

# 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			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-06	Bank Deposit Receipts	3 fiscal years - provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-07	Bank Statements	3 fiscal years - provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-08	Bulletins	30 days after obsolescence	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-09	Bids and Proposals (Unsuccessful and Successful)	3 fiscal years - provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-10	Cancelled Checks	3 fiscal years - provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-15	Correspondence (Executive)	2 years review by OHS for possible transfer. Destroy if of no historical value.	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

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			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-17	Correspondence (routine standard form letters)	1 year	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-19	Insurance Policies (O.R.C. 2305.10)	2 years after expiration after claim	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-20	Inventories (Annual of Public Property)	2 fiscal years provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-21	Invoices Paid	2 fiscal years provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-22	Job Descriptions	Until Superseded or Classification abolished	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-23	Leases	3 years after expiration provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-24	Leave Requests (Sick, Vacation, LOA, etc.)	2 fiscal years provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

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			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-29	Petty Cash Records	2 fiscal years provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
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			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-31	Professional Association Records	Until no longer of administrative value to the office	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-33	Receipt Documents	3 fiscal years provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-34	Records of Accrued Fees	3 fiscal years provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-35	Records of Receipts and Expenditures	10 fiscal years provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-37	Tape Recordings, Video Recordings, and Short Hand Notes of Meetings	30 days after transcribed or minutes approved	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

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			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
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			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	00-43	Warrant Register or Journals	3 fiscal years provided audited	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	10-22	Minutes of Meetings	Permanent	Electronic	5/24/2010	Staff Notes		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	SH-18-20	Parades (Supersedes SH-14-27)	Until No Longer of Administrative Value then Destroy	Electronic/Paper	9/12/2018			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Admin	SH-23-27	Social Media Posts	Until No Longer of Administrative Value (Unless Post is required to be maintained for a	Electronic Social Media	10/11/2023			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Social Media Posts from any official account of the Sheriff's Office								
Admin	SH-23-28	Contract Employee Photo ID Information (Supersedes 11-004)	Until No Longer of Administrative Value (No RC-3 Required)	Paper	10/11/2023			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Documentation completed and used for the purpose of creating								
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			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Drafts of Policies, procedures, directives, letters, memorandums								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
ADMIN - ALL	SH-23-24	Intermediate Electronic Communications (Supersedes SH-22-04)	User is Responsible for retaining electronic communication according to content.	Paper/Electronic	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Email, text messages, Teams messages, and Voice messages tha								
ADMIN - ALL	SH-23-25	Transient Electronic Communications (Supersedes SH-22-11)	Until No Longer of Administrative Value (No RC-3 Required)	Paper/Electronic	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Non-records that have very little administrative value.								
ADMIN - ALL	SH-23-26	Permanent Electronic Communications (Supersedes SH-22-08)	User is responsible for retaining electronic communications According to	Paper/Electronic	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Email, text messages, Teams messages, and Voice messages tha								
ADMIN - ALL	SH-23-30	Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-01)	Permanent (No RC-3 Required)	Digital	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Body-Worn Camera and Cruiser Camera Footage for Homicide/								
ADMIN - ALL	SH-23-31	Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-02)	7 Years (No RC-3 Required)	Digital	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Body-Worn Camera and Cruiser Camara footage for Critical Inc								
ADMIN - ALL	SH-23-32	Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-03)	3 Years (No RC-3 Required)	Digital	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Body-Worn Camera and Cruiser Camara footage for Misdemea								
ADMIN - ALL	SH-23-33	Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-04)	3 Years (No RC-3 Required)	Digital	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Body-Worn Camera and Cruiser Camara footage for Traffic Sto								
ADMIN - ALL	SH-23-34	Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-05)	3 Years (No RC-3 Required)	Digital	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Body-Worn Camera and Cruiser Camara footage for Possible C								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
ADMIN - ALL	SH-23-35	Employee Event Photographs and Videos (Supersedes SH-16-06)	Until No Longer of Administrative Value (No RC-3 Required)	Electronic	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Photographs & Videos of employee(s) and/or employee events								
Admin - Comm.Rel.	10-19	Annual Report(s) (Supersedes 00-03)	Permanent	Paper/Electronic	5/24/2010			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Comm.Rel.	10-21	Manuals, Handbooks, & Directives	Until Superseded, Obsolete or Replaced	Paper/Electronic	5/24/2010	Uniform Manual		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Comm.Rel.	10-23	Publications	Permanent	Electronic	5/24/2010	Stars and Bars		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Comm.Rel.	10-23	Publications	Permanent	Electronic	5/24/2010	Your Sheriff's Office		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Comm.Rel.	10-24	College Student Placement Files	3 years	Paper/Electronic	5/24/2010	Criminal Justice Student Files		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Comm.Rel.	10-26	Professional Members Records	3 years	Electronic	5/24/2010	BSSA Membership Info (excludes database records)		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Comm.Rel.	10-27	Copy Machine Usage	5 years	Paper/Electronic	5/24/2010	Quarterly Meter Readings		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

