fiscal	00-60	Medical Indigent Billing	Current +1	Paper	6/15/2000			
Use:								
Fiscal	00-66	Money Books for Property Room	Current +2	Paper	6/15/2000			
Use:								
Fusion - BofR	00-107	Employee Fingerprinting Cards	Permanent	Paper	6/15/2000			
Use:								
Fusion - BofR	00-110	Audit Trail for Information Request	Current +1 year	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Fusion - BofR	00-111	Press Release Mug Shot Log	Current +1 year	Paper	6/15/2000			
Use:								
Fusion - BofR	00-112	Pre-Paid Media Log Sheet	Current +1 year	Paper	6/15/2000			
Use:								
Fusion - BofR	00-113	Log for Copies of 527's and Fingerprint Cards	Current +1 year	Paper	6/15/2000			
Use:								
Fusion - BofR	00-115	Audit Trail (Records Checks)	Current +1	Paper	6/15/2000			
Use:								
Fusion - BofR	00-117	Fatal Auto Accident Reports	Current +6	Paper	6/15/2000			
Use:								
Fusion - BofR	00-120	Receipts to Fiscal Officer	Current +2	Paper	6/15/2000			
Use:								
Fusion - BofR	00-122	Traffic Citations	Current +2	Paper	6/15/2000			
Use:								
Fusion - BofR	00-128	Special Orders of Sheriff's Office	Permanent	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Fusion - BofR	00-129	Interoffice Correspondence	2 Years	Paper	6/15/2000			
Use:								
Fusion - BofR	00-130	Blotter of Computer Printouts (HCR4)	Current Year	Paper	6/15/2000			
Use:								
Fusion - BofR	00-132	Annual Budgets	Permanent	Paper	6/15/2000			
Use:								
Fusion - BofR	00-133	Annual Reports	Permanent	Paper	6/15/2000			
Use:								
Fusion - BofR	00-134	Invoices	Destroy when no longer of value	Paper	6/15/2000			
Use:								
Fusion - BofR	00-135	Copies of RD's, RV's, and Req's	Destroy when no longer of value	Paper	6/15/2000			
Use:								
Fusion - BofR	00-139	Interdepartmental Correspondence	Current +2 years	Paper	6/15/2000			
Use:								
Fusion - BofR	00-143	Copy of Entry for Dismissal of Purge of Warrants	Current +4	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Fusion - BofR	06-40	527 Arrest Forms - Identification	Permanent	Paper	11/13/2006			
Use:								
Fusion - BofR	06-41	527 Arrest Forms-Records (Supersedes 00-114)	5 years pending microfilming & scanning which records are to be held permantly (paper	Paper	11/13/2006			
Use:								
Fusion - BofR	10-15	Criminal Jacket Name Index File (Supersedes 00-105)	Until subject reaches 80 years of age or dies	Paper	5/24/2010			
Use:								
Fusion - BofR	10-17	Employee Fingerprint Cards (Supersedes 00-107)	Current +5 years after separation	Paper	5/24/2010			
Use:								
Fusion BofR	00-100	Master File Fingerprint Card	Until subject reaches 80 years of age or dies	Paper	6/15/2000			
Use:								
JSD	00-47	Key Rounds Made by 3rd Shift	Current +2	Paper	6/15/2000			
Use:								
JSD	00-51	Log Books for Inmates Admitted to UC Hospital	Current	Paper	6/15/2000			
Use:								
JSD	00-62	Log Books for North, South, Reading Road and Talbert House	Current +3	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
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JSD	00-63	Inmate Visitor Log Books	Current +2	Paper	6/15/2000			
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Use:

JSD	00-64	Professions Visits Log Books	Current +2	Paper	6/15/2000			
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Use:

JSD	SH-15-04	Inmate Incident Reports (Supersedes SH-14-30)	Current Year + 2 Additional Years or Until Scanned	Paper	2/24/2015			
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Use:

JSD	SH-15-05	AA/NA/Church - Service Meetings Sign In Sheets (Supersedes SH-14-32)	Current Year or Until Scanned	Paper	2/24/2015			
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Use: Logs which inmate attend or refused to attend AA/NA and Chur

