## Hamilton County Sheriff's Office Master Schedule of Records Retention and Disposition

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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 | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |  | audited                                 |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin                 | 00-06            | Bank Deposit Receipts                    | 3 fiscal years -<br>provided audited    | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |  | provided addited                        |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin                 | 00-07            | Bank Statements                          | 3 fiscal years -                        | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |  | provided audited                        |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin                 | 00-08            | Bulletins                                | 30 days after                           | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | nuired           |  | obsolescence                            |            |                     |  |
| Use:                  | <b>1</b> •       |  |   |            |                     |  |
| Admin                 | 00-09            | Bids and Proposals (Unsuccessful         | 3 fiscal years -                        | Paper      | 6/15/2000           |  |
|                       |                  | and Successful)                          | provided audited                        | 1          |                     |  |
| ✓ RC-3 Red            | quired           |  |   |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin                 | 00-10            | Cancelled Checks                         | 3 fiscal years -<br>provided audited    | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |  | provided addited                        |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin                 | 00-15            | Correspondence (Executive)               | 2 years review by                       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |  | OHS for possible transfer. Destroy if   |            |                     |  |
| Use:                  | •                |  | of no historical value.                 |            |                     |  |
|                       |                  |  |   |            |                     |  |

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

| Admin  RC-3 Require Use: | 00-25<br><b>d</b> | Officials' Bonds (O.R.C. 2305.12)                 | 10 years after<br>expiration provided<br>audited            | Paper | 6/15/2000 |  |
|--------------------------|-------------------|---|---|-------|-----------|--|
| Use:                     |                   |   |   |       |           |  |
|                          | 00-29             |   |   |       |           |  |
| Admin                    | 00-29             |   |   |       |           |  |
|                          |                   | Petty Cash Records                                | 2 fiscal years  | Paper | 6/15/2000 |  |
| ✓ RC-3 Require           | d                 |   | provided audited  |       |           |  |
| Use:                     |                   |   |   |       |           |  |
| Admin                    | 00-30             | Preliminary Drafts of Letters,                    | Until no longer of  | Paper | 6/15/2000 |  |
| ✓ RC-3 Require           | d                 | Memoranda, Worksheets, Reports and Informal Notes | administrative value to the office                          |       |           |  |
| Use:                     |                   |   |   |       |           |  |
| Admin                    | 00-31             | Professional Association Records                  | Until no longer of Paper administrative value to the office | Paper | 6/15/2000 |  |
| ✓ RC-3 Require           | d                 |   |   |       |           |  |
| Use:                     |                   |   |   |       |           |  |
| Admin                    | 00-33             | Reciept Documents                                 | 3 fiscal years provided audited                             | Paper | 6/15/2000 |  |
| ✓ RC-3 Require           | d                 |   | provided addited  |       |           |  |
| Use:                     |                   |   |   |       |           |  |
| Admin                    | 00-34             | Records of Accrued Fees                           | 3 fiscal years  | Paper | 6/15/2000 |  |
| ✓ RC-3 Require           | d                 |   | provided audited  |       |           |  |
| Use:                     |                   |   |   |       |           |  |
| Admin                    | 00-35             | Records of Receipts and                           | 10 fiscal years   | Paper | 6/15/2000 |  |
| ✓ RC-3 Require           | d                 | Expenditures                                      | provided audited  |       |           |  |
| Use:                     |                   |   |   |       |           |  |
| Admin                    | 00-37             | Tape Recordings, Video Recordings,                |   | Paper | 6/15/2000 |  |
| ✓ RC-3 Require           | d                 | and Short Hand Notes of Meetings                  | transcribed or minutes approved                             |       |           |  |
| Use:                     |                   |   |   |       |           |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>Description                                 | Retention Period                        | Media Type       | Approved by Auditor | SubTitle and Description Retention Period Media Type |
|-----------------------|------------------|---|---|------------------|---------------------|--|
| Admin                 | 00-38            | Telephone Bills and Telephone Long                              |   | Paper            | 6/15/2000           |  |
| ✓ RC-3 Req            | uired            | Distance Logs   | provided audited                        |                  |                     |  |
| Use:                  |                  |   |   |                  |                     |  |
| Admin                 | 00-39            | Time Cards and Time and Sign-In                                 | 2 fiscal years                          | Paper            | 6/15/2000           |  |
| ✓ RC-3 Req            | uired            | Sheets (O.R.C. 2305.11) (Daily<br>Watch/Duty Rosters - OT/Comp) | provided audited                        |                  |                     |  |
| Use:                  |                  |   |   |                  |                     |  |
| Admin                 | 00-43            | Warrant Register or Journals                                    | 3 fiscal years                          | Paper            | 6/15/2000           |  |
| ✓ RC-3 Req            | uired            |   | provided audited                        |                  |                     |  |
| Use:                  |                  |   |   |                  |                     |  |
| Admin                 | 10-22            | Minutes of Meetings   | Permanent                               | Electronic       | 5/24/2010           | Staff Notes  |
| ✓ RC-3 Req            | uired            |   |   |                  |                     |  |
| Use:                  |                  |   |   |                  |                     |  |
| Admin                 | SH-18-20         | Parades (Supersedes SH-14-27)                                   | Until No Longer of                      | Electronic/Paper | 9/12/2018           |  |
| RC-3 Req              | uired            |   | Administrative Value then Destroy       |                  |                     |  |
| Use:                  |                  |   |   |                  |                     |  |
| Admin                 | SH-23-27         | Social Media Posts  | Until No Longer of                      | Electronic       | 10/11/2023          |  |
| RC-3 Req              | uired            |   | Administrative Value (Unless Post is    | Social Media     |                     |  |
| Use: Social Media     | Posts from any   | y official account of the Sheriff's Of                          | required to<br>f maintained for a       |                  |                     |  |
| Admin                 | SH-23-28         | Contract Employee Photo ID                                      | Until No Longer of                      | Paper            | 10/11/2023          |  |
| RC-3 Req              | uired            | Information (Supersedes 11-004)                                 | Administrative Value (No RC-3 Required) |                  |                     |  |
| Use: Documentation    | on completed a   | nd used for the purpose of creating                             |   |                  |                     |  |
| ADMIN - ALL           | SH-22-03         | DRAFTS (Supersedes SH-21-08)                                    | Until No Longer of                      | Paper/Electronic | 9/20/2022           |  |
| ☐ RC-3 Req            | uired            |   | Administrative<br>Value; NO RC-3        |                  |                     |  |
| -                     |                  | es, directives, letters, memorandums                            | REQUIRED<br>S                           |                  |                     |  |

| ADMIN - ALL   SH-23-24   Communications (Supersedes SH-22-04)   Communications (Supersedes SH-22-04)   Communications (Supersedes SH-22-04)   Communications according to content.   | Division of<br>Record | Sched.<br>Number | Record Title and<br>Description       | Retention Period      | Media Type        | Approved by Auditor | SubTitle and Description Retention Period Media Type |
|--|-----------------------|------------------|---------------------------------------|-----------------------|-------------------|---------------------|--|
| Use: Body-Worn Camera and Cruiser Camera Footage for Homicide/  Use: Body-Worn Camera and Cruiser Camera footage for Critical Inc  ADMIN - ALL SH-23-31 Body-Worn Camera & Cruiser Camera footage (Supersedes SII-1-6 Required)  Use: Body-Worn Camera and Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-32 Body-Worn Camera & Cruiser Camera footage (Supersedes SII-1-6 Required)  Use: Body-Worn Camera and Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-32 Body-Worn Camera & Cruiser Camera footage (Supersedes SII-1-6 Required)  Use: Body-Worn Camera and Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-32 Body-Worn Camera & Cruiser Camera footage (Supersedes SII-1-6 Required)  Use: Body-Worn Camera and Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-32 Body-Worn Camera & Cruiser Camera footage (Supersedes SII-1-6 Required)  Use: Body-Worn Camera and Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera footage (Supersedes SII-1-6 Required)  Use: Body-Worn Camera and Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera footage (Supersedes SII-1-6 Required)  Use: Body-Worn Camera and Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-35 Body-Worn Camera & Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-36 Body-Worn Camera & Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-37 Body-Worn Camera & Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-38 Body-Worn Camera & Cruiser Camera footage (Supersedes SH-1-6 Required)  Body-Worn Camera and Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-38 Body-Worn Camera & Cruiser Camera footage (Supersedes SH-1-6 Required)  Body-Worn Camera and Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-39 Body-Worn Camera & Cruiser Came | ADMIN - ALL           | SH-23-24         | Communications (Supersedes SH-22-04)  |                       | Paper/Electronic  | 10/11/2023          |  |
| Use: Email, text messages, Teams messages, and Voice messages tha according to content.  | RC-3 Req              | uired            |                                       | electronic            |                   |                     |  |
| Communications (Supersedes SH-   Administrative Value (No RC-3 Required)   | Use: Email, text mo   | essages, Teams   | s messages, and Voice messages tha    | according to content. |                   |                     |  |
| Use: Non-records that have very little administrative value.  ADMIN - ALL SH-23-26 Permanent Electronic Communications (Supersedes SH-22-08) Communications (Supersedes SH-22-08) Paper/Electronic for retaining electronic communications  Use: Email, text messages, Teams messages, and Voice messages tha According to  ADMIN - ALL SH-23-30 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-02)  Use: Body-Worn Camera and Cruiser Camera footage for Homicide/  Use: Body-Worn Camera and Cruiser Camera A Cruiser Camera A Cruiser Camera Footage (Supersedes SH-16-02)  Use: Body-Worn Camera and Cruiser Camera A Cruiser Camera Footage (Supersedes SH-16-04)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16-04)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16-04)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16-04)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16-04)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16-04)  ADMIN - ALL SH-23-31 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-04)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16-04)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16-04)  ADMIN - ALL SH-23-31 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-04)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16-04)  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-05)  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-05)  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-05)  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-05)  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-05)  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-05)  | ADMIN - ALL           | SH-23-25         |                                       | _                     | Paper/Electronic  | 10/11/2023          |  |
| Use: Non-records that have very little administrative value.    ADMIN - ALL   SH-23-26   Permanent Electronic Communications (Supersedes SH-122-08)   User is responsible for retaining electronic communications  | RC-3 Req              | uired            | ` 1                                   |                       |                   |                     |  |
| Communications (Supersedes SH- 22-08)  Use: Email, text messages, Teams messages, and Voice messages tha ADMIN - ALL SH-23-30 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- 01)  Use: Body-Worn Camera and Cruiser Camera Footage for Homicide/  Use: Body-Worn Camera and Cruiser Camera Footage for Footage (Supersedes SH-16- 02)  Use: Body-Worn Camera and Cruiser Camera Footage for Homicide/  Use: Body-Worn Camera and Cruiser Camera Footage for Footage (Supersedes SH-16- 02)  Use: Body-Worn Camera and Cruiser Camera Footage for Critical Inc  ADMIN - ALL SH-23-32 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- 03)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16- Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Camera Footage (Supersedes SH-16- Camera Footage (Supersedes SH-16- Required)  Digital 10/11/2023  □ RC-3 Required  Use: Body-Worn Camera and Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Camera Fo  | Use: Non-records t    | that have very   | little administrative value.          |                       |                   |                     |  |
| Use: Body-Wom Camera and Cruiser Camara footage for Critical Inc  ADMIN - ALL SH-23-31 Body-Wom Camera & Cruiser Camera Footage for Homicide/  Use: Body-Wom Camera and Cruiser Camara footage for Critical Inc  ADMIN - ALL SH-23-31 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16-Required)  Use: Body-Wom Camera and Cruiser Camara footage for Critical Inc  ADMIN - ALL SH-23-32 Body-Wom Camera & Cruiser Camara footage for Critical Inc  ADMIN - ALL SH-23-32 Body-Wom Camera & Cruiser O3  RC-3 Required  Digital 10/11/2023  ADMIN - ALL SH-23-32 Body-Wom Camera & Cruiser O3  Sequired  Digital 10/11/2023  ADMIN - ALL SH-23-33 Body-Wom Camera & Cruiser O4  RC-3 Required  Body-Wom Camera and Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-33 Body-Wom Camera & Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16-Qamera Footage Gupersedes SH-16-Qamera Footage Gupersedes SH-16-Qamera Footage Gupersedes SH-1  | ADMIN - ALL           | SH-23-26         |                                       |                       | Paper/Electronic  | 10/11/2023          |  |
| Use: Email, text messages, Teams messages, and Voice messages that According to ADMIN - ALI. SH-23-30 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16-Required)  Use: Body-Wom Camera and Cruiser Camera Footage (Supersedes SH-16-Required)  Use: Body-Wom Camera and Cruiser Camera Footage (Supersedes SH-16-Required)  Use: Body-Wom Camera and Cruiser Camera Footage (Supersedes SH-16-Required)  Use: Body-Wom Camera and Cruiser Camera Footage (Supersedes SH-16-Required)  Use: Body-Wom Camera and Cruiser Camera Footage (Supersedes SH-16-Required)  Use: Body-Wom Camera and Cruiser Camara footage for Misdemea  ADMIN - ALI. SH-23-32 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16-Required)  Use: Body-Wom Camera and Cruiser Camara footage for Misdemea  ADMIN - ALI. SH-23-33 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16-Required)  Use: Body-Wom Camera and Cruiser Camara footage for Misdemea  ADMIN - ALI. SH-23-34 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16-Required)  Use: Body-Wom Camera and Cruiser Camara footage for Traffic Sto  ADMIN - ALI. SH-23-34 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16-Required)  Digital 10/11/2023  ADMIN - ALI. SH-23-34 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16-Required)  ADMIN - ALI. SH-23-34 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16-Required)  Digital 10/11/2023   | RC-3 Rea              | uired            | ` 1                                   | _                     |                   |                     |  |
| Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camera Footage for Homicide/  ADMIN - ALL SH-23-31 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camara footage for Critical Inc  ADMIN - ALL SH-23-32 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camara Footage (Supersedes SH-16- Required)  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Syens (Supersedes SH-16- Required)  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Syens (No RC-3 Required)  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser SH-16- Required)  |                       |                  | s messages, and Voice messages tha    |                       |                   |                     |  |
| Use: Body-Wom Camera and Cruiser Camera Footage for Homicide/  ADMIN - ALL SH-23-31 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Wom Camera and Cruiser Camera footage for Critical Inc  ADMIN - ALL SH-23-32 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Wom Camera and Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Wom Camera and Cruiser Camera Footage for Misdemea  ADMIN - ALL SH-23-33 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Wom Camera and Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Wom Camera and Cruiser Camera Footage (Supersedes SH-16- Required)  ADMIN - ALL SH-23-34 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  ADMIN - ALL SH-23-34 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  ADMIN - ALL SH-23-34 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  ADMIN - ALL SH-23-34 Body-Wom Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  | ADMIN - ALL           | SH-23-30         | •                                     | ,                     | Digital 10/11/202 | 10/11/2023          |  |
| ADMIN - ALL SH-23-31 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camera footage for Critical Inc  ADMIN - ALL SH-23-32 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camera footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camera footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Digital 10/11/2023  Digital 10/11/2023  Required)  Digital 10/11/2023  Required RC-3 Required  Digital 10/11/2023  | RC-3 Req              | uired            | •                                     | required)             |                   |                     |  |
| Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camara footage for Critical Inc  ADMIN - ALL SH-23-32 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  RC-3 Required  Use: Body-Worn Camera and Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  RC-3 Required  Use: Body-Worn Camera and Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Camera Footage (Supersedes SH-16- Camera Footage (Supersedes SH-16- Camera Footage (Supersedes SH-16- Required)  RC-3 Required  O5)  | Use: Body-Worn C      | Camera and Cr    | uiser Camera Footage for Homicide     | 1                     |                   |                     |  |
| Use: Body-Wom Camera and Cruiser Camara footage for Critical Inc  ADMIN - ALL SH-23-32 Body-Wom Camera & Cruiser Camara Footage (Supersedes SH-16- Required)  RC-3 Required  O3)  Use: Body-Wom Camera and Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-33 Body-Wom Camera & Cruiser Camara footage (Supersedes SH-16- Required)  RC-3 Required  O4)  Use: Body-Wom Camera and Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Wom Camera & Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Wom Camera & Cruiser Camara footage (Supersedes SH-16- Required)  Digital 10/11/2023  Digital 10/11/2023  Digital 10/11/2023   | _                     |                  | Camera Footage (Supersedes SH-16-     | \                     | Digital           | 10/11/2023          |  |
| ADMIN - ALL SH-23-32 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  RC-3 Required  O3)  Digital 10/11/2023  Digital 10/11/2023  Digital 10/11/2023  Digital 10/11/2023  Digital 10/11/2023  Camera Footage (Supersedes SH-16- Required)  Digital 10/11/2023  Digital 10/11/2023  Digital 10/11/2023  Required)  Digital 10/11/2023  | ☐ RC-3 Req            | uired            | 02)                                   |                       |                   |                     |  |
| Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  RC-3 Required  Use: Body-Worn Camera and Cruiser Camara footage for Traffic Sto  Use: Body-Worn Camera and Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera & Cruiser Camera Footage (Supersedes SH-16- Required)  RC-3 Required  Digital 10/11/2023  10/11/2023  RC-3 Required  Digital 10/11/2023   | Use: Body-Worn C      | Camera and Cru   | uiser Camara footage for Critical Ind | 2                     |                   |                     |  |
| Use: Body-Worn Camera and Cruiser Camara footage for Misdemea  ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser 3 Years (No RC-3 Camera Footage (Supersedes SH-16-Required)  RC-3 Required 04)  Use: Body-Worn Camera and Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camara footage (Supersedes SH-16-Required)  RC-3 Required 05)   | ADMIN - ALL           | SH-23-32         | •                                     | ,                     | Digital           | 10/11/2023          |  |
| ADMIN - ALL SH-23-33 Body-Worn Camera & Cruiser 3 Years (No RC-3 Camera Footage (Supersedes SH-16-Required)  RC-3 Required  04)  Use: Body-Worn Camera and Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser Camera & Cruiser SH-16-Required)  RC-3 Required  05)  Digital 10/11/2023  Digital 10/11/2023  | RC-3 Req              | uired            | e \ i                                 | required)             |                   |                     |  |
| Camera Footage (Supersedes SH-16- Required)  Use: Body-Worn Camera and Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser 3 Years (No RC-3 Camera Footage (Supersedes SH-16- Required)  RC-3 Required  O5)  Digital 10/11/2023  | Use: Body-Worn C      | Camera and Cru   | uiser Camara footage for Misdemea     |                       |                   |                     |  |
| Use: Body-Worn Camera and Cruiser Camara footage for Traffic Sto  ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser 3 Years (No RC-3 Camera Footage (Supersedes SH-16-Required)  RC-3 Required  04)  Digital 10/11/2023  | ADMIN - ALL           | SH-23-33         | •                                     | ,                     | Digital           | 10/11/2023          |  |
| ADMIN - ALL SH-23-34 Body-Worn Camera & Cruiser 3 Years (No RC-3 Digital 10/11/2023  Camera Footage (Supersedes SH-16-Required)  RC-3 Required 05)   | RC-3 Req              | uired            | •                                     | Required)             |                   |                     |  |
| Camera Footage (Supersedes SH-16- Required)  RC-3 Required  05)  | Use: Body-Worn C      | Camera and Cr    | uiser Camara footage for Traffic Sto  |                       |                   |                     |  |
| RC-3 Required 05)  | ADMIN - ALL           | SH-23-34         | •                                     | ,                     | Digital           | 10/11/2023          |  |
| Use: Body-Worn Camera and Cruiser Camara footage for Possible C  | RC-3 Req              | uired            | e i                                   | Required)             |                   |                     |  |
|  | Use: Body-Worn C      | Camera and Cri   | uiser Camara footage for Possible C   |                       |                   |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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<br>Administrative Value | Electronic       | 10/11/2023          |  |
| RC-3 Requ             | uired            | ( <b>p</b>  | (No RC-3 Required)                         |                  |                     |  |
| Use: Photographs &    | & Videos of er   | mployee(s) and/or employee events                           |  |                  |                     |  |
| Admin - Comm.Rel.     | 10-19            | Annual Report(s) (Supersedes 00-03)                         | Permanent                                  | Paper/Electronic | 5/24/2010           |  |
| ✓ RC-3 Requestion     | uired            |   |  |                  |                     |  |
| Use:                  |                  |   |  |                  |                     |  |
| Admin - Comm.Rel.     | 10-21            | Manuals, Handbooks, & Directives                            | Until Superseded,                          | Paper/Electronic | 5/24/2010           | Uniform Manual                                       |
| ✓ RC-3 Requ           | uired            |   | Obsolete or Replaced                       |                  |                     |  |
| Use:                  |                  |   |  |                  |                     |  |
| Admin - Comm.Rel.     | 10-23            | Publications  | Permanent                                  | Electronic       | 5/24/2010           | Stars and Bars                                       |
| ✓ RC-3 Requ           | uired            |   |  |                  |                     |  |
| Use:                  |                  |   |  |                  |                     |  |
| Admin - Comm.Rel.     | 10-23            | Publications  | Permanent                                  | Electronic       | 5/24/2010           | Your Sheriff's Office                                |
| ✓ RC-3 Requ           | uired            |   |  |                  |                     |  |
| Use:                  |                  |   |  |                  |                     |  |
| Admin - Comm.Rel.     | 10-24            | College Student Placement Files                             | 3 years                                    | Paper/Electronic | 5/24/2010           | Criminal Justice Student Files                       |
| ✓ RC-3 Requ           | uired            |   |  |                  |                     |  |
| Use:                  |                  |   |  |                  |                     |  |
| Admin - Comm.Rel.     | 10-26            | Professional Members Records                                | 3 years                                    | Electronic       | 5/24/2010           | BSSA Membership Info                                 |
| ✓ RC-3 Requ           | uired            |   |  |                  |                     | (excludes database records)                          |
| Use:                  |                  |   |  |                  |                     |  |
| Admin - Comm.Rel.     | 10-27            | Copy Machine Usage  | 5 years                                    | Paper/Electronic | 5/24/2010           | Quarterly Meter Readings                             |
| ✓ RC-3 Requ           | uired            |   |  |                  |                     |  |
| Use:                  |                  |   |  |                  |                     |  |
| -                     |                  |   |  |                  |                     |  |