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.	10-28	Correspondence-Public Relations	5 years	Electronic	5/24/2010	Awards/Misc. Letters/Memos		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Legal	06-35	Unfair Labor Practices (SERB)	5 years	Paper/CD's Cassettes/Photos	11/13/2006			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Legal	08-252	Pre-Disciplinary Hearing Records	5 years	Paper/CD's/Videos/ Cassettes/Photos	11/21/2008			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Legal	08-253	Correspondence - Administrative (Employee Files) (Supersedes 06-37)	2 years	Paper	11/21/2008			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Legal	SH-22-01-E	Administrative & Operational General Orders; Special Orders; Rules, Regulations, & Disciplinary	Permanent	Electronic	9/20/2022			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

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-22-05-E	Family Medical Leave Act Requests and Correspondence	3 Years after last date of employment; NO RC-3 REQUIRED	Electronic	9/20/2022			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Documents Grievances Turned Arbitration								
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Documents Grievances Turned Arbitration								
Admin - Legal	SH-22-09-E	Prosecutor's Opinion (Supersedes SH-21-15)	Permanent	Electronic	9/20/2022			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								



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-22-14-E	Union Grievance Records (Supersedes SH-21-24)	2 Years; NO RC-3 REQUIRED	Electronic	9/20/2022			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Legal - Fiscal	SH-23-20-E	Township Contracts (Supersedes SH-14-10 and SH-22-12-E)	Term of Contract +6 Years (No RC-3 Required)	Electronic	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Contracts for service performed by HCSO for various township								
Admin - Legal - Fiscal	SH-23-20-P	Township Contracts (Supersedes SH-14-09 and SH-22-12-P)	Term of Contract +6 Years or Until Scanned (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Contracts for service performed by HCSO for various township								
Admin - Legal - Fiscal	SH-23-21-E	Vendor Contracts (Supersedes SH-18-19 and SH-22-13-E)	Term of Contract +6 Years (No RC-3 Required)	Electronic	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Contracts for service performed by outside agencies for the HC								
Admin - Legal - Fiscal	SH-23-21-P	Vendor Contracts (Supersedes SH-18-18 and SH-22-13-P)	Term of Contract +6 Years or Until Scanned (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Contracts for service performed by outside agencies for the HC								
Admin - Personnel	11-06	Personnel Files (Paper Copy) (Supersedes 00-28)	Until Scanned	Paper	9/13/2011			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin - Personnel	11-07	Personnel Files (Scanned Copy)	Permanent	Electronic	9/13/2011			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
ADMIN - PIO	SH-22-07	Media Releases (Supersedes SH-21-12)	1 Year; No RC-3 REQUIRED	Electronic	9/20/2022			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin Legal	SH-23-22-E	Union Contracts	Term of Contract +15 Years (No RC-3 Required)	Electronic	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Contracts for multiple employee unions within the HCSO, inclu								
Admin Legal	SH-23-22-P	Union Contracts (Supersedes 06-032)	Term of Contract +15 Years or Until Scanned (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Contracts for multiple employee unions within the HCSO, inclu								
Admin-Fiscal	SH-14-01	Annual Budgets (Supersedes 00-02)	Until Scanned	Paper	7/23/2014			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Fiscal	SH-14-02	Annual Budgets	Permanent	Electronic	7/23/2014			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Fiscal	SH-14-03	Audit Reports-Federal, State and Internal (Supersedes 00-05)	Until Scanned	Paper	7/23/2014			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Fiscal	SH-14-04	Audit Reports-Federal, State and Internal	5 Fiscal Years	Electronic	7/23/2014			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Fiscal	SH-14-05	Cash Books and Cash Journals (Supersedes 00-11)	Until Scanned	Paper	7/23/2014			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

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-14-06	Cash Books and Cash Journals	Permanent	Electronic	7/23/2014			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Admin-Fiscal	SH-14-07	Check Registers (Supersedes 00-12)	Until Scanned	Paper	7/23/2014			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Admin-Fiscal	SH-14-08	Check Registers	Permanent	Electronic	7/23/2014			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Admin-Fiscal	SH-14-11	Federal Grant Files and Supporting Financial Records & Documents (Supersedes 00-18)	Until Scanned	Paper	7/23/2014			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
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			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Admin-Fiscal	SH-14-13	Inactive Executions	Until Scanned	Paper	7/23/2014			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Admin-Fiscal	SH-14-14	Inactive Executions	Permanent	Electronic	7/23/2014			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Admin-Fiscal	SH-14-15	Inactive Order for Sales	Until Scanned	Paper	7/23/2014			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								

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-14-16	Inactive Order for Sales	Permanent	Electronic	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Fiscal	SH-14-17	Pay-ins to Treasury Records (Supersedes 00-26)	2 Fiscal Years	Paper	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Fiscal	SH-14-18	Payroll Records (Supersedes 00-27)	Until Scanned	Paper	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> Copy of Payroll Records held by Appoint. Authority								
Admin-Fiscal	SH-14-19	Payroll Records	3 fiscal years provided audited	Electronic	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Fiscal	SH-14-21	Requisitions (Supersedes 00-36)	2 fiscal years provided audited	Paper	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Fiscal	SH-14-22	Travel Expense Reports (Supersedes 00-40)	2 fiscal years provided audited	Paper	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Fiscal	SH-14-23	Voucher Registers or Journals (Supersedes 00-41)	2 fiscal years provided audited	Paper	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								