JSD	SH-15-06	Law Library Requests / Attendance Sign in Sheets for Inmates (Supersedes SH-14-34)	Current Year or Until Scanned	Paper	2/24/2015			
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Use: Logs which inmates utilized or refused utilize the law library

JSD	SH-15-07	Suicide Watch Forms for Inmates (Supersedes SH-14-36)	Current Year or Until Scanned	Paper	2/24/2015			
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Use: Detailed log of the status of each inmate placed on suicide wate

JSD	SH-15-08	Suicide Watch Forms for Inmates (Supersedes SH-14-37)	Current Year	Electronic	2/24/2015			
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Use: Detailed log of the status of each inmate placed on suicide wate

JSD	SH-15-09	Fire Drill Reports (Supersedes SH-14-38)	Current Year or Until Scanned	Paper	2/24/2015			
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Use: Individual logs of the fire drills conducted by each section of Sh

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD	SH-15-10	Fire Drill Reports (Supersedes SH-14-39)	Current Year	Electronic	2/24/2015			
Use: Individual logs of the fire drills conducted by each section of Sh								
JSD	SH-15-11	Dead Run Sign Off Sheets (Supersedes SH-14-40)	Current Year or Until Scanned	Paper	2/24/2015			
Use: Receipt of each deceased individual transported to the HC Coro								
JSD	SH-15-12	Daily Officer Duty Rosters	Current Year + 2 Additional Years or Until Scanned	Paper	2/24/2015			
Use: Record of each officer that worked on a particular shift and secti								
JSD	SH-15-13	Daily Officer Duty Rosters	Current Year + 2 Additional Years or Until Scanned	Electronic	2/24/2015			
Use: Record of each officer that worked on a particular shift and secti								
JSD	SH-15-14	Officer Weekly Briefings - Briefing notes and briefing sign-in sheets	Current Year + 2 Additional Years or Until Scanned	Paper	2/24/2015			
Use: Disseminate information to Sheriff's Office employees and a log								
JSD	SH-15-15	Officer Weekly Briefings - Briefing notes and briefing sign-in sheets	Current Year + 2 Additional Years	Electronic	2/24/2015			
Use: Disseminate information to Sheriff's Office employees and a log								
JSD	SH-18-27	Supervisor's Individual Personnel File	Until No Longer of Administrative Value or Until Scanned	Paper, Microfilm	9/12/2018			
Use: Supervisor's copies evals, request for leave, memoradums, traini								
JSD	SH-18-28	Supervisor's Individual Personnel File	Until No Longer of Administrative Value	Electronic	9/12/2018			
Use: Supervisor's copies evals, request for leave, memoradums, traini								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD	SH-18-55	Log Books for Inmates on Administrative Segregation (Supersedes 00-52)	Current Year Plus 2 Additional Years	Paper	9/12/2018			
Use:								
JSD	SH-18-56	Sign Off Sheets Inmate Trustees (Supersedes 00-65)	Current Year or Until Scanned	Paper	9/12/2018			
Use:								
JSD	SH-18-57	Sign Off Sheets Inmate Trustees	Current Year	Electronic	9/12/2018			
Use:								
JSD	SH-18-58	Daily Sign-in Rosters (Supersedes SH-15-21 and SH-14-57)	Current Year Plus 2 Additional Years or Until Scanned	Paper	9/12/2018			
Use: Daily Sign in rosters for RR, TH, WoodBurn, North, South, Int								
JSD	SH-18-59	Daily Sign-In Rosters	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use: Daily Sign in rosters for RR, TH, WoodBurn, North, South, Int								
JSD	SH-18-60	Fitness Facility Waiver (Supersedes SH-15-22)	Current Year Plus 2 Additional Years or Until Scanned	Paper	9/12/2018			
Use:								
JSD	SH-18-61	Fitness Facility Waiver	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use:								
JSD	SH-18-62	Community Out-Reach Tour Waver (Supersedes SH-15-23)	Current Year Plus 2 Additional Years or Until Scanned	Paper	9/12/2018			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD	SH-18-63	Community Out-Reach Tour Waver	Current Year Plus 2 Additional Years	Electronic	9/12/2018			