| Division of<br>Record | Sched.<br>Number      | Record Title and<br>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                           |
| ✓ RC-3 Requ           | uired                 |   |  |                                |                     |  |
| Use:                  |                       |   |  |                                |                     |  |
| Admin - Legal         | 06-35                 | Unfair Labor Practices (SERB)   | 5 years                                | Paper/CD's<br>Cassettes/Photos | 11/13/2006          |  |
| ✓ RC-3 Requ           | uired                 |   |  | Cassettes/Photos               |                     |  |
| Use:                  |                       |   |  |                                |                     |  |
| Admin - Legal         | 08-252                | Pre-Disciplinary Hearing Records                                      | 5 years                                | Paper/CD's/Vide                | 11/21/2008          |  |
| ✓ RC-3 Req            | uired                 |   |  | os/<br>Cassettes/Photos        |                     |  |
| Use:                  |                       |   |  |                                |                     |  |
| Admin - Legal         | 08-253                | Correspondence - Administrative                                       | 2 years                                | Paper                          | 11/21/2008          |  |
| ✓ RC-3 Req            | uired                 | (Employee Files) (Supersedes 06-37)                                   |  |                                |                     |  |
| Use:                  |                       |   |  |                                |                     |  |
| Admin - Legal         | SH-22-01-E            | Administrative & Operational  | Permanent                              | Electronic                     | 9/20/2022           |  |
| RC-3 Req              | uired                 | General Orders; Special Orders;<br>Rules, Regulations, & Disciplinary |  |                                |                     |  |
| Use: Policies and P   | rocedures that        | apply to all employees  |  |                                |                     |  |
| Admin - Legal         | SH-22-01-P            | Administrative & Operational  | Until Scanned; NO                      | Paper                          | 9/20/2022           |  |
| RC-3 Req              | uired                 | General Orders; Special Orders;<br>Rules, Regulations, & Disciplinary | RC-3 REQUIRED                          |                                |                     |  |
| Use: Policies and P   | rocedures that        | apply to all employees  |  |                                |                     |  |
| Admin - Legal         | SH-22-02-E            | Claims & Litigation Records   | 3 Years After Case                     | Electronic                     | 9/20/2022           |  |
| RC-3 Requ             | uired                 | (Supersedes SH-21-07)   | Closed & Appeals<br>Exhausted; NO RC-3 |                                |                     |  |
| Use:                  |                       |   | REQUIRED                               |                                |                     |  |
| Admin - Legal         | SH-22-02-P            | Claims & Litigation Records   | 3 Years After Case                     | Paper/CD/DVD/                  | 9/20/2022           |  |
| RC-3 Requ             | (Supersedes SH-21-06) |   | Closed & Appeals<br>Exhausted or Until | Photos/Flash<br>Drive          |                     |  |
| Use:                  |                       |   | Scanned or<br>Electronically           |                                |                     |  |
|                       |                       |   |  |                                |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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 | Electronic                     | 9/20/2022           |  |
| RC-3 Requ             | uired            | •  | RC-3 REQUIRED                             |                                |                     |  |
| Use: Document emp     | ployees' FML     | A Leave  |   |                                |                     |  |
| Admin - Legal         | SH-22-05-P       | Family Medical Leave Act Requests                                    | 3 Years after last date                   | Paper                          | 9/20/2022           |  |
| RC-3 Regu             | uired            | and Correspondence (Supersedes 08-251)                               | of employment or until scanned; NO        |                                |                     |  |
| Use: Document emp     | ployees' FML     | A Leave  | RC-3 REQUIRED                             |                                |                     |  |
| Admin - Legal         | SH-22-06-E       | Labor Arbitrations (Supersedes SH-21-11)                             | 5 years; NO RC-3<br>REQUIRED              | Electronic                     | 9/20/2022           |  |
| RC-3 Requ             | uired            | ,  |   |                                |                     |  |
| Use: Documents Gr     | rievances Turn   | ed Arbitration   |   |                                |                     |  |
| Admin - Legal         | SH-22-06-P       | Labor Arbitrations (Supersedes SH-21-10)                             | 5 years or Until<br>Scanned; NO RC-3      | Paper/Electronic<br>/CDs/DVDs/ | 9/20/2022           |  |
| RC-3 Requ             | uired            | 21-10)   | REQUIRED                                  | Photos/FlashDri                |                     |  |
| Use: Documents Gr     | rievances Turn   | ed Arbitration   |   |                                |                     |  |
| Admin - Legal         | SH-22-09-E       | Prosecutor's Opinion (Supersedes SH-21-15)                           | Permanent                                 | Electronic                     | 9/20/2022           |  |
| RC-3 Requ             | uired            | 311 21 10)   |   |                                |                     |  |
| Use: From Prosecut    | tors re their op | inion of administering legal or adm                                  | ı   |                                |                     |  |
| Admin - Legal         | SH-22-09-P       | Prosecutor's Opinion (Supersedes SH-21-14)                           | Until Scanned; NO<br>RC-3 REQUIRED        | Paper                          | 9/20/2022           |  |
| RC-3 Requ             | uired            | ,  |   |                                |                     |  |
| Use: From Prosecut    | tors re their op | inion of administering legal or adm                                  | 1   |                                |                     |  |
| Admin - Legal         | SH-22-10-E       | Public Records/Subpoena Requests<br>and Potential Litigation Records | 2 Years; NO RC-3                          | Electronic                     | 9/20/2022           |  |
| RC-3 Requ             | uired            | (Supersedes SH-21-17)  | REQUIRED                                  |                                |                     |  |
| Use:                  |                  |  |   |                                |                     |  |
| Admin - Legal         | SH-22-10-P       | Public Records/Subpoena Requests                                     | 2 years or until                          | Paper/CD/DVD/                  | 9/20/2022           |  |
| RC-3 Requ             | uired            | and Potential Litigation Records<br>(Supersedes SH-21-16)            | scanned or electronically                 | Photos/Flash<br>Drive          |                     |  |
| Use:                  |                  | , <u>-</u>   | downloaded; NO RC-<br>3 REQUIRED          |                                |                     |  |

| Division of<br>Record  | Sched.<br>Number | Record Title and<br>Description                             | Retention Period                      | Media Type | Approved by Auditor | SubTitle and Description Retention Period Media Type |
|------------------------|------------------|---|---------------------------------------|------------|---------------------|--|
| Admin - Legal          | SH-22-14-E       | Union Grievance Records<br>(Supersedes SH-21-24)            | 2 Years; NO RC-3<br>REQUIRED          | Electronic | 9/20/2022           |  |
| RC-3 Requ              | iired            | (   |                                       |            |                     |  |
| Use:                   |                  |   |                                       |            |                     |  |
| Admin - Legal          | SH-22-14-P       | Union Grievance Records                                     | 2 Years or Until                      | Paper      | 9/20/2022           |  |
| RC-3 Requ              | iired            | (Supersedes SH-21-23)                                       | Scanned; NO RC-3<br>REQUIRED          |            |                     |  |
| Use:                   |                  |   |                                       |            |                     |  |
| Admin - Legal - Fiscal | SH-23-20-E       | Township Contracts (Supersedes SH-14-10 and SH-22-12-E)     | Term of Contract +6<br>Years (No RC-3 | Electronic | 10/11/2023          |  |
| RC-3 Requ              | ıired            | 14-10 and 311-22-12-15)                                     | Required)                             |            |                     |  |
| Use: Contracts for s   | ervice perforn   | ned by HCSO for various township                            |                                       |            |                     |  |
| Admin - Legal - Fiscal | SH-23-20-P       | Township Contracts (Supersedes SH-<br>14-09 and SH-22-12-P) |                                       | Paper      | 10/11/2023          |  |
| RC-3 Regu              | RC-3 Required    |   | Years or Until<br>Scanned (No RC-3    |            |                     |  |
| •                      |                  | ned by HCSO for various township                            | Required)                             |            |                     |  |
| Admin - Legal - Fiscal | SH-23-21-E       | Vendor Contracts (Supersedes SH-<br>18-19 and SH-22-13-E)   | Term of Contract +6<br>Years (No RC-3 | Electronic | 10/11/2023          |  |
| RC-3 Requ              | ıired            | 10-17 and SA-22-13-E)                                       | Required)                             |            |                     |  |
| Use: Contracts for s   | ervice perforn   | ned by outside agencies for the HC                          |                                       |            |                     |  |
| Admin - Legal - Fiscal | SH-23-21-P       | Vendor Contracts (Supersedes SH-                            | Term of Contract +6                   | Paper      | 10/11/2023          |  |
| RC-3 Requ              | ıired            | 18-18 and SH-22-13-P)                                       | Years or Until<br>Scanned (No RC-3    |            |                     |  |
| •                      |                  | ned by outside agencies for the HC                          | Required)                             |            |                     |  |
| Admin - Personnel      | 11-06            | Personnel Files (Paper Copy)                                | Until Scanned                         | Paper      | 9/13/2011           |  |
| ✓ RC-3 Requ            | iired            | (Supersedes 00-28)  |                                       |            |                     |  |
| Use:                   | •                |   |                                       |            |                     |  |
| Admin - Personnel      | 11-07            | Personnel Files (Scanned Copy)                              | Permanent                             | Electronic | 9/13/2011           |  |
| ✓ RC-3 Requ            | ıired            |   |                                       |            |                     |  |
| Use:                   |                  |   |                                       |            |                     |  |
| -                      |                  |   |                                       |            |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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<br>REQUIRED        | Electronic | 9/20/2022           |  |
| RC-3 Req              | uired            |                                      | IEQ0IES                            |            |                     |  |
| Use:                  |                  |                                      |                                    |            |                     |  |
| Admin Legal           | SH-23-22-E       | Union Contracts                      | Term of Contract +15               | Electronic | 10/11/2023          |  |
| RC-3 Req              | uired            |                                      | Years (No RC-3<br>Required)        |            |                     |  |
| •                     |                  | yee unions within the HCSO, inclu    | 1                                  |            |                     |  |
| Admin Legal           | SH-23-22-P       | Union Contracts (Supersedes 06-      | Term of Contract +15               | Paper      | 10/11/2023          |  |
| ☐ RC-3 Req            | uired            | 032)                                 | Years or Until<br>Scanned (No RC-3 |            |                     |  |
|                       |                  | yee unions within the HCSO, inclu    | Required)                          |            |                     |  |
| Admin-Fiscal          | SH-14-01         | Annual Budgets (Supersedes 00-02)    | Until Scanned                      | Paper      | 7/23/2014           |  |
| ☐ RC-3 Req            | uired            |                                      |                                    |            |                     |  |
| Use:                  | u                |                                      |                                    |            |                     |  |
| Admin-Fiscal          | SH-14-02         | Annual Budgets                       | Permanent                          | Electronic | 7/23/2014           |  |
| RC-3 Req              | uired            |                                      |                                    |            |                     |  |
| Use:                  |                  |                                      |                                    |            |                     |  |
| Admin-Fiscal          | SH-14-03         | Audit Reports-Federal, State and     | Until Scanned                      | Paper      | 7/23/2014           |  |
| RC-3 Req              | uired            | Internal (Supersedes 00-05)          |                                    |            |                     |  |
| Use:                  |                  |                                      |                                    |            |                     |  |
| Admin-Fiscal          | SH-14-04         | Audit Reports-Federal, State and     | 5 Fiscal Years                     | Electronic | 7/23/2014           |  |
| ☐ RC-3 Req            | uired            | Internal                             |                                    |            |                     |  |
| Use:                  |                  |                                      |                                    |            |                     |  |
| Admin-Fiscal          | SH-14-05         | Cash Books and Cash Journals         | Until Scanned                      | Paper      | 7/23/2014           |  |
| RC-3 Req              | uired            | (Supersedes 00-11)                   |                                    |            |                     |  |
| Use:                  |                  |                                      |                                    |            |                     |  |
|                       |                  |                                      |                                    |            |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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           |  |
| RC-3 Req              | quired           |  |   |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin-Fiscal          | SH-14-07         | Check Registers (Supersedes 00-12)               | Until Scanned                             | Paper      | 7/23/2014           |  |
| RC-3 Req              | <b>luired</b>    |  |   |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin-Fiscal          | SH-14-08         | Check Registers                                  | Permanent                                 | Electronic | 7/23/2014           |  |
| ☐ RC-3 Req            | <b>Juired</b>    |  |   |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin-Fiscal          | SH-14-11         | Federal Grant Files and Supporting               | Until Scanned Pape                        | Paper      | Paper 7/23/2014     |  |
| RC-3 Req              | quired           | Financial Records & Documents (Supersedes 00-18) |   |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin-Fiscal          | SH-14-12         | Federal Grant Files and Supporting               | and Federal Audits have been conducted,   | Electronic | 7/23/2014           |  |
| ☐ RC-3 Req            | <b>luired</b>    | Financial Records & Documents                    |   |            |                     |  |
| Use:                  |                  |  | Audit reports released and all litigation |            |                     |  |
| Admin-Fiscal          | SH-14-13         | Inactive Executions                              | Until Scanned                             | Paper      | 7/23/2014           |  |
| RC-3 Req              | <b>luired</b>    |  |   |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin-Fiscal          | SH-14-14         | Inactive Executions                              | Permanent                                 | Electronic | 7/23/2014           |  |
| RC-3 Req              | quired           |  |   |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| Admin-Fiscal          | SH-14-15         | Inactive Order for Sales                         | Until Scanned                             | Paper      | 7/23/2014           |  |
| RC-3 Req              | quired           |  |   |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
|                       |                  |  |   |            |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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           |  |
| ☐ RC-3 Req            | juired           |                                    |                                 |            |                     |  |
| Use:                  |                  |                                    |                                 |            |                     |  |
| Admin-Fiscal          | SH-14-17         | Pay-ins to Treasury Records        | 2 Fiscal Years                  | Paper      | 7/23/2014           |  |
| RC-3 Req              | juired           | (Supersedes 00-26)                 |                                 |            |                     |  |
| Use:                  |                  |                                    |                                 |            |                     |  |
| Admin-Fiscal          | SH-14-18         | Payroll Records (Supersedes 00-27) | Until Scanned                   | Paper      | 7/23/2014           |  |
| RC-3 Req              | juired           |                                    |                                 |            |                     |  |
| Use: Copy of Payr     | oll Records he   | ld by Appoint. Authority           |                                 |            |                     |  |
| Admin-Fiscal          | SH-14-19         | Payroll Records                    | 3 fiscal years                  | Electronic | 7/23/2014           |  |
| RC-3 Req              | juired           |                                    | provided audited                |            |                     |  |
| Use: Copy of Payr     | oll Records he   | ld by Appoint. Authority           |                                 |            |                     |  |
| Admin-Fiscal          | SH-14-20         | Purchase Orders (Supersedes 00-32) | 2 fiscal years provided audited | Paper      | 7/23/2014           |  |
| RC-3 Req              | juired           |                                    | provided audited                |            |                     |  |
| Use:                  |                  |                                    |                                 |            |                     |  |
| Admin-Fiscal          | SH-14-21         | Requisitions (Supersedes 00-36)    | 2 fiscal years                  | Paper      | 7/23/2014           |  |
| RC-3 Req              | juired           |                                    | provided audited                |            |                     |  |
| Use:                  |                  |                                    |                                 |            |                     |  |
| Admin-Fiscal          | SH-14-22         | Travel Expense Reports (Supersedes |                                 | Paper      | 7/23/2014           |  |
| ☐ RC-3 Req            | juired           | 00-40)                             | provided audited                |            |                     |  |
| Use:                  |                  |                                    |                                 |            |                     |  |
| Admin-Fiscal          | SH-14-23         | Voucher Registers or Journals      | 2 fiscal years                  | Paper      | 7/23/2014           |  |
| RC-3 Req              | uired            | (Supersedes 00-41)                 | provided audited                |            |                     |  |
| Use:                  | •                |                                    |                                 |            |                     |  |
|                       |                  |                                    |                                 |            |                     |  |