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-14-24	Vouchers (Supersedes 00-42)	2 fiscal years provided audited	Paper	7/23/2014			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Inspect	SH-14-25	Inspections & Compliance Database	Permanent	Electronic	7/23/2014			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Document								
Admin-Inspect	SH-14-26	Inspections & Compliance Memorandums	2 years	Paper	7/23/2014			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Sum. findings of policy inspects. for Admin review								
stration Division - All Di	SH-17-004	Uncategorized Video (see notes)	90 Days	Digital	9/13/2017			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Admin-Legal	SH-12-20	Legal Research	Until Superseded or no longer of administrative value	Paper, CDs	11/28/2012			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> See Notes below								
Admin-Training	SH-18-12	Corrections Academy Training Schedules	3 Years Plus Current	Paper	3/15/2018			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-100	Master File Fingerprint Card	Until subject reaches 80 years of age or dies	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-107	Employee Fingerpring Cards	Permanent	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	00-110	Audit Trail for Information Request	Current +1 year	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-111	Press Release Mug Shot Log	Current +1 year	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-112	Pre-Paid Media Log Sheet	Current +1 year	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-113	Log for Copies of 527's and Fingerprint Cards	Current +1 year	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-115	Audit Trail (Records Checks)	Current +1	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-117	Fatal Auto Accident Reports	Current +6	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-120	Receipts to Fiscal Officer	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-122	Traffic Citations	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	00-128	Special Orders of Sheriff's Office	Permanent	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-129	Interoffice Correspondence	2 Years	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-130	Blotter of Computer Printouts (HCR4)	Current Year	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-132	Annual Budgets	Permanent	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-133	Annual Reports	Permanent	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-134	Invoices	Destroy when no longer of value	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-135	Copies of RD's, RV's, and Req's	Destroy when no longer of value	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	00-139	Interdepartmental Correspondence	Current +2 years	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	00-143	Copy of Entry for Dismissal of Purge of Warrants	Current +4	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	06-40	527 Arrest Forms - Identification	Permanent	Paper	11/13/2006			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
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			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	11-005	Publishing Orders / Invoices (Copies of)	2 Years	Paper	3/8/2011			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	11-008	Juvenile Fingerprint Cards (supersedes 10-16)	21 years of age or unless arrested as an adult	Paper/Electronic	9/13/2011			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	11-009	Auto Accident Reports - Paper (Supersedes 00-116)	Current Year - Paper until scanned	Paper	9/13/2011			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	11-010	Auto Accident Reports - Electronic (Supersedes 00-116)	Current Year +6	Electronic	9/13/2011			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	12-01	General Orders of Sheriff's Office (Supersedes 00-127)	Until Superseded/obsolete or replaced	Paper	4/3/2012			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Reference for Policy Proceedings								



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			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
BofR	SH-12-06	Arrest Log Book (Supersedes 00-109)	Permanent	Paper/Electronic	11/28/2012			
<input checked="" type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
BofR	SH-12-07	Offense Reports (NIBRS) - Paper	Current year - Paper until scanned	Paper	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
BofR	SH-12-08	Offense Reports (NIBRS) - Electronic (Supersedes 00-118)	Current Year + 6	Electronic	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
BofR	SH-12-09	Conceal Carry Applications (Supersedes 09-155)	Current + 2 Years	Paper	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b> Maintain for Review of Renewal Applications								
BofR	SH-12-10	Conceal Carry Applications (Supersedes 09-155)	7 Years	Electronic	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b> Maintain for Review of Renewal Applications								
BofR	SH-12-11	Denial/Revoked/Suspended CCW Applications	1 year until scanned	Paper	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b> Maintain for Reference on Appeals								
BofR	SH-12-12	Denial/Revoked/Suspended CCW Applications	7 Years	Electronic	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b> 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			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	SH-13-002	House Card Fingerpring Card (Supersedes 00-101)	Permanent	Electronic	11/13/2013			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	SH-13-003	Palm Print Cards (Supersedes 00-102)	Dispose once converted to electronic	Paper	11/13/2013			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	SH-13-004	Palm Print Cards (Supersedes 00-102)	Permanent	Electronic	11/13/2013			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
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			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	SH-16-08	Criminal Jackets	Until Person Reaches 80 Years of Age or Dies	Electronic	2/17/2016			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	SH-16-09	Township Report (Supersedes 00-123)	Until Scanned	Paper	2/17/2016			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
BofR	SH-16-10	Monthly UCR Report Arson & Hate Crime (Supersedes 00-124)	Until Scanned	Paper	2/17/2016			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-16-12	Domestic Violence Report (Supersedes 00-126)	Until Scanned	Paper	2/17/2016			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-16-13	Blotter of Hit Confirmation Messages (Supersedes 00-140)	Until Scanned	Paper	2/17/2016			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-16-14	Blotter of Hit Confirmation Messages	Current Year	Electronic	2/17/2016			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-16-15	Log Sheet of Warrants Rec'd From Clerks Ofc (Supersedes 00-142)	Until Scanned	Electronic	2/17/2016			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-16-16	Log Sheet of Warrants Rec'd From Clerks Ofc	Current Year +1	Electronic	2/17/2016			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-16-17	Township Report	Permanent	Electronic	2/17/2016			
	<input checked="" type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-16-18	Monthly UCR Report Arson & Hate Crime	Permanent	Electronic	2/17/2016			
	<input checked="" type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								