Use:

JSD	SH-21-01	Evidence Submission Receipts	2 Years +Current	Paper	7/1/2021			
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Use:

JSD	SH-21-02	Compensatory Payout Sheet	Until No Longer of Administrative Value	Paper	7/1/2021			
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Use:

JSD	SH-21-03	Annual Shift Picks	Until No Longer of Administrative Value	Paper	7/1/2021			
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Use:

JSD - Class	SH-18-29	Inmate Detail List	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
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Use: List of All inmates assigned to specific work details for the HC

JSD - Class	SH-18-30	Inmate Grievance Record (Supersedes SH-14-42)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
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Use:

JSD - Class	SH-18-31	Inmate Detail Request (Supersedes SH-14-46)	Current Year Plus 2 Additional Years or until Scanned	Paper	9/12/2018			
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Use:

JSD - Class	SH-18-32	Inmate Detail Request	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
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Use:

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD - Class	SH-18-33	Inmate Detail Applicant Sheets (Supersedes SH-14-47)	Current Year Plus 2 Additional Years or until Scanned	Paper	9/12/2018			
Use:								
JSD - Class	SH-18-34	Inmate Detail Applicant Sheets	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use:								
JSD - Class	SH-18-35	Inmate Detail Signed Agreements (Supersedes SH-14-51)	Current Year Plus 2 Additional Years or until Scanned	Paper	9/12/2018			
Use:								
JSD - Class	SH-18-36	Inmate Detail Signed Agreements	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use:								
JSD - Class	SH-18-37	Inmate Classification Housing Assignment (Supersedes SH-14-48)	Current Year Plus 2 Additional Years or until Scanned	Paper	9/12/2018			
Use:								
JSD - Class	SH-18-38	Inmate Classification Housing Assignment (Supersedes SH-14-49)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use:								
JSD - Class	SH-18-39	Inmate Emergency Cell Transfers Detail Housing (Supersedes SH-14-52)	Current Year Plus 2 Additional Years or Until Scanned	Paper	9/12/2018			
Use: Form Submitted to Classification Section detailing all unschedu								
JSD - Class	SH-18-40	Inmate Emergency Cell Transfers Detail Housing (Supersedes SH-14-52)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use: Form Submitted to Classification Section detailing all unschedu								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD - Class	SH-18-41	Inmate 2 for 1, 3 for 1, volunteer, terminations, off per med sheets (Supersedes SH-14-53)	Current Year Plus 2 Additional Years or Until Scanned	Paper	9/12/2018			
Use:								
JSD - Class	SH-18-42	Inmate 2 for 1, 3 for 1, volunteer, terminations, off per med sheets (Supersedes SH-14-53)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use:								
JSD - Class	SH-18-43	List of Individuals Cleared for AA, NA, GCBHS, Chaplin Groups, etc (Supersedes SH-14-54)	Current Year or Until No Longer of Administrative Value	Paper, Microfilm, Electronic	9/12/2018			