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| Division of<br>Record      | Sched.<br>Number | Record Title and<br>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           |  |
| RC-3 Requi                 | red              |                                   | provided address                  |            |                     |  |
| Use:                       |                  |                                   |                                   |            |                     |  |
| Admin-Inspect              | SH-14-25         | Inspections & Compliance Database | Permanent                         | Electronic | 7/23/2014           |  |
| RC-3 Requi                 | red              |                                   |                                   |            |                     |  |
| Use: Document              |                  |                                   |                                   |            |                     |  |
| Admin-Inspect              | SH-14-26         | Inspections & Compliance          | 2 years                           | Paper      | 7/23/2014           |  |
| RC-3 Requi                 | red              | Memorandums                       |                                   |            |                     |  |
|                            |                  | ects. for Admin review            |                                   |            |                     |  |
| stration Division - All Di | SH-17-004        | Uncategorized Video (see notes)   | 90 Days                           | Digital    | 9/13/2017           |  |
| RC-3 Requi                 | red              |                                   |                                   |            |                     |  |
| Use:                       |                  |                                   |                                   |            |                     |  |
| Admin-Legal                | SH-12-20         | Legal Research                    | Until Superceded or               | Paper, CDs | 11/28/2012          |  |
| RC-3 Requi                 | red              |                                   | no longer of administrative value |            |                     |  |
| Use: See Notes below       |                  |                                   |                                   |            |                     |  |
| Admin-Training             | SH-18-12         | Corrections Academy Training      | 3 Years Plus Current              | Paper      | 3/15/2018           |  |
| RC-3 Requi                 | red              | Schedules                         |                                   |            |                     |  |
| Use:                       |                  |                                   |                                   |            |                     |  |
| BofR                       | 00-100           | Master File Fingerprint Card      | Until subject reaches             | Paper      | 6/15/2000           |  |
| ☑ RC-3 Requi               | red              |                                   | 80 years of age or dies           |            |                     |  |
| Use:                       |                  |                                   |                                   |            |                     |  |
| BofR                       | 00-107           | Employee Fingerpring Cards        | Permanent                         | Paper      | 6/15/2000           |  |
| ✓ RC-3 Requi               | red              |                                   |                                   |            |                     |  |
| Use:                       |                  |                                   |                                   |            |                     |  |

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|                | Number | 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           |  |
| ✓ RC-3 Require | red    |                                     |                  |            |                     |  |
| Use:           |        |                                     |                  |            |                     |  |
| BofR           | 00-111 | Press Release Mug Shot Log          | Current +1 year  | Paper      | 6/15/2000           |  |
| ✓ RC-3 Require | red    |                                     |                  |            |                     |  |
| Use:           |        |                                     |                  |            |                     |  |
| BofR           | 00-112 | Pre-Paid Media Log Sheet            | Current +1 year  | Paper      | 6/15/2000           |  |
| ✓ RC-3 Require | red    |                                     |                  |            |                     |  |
| Use:           |        |                                     |                  |            |                     |  |
| BofR           | 00-113 | Log for Copies of 527's and         | Current +1 year  | Paper      | 6/15/2000           |  |
| ✓ RC-3 Requi   | red    | Fingerprint Cards                   |                  |            |                     |  |
| Use:           |        |                                     |                  |            |                     |  |
| BofR           | 00-115 | Audit Trail (Records Checks)        | Current +1       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Require | red    |                                     |                  |            |                     |  |
| Use:           |        |                                     |                  |            |                     |  |
| BofR           | 00-117 | Fatal Auto Accident Reports         | Current +6       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Require | red    |                                     |                  |            |                     |  |
| Use:           |        |                                     |                  |            |                     |  |
| BofR           | 00-120 | Receipts to Fiscal Officer          | Current +2       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Require | red    |                                     |                  |            |                     |  |
| Use:           |        |                                     |                  |            |                     |  |
| BofR           | 00-122 | Traffic Citations                   | Current +2       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Require | red    |                                     |                  |            |                     |  |
| Use:           |        |                                     |                  |            |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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           |  |
| ✓ RC-3 Red            | quired           |                                    |                  |            |                     |  |
| Use:                  |                  |                                    |                  |            |                     |  |
| BofR                  | 00-129           | Interoffice Correspondence         | 2 Years          | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                    |                  |            |                     |  |
| Use:                  |                  |                                    |                  |            |                     |  |
| BofR                  | 00-130           | Blotter of Computer Printouts      | Current Year     | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           | (HCR4)                             |                  |            |                     |  |
| Use:                  |                  |                                    |                  |            |                     |  |
| BofR                  | 00-132           | Annual Budgets                     | Permanent        | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                    |                  |            |                     |  |
| Use:                  |                  |                                    |                  |            |                     |  |
| BofR                  | 00-133           | Annual Reports                     | Permanent        | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                    |                  |            |                     |  |
| Use:                  |                  |                                    |                  |            |                     |  |
| BofR                  | 00-134           | Invoices                           | Destroy when no  | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                    | longer of value  |            |                     |  |
| Use:                  |                  |                                    |                  |            |                     |  |
| BofR                  | 00-135           | Copies of RD's, RV's, and Req's    | Destroy when no  | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                    | longer of value  |            |                     |  |
| Use:                  |                  |                                    |                  |            |                     |  |
| BofR                  | 00-139           | Interdepartmental Correspondence   | Current +2 years | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                    |                  |            |                     |  |
| Use:                  | -                |                                    |                  |            |                     |  |

|                       | Number | Record Title and<br>Description                     | Retention Period                                     | Media Type       | Approved by Auditor | SubTitle and Description Retention Period Media Type |
|-----------------------|--------|---|--|------------------|---------------------|--|
| BofR                  | 00-143 | Copy of Entry for Dismissal of<br>Purge of Warrants | Current +4   | Paper            | 6/15/2000           |  |
| ✓ RC-3 Requi          | ired   | <b>g</b> · · · · · · · · · · · · · · · · ·          |  |                  |                     |  |
| Use:                  |        |   |  |                  |                     |  |
| BofR                  | 06-40  | 527 Arrest Forms - Identification                   | Permanent  | Paper            | 11/13/2006          |  |
| ✓ RC-3 Requi          | ired   |   |  |                  |                     |  |
| Use:                  |        |   |  |                  |                     |  |
| BofR                  | 06-41  | 527 Arrest Forms-Records                            | 5 years pending                                      | Paper            | 11/13/2006          |  |
| ✓ RC-3 Requi          | ired   | (Supersedes 00-114)                                 | microfilming & scanning which                        |                  |                     |  |
| Use:                  |        |   | records are to be held<br>permantly (paper           |                  |                     |  |
| BofR                  | 11-005 | Publishing Orders / Invoices (Copies                | 2 Years  | Paper            | 3/8/2011            |  |
| ✓ RC-3 Requi          | ired   | of)   |  |                  |                     |  |
| Use:                  |        |   |  |                  |                     |  |
| BofR                  | 11-008 | Juvenile Fingerprint Cards (supersedes 10-16)       | 21 years of age or<br>unless arrested as an<br>adult | Paper/Electronic | 9/13/2011           |  |
| ✓ RC-3 Requi          | ired   | (superseucs 10-10)                                  |  |                  |                     |  |
| Use:                  |        |   |  |                  |                     |  |
| BofR                  | 11-009 | Auto Accident Reports - Paper                       | Current Year - Paper                                 | Paper            | 9/13/2011           |  |
| ✓ RC-3 Requi          | ired   | (Supersedes 00-116)                                 | until scanned  |                  |                     |  |
| Use:                  |        |   |  |                  |                     |  |
| BofR                  | 11-010 | Auto Accident Reports - Electronic                  | Current Year +6                                      | Electronic       | 9/13/2011           |  |
| ✓ RC-3 Requi          | ired   | (Supersedes 00-116)                                 |  |                  |                     |  |
| Use:                  |        |   |  |                  |                     |  |
| BofR                  | 12-01  | General Orders of Sheriff's Office                  | Until  | Paper            | 4/3/2012            |  |
| ✓ RC-3 Requi          | ired   | (Supersedes 00-127)                                 | Superseded/obsolete or replaced                      | 1                |                     |  |
| Use: Reference for Po |        | dures   | r  |                  |                     |  |

| BofR SH-12-05 MugShots (Supersedes 10-13)  RC-3 Required  Use:  BofR SH-12-06 Arrest Log Book (Supersedes 00-109)  RC-3 Required  Use:  BofR SH-12-07 Offense Reports (NIBRS) - Paper Unit scanned  RC-3 Required  Use:  BofR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-09 Conceal Carry Applications  Supersedes 09-155)  RC-3 Required  Use:  BofR SH-12-10 Conceal Carry Applications  BofR SH-12-10 Conceal Carry Applications  BofR SH-12-10 Denial/Revoked/Suspended CCW Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW Applications  BofR SH-12-10 Denial/Revoked/Suspended CCW Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW Applications | Retention Period Media Type |   | Approved by Auditor | Media Type       | Retention Period       | Record Title and<br>Description | Sched.<br>Number | Division of<br>Record |
|--|-----------------------------|---|---------------------|------------------|------------------------|---------------------------------|------------------|-----------------------|
| Use:  BorR SH-12-06 Arrest Log Book (Supersedes 00-109)  Permanent Paper/Electronic 11/28/2012  BorR SH-12-07 Offense Reports (NIBRS) - Paper Until scanned Use:  BorR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  BorR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  BorR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use:  BorR SH-12-10 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  |                             | 2 | 11/28/2012          | Paper/Photos     |                        | MugShots (Supersedes 10-13)     | SH-12-05         | BofR                  |
| BofR SH-12-06 Arrest Log Book (Supersedes 00-109)  RC-3 Required  Use:  BofR SH-12-07 Offense Reports (NIBRS) - Paper until scanned  Use:  BofR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use:  BofR SH-12-10 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  |                             |   |                     |                  | dies or record ordered |                                 | ıired            | RC-3 Req              |
| BofR SH-12-07 Offense Reports (NIBRS) - Paper until scanned  Use:  BofR SH-12-07 Offense Reports (NIBRS) - Paper until scanned  Use:  BofR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Denial/Revoked/Suspended CCW Applications  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW Applications   |                             |   |                     |                  |                        |                                 |                  | Use:                  |
| Use:  BofR SH-12-07 Offense Reports (NIBRS) - Paper until scanned  RC-3 Required  Use:  BofR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Conceal Carry Applications  BofR SH-12-10 Denial/Revoked/Suspended CCW 1 year until scanned Paper 11/28/2012  RC-3 Required  Use: Maintain for Review of Renewal Applications  |                             | 2 | 11/28/2012          | Paper/Electronic | Permanent              |                                 | SH-12-06         | BofR                  |
| BofR SH-12-07 Offense Reports (NIBRS) - Paper until scanned  RC-3 Required  Use:  BofR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW Applications  RC-3 Required  |                             |   |                     |                  |                        | 109)                            | ıired            | ✓ RC-3 Req            |
| Use:  BofR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  BofR SH-12-10 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW Applications  RC-3 Required   |                             |   |                     |                  |                        |                                 |                  |                       |
| RC-3 Required  Use:  BofR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  RC-3 Required  Paper 11/28/2012   |                             | 2 | 11/28/2012          | Paper            |                        | Offense Reports (NIBRS) - Paper | SH-12-07         | BofR                  |
| BofR SH-12-08 Offense Reports (NIBRS) - Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Denial/Revoked/Suspended CCW 1 year until scanned Applications  RC-3 Required  RC-3 Required   |                             |   |                     |                  | until Scallica         |                                 | iired            | RC-3 Req              |
| Electronic (Supersedes 00-118)  RC-3 Required  Use:  BofR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Conceal Carry Applications 7 Years Electronic 11/28/2012  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Conceal Carry Applications 7 Years Electronic 11/28/2012  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW 1 year until scanned Applications  RC-3 Required  |                             |   |                     |                  |                        |                                 |                  | Use:                  |
| Use:  BofR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Conceal Carry Applications 7 Years Electronic 11/28/2012  RC-3 Required  Use: Maintain for Review of Renewal Applications  RC-3 Required  Use: Maintain for Review of Renewal Applications  RC-3 Required  Use: Maintain for Review of Renewal Applications  RC-3 Required  Use: Maintain for Review of Renewal Applications  |                             | 2 | 11/28/2012          | Electronic       | Current Year + 6       |                                 | SH-12-08         | BofR                  |
| BofR SH-12-09 Conceal Carry Applications (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Conceal Carry Applications 7 Years Electronic 11/28/2012  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW 1 year until scanned Applications  RC-3 Required  RC-3 Required   |                             |   |                     |                  |                        | Electronic (Superseues vo 110)  | iired            | RC-3 Req              |
| Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Conceal Carry Applications 7 Years Electronic 11/28/2012  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW 1 year until scanned Applications  RC-3 Required  RC-3 Required  |                             |   |                     |                  |                        |                                 |                  | Use:                  |
| Use: Maintain for Review of Renewal Applications  BofR SH-12-10 Conceal Carry Applications 7 Years Electronic 11/28/2012  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW 1 year until scanned Paper 11/28/2012  RC-3 Required   |                             | 2 | 11/28/2012          | Paper            | Current + 2 Years      |                                 | SH-12-09         | BofR                  |
| BofR SH-12-10 Conceal Carry Applications 7 Years Electronic 11/28/2012  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW 1 year until scanned Applications  RC-3 Required  RC-3 Required  |                             |   |                     |                  |                        | (Superseucs of 199)             | iired            | RC-3 Req              |
| (Supersedes 09-155)  RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW 1 year until scanned Paper 11/28/2012  RC-3 Required  |                             |   |                     |                  |                        | ewal Applications               | eview of Rene    | Use: Maintain for I   |
| RC-3 Required  Use: Maintain for Review of Renewal Applications  BofR SH-12-11 Denial/Revoked/Suspended CCW 1 year until scanned Paper 11/28/2012  RC-3 Required   |                             | 2 | 11/28/2012          | Electronic       | 7 Years                |                                 | SH-12-10         | BofR                  |
| BofR SH-12-11 Denial/Revoked/Suspended CCW 1 year until scanned Paper 11/28/2012  Applications  RC-3 Required  |                             |   |                     |                  |                        | (Supersedes 09-133)             | ıired            | RC-3 Req              |
| Applications  RC-3 Required  |                             |   |                     |                  |                        | ewal Applications               | eview of Rene    | Use: Maintain for I   |
| RC-3 Required  |                             | 2 | 11/28/2012          | Paper            | 1 year until scanned   |                                 | SH-12-11         | BofR                  |
| ·  |                             |   |                     |                  |                        | Applications                    | ıired            | RC-3 Req              |
|  |                             |   |                     |                  |                        | appeals                         | eference on A    | Use: Maintain for I   |
| BofR SH-12-12 Denial/Revoked/Suspended CCW 7 Years Electronic 11/28/2012   |                             | 2 | 11/28/2012          | Electronic       | 7 Years                |                                 | SH-12-12         | BofR                  |
| Applications  RC-3 Required  |                             |   |                     |                  |                        | Applications                    | ıired            | RC-3 Reg              |
| Use: Maintain for Reference on Appeals   |                             |   |                     |                  |                        | appeals                         |                  | _                     |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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                  | Paper      | 11/13/2013          |  |
| RC-3 Red              | quired           | (   | electronic                                 |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| BofR                  | SH-13-002        | House Card Fingerpring Card (Supersedes 00-101) | Permanent                                  | Electronic | 11/13/2013          |  |
| ☐ RC-3 Red            | quired           | (Superscues 00-101)                             |  |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| BofR                  | SH-13-003        | Palm Print Cards (Supersedes 00-102)            | Dispose once converted to                  | Paper      | 11/13/2013          |  |
| RC-3 Red              | quired           | 102)  | electronic                                 |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| BofR                  | SH-13-004        | Palm Print Cards (Supersedes 00-                | Permanent                                  | Electronic | 11/13/2013          |  |
| RC-3 Red              | quired           | 102)  |  |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| BofR                  | SH-16-07         | Criminal Jackets (Supersedes 10-14)             | Until Person Reaches<br>80 Years of Age or | Paper      | 2/17/2016           |  |
| RC-3 Red              | quired           |   | Dies or is Scanned                         |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| BofR                  | SH-16-08         | Criminal Jackets                                | Until Person Reaches                       | Electronic | 2/17/2016           |  |
| RC-3 Rec              | quired           |   | 80 Years of Age or<br>Dies                 |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| BofR                  | SH-16-09         | Township Report (Supersedes 00-                 | Until Scanned                              | Paper      | 2/17/2016           |  |
| RC-3 Red              | quired           | 123)  |  |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| BofR                  | SH-16-10         | Monthly UCR Report Arson & Hate                 | Until Scanned                              | Paper      | 2/17/2016           |  |
| RC-3 Red              | quired           | Crime (Supersedes 00-124)                       |  |            |                     |  |
| Use:                  | -                |   |  |            |                     |  |
|                       |                  |   |  |            |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>Description                                    | Retention Period | Media Type | Approved by Auditor | SubTitle and Description Retention Period Media Type |
|-----------------------|------------------|--|------------------|------------|---------------------|--|
| BofR                  | SH-16-11         | Monthly Consolidated Traffic<br>Report (Supersedes 00-125)         | Until Scanned    | Paper      | 2/17/2016           |  |
| RC-3 Red              | quired           | report (superseus)   |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| BofR                  | SH-16-12         | Domestic Violence Report   | Until Scanned    | Paper      | 2/17/2016           |  |
| RC-3 Rec              | quired           | (Supersedes 00-126)  |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| BofR                  | SH-16-13         | Blotter of Hit Confirmation  | Until Scanned    | Paper      | 2/17/2016           |  |
| RC-3 Red              | quired           | Messages (Supersedes 00-140)                                       |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| BofR                  | SH-16-14         | Blotter of Hit Confirmation  | Current Year     | Electronic | 2/17/2016           |  |
| RC-3 Red              | auired           | Messages   |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| BofR                  | SH-16-15         | Log Sheet of Warrants Rec'd From<br>Clerks Ofc (Supersedes 00-142) | Until Scanned    | Electronic | 2/17/2016           |  |
| RC-3 Rec              | quired           | Clerks Ofc (Supersedes 00-142)                                     |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| BofR                  | SH-16-16         | Log Sheet of Warrants Rec'd From                                   | Current Year +1  | Electronic | 2/17/2016           |  |
| RC-3 Red              | quired           | Clerks Ofc   |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| BofR                  | SH-16-17         | Township Report  | Permanent        | Electronic | 2/17/2016           |  |
| ✓ RC-3 Red            | quired           |  |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| BofR                  | SH-16-18         | Monthly UCR Report Arson & Hate                                    | Permanent        | Electronic | 2/17/2016           |  |
| ✓ RC-3 Red            | quired           | Crime  |                  |            |                     |  |
| Use:                  | •                |  |                  |            |                     |  |
|                       |                  |  |                  |            |                     |  |