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			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-16-20	Monthly Consolidated Traffic Report	Permanent	Electronic	2/17/2016			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-18-1	LEADS/NCIC Gun Validations (Supersedes 00-136)	Current Year +1	Paper	3/15/2018			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-18-2	Citation Arrest Summary Sheets (Supersedes 00-138)	Current Month +3 Months	Electronic	3/15/2018			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-18-3	Monthly LEADS/NCIC Validations (Supersedes 00-141)	Current Year +1	Paper	3/15/2018			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
BofR	SH-18-6	NCIC/LEADS/RCIC Wanted Person Computer Printouts (Supersedes 00-137)	Destroy when warrant is cancelled	Paper	3/15/2018			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

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	H. Plea Agreement Reports/Defendant Disposition Reports		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	A. All Arrest Related Paperwork		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	B. Search Warrant Consent		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	C. Lab Reports/Evidence Disposition		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	D. Investigative Narrative Reports		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	E. Forfeiture Paperwork		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	G. After Action Reports		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-68	Investigative Files	Current +5	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	I. Court Orders		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

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	F. Operational Plans		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	F. Fingerprints		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	H. Payment Forms		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	C. Release of all Claims		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	B. Consent for Transmitter/Recorder		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	D. Registration		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	G. Debriefing Narrative Reports		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CIS	00-69	Informant Files	15 Years	Paper	6/15/2000	A. Agreement		
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

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	E. Photographs		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-70	Intelligence Information Forms	Current +4	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-71	Tracking Record of Dissemination of Intelligence	Current +4	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-72	Administrative Correspondence	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-73	Payroll Records	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-74	Weekly Activity Reports	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	00-75	Purchase Orders and Payment Records	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CIS	11-001	Pawn Shop Slips	Current +2	Paper	3/8/2011			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CIS	11-002	Offense Reports (NIBRS - CIS Copy)	One Year	Paper	3/8/2011			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	00-144	Administrative Subject Files	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	00-146	Law Suits (Closed)	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	00-148	Projects & Programs	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	00-149	Court Service Operation Files	Current +3	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	00-150	Special Police Operative Files	Current +3	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	00-153	Workman Compensation Claims	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	00-155	Daily Attendance Rosters	Current +1	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								



Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS	00-157	Overtime Sheets	Current +1	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	00-158	FLSA	Current +1	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	00-159	Off Duty Detail Sheets	Current +1	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	SH-22-16	Extraditions (Supersedes 00-174, 00-175, 00-179)	Current +2; NO RC-3 REQUIRED	Electronic	9/20/2022			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	SH-22-17	Monthly Statistical Reports (Supersedes 00-147)	Current +2; NO RC-3 REQUIRED	Electronic	9/20/2022			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	SH-22-18	Daily Activity Cards (Supersedes 00-154)	Current Year +1; NO RC-3 REQUIRED	Electronic	9/20/2022			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS	SH-22-19	Court Assignment Sheets (Supersedes 00-160, 00-162)	Current Year +1; NO RC-3 REQUIRED	Electronic	9/20/2022			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Daily Court Docket for Common Pleas Court and Deputies assi								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS	SH-22-20	Sheriff Direction Sheets (Supersedes SH-18-10)	Until No Longer of Administrative Value; No RC-3 REQUIRED	Paper	9/20/2022			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
CSS	SH-22-21	Territory/Transportation Stats (Supersedes 00-161)	Current Year +1; NO RC-3 REQUIRED	Electronic	9/20/2022			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
CSS	SH-22-22-E	ID Badges	Current Year +1; NO RC-3 REQUIRED	Electronic	9/20/2022			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b> Documents those who are assigned ID Badges								
CSS	SH-22-22-P	ID Badges (Supersedes SH-18-13)	Until Scanned; NO RC-3 REQUIRED	Paper	9/20/2022			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b> Documents those who are assigned ID Badges								
CSS	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			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b> Document inactive, current, deceased and/or offenders who hav								
CSS	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			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b> Document inactive, current, deceased and/or offenders who hav								
CSS	SH-22-24	Court Services Annual Reports (Supersedes 00-145)	Current +2; NO RC-3 REQUIRED	Electronic	9/20/2022			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
CSS	SH-22-26	Budget Reports (Supersedes 00-152)	Current +2; NO RC-3 REQUIRED	Electronic	9/20/2022			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS	SH-22-27	Expense Voucher Memoranda (Supersedes 00-156)	Current +1; NO RC-3 REQUIRED	Electronic	9/20/2022			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Execution	00-163	Foreign Execution Docket (Public Record)	Permanent	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Execution	00-164	Advertisement of Sale (Sheriff's Sale Book)	2 years after last entry	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Execution	00-165	Diagram of Property	While Active	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Execution	00-166	Execution Returns	Current +2	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Fugitive War.	00-171	Arrest Record	Current +2	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Fugitive War.	00-172	Arrest Warrants	Current +2	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Fugitive War.	00-173	Court Entries	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS - Fugitive War.	00-177	Assign. Comm. Receipt of Canc. Warrant Bppl	15 years	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS - Probate	00-167	Probate Information Cards				Active	While Active	Paper
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS - Probate	00-167	Probate Information Cards				Inactive	Current +1	Paper
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS - Probate	00-168	Probate General				Information Sheet	While Active	Paper
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS - Probate	00-168	Probate General				Entries	Current +1	Paper
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS - Process	00-180	Directions for Sheriff	Current +1	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS - Process	00-181	Foreign Writ Books	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
CSS - Process	00-182	Notary Public Cards & Misc	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS - Process	00-183	Process Deputies Books	Current +2	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Welfare	00-169	Daily Activity Cards	Current +1	Paper	6/15/2000	Daily Activity Cards	Current +1	Paper
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Welfare	00-170	Warrants				Working Copies:		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Welfare	00-170	Warrants				(Domestic)	Retention Period?	Paper
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Welfare	00-170	Warrants				(Welfare)	Retention Period?	Paper
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Welfare	00-170	Warrants				(Juvenile)	Retention Period?	Paper
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Welfare	00-184	Daily Activity Cards	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Welfare	00-185	Warrants				(Welfare)	Retention Period?	Paper
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS - Welfare	00-185	Warrants				(Domestic)	Retention Period?	Paper
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Welfare	00-185	Warrants				(Juvenile)	Retention Period?	Paper
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS - Welfare	00-185	Warrants				Working Copies:		
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS-EMS	10-30	Electronic Monitoring Case Files (Electronic)	10 years after time served	Electronic	5/24/2010			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS-EMS	10-32	Juris Monitoring Case Files (Electronic)	10 years after time served	Electronic	5/24/2010			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS-EMS	10-34	Juris Monitoring Victim Files (Electronic)	10 years after time served	Electronic	5/24/2010			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
CSS-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			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Division Abolished 03/01/19								
CSS-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			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Division Abolished 03/01/19								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS-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			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Division Abolished 03/01/19								
Enforc	08-255	21-A; Request for Authorization to Work Off Duty Details	2 years + Current	Paper	11/21/2008			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Enforc	09-156	Release Form	6 months	Paper	4/8/2009			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Enforc	09-157	Enforc Booking Record	2 years	Paper	4/8/2009			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Enforc	10-01	Activity Cards (Supersedes TAB Dec. 1984)	Current +2	Paper	5/24/2010			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Enforc	10-02	RCIC Cancelled Missing Persons (Supersedes TAB Dec. 1984)	Current +1	Paper	5/24/2010			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Enforc	10-03	RCIC Cancelled Stolen Vehicles (Supersedes TAB Dec. 1984)	While Active	Paper	5/24/2010			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Enforc	10-04	RCIC Cancelled Stolen Trucks, Boats, Motorcycles, ATV's and Trailers (Supersedes TAB Dec.	While Active	Paper	5/24/2010			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enforce	10-08	Narcotics File (Supersedes TAB Dec. 1984)	While Active	Paper	5/24/2010			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Enforce	10-09	Property File (Supersedes TAB Dec. 1984)	While Active	Paper	5/24/2010			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Enforce	11-003	No Report Desired	6 months	Paper	3/8/2011			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Enforce	SH-12-13	Released Property Tags (Supersedes 10-12)	2+Current (2 years + Current)	Paper	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Verifies Released Property								
Enforce	SH-12-14	Disposal Reports (Supersedes 10-10)	2+Current (2 years + Current)	Paper	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Verifies Property which can be disposed								
Enforce	SH-12-15	Court Orders from Property Tags	2+Current (2 years + Current)	Paper	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Copies of Court Orders for Disposal of Property								
Enforce	SH-12-16	Auction Files (Supersedes 10-11)	2+Current (2 years + Current)	Paper	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> All paperwork conducive to Auction								
Enforce	SH-12-17	Car Holder Releases (Supersedes 10-07)	2+Current (2 years + Current)	Paper	11/28/2012			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Releases on Vehicle held/towed								



Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enforc	SH-12-18	Car Holder Salvages (Supersedes 10-07)	2+Current (2 years + Current)	Paper	11/28/2012			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Paperwork for salvaged vehicles								
Enforc	SH-12-19	Inventory of Warehouse Property	2+Current (2 years + Current)	Paper	11/28/2012			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Verifies property being held in storage								
Enforc	SH-13-005	Administrative License Suspension (ALS) Form	3 Years if no action pending	Paper	11/13/2013			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enforc	SH-18-25	Daily Enforc Activity Report Statistics	Until No Longer of Administrative Value	Paper	9/12/2018			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enforc	SH-18-26	Daily Enforc Activity Report Statistics	Permanent	Electronic	9/12/2018			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enforc	SH-19-007	Special Deputy Paperwork - (Supersedes TAB February 1985)	Until Scanned	Paper	8/13/2019			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enforc	SH-19-008	Special Deputy Paperwork	Until No Longer of Administrative Value	Electronic	8/13/2019			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enforc	SH-19-011	21-C Off Duty Monthly Reports (Supersedes 08-257)	Until Scanned	Paper	8/13/2019			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enfore	SH-19-012	21-C Off Duty Monthly Reports	Current +2	Electronic	8/13/2019			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enfore	SH-19-013	21-B Request to Provide Services (Supersedes 08-256)	Until Scanned	Paper	8/13/2019			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enfore	SH-19-014	21-B Request to Provide Services	Current +2	Electronic	8/13/2019			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enfore - CSS	SH-23-23-E	Contracts and Contract Correspondence	Term of Contract +6 Years (No RC-3 Required)	Electronic	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Contracts for service performed by personnel assigned to the CS								
Enfore - CSS	SH-23-23-P	Contracts and Contract Correspondence	Term of Contract +6 Years (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Contracts for service performed by personnel assigned to the CS								
Enfore - Traffic	SH-19-003	Accident and Photo Files - (Supersedes TAB February 2005)	Until Scanned	Paper	8/13/2019			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enfore - Traffic	SH-19-004	Accident and Photo Files	Current +2	Electronic	8/13/2019			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enfore - Traffic	SH-19-005	Hit Skip Accident Files	Until Scanned	Paper	8/13/2019			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enfore - Traffic	SH-19-006	Hit Skip Accident Files	Current +2	Electronic	8/13/2019			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Enfore - Traffic	SH-19-009	Fatal Files (Inactive) - (Supersedes TAB February 1985)	Until Scanned	Paper	8/13/2019			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Enfore - Traffic	SH-19-010	Fatal Files (Inactive)	Current +5	Electronic	8/13/2019			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Enfore - Traffic	SH-19-015	DUI Files (Inactive) - (Supersedes 10-05)	Until Scanned	Paper	8/13/2019			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Enfore - Traffic	SH-19-016	DUI Files (Inactive)	Current +3	Electronic	8/13/2019			
		<input type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Enfore - Traffic	TAB	Truck Weights	Current Year +2	Paper	2/5/1985			
		<input checked="" type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Enfore - Traffic	TAB	Traffic Statistics						
		<input checked="" type="checkbox"/> RC-3 Required						
<b>Use:</b>								
Enfore - Traffic	TAB	Traffic Blotter and Blotter Information	Current Year +1	Paper	2/5/1985			
		<input checked="" type="checkbox"/> RC-3 Required						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enfore - Traffic	TAB	SEP and DUI Files	Current Year +4	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enfore - Traffic	TAB	Intoxilizer Log - At Site Locations	Current Year +5	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enforcement	SH-15-01	Form 21-D (Off Duty Details Daily Roster)	2 + Current	Paper	2/24/2015			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enforcement	SH-17-001	Unsolved Latent Fingerprint Lift Cards (Misdemeanor Cases)	Current +2	Paper (Latent Lifts)	9/13/2017			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enforcement	SH-17-002	Hit Folders (See Notes)	Current +10	Paper (Latent Lifts)	9/13/2017			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Enforcement Division - CI	SH-17-003	Unsolved Latent Fingerprint Lift Cards (Non-Violent Felonies)	Current +6	Paper (Latent Lifts)	9/13/2017			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Fiscal	00-53	Commissary Slips	Current	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Fiscal	00-54	Commissary Invoices	Current	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Fiscal	00-55	Money Record and Canceled Checks	Current +2	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Fiscal	00-56	Money Record Receipt	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Fiscal	00-57	Inmate Account Records	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Fiscal	00-60	Medical Indigent Billing	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
Fiscal	00-66	Money Books for Property Room	Current +2	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
I&ID - CIS	TAB	Crime Prevention	While Active	Paper	2/5/1985			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
I&ID - CIS	TAB	Homicide Jackets	Until Solved +5	Paper	2/5/1985			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
I&ID - CIS	TAB	Field Interrogation Reports	Current Year +3	Paper	2/5/1985			
<input checked="" type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Complaints Filed by Enforcemen	Settlement +3	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Drug User File	5 years after last contact	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Crime Prevention Literature	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Death Investigation File	Until Solved +5	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Complaints	Settlement +3	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Case Jackets	Current Year +5	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Arrest Reports	Current Year +5	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Road File	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Administrative Correspondence	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Offense Report	Current Year +2	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Auto Theft File	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Bar Information	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Fingerprint Work	10 years from date of last arrest	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Photo File	Current Year +2	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Personnel - Overtime Cards/Records	Current Year +2	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Blotters, Teletype	Current Year +1	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Dispatch Records	Current Year +1	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	EOD Cards	Current Year +1	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Equipment and Clothing Issue Order Forms	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Firearms - Range Records	Current Year +1	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Firearms - Range Score Cards	Current Year +1	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Firearms - Statistics	Current Year +1	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Firearms - Weapons Maintenance Records	Current Year +2	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Firearms - Yearly Report	Current Year +5	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								



Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Night Numbers	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Payroll-Safety Enforcement Program and Driving Under the Influence Program	Fiscal Year +4 provided audited	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Personnel - Intersquad	Permanent	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Blotters, Briefing	Current Year +1	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Personnel Evaluation	Permanent	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Services Performed	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Personnel Roster	Current Year +4	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Personnel - Time Off Records	Current Year +3	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Prisoner Cards	5 years after last arrest	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Purchasing and General Office Files	Fiscal Year +4 provided audited	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Statistics by Beat - Monthly	Current Year +2	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Time Cards	Current Year +2	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Training - Instructor Files	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Training - Programs and Schools	Superseded	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Training - VA Enrollment Program	Current Year +4	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Watch Assignments - Daily	Current Year +1	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Gold and Silver Shop Cards	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Wrecker Inspection Report	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Personnel Equipment Sheets	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Jackets	5 years from date of last arrest, unless expungement ordered	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Hypnosis (Investigative)	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Intelligence-Confidential	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Statistics, Monthly, Supervisory	Permanent	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Automotive Files	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Intelligence-Card Catalogue	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Inventory	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Juvenile Arrest Record	5 years from date of last arrest, unless expungement ordered	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Juvenile Case Files	5 years from date of last arrest, unless expungement ordered	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Juvenile Missing Person Report	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Juvenile Offense Reports	5 years from date of last arrest	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Juvenile-Shoplifting-Uniform Misdemeanor Arrest and Offense Reports	5 years from date of last arrest	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Juvenile Warrants	5 years from date of last arrest	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Liquor Permits	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Administrative Files - Assistant Executive Office	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Intelligence-National, Books, Photos	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Administrative Files - Receptionist's Office	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Administrative Files - Staff Operations	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Administrative Files - Sergeants' Room	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Maniac Hitchhiker-Task Force	Current Year +10	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Arrest Statistics	Permanent	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Administrative Files - Executive Office	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Telephone Numbers	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Rape Task Force - Hamilton County	Current Year +10	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Auto Accidents	Settlement +2	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Enforc Reports	Settlement +2	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Motorcycle Gangs	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Missing Persons Cancellations	Current Year +1	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - CIS	TAB	Administrative Files - Division Commander	While Active	Paper	2/5/1985			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - OCS	SH-21-27	SRT (Special Response Team) Files (Supersedes 00-88)	15 years	Electronic Copies/Paper	3/2/2022			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Training Documents; Activation Reports								
I&ID - OCS	SH-21-28	TRT (Tactical Response Team) Files	15 years	Electronic Copies/Paper	3/2/2022			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Training Documents; Activation Reports								
I&ID - OCS	SH-21-30	Purchase Orders and Payment Records (Supersedes 00-95)	Current +1	Electronic copies/Paper	3/2/2022			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - OCS	SH-21-31	Tracking Record of Dissemination of Intelligence (Supersedes 00-91)	Current +4	Electronic Copies/Paper	3/2/2022			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - OCS	SH-21-32	Administrative Correspondence (Supersedes 00-92)	Current +1	Electronic Copies/Paper	3/2/2022			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - OCS	SH-21-33	Payroll Records (Supersedes 00-93)	Current +1	Electronic Copies/Paper	3/2/2022			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - OCS	SH-21-34	Weekly Activity Reports (Supersedes 00-94)	Current +1	Electronic Copies/Paper	3/2/2022			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
I&ID - OCS	SH-23-01	Covert Funding and Expenditure Documents (Supersedes 00-79 & SH-21-29)	Until No Longer of Administrative Value (NO RC-3 Required)	Electronic/Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Payments to confidential informations; costs related to investig								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - OCS	SH-23-02	Intelligence Information Forms (Supersedes 00-80 & SH-20-001)	Until No Longer of Administrative Value (NO RC-3 Required)	Electronic/Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Information Received from other agencies; field interrogation re								
I&ID - OCS	SH-23-03	Investigative Files (Related to OCS/RENU) (Supersedes SH-21-25)	5 Years (No RC-3 Required)	Electronic/Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Copies of reports, search warrants, arrest paperwork, photocopied								
I&ID - OCS	SH-23-04	Investigative Files (Related to Computer Crimes/RECI) (Supersedes 00-76)	5 Years (No RC-3 Required)	Electronic/Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Copies of reports, search warrants, arrest paperwork, photocopied								
I&ID - OCS	SH-23-05	Confidential Informant Records (Supersedes 00-77 & SH-21-26)	5 Years (No RC-3 Required)	Electronic/Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Reports; Payment records; photos; fingerprint cards; agreement								
I&ID - OCS	SH-23-06	Highway Interdiction "Stop Sheets"	1 Year or Until Scanned (No RC-3 Required)	Electronic/Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Record of Traffic Enforcement With Public Interaction								
JSD	00-47	Key Rounds Made by 3rd Shift	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
JSD	00-51	Log Books for Inmates Admitted to UC Hospital	Current	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
JSD	00-62	Log Books for North, South, Reading Road and Talbert House	Current +3	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								



Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD	00-63	Inmate Visitor Log Books	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
JSD	00-64	Professions Visits Log Books	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
JSD	SH-15-04	Inmate Incident Reports (Supersedes SH-14-30)	Current Year + 2 Additional Years or Until Scanned	Paper	2/24/2015			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD	SH-18-56	Sign Off Sheets Inmate Trustees (Supersedes 00-65)	Current Year or Until Scanned	Paper	9/12/2018			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD	SH-18-57	Sign Off Sheets Inmate Trustees	Current Year	Electronic	9/12/2018			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> 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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD	SH-18-61	Fitness Facility Waiver	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								

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			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
JSD - Class	SH-18-30	Inmate Grievance Record (Supersedes SH-14-42)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
JSD - Class	SH-18-32	Inmate Detail Request	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
JSD - Class	SH-18-34	Inmate Detail Applicant Sheets	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
JSD - Class	SH-18-36	Inmate Detail Signed Agreements	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
JSD - Class	SH-18-38	Inmate Classification Housing Assignment (Supersedes SH-14-49)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								
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			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b> Form Submitted to Classification Section detailing all unschedu								
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			
<input type="checkbox"/> <b>RC-3 Required</b>								
<b>Use:</b>								

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-18-44	Scheduled Events - Inmates Being Seen By Social Services (Supersedes SH-14-55)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> 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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
JSD - Class	SH-18-50	Psych and Medical Clearance Sheets for Treatment (Supersedes SH-14-59)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
JSD - Class	SH-18-52	Inmate Grievance Forms (Pink Slips)	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
JSD - Class	SH-23-07	Total Inmate Classified Count Sheet	Until No Longer of Administrative Value (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> List of inmates classified each day								