Use: List of individuals granted clearance to enter secure areas of S.								
JSD - Class	SH-18-44	Scheduled Events - Inmates Being Seen By Social Services (Supersedes SH-14-55)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use:								
JSD - Class	SH-18-45	Inmate Request Forms Where Inmate needs to be Seen By Social Services (Supersedes SH-14-56)	Current Year Plus 2 Additional Years or Until Scanned	Paper	9/12/2018			
Use: Slips submitted to Social Services by inmates to have questions								
JSD - Class	SH-18-46	Inmate Request Forms Where Inmate needs to be Seen By Social Services	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use: Slips submitted to Social Services by inmates to have questions								
JSD - Class	SH-18-47	On-Going Management Reports, Treatment, Termination Paperwork (Supersedes SH-14-58)	Current Year Plus 2 Additional Years or Until Scanned	Paper	9/12/2018			
Use:								
JSD - Class	SH-18-48	On-Going Management Reports, Treatment, Termination Paperwork (Supersedes SH-14-58)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD - Class	SH-18-49	Psych and Medical Clearance Sheets for Treatment (Supersedes SH-14-59)	Curent Year Plus 2 Additional Years or Until Scanned	Paper	9/12/2018			
Use:								
JSD - Class	SH-18-50	Psych and Medical Clearance Sheets for Treatment (Supersedes SH-14-59)	Curent Year Plus 2 Additional Years	Electronic	9/12/2018			
Use:								
JSD - Class	SH-18-51	Inmate Grievance Forms (Pink Slips) (Supersedes 00-44)	Current Year Plus 2 Additional Years or Until Scanned	Paper	9/12/2018			
Use:								
JSD - Class	SH-18-52	Inmate Grievance Forms (Pink Slips)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use:								
JSD - Jail Records	SH-18-53	Copies of Strip Search of Inmates (Supersedes 00-49)	Current Year Plus 2 Additional Years or Until Scanned	Paper	9/12/2018			
Use:								
JSD - Jail Records	SH-18-54	Copies of Strip Search of Inmates	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
Use:								
JSD-Admin	SH-14-31	Inmate Incident Reports	Current +2	Electronic	7/23/2014			
Use:								
JSD-Admin	SH-14-33	AA/NA Church Service Meetings	Current (year)	Electronic	7/23/2014			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD-Admin	SH-14-35	Law Library Requests - Inmates	Current (year)	Electronic	7/23/2014			
Use:								
JSD-Admin	SH-14-41	Dead Run Sign Off Sheets	Current (year)	Electronic	7/23/2014			
Use:								
JSD-Class	SH-14-43	Employee Sign-In Rosters	2 Years	Paper	7/23/2014			
Use:								
JSD-Class	SH-14-44	Inmate Population by Bed Assignment	Current +2	Paper	7/23/2014			
Use:								
JSD-Class	SH-14-45	Total Inmate Classified Count Sheets	Current +2	Paper	7/23/2014			
Use:								
JSD-Class	SH-14-49	Inmate Classification Housing Assignment (Electronic)	Permanent	Electronic	7/23/2014			
Use:								
JSD-Class	SH-14-50	Inmate Detail List	Current +2	Paper	7/23/2014			
Use:								
JSD-Class	SH-14-56	Inmate Request Forms Where Inmate needs to be Seen By Social Services	2 years	Paper	7/23/2014			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD-Jail_Invest	SH-14-28	Jail Investigation Database	Permanent	Electronic	7/23/2014			