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|-----------------------|------------------|--|----------------------|--------------------|---------------------|--|
| BofR                  | SH-16-19         | Domestic Violence Report                           | Permanent            | Electronic         | 2/17/2016           |  |
| ✓ RC-3 Red            | quired           |  |                      |                    |                     |  |
| Use:                  |                  |  |                      |                    |                     |  |
| BofR                  | SH-16-20         | Monthly Consolidated Traffic Report                | Permanent            | Electronic         | 2/17/2016           |  |
| ✓ RC-3 Rec            | quired           |  |                      |                    |                     |  |
| Use:                  |                  |  |                      |                    |                     |  |
| BofR                  | SH-18-1          | LEADS/NCIC Gun Validations                         | Current Year +1      | Paper              | 3/15/2018           |  |
| RC-3 Rec              | quired           | (Supersedes 00-136)                                |                      |                    |                     |  |
| Use:                  |                  |  |                      |                    |                     |  |
| BofR                  | SH-18-2          | Citation Arrest Summary Sheets                     | Current Month +3     | onth +3 Electronic | 3/15/2018           |  |
| ☐ RC-3 Required       |                  | (Supersedes 00-138)                                | Months               |                    |                     |  |
| Use:                  |                  |  |                      |                    |                     |  |
| BofR                  | SH-18-3          | Monthly LEADS/NCIC Validations (Supersedes 00-141) | Current Year +1      | Paper              | 3/15/2018           |  |
| ☐ RC-3 Red            | quired           | (Superscues 00-141)                                |                      |                    |                     |  |
| Use:                  |                  |  |                      |                    |                     |  |
| BofR                  | SH-18-4          | Record Check Receipts (Supersedes                  | Until no longer of   | Electronic as of   | 3/15/2018           |  |
| RC-3 Rec              | quired           | 00-119)  | Administrative Value | 01/01/16           |                     |  |
| Use:                  |                  |  |                      |                    |                     |  |
| BofR                  | SH-18-5          | Receipt Log or Ledger (Superseces                  | Until no longer of   | Electronic as of   | 3/15/2018           |  |
| RC-3 Red              | quired           | 00-121)  | Administrative Value | 01/01/16           |                     |  |
| Use:                  |                  |  |                      |                    |                     |  |
| BofR                  | SH-18-6          | NCIC/LEADS/RCIC Wanted Person                      |                      | Paper              | 3/15/2018           |  |
| ☐ RC-3 Red            | quired           | Computer Printouts (Supersedes 00-137)             | is cancelled         |                    |                     |  |
| Use:                  |                  |  |                      |                    |                     |  |
|                       |                  |  |                      |                    |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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/Vide os/Cassettes/Pho | 6/15/2000           | H. Plea Agreement<br>Reports/Defendant Disposition   |
| ✓ RC-3 Red            | quired           |                                 |                  | tos                              |                     | Reports Disposition                                  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-68            | Investigative Files             | Current +5       | Paper/CD's/Vide                  | 6/15/2000           | A. All Arrest Related                                |
| ✓ RC-3 Red            | quired           |                                 |                  | os/Cassettes/Pho<br>tos          |                     | Paperwork  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-68            | Investigative Files             | Current +5       | Paper/CD's/Vide                  | 6/15/2000           | B. Search Warrant Consent                            |
| ✓ RC-3 Red            | quired           |                                 |                  | os/Cassettes/Pho<br>tos          |                     |  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-68            | Investigative Files             | Current +5       | Paper/CD's/Vide                  | 6/15/2000           | C. Lab Reports/Evidence                              |
| ✓ RC-3 Red            | uired            |                                 |                  | os/Cassettes/Pho<br>tos          |                     | Disposition  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-68            | Investigative Files             | Current +5       | Paper/CD's/Vide                  | 6/15/2000           | D. Investigative Narrative                           |
| ✓ RC-3 Red            | quired           |                                 |                  | os/Cassettes/Pho<br>tos          |                     | Reports  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-68            | Investigative Files             | Current +5       | Paper/CD's/Vide                  | 6/15/2000           | E. Forfeiture Paperwork                              |
| ✓ RC-3 Red            | quired           |                                 |                  | os/Cassettes/Pho<br>tos          |                     |  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-68            | Investigative Files             | Current +5       | Paper/CD's/Vide                  | 6/15/2000           | G. After Action Reports                              |
| ✓ RC-3 Red            | quired           |                                 |                  | os/Cassettes/Pho<br>tos          |                     |  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-68            | Investigative Files             | Current +5       | Paper/CD's/Vide                  | 6/15/2000           | I. Court Orders                                      |
| ✓ RC-3 Red            | uired            |                                 |                  | os/Cassettes/Pho<br>tos          |                     |  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
|                       |                  |                                 |                  |                                  |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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/Vide os/Cassettes/Pho | 6/15/2000           | F. Operational Plans                                 |
| ✓ RC-3 Red            | quired           |                                 |                  | tos                              |                     |  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-69            | Informant Files                 | 15 Years         | Paper                            | 6/15/2000           | F. Fingerprints                                      |
| ✓ RC-3 Red            | quired           |                                 |                  |                                  |                     |  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-69            | Informant Files                 | 15 Years         | Paper                            | 6/15/2000           | H. Payment Forms                                     |
| ✓ RC-3 Re             | quired           |                                 |                  |                                  |                     |  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-69            | Informant Files                 | 15 Years         | Paper                            | 6/15/2000           | C. Release of all Claims                             |
| ✓ RC-3 Red            | quired           |                                 |                  |                                  |                     |  |
| Use:                  | •                |                                 |                  |                                  |                     |  |
| CIS                   | 00-69            | Informant Files                 | 15 Years         | Paper                            | 6/15/2000           | B. Consent for                                       |
| ✓ RC-3 Re             | quired           |                                 |                  |                                  |                     | Transmitter/Recorder                                 |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-69            | Informant Files                 | 15 Years         | Paper                            | 6/15/2000           | D. Registration                                      |
| ✓ RC-3 Red            | quired           |                                 |                  |                                  |                     |  |
| Use:                  |                  |                                 |                  |                                  |                     |  |
| CIS                   | 00-69            | Informant Files                 | 15 Years         | Paper                            | 6/15/2000           | G. Debriefing Narrative                              |
| ✓ RC-3 Red            | quired           |                                 |                  |                                  |                     | Reports  |
| Use:                  | •                |                                 |                  |                                  |                     |  |
| CIS                   | 00-69            | Informant Files                 | 15 Years         | Paper                            | 6/15/2000           | A. Agreement   |
| ✓ RC-3 Red            | quired           |                                 |                  |                                  |                     |  |
| Use:                  |                  |                                 |                  |                                  |                     |  |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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                                       |
| ✓ RC-3 Req            | uired            |                                  |                  |            |                     |  |
| Use:                  |                  |                                  |                  |            |                     |  |
| CIS                   | 00-70            | Intelligence Information Forms   | Current +4       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Req            | uired            |                                  |                  |            |                     |  |
| Use:                  |                  |                                  |                  |            |                     |  |
| CIS                   | 00-71            | Tracking Record of Dissemination | Current +4       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Req            | uired            | of Intelligence                  |                  |            |                     |  |
| Use:                  |                  |                                  |                  |            |                     |  |
| CIS                   | 00-72            | Administrative Correspondence    | Current +1       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Req            | uired            |                                  |                  |            |                     |  |
| Use:                  | •                |                                  |                  |            |                     |  |
| CIS                   | 00-73            | Payroll Records                  | Current +1       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Req            | uired            |                                  |                  |            |                     |  |
| Use:                  |                  |                                  |                  |            |                     |  |
| CIS                   | 00-74            | Weekly Activity Reports          | Current +1       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Req            | uired            |                                  |                  |            |                     |  |
| Use:                  |                  |                                  |                  |            |                     |  |
| CIS                   | 00-75            | Purchase Orders and Payment      | Current +1       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Req            | uired            | Records                          |                  |            |                     |  |
| Use:                  |                  |                                  |                  |            |                     |  |
| CIS                   | 11-001           | Pawn Shop Slips                  | Current +2       | Paper      | 3/8/2011            |  |
| ✓ RC-3 Req            | uired            |                                  |                  |            |                     |  |
| Use:                  |                  |                                  |                  |            |                     |  |

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|-----------------------|------------------|---------------------------------------|------------------|------------|---------------------|--|
| CIS                   | 11-002           | Offense Reports (NIBRS - CIS<br>Copy) | One Year         | Paper      | 3/8/2011            |  |
| ✓ RC-3 Red            | quired           | Сору)                                 |                  |            |                     |  |
| Use:                  |                  |                                       |                  |            |                     |  |
| CSS                   | 00-144           | Administrative Subject Files          | Current +2       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                       |                  |            |                     |  |
| Use:                  |                  |                                       |                  |            |                     |  |
| CSS                   | 00-146           | Law Suits (Closed)                    | Current +2       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                       |                  |            |                     |  |
| Use:                  |                  |                                       |                  |            |                     |  |
| CSS                   | 00-148           | Projects & Programs                   | Current +2       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                       |                  |            |                     |  |
| Use:                  |                  |                                       |                  |            |                     |  |
| CSS                   | 00-149           | Court Service Operation Files         | Current +3       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                       |                  |            |                     |  |
| Use:                  |                  |                                       |                  |            |                     |  |
| CSS                   | 00-150           | Special Police Operative Files        | Current +3       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                       |                  |            |                     |  |
| Use:                  |                  |                                       |                  |            |                     |  |
| CSS                   | 00-153           | Workman Compensation Claims           | Current +2       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                       |                  |            |                     |  |
| Use:                  |                  |                                       |                  |            |                     |  |
| CSS                   | 00-155           | Daily Attendance Rosters              | Current +1       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |                                       |                  |            |                     |  |
| Use:                  | -                |                                       |                  |            |                     |  |
| -                     |                  |                                       |                  |            |                     |  |

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|-----------------------|------------------|--|----------------------------------|------------|---------------------|--|
| CSS                   | 00-157           | Overtime Sheets                                  | Current +1                       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |  |                                  |            |                     |  |
| Use:                  |                  |  |                                  |            |                     |  |
| CSS                   | 00-158           | FLSA   | Current +1                       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |  |                                  |            |                     |  |
| Use:                  |                  |  |                                  |            |                     |  |
| CSS                   | 00-159           | Off Duty Detail Sheets                           | Current +1                       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |  |                                  |            |                     |  |
| Use:                  |                  |  |                                  |            |                     |  |
| CSS                   | SH-22-15         | Indictment Docket (Supersedes 00-                | Until No Longer of               | Paper      | 9/20/2022           |  |
| ☐ RC-3 Red            | quired           | 176, 00-178, SH-18-14, SH-18-15)                 | Administrative<br>Value; NO RC-3 |            |                     |  |
| Use:                  |                  |  | REQUIRED                         |            |                     |  |
| CSS                   | SH-22-16         | Extraditions (Supersedes 00-174, 00-175, 00-179) | Current +2; NO RC-3<br>REQUIRED  | Electronic | 9/20/2022           |  |
| RC-3 Red              | quired           | ,  |                                  |            |                     |  |
| Use:                  |                  |  |                                  |            |                     |  |
| CSS                   | SH-22-17         | Monthly Statistical Reports                      | Current +2; NO RC-3              | Electronic | 9/20/2022           |  |
| ☐ RC-3 Red            | quired           | (Supersedes 00-147)                              | REQUIRED                         |            |                     |  |
| Use:                  |                  |  |                                  |            |                     |  |
| CSS                   | SH-22-18         | Daily Activity Cards (Supersedes 00-             |                                  | Electronic | 9/20/2022           |  |
| ☐ RC-3 Red            | quired           | 154)   | RC-3 REQUIRED                    |            |                     |  |
| Use:                  |                  |  |                                  |            |                     |  |
| CSS                   | SH-22-19         | Court Assignment Sheets                          | Current Year +1; NO              | Electronic | 9/20/2022           |  |
| RC-3 Rec              | guired           | (Supersedes 00-160, 00-162)                      | RC-3 REQUIRED                    |            |                     |  |
|                       | -                | nmon Pleas Court and Deputies assi               |                                  |            |                     |  |