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-23-08	Inmate Detail Applicant Sheets	Until No Longer of Administrative Value (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> List of inmates requesting work details to be confirmed or denied								
JSD - Class	SH-23-09	Inmate Classification Housing Assignment	Until No Longer of Administrative Value (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> List of inmate transfers to new housing location								
JSD - Class	SH-23-10	Inmate Detail List	Until No Longer of Administrative Value (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Printed list of inmates and the work details they are assigned to								
JSD - Class	SH-23-11	Signed Inmate Detail Agreements	Until No Longer of Administrative Value (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Signed documents of expectations if the inmate accepts a work								
JSD - Class	SH-23-12	Inmate Emergency Cell Transfers Detail/Housing	Until No Longer of Administrative Value (No RC-3 Required)	Electronic	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Written form of inmate housing transfer and reason for the transfer								
JSD - Class	SH-23-13	Inmate 2 for 1, 3 for 1, Volunteer Termination, Off Per Med Sheets	Until No Longer of Administrative Value (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Form indicating inmate should receive specific days credit for work								
JSD - Class	SH-23-14	List of individuals Cleared to Come into the Facility for AA, NA, GCBHS, Etc.	Until No Longer of Administrative Value (No RC-3 Required)	Paper	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> List of individuals able to enter the Justice Center to provide care								
JSD - Class	SH-23-15	Inmate Request Forms Where Inmate Needs to be Seen by Social Services	Until No Longer of Administrative Value (No RC-3 Required)	Electronic	10/11/2023			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b> Forms that inmates complete and submit to request to meet with								

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-23-16	Psych and Medical Clearance Sheets for Treatment	Until No Longer of Administrative Value (No RC-3 Required)	Paper	10/11/2023			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b> Hand written form indicating when inmates are approved to be t								
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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD - Jail Records	SH-18-54	Copies of Strip Search of Inmates	Current Year Plus 2 Additional Years	Electronic	9/12/2018			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD-Admin	SH-14-31	Inmate Incident Reports	Current +2	Electronic	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD-Admin	SH-14-33	AA/NA Church Service Meetings	Current (year)	Electronic	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD-Admin	SH-14-35	Law Library Requests - Inmates	Current (year)	Electronic	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD-Admin	SH-14-41	Dead Run Sign Off Sheets	Current (year)	Electronic	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD-Class	SH-14-43	Employee Sign-In Rosters	2 Years	Paper	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								

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-14-44	Inmate Population by Bed Assignment	Current +2	Paper	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD-Jail_Invest	SH-14-28	Jail Investigation Database	Permanent	Electronic	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD-Jail_Invest	SH-14-29	Jail Investigation Case Folders	6 years	Paper (CD/DVD)	7/23/2014			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
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			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
JSD-Records	SH-15-03	Inmate Records (Supersedes 12-04)	Current Year + 2 Additional Years	Electronic	2/24/2015			
	<input type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
PSD	00-97	Use of Force Reports - All Divisions	Current +4	Paper/Photos	6/15/2000			
	<input checked="" type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
PSD	00-98	Humane Destruction of Animals - All Divisions	Current +2	Paper	6/15/2000			
	<input checked="" type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								
PSD	00-99	Computer Voice Stress Analyzer - Pre-employment Tests	Current +2	Paper	6/15/2000			
	<input checked="" type="checkbox"/>	<b>RC-3 Required</b>						
<b>Use:</b>								



Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PSD	SH-23-29-E	Internal Affairs Case Files	Current +10 years or until scanned - Applies to Internal Affairs Case Files created or or after	Electronic	10/11/2023			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b> Professional Standards' investigation records related to external								
PSD	SH-23-29-P	Internal Affairs Case Files (Supersedes 00-96)	Current +10 years or until scanned - Applies to Internal Affairs Case Files created or or after	Paper	10/11/2023			
<input type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b> Professional Standards' investigation records related to external								
RECI	00-78	SRT Files	15 years	Paper	6/15/2000	B. Activation Report		
<input checked="" type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
RECI	00-78	SRT Files	15 years	Paper	6/15/2000	A. Training Documentation		
<input checked="" type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
RECI	00-81	Tracking Record of Dissemination of Intelligence	Current +4	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
RECI	00-82	Administrative Correspondence	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
TID	00-186	1998 Annual Inventory	Current +2	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								
TID	00-187	Computer Training Sign-In Sheets and Course Evaluations	Current +1	Paper	6/15/2000			
<input checked="" type="checkbox"/> <b>RC-3 Required</b> <b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
TID	00-188	Asset Tracking Policy	Current +2	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
TID	00-189	Various Instructor LED Computer Training Course Materials	Current	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
TID	00-83	Payroll Records	Current +1	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
TID	00-84	Weekly Activity Reports	Current +1	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
TID	00-85	Purchase Orders and Payment Records	Current +1	Paper	6/15/2000			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
TID	08-186	Security Video (no RC-3 Required for Destruction)	30 days	Electronic	11/21/2008			
		<input checked="" type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Training	SH-18-16	Training Records - Former and Current Employees (Supersedes SH-18-11)	Until Scanned	Paper				
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Training	SH-18-17	Training Records - Former and Current Employees	Permanent	Electronic				
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								

Division of Record	Sched. Number	Record Title and Description	Retention Period	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
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			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								
Training-Recruiting	SH-15-17	Application Documentation Regarding Disqualified, Non-Considered, or Rejected Applicants	Current Year +2 Additional Years	Electronic	8/10/2015			
		<input type="checkbox"/> <b>RC-3 Required</b>						
<b>Use:</b>								