Use:

JSD-Jail_Invest	SH-14-29	Jail Investigation Case Folders	6 years	Paper (CD/DVD)	7/23/2014			
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Use:

JSD-Records	SH-15-02	Inmate Records (Supersedes 12-02 and 12-03)	Current Year + 2 Additional Years, or Until Scanned	Paper, Microfilm	2/24/2015			
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Use:

JSD-Records	SH-15-03	Inmate Records (Supersedes 12-04)	Current Year + 2 Additional Years	Electronic	2/24/2015			
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Use:

OCD	00-87	Informant Files	15 years	Paper	6/15/2000	D. Registration		
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Use:

OCD	00-87	Informant Files	15 years	Paper	6/15/2000	F. Fingerprints		
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Use:

OCD	00-87	Informant Files	15 years	Paper	6/15/2000	A. Agreement		
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Use:

OCD	00-87	Informant Files	15 years	Paper	6/15/2000	B. Consent for Transmitter/Recorder		
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Use:

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
OCD	00-87	Informant Files	15 years	Paper	6/15/2000	C. Release of all Claims		
Use:								
OCD	00-87	Informant Files	15 years	Paper	6/15/2000	G. Debriefing Narrative Reports		
Use:								
OCD	00-87	Informant Files	15 years	Paper	6/15/2000	E. Photographs		
Use:								
OCD	00-87	Informant Files	15 years	Paper	6/15/2000	H. Payment Forms		
Use:								
OCD	00-88	SRT Files	15 years	Paper	6/15/2000	B. Activation Report		
Use:								
OCD	00-88	SRT Files	15 years	Paper	6/15/2000	A. Training Documentation		
Use:								
OCD	00-89	Covert Funding and Expenditure Documents	15 years	Paper	6/15/2000			
Use:								
OCD	00-91	Tracking Record of Dissemination of Intelligence	Current +4	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
OCD	00-92	Administrative Correspondence	Current +1	Paper	6/15/2000			
Use:								
OCD	00-93	Payroll Records	Current +1	Paper	6/15/2000			
Use:								
OCD	00-94	Weekly Activity Reports	Current +1	Paper	6/15/2000			
Use:								
OCD	00-95	Purchase Orders and Payment Records (would go to Debbie to pay - She'll scan and send to	Current +1	Paper/Electronic	6/15/2000			
Use:								
OCD	SH-21-25	Investigative Files (Supersedes 00-86)	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	E. Forfeiture Paperwork		
Use:								
OCD	SH-21-25	Investigative Files (Supersedes 00-86)	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	F. Operational Plans		
Use:								
OCD	SH-21-25	Investigative Files (Supersedes 00-86)	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	I. Court Orders		
Use:								
OCD	SH-21-25	Investigative Files (Supersedes 00-86)	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	A. All Arrest Related Paperwork		
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
OCD	SH-21-25	Investigative Files (Supersedes 00-86)	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	C. Lab Reports/Evidence Disposition		
Use:								
OCD	SH-21-25	Investigative Files (Supersedes 00-86)	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	G. After Action Reports		
Use:								
OCD	SH-21-25	Investigative Files (Supersedes 00-86)	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	H. Plea Agreement Reports/Defendant Disposition Reports		
Use:								
OCD	SH-21-25	Investigative Files (Supersedes 00-86)	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	D. Investigative Narrative Reports		
Use:								
OCD	SH-21-25	Investigative Files (Supersedes 00-86)	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	B. Search Warrant Consent		
Use:								
OCD/RENU	SH-20-001	Intelligence Information Forms (Supersedes 00-90)	Until No Longer of Administrative Value	Paper	5/21/2020			
Use:								
PATROL	08-255	21-A; Request for Authorization to Work Off Duty Details	2 years + Current	Paper	11/21/2008			
Use:								
PATROL	09-156	Release Form	6 months	Paper	4/8/2009			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL	09-157	Patrol Booking Record	2 years	Paper	4/8/2009			
Use:								
PATROL	10-01	Activity Cards (Supersedes TAB Dec. 1984)	Current +2	Paper	5/24/2010			
Use:								
PATROL	10-02	RCIC Cancelled Missing Persons (Supersedes TAB Dec. 1984)	Current +1	Paper	5/24/2010			
Use:								
PATROL	10-03	RCIC Cancelled Stolen Vehicles (Supersedes TAB Dec. 1984)	While Active	Paper	5/24/2010			
Use:								
PATROL	10-04	RCIC Cancelled Stolen Trucks, Boats, Motorcycles, ATV's and Trailers (Supersedes TAB Dec.	While Active	Paper	5/24/2010			
Use:								
PATROL	10-08	Narcotics File (Supersedes TAB Dec. 1984)	While Active	Paper	5/24/2010			
Use:								
PATROL	10-09	Property File (Supersedes TAB Dec. 1984)	While Active	Paper	5/24/2010			
Use:								
Patrol	11-003	No Report Desired	6 months	Paper	3/8/2011			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL	SH-12-13	Released Property Tags (Supersedes 10-12)	2+Current (2 years + Current)	Paper	11/28/2012			
Use: Verifies Released Property								
PATROL	SH-12-14	Disposal Reports (Supersedes 10-10)	2+Current (2 years + Current)	Paper	11/28/2012			
Use: Verifies Property which can be disposed								
PATROL	SH-12-15	Court Orders from Property Tags	2+Current (2 years + Current)	Paper	11/28/2012			
Use: Copies of Court Orders for Disposal of Property								
PATROL	SH-12-16	Auction Files (Supersedes 10-11)	2+Current (2 years + Current)	Paper	11/28/2012			
Use: All paperwork conducive to Auction								
PATROL	SH-12-17	Car Holder Releases (Supersedes 10-07)	2+Current (2 years + Current)	Paper	11/28/2012			
Use: Releases on Vehicle held/towed								
PATROL	SH-12-18	Car Holder Salvages (Supersedes 10-07)	2+Current (2 years + Current)	Paper	11/28/2012			
Use: Paperwork for salvaged vehicles								
PATROL	SH-12-19	Inventory of Warehouse Property	2+Current (2 years + Current)	Paper	11/28/2012			
Use: Verifies property being held in storage								
Patrol	SH-13-005	Administrative License Suspension (ALS) Form	3 Years if no action pending	Paper	11/13/2013			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Patrol	SH-18-25	Daily Patrol Activity Report Statistics	Until No Longer of Administrative Value	Paper	9/12/2018			
Use:								