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|-----------------------|------------------|--|---------------------------------------|------------|---------------------|--|
| CSS                   | SH-22-20         | Sheriff Direction Sheets (Supersedes SH-18-10) | Until No Longer of<br>Administrative  | Paper      | 9/20/2022           |  |
| ☐ RC-3 Red            | quired           | 511 10 10)                                     | Value; No RC-3<br>REQUIRED            |            |                     |  |
| Use:                  |                  |  | REQUIRED                              |            |                     |  |
| CSS                   | SH-22-21         | Territory/Transportation Stats                 | Current Year +1; NO                   | Electronic | 9/20/2022           |  |
| RC-3 Red              | quired           | (Supersedes 00-161)                            | RC-3 REQUIRED                         |            |                     |  |
| Use:                  |                  |  |                                       |            |                     |  |
| CSS                   | SH-22-22-E       | ID Badges                                      | Current Year +1; NO<br>RC-3 REQUIRED  | Electronic | 9/20/2022           |  |
| RC-3 Red              | quired           |  |                                       |            |                     |  |
| Use: Documents the    | hose who are as  | signed ID Badges                               |                                       |            |                     |  |
| CSS                   | SH-22-22-P       | ID Badges (Supersedes SH-18-13)                | Until Scanned; NO<br>RC-3 REQUIRED    | Paper      | 9/20/2022           |  |
| RC-3 Rec              | quired           |  | RC-3 REQUIRED                         |            |                     |  |
| Use: Documents the    | hose who are as  | signed ID Badges                               |                                       |            |                     |  |
| CSS                   | SH-22-23-E       | Offender Registration Files                    | 2 Years or Until                      | Electronic | 9/20/2022           |  |
| RC-3 Red              | quired           |  | Inactive or until Deceased (whichever |            |                     |  |
|                       | -                | deceased and/or offenders who hav              | Comes First); NO RC-<br>3 REQUIRED    |            |                     |  |
| CSS                   | SH-22-23-P       | Offender Registration Files                    | Until Scanned; NO                     | Paper      | 9/20/2022           |  |
| RC-3 Red              | quired           | (Supersedes 11-011, 11-012, 11-013, 11-014)    | RC-3 REQUIRED                         |            |                     |  |
|                       | •                | deceased and/or offenders who have             | ,                                     |            |                     |  |
| CSS                   | SH-22-24         | Court Services Annual Reports                  | Current +2; NO RC-3                   | Electronic | 9/20/2022           |  |
| ☐ RC-3 Red            | uired            | (Supersedes 00-145)                            | REQUIRED                              |            |                     |  |
| Use:                  |                  |  |                                       |            |                     |  |
| CSS                   | SH-22-26         | Budget Reports (Supersedes 00-152)             |                                       | Electronic | 9/20/2022           |  |
| RC-3 Rec              | uired            |  | REQUIRED                              |            |                     |  |
| Use:                  | 14 04            |  |                                       |            |                     |  |
|                       |                  |  |                                       |            |                     |  |

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|-----------------------|------------------|---|---------------------------------|------------|---------------------|--|
| CSS                   | SH-22-27         | Expense Voucher Memoranda (Supersedes 00-156) | Current +1; NO RC-3<br>REQUIRED | Electronic | 9/20/2022           |  |
| RC-3 Requ             | uired            | (0.470.000000000000)                          | TIE ÇU ILED                     |            |                     |  |
| Use:                  |                  |   |                                 |            |                     |  |
| CSS - Execution       | 00-163           | Foreign Execution Docket (Public Record)      | Permanent                       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Requ           | uired            | Record)                                       |                                 |            |                     |  |
| Use:                  |                  |   |                                 |            |                     |  |
| CSS - Execution       | 00-164           | Advertisement of Sale (Sheriff's Sale         | 2 years after last entry        | Paper      | 6/15/2000           |  |
| ✓ RC-3 Requ           | uired            | Book)   |                                 |            |                     |  |
| Use:                  |                  |   |                                 |            |                     |  |
| CSS - Execution       | 00-165           | Diagram of Property                           | While Active                    | Paper      | 6/15/2000           |  |
| ✓ RC-3 Request        | uired            |   |                                 |            |                     |  |
| Use:                  |                  |   |                                 |            |                     |  |
| CSS - Execution       | 00-166           | Execution Returns                             | Current +2                      | Paper      | 6/15/2000           |  |
| ✓ RC-3 Requ           | uired            |   |                                 |            |                     |  |
| Use:                  |                  |   |                                 |            |                     |  |
| CSS - Fugitive War.   | 00-171           | Arrest Record                                 | Current +2                      | Paper      | 6/15/2000           |  |
| ✓ RC-3 Requ           | uired            |   |                                 |            |                     |  |
| Use:                  |                  |   |                                 |            |                     |  |
| CSS - Fugitive War.   | 00-172           | Arrest Warrants                               | Current +2                      | Paper      | 6/15/2000           |  |
| ✓ RC-3 Requ           | uired            |   |                                 |            |                     |  |
| Use:                  |                  |   |                                 |            |                     |  |
| CSS - Fugitive War.   | 00-173           | Court Entries                                 | Current +1                      | Paper      | 6/15/2000           |  |
| ✓ RC-3 Requ           | uired            |   |                                 |            |                     |  |
| Use:                  |                  |   |                                 |            |                     |  |
|                       |                  |   |                                 |            |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>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.<br>Warrant Bppl | 15 years         | Paper      | 6/15/2000           |                          |                  |            |
| ✓ RC-3 Requ           | uired            | wanan Бррг                                     |                  |            |                     |                          |                  |            |
| Use:                  |                  |  |                  |            |                     |                          |                  |            |
| CSS - Probate         | 00-167           | Probate Information Cards                      |                  |            |                     | Active                   | While Active     | Paper      |
| ✓ RC-3 Requ           | uired            |  |                  |            |                     |                          |                  |            |
| Use:                  |                  |  |                  |            |                     |                          |                  |            |
| CSS - Probate         | 00-167           | Probate Information Cards                      |                  |            |                     | Inactive                 | Current +1       | Paper      |
| ✓ RC-3 Requ           | uired            |  |                  |            |                     |                          |                  |            |
| Use:                  |                  |  |                  |            |                     |                          |                  |            |
| CSS - Probate         | 00-168           | Probate General                                |                  |            |                     | Information Sheet        | While Active     | Paper      |
| ✓ RC-3 Requ           | uired            |  |                  |            |                     |                          |                  |            |
| Use:                  |                  |  |                  |            |                     |                          |                  |            |
| CSS - Probate         | 00-168           | Probate General                                |                  |            |                     | Entries                  | Current +1       | Paper      |
| ✓ RC-3 Requ           | uired            |  |                  |            |                     |                          |                  |            |
| Use:                  |                  |  |                  |            |                     |                          |                  |            |
| CSS - Process         | 00-180           | Directions for Sheriff                         | Current +1       | Paper      | 6/15/2000           |                          |                  |            |
| ✓ RC-3 Requ           | uired            |  |                  |            |                     |                          |                  |            |
| Use:                  |                  |  |                  |            |                     |                          |                  |            |
| CSS - Process         | 00-181           | Foreign Writ Books                             | Current +2       | Paper      | 6/15/2000           |                          |                  |            |
| ✓ RC-3 Requ           | uired            |  |                  |            |                     |                          |                  |            |
| Use:                  |                  |  |                  |            |                     |                          |                  |            |
| CSS - Process         | 00-182           | Notary Public Cards & Misc                     | Current +2       | Paper      | 6/15/2000           |                          |                  |            |
| ✓ RC-3 Req            | uired            |  |                  |            |                     |                          |                  |            |
| Use:                  |                  |  |                  |            |                     |                          |                  |            |

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|-----------------------|------------------|---------------------------------|------------------|------------|---------------------|--------------------------|-------------------|------------|
| CSS - Process         | 00-183           | Process Deputies Books          | Current +2       | Paper      | 6/15/2000           |                          |                   |            |
| ✓ RC-3 Req            | uired            |                                 |                  |            |                     |                          |                   |            |
| Use:                  |                  |                                 |                  |            |                     |                          |                   |            |
| CSS - Welfare         | 00-169           | Daily Activity Cards            | Current +1       | Paper      | 6/15/2000           | Daily Activity Cards     | Current +1        | Paper      |
| ✓ RC-3 Req            | uired            |                                 |                  |            |                     |                          |                   |            |
| Use:                  |                  |                                 |                  |            |                     |                          |                   |            |
| CSS - Welfare         | 00-170           | Warrants                        |                  |            |                     | Working Copies:          |                   |            |
| ✓ RC-3 Req            | uired            |                                 |                  |            |                     |                          |                   |            |
| Use:                  |                  |                                 |                  |            |                     |                          |                   |            |
| CSS - Welfare         | 00-170           | Warrants                        |                  |            |                     | (Domestic)               | Retention Period? | Paper      |
| ✓ RC-3 Req            | uired            |                                 |                  |            |                     |                          |                   |            |
| Use:                  |                  |                                 |                  |            |                     |                          |                   |            |
| CSS - Welfare         | 00-170           | Warrants                        |                  |            |                     | (Welfare)                | Retention Period? | Paper      |
| ✓ RC-3 Req            | uired            |                                 |                  |            |                     |                          |                   |            |
| Use:                  |                  |                                 |                  |            |                     |                          |                   |            |
| CSS - Welfare         | 00-170           | Warrants                        |                  |            |                     | (Juvenile)               | Retention Period? | Paper      |
| ✓ RC-3 Req            | uired            |                                 |                  |            |                     |                          |                   |            |
| Use:                  |                  |                                 |                  |            |                     |                          |                   |            |
| CSS - Welfare         | 00-184           | Daily Activity Cards            | Current +1       | Paper      | 6/15/2000           |                          |                   |            |
| ✓ RC-3 Req            | uired            |                                 |                  |            |                     |                          |                   |            |
| Use:                  |                  |                                 |                  |            |                     |                          |                   |            |
| CSS - Welfare         | 00-185           | Warrants                        |                  |            |                     | (Welfare)                | Retention Period? | Paper      |
| ✓ RC-3 Req            | uired            |                                 |                  |            |                     |                          |                   |            |
| Use:                  |                  |                                 |                  |            |                     |                          |                   |            |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>Description  | Retention Period           | Media Type     | Approved by Auditor | SubTitle and Description | Retention Period  | Media Type |
|-----------------------|------------------|----------------------------------|----------------------------|----------------|---------------------|--------------------------|-------------------|------------|
| CSS - Welfare         | 00-185           | Warrants                         |                            |                |                     | (Domestic)               | Retention Period? | Paper      |
| ✓ RC-3 Req            | uired            |                                  |                            |                |                     |                          |                   |            |
| Use:                  |                  |                                  |                            |                |                     |                          |                   |            |
| CSS - Welfare         | 00-185           | Warrants                         |                            |                |                     | (Juvenile)               | Retention Period? | Paper      |
| ✓ RC-3 Req            | uired            |                                  |                            |                |                     |                          |                   |            |
| Use:                  |                  |                                  |                            |                |                     |                          |                   |            |
| CSS - Welfare         | 00-185           | Warrants                         |                            |                |                     | Working Copies:          |                   |            |
| ✓ RC-3 Req            | uired            |                                  |                            |                |                     |                          |                   |            |
| Use:                  |                  |                                  |                            |                |                     |                          |                   |            |
| CSS-EMS               | 10-30            | Electronic Monitoring Case Files | 10 years after time        | Electronic     | 5/24/2010           |                          |                   |            |
| ✓ RC-3 Req            | uired            | (Electronic)                     | served                     |                |                     |                          |                   |            |
| Use:                  |                  |                                  |                            |                |                     |                          |                   |            |
| CSS-EMS               | 10-32            | Juris Monitoring Case Files      | 10 years after time        | Electronic     | 5/24/2010           |                          |                   |            |
| ✓ RC-3 Req            | uired            | (Electronic)                     | served                     |                |                     |                          |                   |            |
| Use:                  |                  |                                  |                            |                |                     |                          |                   |            |
| CSS-EMS               | 10-34            | Juris Monitoring Victim Files    | 10 years after time        | Electronic     | 5/24/2010           |                          |                   |            |
| ✓ RC-3 Req            | uired            | (Electronic)                     | served                     |                |                     |                          |                   |            |
| Use:                  |                  |                                  |                            |                |                     |                          |                   |            |
| CSS-EMS               | SH-15-18         | Electronic Monitoring Case Files | 10 Years After Time        | Paper/Photos/C | 8/10/2015           |                          |                   |            |
| ☐ RC-3 Req            | uired            | (Paper) - (Supersedes 10-29)     | Served or Until Scanned    | D's            |                     |                          |                   |            |
| Use: Division Abo     | lished 03/01/1   | 9                                |                            |                |                     |                          |                   |            |
| CSS-EMS               | SH-15-19         | Juris Monitoring Client Files    | 10 Years After Time        | Paper/Photos/C | 8/10/2015           |                          |                   |            |
| RC-3 Req              | uired            | (Paper) - (Supersedes 10-31)     | Served or Until<br>Scanned | D's            |                     |                          |                   |            |
| Use: Division Abo     |                  | 9                                |                            |                |                     |                          |                   |            |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>Description                               | Retention Period                       | Media Type            | Approved by Auditor | SubTitle and Description Retention Period Media Type |
|-----------------------|------------------|---|--|-----------------------|---------------------|--|
| CSS-EMS               | SH-15-20         | Juris Monitoring Victim Files<br>(Paper) - (Supersedes 10-33) | 10 Years After Time<br>Served or Until | Paper/Photos/C<br>D's | 8/10/2015           |  |
| ☐ RC-3 Rec            | quired           |   | Scanned                                |                       |                     |  |
| Use: Division Abo     | olished 03/01/1  | 9   |  |                       |                     |  |
| Enforc                | 08-255           | 21-A; Request for Authorization to<br>Work Off Duty Details   | 2 years + Current                      | Paper                 | 11/21/2008          |  |
| ✓ RC-3 Rec            | <b>luired</b>    | work On Duty Details  |  |                       |                     |  |
| Use:                  |                  |   |  |                       |                     |  |
| Enforc                | 09-156           | Release Form  | 6 months                               | Paper                 | 4/8/2009            |  |
| ✓ RC-3 Rec            | uired            |   |  |                       |                     |  |
| Use:                  |                  |   |  |                       |                     |  |
| Enforc                | 09-157           | Enforc Booking Record   | 2 years                                | Paper                 | 4/8/2009            |  |
| ✓ RC-3 Rec            | uired            |   |  |                       |                     |  |
| Use:                  |                  |   |  |                       |                     |  |
| Enforc                | 10-01            | Activity Cards (Supersedes TAB Dec. 1984)                     | Current +2                             | Paper                 | 5/24/2010           |  |
| ✓ RC-3 Rec            | quired           | Dec. 1704)  |  |                       |                     |  |
| Use:                  |                  |   |  |                       |                     |  |
| Enforc                | 10-02            | RCIC Cancelled Missing Persons                                | Current +1                             | Paper                 | 5/24/2010           |  |
| ✓ RC-3 Rec            | uired            | (Supersedes TAB Dec. 1984)                                    |  |                       |                     |  |
| Use:                  |                  |   |  |                       |                     |  |
| Enforc                | 10-03            | RCIC Cancelled Stolen Vehicles                                | While Active                           | Paper                 | 5/24/2010           |  |
| ✓ RC-3 Rec            | uired            | (Supersedes TAB Dec. 1984)                                    |  |                       |                     |  |
| Use:                  |                  |   |  |                       |                     |  |
| Enforc                | 10-04            | RCIC Cancelled Stolen Trucks,                                 | While Active                           | Paper                 | 5/24/2010           |  |
| ✓ RC-3 Rec            | uired            | Boats, Motorcycles, ATV's and Trailers (Supersedes TAB Dec.   |  |                       |                     |  |
| Use:                  | -                |   |  |                       |                     |  |
|                       |                  |   |  |                       |                     |  |

| Division of<br>Record | Sched.<br>Number | Record Title and<br>Description     | Retention Period              | Media Type | Approved by Auditor | SubTitle and Description Retention Period Media Type |
|-----------------------|------------------|-------------------------------------|-------------------------------|------------|---------------------|--|
| Enforc                | 10-08            | Narcotics File (Supersedes TAB      | While Active                  | Paper      | 5/24/2010           |  |
| ✓ RC-3 Req            | uired            | Dec. 1984)                          |                               |            |                     |  |
| Use:                  |                  |                                     |                               |            |                     |  |
| Enforc                | 10-09            | Property File (Supersedes TAB Dec.  | While Active                  | Paper      | 5/24/2010           |  |
| ✓ RC-3 Req            | uired            | 1984)                               |                               |            |                     |  |
| Use:                  |                  |                                     |                               |            |                     |  |
| Enforc                | 11-003           | No Report Desired                   | 6 months                      | Paper      | 3/8/2011            |  |
| ✓ RC-3 Req            | uired            |                                     |                               |            |                     |  |
| Use:                  |                  |                                     |                               |            |                     |  |
| Enforc                | SH-12-13         | Released Property Tags (Supersedes  |                               | Paper      | 11/28/2012          |  |
| ☐ RC-3 Req            | uired            | 10-12)                              | Current)                      |            |                     |  |
| Use: Verifies Rele    |                  |                                     |                               |            |                     |  |
| Enforc                | SH-12-14         | Disposal Reports (Supersedes 10-10) | 2+Current (2 years + Current) | Paper      | 11/28/2012          |  |
| ☐ RC-3 Req            | uired            |                                     | ,                             |            |                     |  |
| Use: Verifies Prop    | erty which can   | be disposed                         |                               |            |                     |  |
| Enforc                | SH-12-15         | Court Orders from Property Tags     | 2+Current (2 years + Current) | Paper      | 11/28/2012          |  |
| ☐ RC-3 Req            | uired            |                                     | Current)                      |            |                     |  |
| Use: Copies of Co     | urt Orders for l | Disposal of Property                |                               |            |                     |  |
| Enforc                | SH-12-16         | Auction Files (Supersedes 10-11)    | 2+Current (2 years +          | Paper      | 11/28/2012          |  |
| RC-3 Req              | uired            |                                     | Current)                      |            |                     |  |
| Use: All paperwork    | k conducive to   | Auction                             |                               |            |                     |  |
| Enforc                | SH-12-17         | Car Holder Releases (Supersedes 10- | ` •                           | Paper      | 11/28/2012          |  |
| ☐ RC-3 Req            | uired            | 07)                                 | Current)                      |            |                     |  |
| Use: Releases on V    |                  | wed                                 |                               |            |                     |  |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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          |  |
| RC-3 Req              | uired            |  |  |            |                     |  |
| Use: Paperwork for    | r salvaged vehi  | cles   |  |            |                     |  |
| Enforc                | SH-12-19         | Inventory of Warehouse Property                              | 2+Current (2 years + Current)              | Paper      | 11/28/2012          |  |
| ☐ RC-3 Req            | uired            |  |  |            |                     |  |
| Use: Verifies prope   | erty being held  | in storage   |  |            |                     |  |
| Enforc                | SH-13-005        | Administrative License Suspension (ALS) Form                 | 3 Years if no action pending               | Paper      | 11/13/2013          |  |
| ☐ RC-3 Req            | uired            | ()   | , <b>8</b>                                 |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| Enforc                | SH-18-25         | Daily Enforc Activity Report<br>Statistics                   | Until No Longer of<br>Administrative Value | Paper      | 9/12/2018           |  |
| RC-3 Req              | uired            | Sutistics  | reministrative value                       |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| Enforc                | SH-18-26         | Daily Enforc Activity Report<br>Statistics                   | Permanent                                  | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            |  |  |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| Enforc                | SH-19-007        | Special Deputy Paperwork -<br>(Supersedes TAB February 1985) | Until Scanned                              | Paper      | 8/13/2019           |  |
| RC-3 Req              | uired            | (Superscues TAD reordary 1965)                               |  |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| Enforc                | SH-19-008        | Special Deputy Paperwork                                     | Until No Longer of                         | Electronic | 8/13/2019           |  |
| RC-3 Req              | uired            |  | Administrative Value                       |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| Enforc                | SH-19-011        | 21-C Off Duty Monthly Reports                                | Until Scanned                              | Paper      | 8/13/2019           |  |
| ☐ RC-3 Req            | uired            | (Supersedes 08-257)  |  |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
|                       |                  |  |  |            |                     |  |