Patrol	SH-18-26	Daily Patrol Activity Report Statistics	Permanent	Electronic	9/12/2018			
Use:								
PATROL	SH-19-007	Special Deputy Paperwork - (Supersedes TAB February 1985)	Until Scanned	Paper	8/13/2019			
Use:								
PATROL	SH-19-008	Special Deputy Paperwork	Until No Longer of Administrative Value	Electronic	8/13/2019			
Use:								
PATROL	SH-19-011	21-C Off Duty Monthly Reports (Supersedes 08-257)	Until Scanned	Paper	8/13/2019			
Use:								
PATROL	SH-19-012	21-C Off Duty Monthly Reports	Current +2	Electronic	8/13/2019			
Use:								
PATROL	SH-19-013	21-B Request to Provide Services (Supersedes 08-256)	Until Scanned	Paper	8/13/2019			
Use:								
PATROL	SH-19-014	21-B Request to Provide Services	Current +2	Electronic	8/13/2019			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL/CIS	TAB	Training - VA Enrollment Program	Current Year +4	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Purchasing and General Office Files	Fiscal Year +4 provided audited	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Dispatch Records	Current Year +1	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Blotters, Teletype	Current Year +1	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Blotters, Briefing	Current Year +1	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Automotive Files	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Watch Assignments - Daily	Current Year +1	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Personnel - Overtime Cards/Records	Current Year +2	Paper	2/5/1985			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL/CIS	TAB	Firearms - Yearly Report	Current Year +5	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Firearms - Weapons Maintenance Records	Current Year +2	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Firearms - Statistics	Current Year +1	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Firearms - Range Score Cards	Current Year +1	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Firearms - Range Records	Current Year +1	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Equipment and Clothing Issue Order Forms	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	EOD Cards	Current Year +1	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Payroll-Safety Enforcement Program and Driving Under the Influence Program	Fiscal Year +4 provided audited	Paper	2/5/1985			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL/CIS	TAB	Personnel - Intersquad	Permanent	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Statistics by Beat - Monthly	Current Year +2	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Personnel Evaluation	Permanent	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Training - Programs and Schools	Superseded	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Personnel Roster	Current Year +4	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Personnel - Time Off Records	Current Year +3	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Prisoner Cards	5 years after last arrest	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Administrative Files - Executive Office	While Active	Paper	2/5/1985			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL/CIS	TAB	Services Performed	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Auto Accidents	Settlement +2	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Statistics, Monthly, Supervisory	Permanent	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Time Cards	Current Year +2	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Training - Instructor Files	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Personnel Equipment Sheets	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Homicide Jackets	Until Solved +5	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Intelligence-Card Catalogue	While Active	Paper	2/5/1985			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL/CIS	TAB	Intelligence-Confidential	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Hypnosis (Investigative)	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Gold and Silver Shop Cards	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Fingerprint Work	10 years from date of last arrest	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Field Interrogation Reports	Current Year +3	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Drug User File	5 years after last contact	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Crime Prevention Literature	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Crime Prevention	While Active	Paper	2/5/1985			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL/CIS	TAB	Administrative Files - Sergeants' Room	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Complaints	Settlement +3	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Jackets	5 years from date of last arrest, unless expungement ordered	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Death Investigation File	Until Solved +5	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Case Jackets	Current Year +5	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Bar Information	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Arrest Reports	Current Year +5	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Wrecker Inspection Report	While Active	Paper	2/5/1985			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL/CIS	TAB	Road File	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Photo File	Current Year +2	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Offense Report	Current Year +2	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Auto Theft File	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Administrative Correspondence	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Complaints Filed by Patrolmen	Settlement +3	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Juvenile Warrants	5 years from date of last arrest	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Administrative Files - Staff Operations	While Active	Paper	2/5/1985			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
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PATROL/CIS	TAB	Night Numbers	While Active	Paper	2/5/1985			
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Use:

PATROL/CIS	TAB	Administrative Files - Receptionist's Office	While Active	Paper	2/5/1985			
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Use:

PATROL/CIS	TAB	Administrative Files - Division Commander	While Active	Paper	2/5/1985			
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Use:

PATROL/CIS	TAB	Administrative Files - Assistant Executive Office	While Active	Paper	2/5/1985			
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Use:

PATROL/CIS	TAB	Telephone Numbers	While Active	Paper	2/5/1985			
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Use:

PATROL/CIS	TAB	Rape Task Force - Hamilton County	Current Year +10	Paper	2/5/1985			
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Use:

PATROL/CIS	TAB	Patrol Reports	Settlement +2	Paper	2/5/1985			
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Use:

PATROL/CIS	TAB	Motorcycle Gangs	While Active	Paper	2/5/1985			
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Use:

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL/CIS	TAB	Missing Persons Cancellations	Current Year +1	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Intelligence-National, Books, Photos	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Liquor Permits	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Inventory	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Juvenile-Shoplifting-Uniform Misdemeanor Arrest and Offense Reports	5 years from date of last arrest	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Juvenile Offense Reports	5 years from date of last arrest	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Juvenile Missing Person Report	While Active	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Juvenile Case Files	5 years from date of last arrest, unless expungement ordered	Paper	2/5/1985			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL/CIS	TAB	Juvenile Arrest Record	5 years from date of last arrest, unless expungement ordered	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Arrest Statistics	Permanent	Paper	2/5/1985			
Use:								
PATROL/CIS	TAB	Maniac Hitchhiker-Task Force	Current Year +10	Paper	2/5/1985			
Use:								
PATROL/TRAFFIC	SH-19-003	Accident and Photo Files - (Supersedes TAB February 2005)	Until Scanned	Paper	8/13/2019			
Use:								
PATROL/TRAFFIC	SH-19-004	Accident and Photo Files	Current +2	Electronic	8/13/2019			
Use:								
PATROL/TRAFFIC	SH-19-005	Hit Skip Accident Files	Until Scanned	Paper	8/13/2019			
Use:								
PATROL/TRAFFIC	SH-19-006	Hit Skip Accident Files	Current +2	Electronic	8/13/2019			
Use:								
PATROL/TRAFFIC	SH-19-009	Fatal Files (Inactive) - (Supersedes TAB February 1985)	Until Scanned	Paper	8/13/2019			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PATROL/TRAFFIC	SH-19-010	Fatal Files (Inactive)	Current +5	Electronic	8/13/2019			
Use:								
PATROL/TRAFFIC	SH-19-015	DUI Files (Inactive) - (Supersedes 10-05)	Until Scanned	Paper	8/13/2019			
Use:								
PATROL/TRAFFIC	SH-19-016	DUI Files (Inactive)	Current +3	Electronic	8/13/2019			
Use:								
PATROL/TRAFFIC	TAB	Intoxilizer Log - At Site Locations	Current Year +5	Paper	2/5/1985			
Use:								
PATROL/TRAFFIC	TAB	Truck Weights	Current Year +2	Paper	2/5/1985			
Use:								
PATROL/TRAFFIC	TAB	Traffic Statistics						
Use:								
PATROL/TRAFFIC	TAB	Traffic Blotter and Blotter Information	Current Year +1	Paper	2/5/1985			
Use:								
PATROL/TRAFFIC	TAB	SEP and DUI Files	Current Year +4	Paper	2/5/1985			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
RECI	00-76	Investigative Files	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	E. Forfeiture Paperwork		
Use:								
RECI	00-76	Investigative Files	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	F. Operational Plans		
Use:								
RECI	00-76	Investigative Files	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	G. After Action Reports		
Use:								