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

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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           |  |
| RC-3 Req              | uired            |                                      |                  |            |                     |  |
| Use:                  |                  |                                      |                  |            |                     |  |
| Enfore - Traffic      | SH-19-009        | Fatal Files (Inactive) - (Supersedes | Until Scanned    | Paper      | 8/13/2019           |  |
| RC-3 Req              | uired            | TAB February 1985)                   |                  |            |                     |  |
| Use:                  |                  |                                      |                  |            |                     |  |
| Enfore - Traffic      | SH-19-010        | Fatal Files (Inactive)               | Current +5       | Electronic | 8/13/2019           |  |
| RC-3 Req              | uired            |                                      |                  |            |                     |  |
| Use:                  |                  |                                      |                  |            |                     |  |
| Enforc - Traffic      | SH-19-015        |                                      | Until Scanned    | Paper      | 8/13/2019           |  |
| ☐ RC-3 Req            | uired            | 10-05)                               |                  |            |                     |  |
| Use:                  |                  |                                      |                  |            |                     |  |
| Enfore - Traffic      | SH-19-016        | DUI Files (Inactive)                 | Current +3       | Electronic | 8/13/2019           |  |
| RC-3 Req              | uired            |                                      |                  |            |                     |  |
| Use:                  |                  |                                      |                  |            |                     |  |
| Enfore - Traffic      | TAB              | Truck Weights                        | Current Year +2  | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |                                      |                  |            |                     |  |
| Use:                  |                  |                                      |                  |            |                     |  |
| Enfore - Traffic      | TAB              | Traffic Statistics                   |                  |            |                     |  |
| ✓ RC-3 Req            | uired            |                                      |                  |            |                     |  |
| Use:                  |                  |                                      |                  |            |                     |  |
| Enfore - Traffic      | TAB              | Traffic Blotter and Blotter          | Current Year +1  | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            | Information                          |                  |            |                     |  |
| Use:                  |                  |                                      |                  |            |                     |  |
| -                     |                  |                                      |                  |            |                     |  |

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| Division of<br>Record    | Sched.<br>Number | Record Title and<br>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            |  |
| ✓ RC-3 Requi             | red              |                                     |                  |                         |                     |  |
| Use:                     |                  |                                     |                  |                         |                     |  |
| Enfore - Traffic         | TAB              | Intoxilizer Log - At Site Locations | Current Year +5  | Paper                   | 2/5/1985            |  |
| ✓ RC-3 Requi             | red              |                                     |                  |                         |                     |  |
| Use:                     |                  |                                     |                  |                         |                     |  |
| Enforcement              | SH-15-01         | Form 21-D (Off Duty Details Daily   | 2 + Current      | Paper                   | 2/24/2015           |  |
| RC-3 Requi               | red              | Roster)                             |                  |                         |                     |  |
| Use:                     |                  |                                     |                  |                         |                     |  |
| Enforcement              | SH-17-001        | Unsolved Latent Fingerprint Lift    | Current +2       | Paper (Latent           | 9/13/2017           |  |
| RC-3 Requi               | red              | Cards (Misdemeanor Cases)           |                  | Lifts)                  |                     |  |
| Use:                     |                  |                                     |                  |                         |                     |  |
| Enforcement              | SH-17-002        | Hit Folders (See Notes)             | Current +10      | Paper (Latent<br>Lifts) | 9/13/2017           |  |
| RC-3 Requi               | red              |                                     |                  | Liits)                  |                     |  |
| Use:                     |                  |                                     |                  |                         |                     |  |
| nforcement Division - CI | SH-17-003        | Unsolved Latent Fingerprint Lift    | Current +6       | Paper (Latent           | 9/13/2017           |  |
| RC-3 Requi               | red              | Cards (Non-Violent Felonies)        |                  | Lifts)                  |                     |  |
| Use:                     |                  |                                     |                  |                         |                     |  |
| Fiscal                   | 00-53            | Commissary Slips                    | Current          | Paper                   | 6/15/2000           |  |
| ✓ RC-3 Requi             | red              |                                     |                  |                         |                     |  |
| Use:                     |                  |                                     |                  |                         |                     |  |
| Fiscal                   | 00-54            | Commissary Invoices                 | Current          | Paper                   | 6/15/2000           |  |
| ✓ RC-3 Requi             | red              |                                     |                  |                         |                     |  |
| Use:                     |                  |                                     |                  |                         |                     |  |

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| Sched.<br>Number | Record Title and<br>Description                                     | Retention Period  | Media Type  | Approved by Auditor  | SubTitle and Description Retention Period Media Type   |
|------------------|---|---|---|--|--|
| 00-55            | Money Record and Canceled Checks                                    | Current +2  | Paper   | 6/15/2000  |  |
| uired            |   |   |   |  |  |
|                  |   |   |   |  |  |
| 00-56            | Money Record Receipt  | Current +1  | Paper   | 6/15/2000  |  |
| uired            |   |   |   |  |  |
|                  |   |   |   |  |  |
| 00-57            | Inmate Account Records  | Current +1  | Paper   | 6/15/2000  |  |
| uired            |   |   |   |  |  |
|                  |   |   |   |  |  |
| 00-60            | Medical Indigent Billing  | Current +1  | Paper   | 6/15/2000  |  |
| uired            |   |   |   |  |  |
|                  |   |   |   |  |  |
| 00-66            | Money Books for Property Room                                       | Current +2  | Paper   | 6/15/2000  |  |
| uired            |   |   |   |  |  |
|                  |   |   |   |  |  |
| TAB              | Crime Prevention  | While Active  | Paper   | 2/5/1985   |  |
| uired            |   |   |   |  |  |
|                  |   |   |   |  |  |
| TAB              | Homicide Jackets  | Until Solved +5   | Paper   | 2/5/1985   |  |
| uired            |   |   |   |  |  |
|                  |   |   |   |  |  |
| TAB              | Field Interrogation Reports   | Current Year +3   | Paper   | 2/5/1985   |  |
| uired            |   |   |   |  |  |
|                  |   |   |   |  |  |
|                  | Number  00-55 uired  00-56 uired  00-60 uired  TAB uired  TAB uired | Number Description  00-55 Money Record and Canceled Checks  uired  00-56 Money Record Receipt  uired  00-57 Inmate Account Records  uired  00-60 Medical Indigent Billing  uired  00-66 Money Books for Property Room  uired  TAB Crime Prevention  uired  TAB Homicide Jackets  uired  TAB Field Interrogation Reports | Number       Description       Retention Period         00-55       Money Record and Canceled Checks       Current +2         uired       Current +1         uired       Current +2         uired       While Active         uired       Until Solved +5         uired       TAB       Homicide Jackets       Until Solved +5         uired       Current Year +3 | Number         Description         Retention Period         Media Type           00-55         Money Record and Canceled Checks         Current +2         Paper           uired         00-56         Money Record Receipt         Current +1         Paper           uired         00-57         Inmate Account Records         Current +1         Paper           uired         00-60         Medical Indigent Billing         Current +1         Paper           uired         00-66         Money Books for Property Room         Current +2         Paper           uired         TAB         Crime Prevention         While Active         Paper           uired         TAB         Homicide Jackets         Until Solved +5         Paper           uired         TAB         Field Interrogation Reports         Current Year +3         Paper | Number       Description       Retention Period       Media Type       by Auditor         00-55       Money Record and Canceled Checks       Current +2       Paper       6/15/2000         uired       00-56       Money Record Receipt       Current +1       Paper       6/15/2000         uired       00-57       Inmate Account Records       Current +1       Paper       6/15/2000         uired       00-60       Medical Indigent Billing       Current +1       Paper       6/15/2000         uired       00-66       Money Books for Property Room       Current +2       Paper       6/15/2000         uired       TAB       Crime Prevention       While Active       Paper       2/5/1985         uired       TAB       Homicide Jackets       Until Solved +5       Paper       2/5/1985         uired       TAB       Field Interrogation Reports       Current Year +3       Paper       2/5/1985 |

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|-----------------------|------------------|---------------------------------|--------------------|------------|---------------------|--|
| I&ID - CIS            | TAB              | Complaints Filed by Enforcmen   | Settlement +3      | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |                                 |                    |            |                     |  |
| Use:                  |                  |                                 |                    |            |                     |  |
| I&ID - CIS            | TAB              | Drug User File                  | 5 years after last | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |                                 | contact            |            |                     |  |
| Use:                  |                  |                                 |                    |            |                     |  |
| I&ID - CIS            | TAB              | Crime Prevention Literature     | While Active       | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |                                 |                    |            |                     |  |
| Use:                  |                  |                                 |                    |            |                     |  |
| I&ID - CIS            | TAB              | Death Investigation File        | Until Solved +5    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |                                 |                    |            |                     |  |
| Use:                  |                  |                                 |                    |            |                     |  |
| I&ID - CIS            | TAB              | Complaints                      | Settlement +3      | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |                                 |                    |            |                     |  |
| Use:                  |                  |                                 |                    |            |                     |  |
| I&ID - CIS            | TAB              | Case Jackets                    | Current Year +5    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |                                 |                    |            |                     |  |
| Use:                  |                  |                                 |                    |            |                     |  |
| I&ID - CIS            | TAB              | Arrest Reports                  | Current Year +5    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |                                 |                    |            |                     |  |
| Use:                  |                  |                                 |                    |            |                     |  |
| I&ID - CIS            | TAB              | Road File                       | While Active       | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |                                 |                    |            |                     |  |
| Use:                  |                  |                                 |                    |            |                     |  |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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            |  |
| ✓ RC-3 Req            | juired           |                                    |                                   |            |                     |  |
| Use:                  |                  |                                    |                                   |            |                     |  |
| I&ID - CIS            | TAB              | Offense Report                     | Current Year +2                   | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |                                    |                                   |            |                     |  |
| Use:                  |                  |                                    |                                   |            |                     |  |
| I&ID - CIS            | TAB              | Auto Theft File                    | While Active                      | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | <b>Juired</b>    |                                    |                                   |            |                     |  |
| Use:                  |                  |                                    |                                   |            |                     |  |
| I&ID - CIS            | TAB              | Bar Information                    | While Active                      | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |                                    |                                   |            |                     |  |
| Use:                  |                  |                                    |                                   |            |                     |  |
| I&ID - CIS            | TAB              | Fingerprint Work                   | 10 years from date of last arrest | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |                                    | last arrest                       |            |                     |  |
| Use:                  |                  |                                    |                                   |            |                     |  |
| I&ID - CIS            | TAB              | Photo File                         | Current Year +2                   | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |                                    |                                   |            |                     |  |
| Use:                  |                  |                                    |                                   |            |                     |  |
| I&ID - CIS            | TAB              | Personnel - Overtime Cards/Records | Current Year +2                   | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |                                    |                                   |            |                     |  |
| Use:                  |                  |                                    |                                   |            |                     |  |
| I&ID - CIS            | TAB              | Blotters, Teletype                 | Current Year +1                   | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |                                    |                                   |            |                     |  |
| Use:                  |                  |                                    |                                   |            |                     |  |

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| Sched.<br>Number | Record Title and<br>Description  | Retention Period  | Media Type   | Approved by Auditor   | SubTitle and Description Retention Period Media Type   |
|------------------|--|---|--|---|--|
| TAB              | Dispatch Records   | Current Year +1   | Paper  | 2/5/1985  |  |
| uired            |  |   |  |   |  |
|                  |  |   |  |   |  |
| TAB              | EOD Cards  | Current Year +1   | Paper  | 2/5/1985  |  |
| uired            |  |   |  |   |  |
|                  |  |   |  |   |  |
| TAB              |  | While Active  | Paper  | 2/5/1985  |  |
| uired            | Forms  |   |  |   |  |
|                  |  |   |  |   |  |
| TAB              | Firearms - Range Records   | Current Year +1   | Paper  | 2/5/1985  |  |
| uired            |  |   |  |   |  |
|                  |  |   |  |   |  |
| TAB              | Firearms - Range Score Cards   | Current Year +1   | Paper  | 2/5/1985  |  |
| uired            |  |   |  |   |  |
|                  |  |   |  |   |  |
| TAB              | Firearms - Statistics  | Current Year +1   | Paper  | 2/5/1985  |  |
| uired            |  |   |  |   |  |
|                  |  |   |  |   |  |
| TAB              | Firearms - Weapons Maintenance   | Current Year +2   | Paper  | 2/5/1985  |  |
| uired            | Records  |   |  |   |  |
|                  |  |   |  |   |  |
| TAB              | Firearms - Yearly Report   | Current Year +5   | Paper  | 2/5/1985  |  |
| uired            |  |   |  |   |  |
|                  |  |   |  |   |  |
|                  | TAB uired  TAB uired | TAB Dispatch Records  uired  TAB EOD Cards  uired  TAB Equipment and Clothing Issue Order Forms  uired  TAB Firearms - Range Records  uired  TAB Firearms - Range Score Cards  uired  TAB Firearms - Statistics  uired  TAB Firearms - Weapons Maintenance Records  uired  TAB Firearms - Weapons Maintenance Records | Number       Description       Retention Period         TAB       Dispatch Records       Current Year +1         uired       TAB       EOD Cards       Current Year +1         uired       TAB       Equipment and Clothing Issue Order Forms       While Active         TAB       Firearms - Range Records       Current Year +1         uired       TAB       Firearms - Range Score Cards       Current Year +1         uired       TAB       Firearms - Statistics       Current Year +1         uired       TAB       Firearms - Weapons Maintenance Records       Current Year +2         uired       TAB       Firearms - Yearly Report       Current Year +5 | Number       Description       Retention Period       Media Type         TAB       Dispatch Records       Current Year +1       Paper         uired       TAB       EOD Cards       Current Year +1       Paper         uired       TAB       Equipment and Clothing Issue Order Forms       While Active       Paper         TAB       Firearms - Range Records       Current Year +1       Paper         uired       TAB       Firearms - Range Score Cards       Current Year +1       Paper         uired       TAB       Firearms - Statistics       Current Year +1       Paper         uired       TAB       Firearms - Weapons Maintenance Records       Current Year +2       Paper         uired       TAB       Firearms - Weapons Maintenance Records       Current Year +2       Paper | Number       Description       Retention Period       Media Type       by Auditor         TAB       Dispatch Records       Current Year +1       Paper       2/5/1985         uired       TAB       EOD Cards       Current Year +1       Paper       2/5/1985         uired       TAB       Equipment and Clothing Issue Order Forms       While Active       Paper       2/5/1985         uired       TAB       Firearms - Range Records       Current Year +1       Paper       2/5/1985         uired       TAB       Firearms - Range Score Cards       Current Year +1       Paper       2/5/1985         uired       TAB       Firearms - Statistics       Current Year +1       Paper       2/5/1985         uired       TAB       Firearms - Weapons Maintenance Records       Current Year +2       Paper       2/5/1985         uired       TAB       Firearms - Weapons Maintenance Records       Current Year +2       Paper       2/5/1985 |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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            |  |
| ✓ RC-3 Req            | juired           |  |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| I&ID - CIS            | TAB              | Payroll-Safety Enforcement Program         |                  | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            | and Driving Under the Influence<br>Program | provided audited |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| I&ID - CIS            | TAB              | Personnel - Intersquad                     | Permanent        | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |  |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| I&ID - CIS            | TAB              | Blotters, Briefing                         | Current Year +1  | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |  |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| I&ID - CIS            | TAB              | Personnel Evaluation                       | Permanent        | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | <b>Juired</b>    |  |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| I&ID - CIS            | TAB              | Services Performed                         | While Active     | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |  |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| I&ID - CIS            | TAB              | Personnel Roster                           | Current Year +4  | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |  |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |
| I&ID - CIS            | TAB              | Personnel - Time Off Records               | Current Year +3  | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |  |                  |            |                     |  |
| Use:                  |                  |  |                  |            |                     |  |

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| Sched.<br>Number | Record Title and<br>Description  | Retention Period   | Media Type  | Approved by Auditor   | SubTitle and Description Retention Period Media Type   |
|------------------|--|--|---|---|--|
| TAB              | Prisoner Cards   | 5 years after last arrest  | Paper   | 2/5/1985  |  |
| uired            |  |  |   |   |  |
|                  |  |  |   |   |  |
| TAB              | Purchasing and General Office Files  |  | Paper   | 2/5/1985  |  |
| uired            |  | provided audited   |   |   |  |
|                  |  |  |   |   |  |
| TAB              | Statistics by Beat - Monthly   | Current Year +2  | Paper   | 2/5/1985  |  |
| uired            |  |  |   |   |  |
|                  |  |  |   |   |  |
| TAB              | Time Cards   | Current Year +2  | Paper   | 2/5/1985  |  |
| uired            |  |  |   |   |  |
|                  |  |  |   |   |  |
| TAB              | Training - Instructor Files  | While Active   | Paper   | 2/5/1985  |  |
| uired            |  |  |   |   |  |
|                  |  |  |   |   |  |
| TAB              | Training - Programs and Schools  | Superseded   | Paper   | 2/5/1985  |  |
| uired            |  |  |   |   |  |
|                  |  |  |   |   |  |
| TAB              | Training - VA Enrollment Program   | Current Year +4  | Paper   | 2/5/1985  |  |
| uired            |  |  |   |   |  |
|                  |  |  |   |   |  |
| TAB              | Watch Assignments - Daily  | Current Year +1  | Paper   | 2/5/1985  |  |
| uired            |  |  |   |   |  |
|                  |  |  |   |   |  |
|                  | TAB uired  TAB uired | TAB Prisoner Cards  uired  TAB Purchasing and General Office Files  uired  TAB Statistics by Beat - Monthly  uired  TAB Time Cards  uired  TAB Training - Instructor Files  uired  TAB Training - Programs and Schools  uired  TAB Watch Assignments - Daily | Number       Description       Retention Period         TAB       Prisoner Cards       5 years after last arrest         uired         TAB       Purchasing and General Office Files       Fiscal Year +4 provided audited         TAB       Statistics by Beat - Monthly       Current Year +2         uired       TAB       Time Cards       Current Year +2         uired       TAB       Training - Instructor Files       While Active         uired       TAB       Training - Programs and Schools       Superseded         uired       TAB       Training - VA Enrollment Program       Current Year +4         uired       TAB       Watch Assignments - Daily       Current Year +1 | Number       Description       Retention Period       Media Type         TAB       Prisoner Cards       5 years after last arrest       Paper         uired       TAB       Purchasing and General Office Files provided audited       Fiscal Year +4 provided audited       Paper         TAB       Statistics by Beat - Monthly       Current Year +2       Paper         uired       TAB       Time Cards       Current Year +2       Paper         uired       TAB       Training - Instructor Files       While Active       Paper         uired       TAB       Training - Programs and Schools       Superseded       Paper         uired       TAB       Training - VA Enrollment Program       Current Year +4       Paper         uired       TAB       Watch Assignments - Daily       Current Year +1       Paper | Number       Description       Retention Period       Media Type       by Auditor         TAB       Prisoner Cards       5 years after last arrest       Paper       2/5/1985         uired       TAB       Purchasing and General Office Files provided audited       Fiscal Year +4 provided audited       Paper       2/5/1985         uired       TAB       Statistics by Beat - Monthly       Current Year +2       Paper       2/5/1985         uired       TAB       Time Cards       Current Year +2       Paper       2/5/1985         uired       TAB       Training - Instructor Files       While Active       Paper       2/5/1985         uired       TAB       Training - Programs and Schools       Superseded       Paper       2/5/1985         uired       TAB       Training - VA Enrollment Program       Current Year +4       Paper       2/5/1985         uired       TAB       Watch Assignments - Daily       Current Year +1       Paper       2/5/1985 |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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            |  |
| ✓ RC-3 Req            | uired            |                                  |   |            |                     |  |
| Use:                  |                  |                                  |   |            |                     |  |
| I&ID - CIS            | TAB              | Wrecker Inspection Report        | While Active                            | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |                                  |   |            |                     |  |
| Use:                  |                  |                                  |   |            |                     |  |
| I&ID - CIS            | TAB              | Personnel Equipment Sheets       | While Active                            | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | <b>Juired</b>    |                                  |   |            |                     |  |
| Use:                  |                  |                                  |   |            |                     |  |
| I&ID - CIS            | TAB              | Jackets                          | 5 years from date of                    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |                                  | last arrest, unless expungement ordered |            |                     |  |
| Use:                  |                  |                                  |   |            |                     |  |
| I&ID - CIS            | TAB              | Hypnosis (Investigative)         | While Active                            | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |                                  |   |            |                     |  |
| Use:                  |                  |                                  |   |            |                     |  |
| I&ID - CIS            | TAB              | Intelligence-Confidential        | While Active                            | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | <b>Juired</b>    |                                  |   |            |                     |  |
| Use:                  |                  |                                  |   |            |                     |  |
| I&ID - CIS            | TAB              | Statistics, Monthly, Supervisory | Permanent                               | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | juired           |                                  |   |            |                     |  |
| Use:                  |                  |                                  |   |            |                     |  |
| I&ID - CIS            | TAB              | Automotive Files                 | While Active                            | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | <b>Juired</b>    |                                  |   |            |                     |  |
| Use:                  |                  |                                  |   |            |                     |  |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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            |  |
| ✓ RC-3 Req            | uired            |   |   |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| I&ID - CIS            | TAB              | Inventory                                 | While Active                            | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |   |   |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| I&ID - CIS            | TAB              | Juvenile Arrest Record                    | 5 years from date of                    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |   | last arrest, unless expungement ordered |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| I&ID - CIS            | TAB              | Juvenile Case Files                       | 5 years from date of                    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |   | last arrest, unless expungement ordered |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| I&ID - CIS            | TAB              | Juvenile Missing Person Report            | While Active                            | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |   |   |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| I&ID - CIS            | TAB              | Juvenile Offense Reports                  | 5 years from date of                    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |   | last arrest                             |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| I&ID - CIS            | TAB              | Juvenile-Shoplifting-Uniform              | 5 years from date of                    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            | Misdemeanor Arrest and Offense<br>Reports | last arrest                             |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| I&ID - CIS            | TAB              | Juvenile Warrants                         | 5 years from date of                    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Req            | uired            |   | last arrest                             |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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            |  |
| ✓ RC-3 Red            | quired           |                                       |                  |                |                     |  |
| Use:                  |                  |                                       |                  |                |                     |  |
| I&ID - CIS            | TAB              | Administrative Files - Assistant      | While Active     | Paper          | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           | Executive Office                      |                  |                |                     |  |
| Use:                  |                  |                                       |                  |                |                     |  |
| I&ID - CIS            | TAB              | Intelligence-National, Books, Photos  | While Active     | Paper          | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           |                                       |                  |                |                     |  |
| Use:                  |                  |                                       |                  |                |                     |  |
| I&ID - CIS            | TAB              | Administrative Files - Receptionist's | While Active     | Paper          | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           | Office                                |                  |                |                     |  |
| Use:                  | •                |                                       |                  |                |                     |  |
| I&ID - CIS            | TAB              | Administrative Files - Staff          | While Active     | Paper 2/5/1985 |                     |  |
| ✓ RC-3 Red            | quired           | Operations                            |                  |                |                     |  |
| Use:                  |                  |                                       |                  |                |                     |  |
| I&ID - CIS            | TAB              | Administrative Files - Sergeants'     | While Active     | Paper          | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           | Room                                  |                  |                |                     |  |
| Use:                  |                  |                                       |                  |                |                     |  |
| I&ID - CIS            | TAB              | Maniac Hitchhiker-Task Force          | Current Year +10 | Paper          | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           |                                       |                  |                |                     |  |
| Use:                  |                  |                                       |                  |                |                     |  |
| I&ID - CIS            | TAB              | Arrest Statistics                     | Permanent        | Paper          | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           |                                       |                  |                |                     |  |
| Use:                  | -                |                                       |                  |                |                     |  |
|                       |                  |                                       |                  |                |                     |  |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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            |  |
| ✓ RC-3 Red            | quired           | Office                                  |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| I&ID - CIS            | TAB              | Telephone Numbers                       | While Active     | Paper      | 2/5/1985            |  |
| ✓ RC-3 Re             | quired           |   |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| I&ID - CIS            | TAB              | Rape Task Force - Hamilton County       | Current Year +10 | Paper      | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           |   |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| I&ID - CIS            | TAB              | Auto Accidents                          | Settlement +2    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           |   |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| I&ID - CIS            | TAB              | Enforc Reports                          | Settlement +2    | Paper      | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           |   |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| I&ID - CIS            | TAB              | Motorcycle Gangs                        | While Active     | Paper      | 2/5/1985            |  |
| ✓ RC-3 Re             | quired           |   |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| I&ID - CIS            | TAB              | Missing Persons Cancellations           | Current Year +1  | Paper      | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           |   |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| I&ID - CIS            | TAB              | Administrative Files - Division         | While Active     | Paper      | 2/5/1985            |  |
| ✓ RC-3 Red            | quired           | Commander                               |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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<br>Copies/Paper | 3/2/2022            |  |
| ✓ RC-3 Requ           | RC-3 Required    |   |   | copies/1 aper              |                     |  |
| Use: Training Docu    | ıments; Activa   | ation Reports   |   |                            |                     |  |
| I&ID - OCS            | SH-21-28         | TRT (Tactical Response Team) Files                                  | 15 years                                | Electronic<br>Copies/Paper | 3/2/2022            |  |
| RC-3 Req              | uired            |   |   | Copies/1 aper              |                     |  |
| Use: Training Docu    | ıments; Activa   | ation Reports   |   |                            |                     |  |
| I&ID - OCS            | SH-21-30         | Purchase Orders and Payment<br>Records (Supersedes 00-95)           | Current +1                              | Electronic copies/Paper    | 3/2/2022            |  |
| ✓ RC-3 Req            | uired            | records (Supersedes 00 75)  |   | copies, ruper              |                     |  |
| Use:                  |                  |   |   |                            |                     |  |
| I&ID - OCS            | SH-21-31         | Tracking Record of Dissemination of Intelligence (Supersedes 00-91) | Current +4                              | Electronic<br>Copies/Paper | 3/2/2022            |  |
| ✓ RC-3 Req            | uired            | of intelligence (Supersedes 00-71)                                  |   | Copies/1 aper              |                     |  |
| Use:                  |                  |   |   |                            |                     |  |
| I&ID - OCS            | SH-21-32         | Administrative Correspondence<br>(Supersedes 00-92)                 | Current +1                              | Electronic<br>Copies/Paper | 3/2/2022            |  |
| ✓ RC-3 Req            | uired            | (Superscues 00 72)  |   | Copies/1 aper              |                     |  |
| Use:                  |                  |   |   |                            |                     |  |
| I&ID - OCS            | SH-21-33         | Payroll Records (Supersedes 00-93)                                  | Current +1                              | Electronic<br>Copies/Paper | 3/2/2022            |  |
| ✓ RC-3 Req            | uired            |   |   | Copies/1 aper              |                     |  |
| Use:                  |                  |   |   |                            |                     |  |
| I&ID - OCS            | SH-21-34         | Weekly Activity Reports   | Current +1                              | Electronic                 | 3/2/2022            |  |
| ✓ RC-3 Req            | uired            | (Supersedes 00-94)  |   | Copies/Paper               |                     |  |
| Use:                  |                  |   |   |                            |                     |  |
| I&ID - OCS            | SH-23-01         | Covert Funding and Expenditure                                      | Until No Longer of                      | Electronic/Paper           | 10/11/2023          |  |
| RC-3 Requ             | uired            | Documents (Supersedes 00-79 & SH-21-29)                             | Administrative Value (NO RC-3 Required) |                            |                     |  |
| Use: Payments to c    | onfidential inf  | formationts; costs related to investig                              | ;                                       |                            |                     |  |

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|-----------------------|------------------|--|--|------------------|-----------------------------|--|
| I&ID - OCS            | SH-23-02         | Intelligence Information Forms<br>(Supersedes 00-80 & SH-20-001) | Until No Longer of<br>Administrative Value                     | Electronic/Paper | 10/11/2023                  |  |
| ☐ RC-3 Rec            | quired           | (1   | (NO RC-3 Required)   |                  |                             |  |
| Use: Information I    | Received from    | other agencies; field interrogation re                           | e  |                  |                             |  |
| I&ID - OCS            | SH-23-03         | Investigative Files (Related to OCS/RENU) (Supersedes SH-21-25)  | 5 Years (No RC-3   | Electronic/Paper | 10/11/2023                  |  |
| RC-3 Rec              | quired           | OCS/RENO) (Supersedes SH-21-23)                                  | Required)  |                  |                             |  |
| Use: Copies of rep    | orts, search wa  | arrants, arrest paperwork, photocopi                             |  |                  |                             |  |
| I&ID - OCS            | SH-23-04         | Investigative Files (Related to                                  | 5 Years (No RC-3   | Electronic/Paper | 10/11/2023                  |  |
| ☐ RC-3 Rec            | uired            | Computer Crimes/RECI)<br>(Supersedes 00-76)                      | Required)  |                  |                             |  |
|                       | •                | arrants, arrest paperwork, photocopi                             |  |                  |                             |  |
| I&ID - OCS            | SH-23-05         | Confidential Informant Records                                   | 5 Years (No RC-3   | Electronic/Paper | Electronic/Paper 10/11/2023 |  |
| ☐ RC-3 Red            | uired            | (Supersedes 00-77 & SH-21-26)                                    | Required)  |                  |                             |  |
|                       | •                | shotos; fingerprint cards; agreement                             |  |                  |                             |  |
| I&ID - OCS            | SH-23-06         | Highway Interdiction "Stop Sheets"                               | p Sheets" 1 Year or Until Ele<br>Scanned (No RC-3<br>Required) | Electronic/Paper | 10/11/2023                  |  |
| ☐ RC-3 Red            | uired            |  |  |                  |                             |  |
|                       | •                | ent With Public Interaction                                      |  |                  |                             |  |
| JSD                   | 00-47            | Key Rounds Made by 3rd Shift                                     | Current +2   | Paper            | 6/15/2000                   |  |
| ✓ RC-3 Rec            | uired            |  |  |                  |                             |  |
| Use:                  |                  |  |  |                  |                             |  |
| JSD                   | 00-51            | Log Books for Inmates Admitted to                                | Current  | Paper            | 6/15/2000                   |  |
| ✓ RC-3 Rec            | quired           | UC Hospital  |  |                  |                             |  |
| Use:                  |                  |  |  |                  |                             |  |
| JSD                   | 00-62            | Log Books for North, South,                                      | Current +3   | Paper            | 6/15/2000                   |  |
| ✓ RC-3 Rec            | uired            | Reading Road and Talbert House                                   |  |                  |                             |  |
| Use:                  | •                |  |  |                  |                             |  |
|                       |                  |  |  |                  |                             |  |

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|-----------------------|------------------|--|--------------------------------------|------------|---------------------|--|
| JSD                   | 00-63            | Inmate Visitor Log Books                         | Current +2                           | Paper      | 6/15/2000           |  |
| ✓ RC-3 Requi          | ired             |  |                                      |            |                     |  |
| Use:                  |                  |  |                                      |            |                     |  |
| JSD                   | 00-64            | Professions Visits Log Books                     | Current +2                           | Paper      | 6/15/2000           |  |
| ✓ RC-3 Requi          | ired             |  |                                      |            |                     |  |
| Use:                  |                  |  |                                      |            |                     |  |
| JSD                   | SH-15-04         | Inmate Incident Reports (Supersedes              |                                      | Paper      | 2/24/2015           |  |
| RC-3 Requi            | ired             | SH-14-30)  | Additional Years or<br>Until Scanned |            |                     |  |
| Use:                  |                  |  |                                      |            |                     |  |
| JSD                   | SH-15-05         | AA/NA/Church - Service Meetings                  | Current Year or Until                | Paper      | 2/24/2015           |  |
| RC-3 Requi            | ired             | Sign In Sheets (Supersedes SH-14-32)             | Scanned                              |            |                     |  |
| •                     |                  | r refused to attend AA/NA and Chu                | r                                    |            |                     |  |
| JSD                   | SH-15-06         | Law Library Requests / Attendance                |                                      | Paper      | 2/24/2015           |  |
| RC-3 Requi            | ired             | Sign in Sheets for Inmates (Supersedes SH-14-34) | Scanned                              |            |                     |  |
|                       |                  | or refused utilize the law library               |                                      |            |                     |  |
| JSD                   | SH-15-07         | Suicide Watch Forms for Inmates                  | Current Year or Until                | Paper      | 2/24/2015           |  |
| RC-3 Requi            | ired             | (Supersedes SH-14-36)                            | Scanned                              |            |                     |  |
| •                     |                  | each inmate placed on suicide watc               |                                      |            |                     |  |
| JSD                   | SH-15-08         | Suicide Watch Forms for Inmates                  | Current Year                         | Electronic | 2/24/2015           |  |
| RC-3 Requi            | ired             | (Supersedes SH-14-37)                            |                                      |            |                     |  |
|                       |                  | each inmate placed on suicide watc               |                                      |            |                     |  |
| JSD                   | SH-15-09         | Fire Drill Reports (Supersedes SH-               | Current Year or Until                | Paper      | 2/24/2015           |  |
| RC-3 Requi            | irod             | 14-38)   | Scanned                              |            |                     |  |
| •                     |                  | alle conducted by1ti CO                          | _                                    |            |                     |  |
| USE: individual logs  | or the fire di   | rills conducted by each section of Sl            | 1                                    |            |                     |  |