RECI	00-76	Investigative Files	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	H. Plea Agreement Reports/Defendant Disposition Reports		
Use:								
RECI	00-76	Investigative Files	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	I. Court Orders		
Use:								
RECI	00-76	Investigative Files	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	A. All Arrest Related Paperwork		
Use:								
RECI	00-76	Investigative Files	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	B. Search Warrant Consent		
Use:								
RECI	00-76	Investigative Files	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	C. Lab Reports/Evidence Disposition		
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
RECI	00-76	Investigative Files	15 years	Paper/CD's/Cassettes/Photos	6/15/2000	D. Investigative Narrative Reports		
Use:								
RECI	00-77	Informant Files	15 years	Paper	6/15/2000	E. Photographs		
Use:								
RECI	00-77	Informant Files	15 years	Paper	6/15/2000	C. Release of all Claims		
Use:								
RECI	00-77	Informant Files	15 years	Paper	6/15/2000	F. Fingerprints		
Use:								
RECI	00-77	Informant Files	15 years	Paper	6/15/2000	D. Registration		
Use:								
RECI	00-77	Informant Files	15 years	Paper	6/15/2000	B. Consent for Transmitter/Recorder		
Use:								
RECI	00-77	Informant Files	15 years	Paper	6/15/2000	G. Debriefing Narrative Reports		
Use:								
RECI	00-77	Informant Files	15 years	Paper	6/15/2000	H. Payment Forms		
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
RECI	00-77	Informant Files	15 years	Paper	6/15/2000	A. Agreement		
Use:								
RECI	00-78	SRT Files	15 years	Paper	6/15/2000	A. Training Documentation		
Use:								
RECI	00-78	SRT Files	15 years	Paper	6/15/2000	B. Activation Report		
Use:								
RECI	00-79	Covert Funding and Expenditure Documents	15 years	Paper	6/15/2000			
Use:								
RECI	00-80	Intelligence Information Forms	Current +4	Paper	6/15/2000			
Use:								
RECI	00-81	Tracking Record of Dissemination of Intelligence	Current +4	Paper	6/15/2000			
Use:								
RECI	00-82	Administrative Correspondence	Current +1	Paper	6/15/2000			
Use:								
TID	00-186	1998 Annual Inventory	Current +2	Paper	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
TID	00-187	Computer Training Sign-In Sheets and Course Evaluations	Current +1	Paper	6/15/2000			
Use:								
TID	00-188	Asset Tracking Policy	Current +2	Paper	6/15/2000			
Use:								
TID	00-189	Various Instructor LED Computer Training Course Materials	Current	Paper	6/15/2000			
Use:								
TID	00-83	Payroll Records	Current +1	Paper	6/15/2000			
Use:								
TID	00-84	Weekly Activity Reports	Current +1	Paper	6/15/2000			
Use:								
TID	00-85	Purchase Orders and Payment Records	Current +1	Paper	6/15/2000			
Use:								
TID	00-96	Internal Affairs Case Files	Current +4	Paper/CD's Cassettes/Photos	6/15/2000			
Use:								
TID	00-97	Use of Force Reports - All Divisions	Current +4	Paper/Photos	6/15/2000			
Use:								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
TID	00-98	Humane Destruction of Animals - All Divisions	Current +2	Paper	6/15/2000			
Use:								
TID	00-99	Computer Voice Stress Analyzer - Pre-employment Tests	Current +2	Paper	6/15/2000			
Use:								
TID	08-186	Security Video (no RC-3 Required for Destruction)	30 days	Electronic	11/21/2008			
Use:								
Training	SH-18-16	Training Records - Former and Current Employees (Supersedes SH-18-11)	Until Scanned	Paper				
Use:								
Training	SH-18-17	Training Records - Former and Current Employees	Permanent	Electronic				
Use:								
Training-Recruiting	SH-15-16	Application Documentation Regarding Disqualified, Non-Considered, or Rejected Applicants	Current Year +2 Additional Years (or) Until Scanned	Paper	8/10/2015			
Use:								
Training-Recruiting	SH-15-17	Application Documentation Regarding Disqualified, Non-Considered, or Rejected Applicants	Current Year +2 Additional Years	Electronic	8/10/2015			
Use:								