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|-----------------------|-------------------|---|--|------------|---------------------|--|
| JSD                   | SH-15-10          | Fire Drill Reports (Supersedes SH-14-39)          | Current Year                               | Electronic | 2/24/2015           |  |
| RC-3 Req              | uired             | ,   |  |            |                     |  |
| Use: Individual log   | gs of the fire di | rills conducted by each section of Sh             | 1  |            |                     |  |
| JSD                   | SH-15-11          | Dead Run Sign Off Sheets<br>(Supersedes SH-14-40) | Current Year or Until<br>Scanned           | Paper      | 2/24/2015           |  |
| RC-3 Req              | uired             | ( 1   |  |            |                     |  |
| Use: Receipt of each  | ch deceased in    | dividual transported to the HC Coro               | •  |            |                     |  |
| JSD                   | SH-15-12          | Daily Officer Duty Rosters                        | Current Year + 2<br>Additional Years or    | Paper      | 2/24/2015           |  |
| RC-3 Req              | uired             |   | Until Scanned                              |            |                     |  |
| Use: Record of eac    | h officer that v  | worked on a particular shift and sect             | i  |            |                     |  |
| JSD                   | SH-15-13          | Daily Officer Duty Rosters                        | Current Year + 2<br>Additional Years or    | Electronic | 2/24/2015           |  |
| RC-3 Req              | uired             |   | Until Scanned                              |            |                     |  |
| Use: Record of eac    | h officer that v  | worked on a particular shift and sect             | i  |            |                     |  |
| JSD                   | SH-15-14          | Officer Weekly Briefings - Briefing               | Current Year + 2                           | Paper      | 2/24/2015           |  |
| RC-3 Req              | uired             | notes and briefing sign-in sheets                 | Additional Years or<br>Until Scanned       |            |                     |  |
|                       |                   | Sheriff's Office employees and a log              | 5  |            |                     |  |
| JSD                   | SH-15-15          | Officer Weekly Briefings - Briefing               | Current Year + 2                           | Electronic | 2/24/2015           |  |
| RC-3 Req              | uired             | notes and briefing sign-in sheets                 | Additional Years                           |            |                     |  |
| -                     |                   | Sheriff's Office employees and a log              | 5  |            |                     |  |
| JSD                   | SH-18-27          | Supervisor's Individual Pesonnel File             |  | Paper,     | 9/12/2018           |  |
| RC-3 Req              | uired             |   | Administrative Value or Until Scanned      | Microfilm  |                     |  |
| Use: Supervisor's c   | copies evals, re  | quest for leave, memoradums, train                | i  |            |                     |  |
| JSD                   | SH-18-28          | Supervisor's Individual Pesonnel File             | Until No Longer of<br>Administrative Value | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired             |   | Administrative value                       |            |                     |  |
| -                     |                   | quest for leave, memoradums, train                | i  |            |                     |  |
|                       |                   |   |  |            |                     |  |

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|-----------------------|------------------|--|--|------------|---------------------|--|
| JSD                   | SH-18-55         | Log Books for Inmates on<br>Administrative Segregation | Current Year Plus 2<br>Additional Years    | Paper      | 9/12/2018           |  |
| RC-3 Rec              | quired           | (Supersedes 00-52)                                     | riddicional Fours                          |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| JSD                   | SH-18-56         | Sign Off Sheets Inmate Trustees                        | Current Year or Until                      | Paper      | 9/12/2018           |  |
| RC-3 Rec              | quired           | (Supersedes 00-65)                                     | Scanned                                    |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| JSD                   | SH-18-57         | Sign Off Sheets Inmate Trustees                        | Current Year                               | Electronic | 9/12/2018           |  |
| RC-3 Rec              | uired            |  |  |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| JSD                   | SH-18-58         | Daily Sign-in Rosters (Supersedes                      | Current Year Plus 2                        | Paper      | 9/12/2018           |  |
| RC-3 Rec              | quired           | SH-15-21 and SH-14-57)                                 | Additional Years or<br>Until Scanned       |            |                     |  |
|                       | •                | , TH, WoodBurn, North, South, Int                      |  |            |                     |  |
| JSD                   | SH-18-59         | Daily Sign-In Rosters                                  | Current Year Plus 2<br>Additional Years    | Electronic | 9/12/2018           |  |
| RC-3 Rec              | quired           |  |  |            |                     |  |
| Use: Daily Sign in    | rosters for RR   | , TH, WoodBurn, North, South, Int                      |  |            |                     |  |
| JSD                   | SH-18-60         | Fitness Facility Waiver (Supersedes SH-15-22)          | Current Year Plus 2<br>Additional Years or | Paper      | 9/12/2018           |  |
| ☐ RC-3 Rec            | quired           | Sn-13-22)  | Until Scanned                              |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| JSD                   | SH-18-61         | Fitness Facility Waiver                                | Current Year Plus 2                        | Electronic | 9/12/2018           |  |
| RC-3 Rec              | quired           |  | Additional Years                           |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| JSD                   | SH-18-62         | Community Out-Reach Tour Waver                         | Current Year Plus 2                        | Paper      | 9/12/2018           |  |
| RC-3 Rec              | quired           | (Supersedes SH-15-23)                                  | Additional Years or<br>Until Scanned       |            |                     |  |
| Use:                  | =                |  |  |            |                     |  |
|                       |                  |  |  |            |                     |  |

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|-----------------------|------------------|--|---|------------|---------------------|--|
| JSD                   | SH-18-63         | Community Out-Reach Tour Waver                         | Current Year Plus 2<br>Additional Years | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            |  | Additional Tears                        |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| JSD - Class           | SH-18-30         | Inmate Grievance Record                                | Current Year Plus 2                     | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            | (Supersedes SH-14-42)                                  | Additional Years                        |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| JSD - Class           | SH-18-32         | Inmate Detail Request                                  | Current Year Plus 2                     | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            |  | Additional Years                        |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| JSD - Class           | SH-18-34         | Inmate Detail Applicant Sheets                         | Current Year Plus 2<br>Additional Years | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            |  | Additional Teats                        |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| JSD - Class           | SH-18-36         | Inmate Detail Signed Agreements                        | Current Year Plus 2<br>Additional Years | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            |  | riddirional Tours                       |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| JSD - Class           | SH-18-38         | Inmate Classification Housing                          | Current Year Plus 2                     | Electronic | 9/12/2018           |  |
| ☐ RC-3 Req            | uired            | Assignment (Supersedes SH-14-49)                       | Additional Years                        |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
| JSD - Class           | SH-18-40         | Inmate Emergency Cell Transfers                        | Current Year Plus 2                     | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            | Detail Housing (Supersedes SH-14-52)                   | Additional Years                        |            |                     |  |
| Use: Form Submitt     | ted to Classific | ation Section detailing all unschedu                   | 1                                       |            |                     |  |
| JSD - Class           | SH-18-42         | Inmate 2 for 1, 3 for 1, volunteer,                    | Current Year Plus 2                     | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            | terminations, off per med sheets (Supersedes SH-14-53) | Additional Years                        |            |                     |  |
| Use:                  |                  |  |   |            |                     |  |
|                       |                  |  |   |            |                     |  |

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|-----------------------|------------------|---|---|------------|---------------------|--|
| JSD - Class           | SH-18-44         | Scheduled Events - Inmates Being<br>Seen By Social Services (Supersedes | Current Year Plus 2<br>Additional Years   | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            | SH-14-55)   |   |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| JSD - Class           | SH-18-46         | Inmate Request Forms Where<br>Inmate needs to be Seen By Social         | Current Year Plus 2<br>Additional Years   | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            | Services  |   |            |                     |  |
| Use: Slips submitte   | ed to Social Se  | rvices by inmates to have questions                                     |   |            |                     |  |
| JSD - Class           | SH-18-47         | On-Going Management Reports,<br>Treatment, Termination Paperwork        | Curent Year Plus 2<br>Additional Years or | Paper      | 9/12/2018           |  |
| ☐ RC-3 Reg            | uired            | (Supersedes SH-14-58)   | Until Scanned                             |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| JSD - Class           | SH-18-48         | On-Going Management Reports,  | Curent Year Plus 2<br>Additional Years    | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            | Treatment, Termination Paperwork (Supersedes SH-14-58)                  |   |            |                     |  |
| Use:                  | ,                |   |   |            |                     |  |
| JSD - Class           | SH-18-50         | Psych and Medical Clearance Sheets<br>for Treatment (Supersedes SH-14-  | Curent Year Plus 2<br>Additional Years    | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            | 59)   | raditional rears                          |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| JSD - Class           | SH-18-51         | Inmate Grievance Forms (Pink  | Current Year Plus 2                       | Paper      | 9/12/2018           |  |
| RC-3 Reg              | uired            | Slips) (Supersedes 00-44)   | Additional Years or<br>Until Scanned      |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| JSD - Class           | SH-18-52         | Inmate Grievance Forms (Pink Slips)                                     |   | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            |   | Additional Years                          |            |                     |  |
| Use:                  |                  |   |   |            |                     |  |
| JSD - Class           | SH-23-07         | Total Inmate Classified Count Sheet                                     | Until No Longer of                        | Paper      | 10/11/2023          |  |
| RC-3 Req              | uired            |   | Administrative Value (No RC-3 Required)   |            |                     |  |
| Use: List of inmate   |                  | ch day  | • /                                       |            |                     |  |

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|-----------------------|-------------------|--|--|------------|---------------------|--|
| JSD - Class           | SH-23-08          | Inmate Detail Applicant Sheets                 | Until No Longer of<br>Administrative Value | Paper      | 10/11/2023          |  |
| RC-3 Rec              | quired            |  | (No RC-3 Required)                         |            |                     |  |
| Use: List of inmate   | es requesting w   | ork details to be confirmed or deni            | e  |            |                     |  |
| JSD - Class           | SH-23-09          | Inmate Classification Housing Assignment       | Until No Longer of<br>Administrative Value | Paper      | 10/11/2023          |  |
| RC-3 Red              | quired            | 5  | (No RC-3 Required)                         |            |                     |  |
| Use: List of inmate   | e transfers to n  | ew housing location                            |  |            |                     |  |
| JSD - Class           | SH-23-10          | Inmate Detail List                             | Until No Longer of<br>Administrative Value | Paper      | 10/11/2023          |  |
| ☐ RC-3 Red            | quired            |  | (No RC-3 Required)                         |            |                     |  |
| Use: Printed list of  | f inmates and the | he work details they are assigned to           | •  |            |                     |  |
| JSD - Class           | SH-23-11          | Signed Inmate Detail Agreements                | Until No Longer of                         | Paper      | 10/11/2023          |  |
| ☐ RC-3 Red            | uired             |  | Administrative Value (No RC-3 Required)    |            |                     |  |
|                       | •                 | tations if the inmate accepts a work           |  |            |                     |  |
| JSD - Class           | SH-23-12          | Inmate Emergency Cell Transfers                | Until No Longer of                         | Electronic | 10/11/2023          |  |
| ☐ RC-3 Red            | uired             | Detail/Housing                                 | Administrative Value (No RC-3 Required)    |            |                     |  |
|                       | -                 | sing transfer and reason for the tran          | s  |            |                     |  |
| JSD - Class           | SH-23-13          | Inmate 2 for 1, 3 for 1, Volunteer             | Until No Longer of                         | Paper      | 10/11/2023          |  |
| RC-3 Rec              | nuired            | Termination, Off Per Med Sheets                | Administrative Value (No RC-3 Required)    |            |                     |  |
|                       | •                 | ald receive specific days credit for           | • •  |            |                     |  |
| JSD - Class           | SH-23-14          | List of indidviduals Cleared to                | Until No Longer of                         | Paper      | 10/11/2023          |  |
| RC-3 Red              | quired            | Come into the Facility for AA, NA, GCBHS, Etc. | Administrative Value (No RC-3 Required)    | •          | 1                   |  |
| Use: List of indivi   | duals able to e   | nter the Justice Center to provide co          | )  |            |                     |  |
| JSD - Class           | SH-23-15          | Inmate Request Forms Where                     | Until No Longer of                         | Electronic | 10/11/2023          |  |
| RC-3 Rec              | quired            | Inmate Needs to be Seen by Social Services     | Administrative Value (No RC-3 Required)    |            |                     |  |
|                       | •                 | e and submit to request to meet with           | h  |            |                     |  |

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|-----------------------|------------------|---|--|------------|---------------------|--|
| JSD - Class           | SH-23-16         | Psych and Medical Clearance Sheets for Treatment        | Until No Longer of<br>Administrative Value | Paper      | 10/11/2023          |  |
| RC-3 Req              | uired            |   | (No RC-3 Required)                         |            |                     |  |
| Use: Hand written     | form indicatin   | g when inmates are approved to be                       | t  |            |                     |  |
| JSD - Jail Records    | SH-18-53         | Copies of Strip Search of Inmates<br>(Supersedes 00-49) | Current Year Plus 2<br>Additional Years or | Paper      | 9/12/2018           |  |
| RC-3 Req              | uired            | (Superseues of 19)                                      | Until Scanned                              |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| JSD - Jail Records    | SH-18-54         | Copies of Strip Search of Inmates                       | Current Year Plus 2<br>Additional Years    | Electronic | 9/12/2018           |  |
| RC-3 Req              | uired            |   | Additional Tears                           |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| JSD-Admin             | SH-14-31         | Inmate Incident Reports                                 | Current +2                                 | Electronic | 7/23/2014           |  |
| ☐ RC-3 Req            | uired            |   |  |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| JSD-Admin             | SH-14-33         | AA/NA Church Service Meetings                           | Current (year)                             | Electronic | 7/23/2014           |  |
| RC-3 Req              | uired            |   |  |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| JSD-Admin             | SH-14-35         | Law Library Requests - Inmates                          | Current (year)                             | Electronic | 7/23/2014           |  |
| ☐ RC-3 Req            | uired            |   |  |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| JSD-Admin             | SH-14-41         | Dead Run Sign Off Sheets                                | Current (year)                             | Electronic | 7/23/2014           |  |
| ☐ RC-3 Req            | uired            |   |  |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| JSD-Class             | SH-14-43         | Employee Sign-In Rosters                                | 2 Years                                    | Paper      | 7/23/2014           |  |
| ☐ RC-3 Req            | uired            |   |  |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
|                       |                  |   |  |            |                     |  |

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|-----------------------|--------------------------|--|---------------------------------------|--------------|---------------------|--|
| JSD-Class             | SH-14-44                 | Inmate Population by Bed<br>Assignment | Current +2                            | Paper        | 7/23/2014           |  |
| RC-3 Req              | uired                    | Assignment                             |                                       |              |                     |  |
| Use:                  |                          |  |                                       |              |                     |  |
| JSD-Jail_Invest       | SH-14-28                 | Jail Investigation Database            | Permanent                             | Electronic   | 7/23/2014           |  |
| RC-3 Req              | uired                    |  |                                       |              |                     |  |
| Use:                  |                          |  |                                       |              |                     |  |
| JSD-Jail_Invest       | SH-14-29                 | Jail Investigation Case Folders        | 6 years                               | Paper        | 7/23/2014           |  |
| ☐ RC-3 Req            | uired                    |  |                                       | (CD/DVD)     |                     |  |
| Use:                  |                          |  |                                       |              |                     |  |
| JSD-Records           | SH-15-02                 | Inmate Records (Supersedes 12-02       | Current Year + 2                      | Paper,       | 2/24/2015           |  |
| RC-3 Req              | uired                    | and 12-03)                             | Additional Years, or<br>Until Scanned | Microfilm    |                     |  |
| Use:                  |                          |  |                                       |              |                     |  |
| JSD-Records           | SH-15-03                 | Inmate Records (Supersedes 12-04)      | Current Year + 2                      | Electronic   | 2/24/2015           |  |
| RC-3 Req              | uired                    |  | Additional Years                      |              |                     |  |
| Use:                  |                          |  |                                       |              |                     |  |
| PSD                   | 00-97                    | Use of Force Reports - All Divisions   | Current +4                            | Paper/Photos | 6/15/2000           |  |
| ✓ RC-3 Req            | uired                    |  |                                       |              |                     |  |
| Use:                  |                          |  |                                       |              |                     |  |
| PSD                   | 00-98                    | Humane Destruction of Animals -        | Current +2                            | Paper        | 6/15/2000           |  |
| ✓ RC-3 Req            | uired                    | All Divisions                          |                                       |              |                     |  |
| Use:                  |                          |  |                                       |              |                     |  |
| PSD                   | 00-99                    | Computer Voice Stress Analyzer -       | Current +2                            | Paper        | 6/15/2000           |  |
| ✓ RC-3 Req            | uired                    | Pre-employment Tests                   |                                       |              |                     |  |
| Use:                  | ) - · · <del>· · ·</del> |  |                                       |              |                     |  |
| -                     |                          |  |                                       |              |                     |  |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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 -   | Electronic | 10/11/2023          |  |
| RC-3 Red              | quired           |  | Applies to Internal                    |            |                     |  |
| Use: Professional     | Standards' inve  | stigation records related to external                      | Affairs Case Files created or or after |            |                     |  |
| PSD                   | SH-23-29-P       | Internal Affairs Case Files                                | Current +10 years or until scanned -   | Paper      | 10/11/2023          |  |
| ☐ RC-3 Red            | guired           | (Supersedes 00-96)   | Applies to Internal                    |            |                     |  |
|                       | -                | stigation records related to external                      | Affairs Case Files created or or after |            |                     |  |
| RECI                  | 00-78            | SRT Files  | 15 years                               | Paper      | 6/15/2000           | B. Activation Report                                 |
| ✓ RC-3 Red            | quired           |  |  |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| RECI                  | 00-78            | SRT Files  | 15 years                               | Paper      | 6/15/2000           | A. Training Documentation                            |
| ✓ RC-3 Red            | quired           |  |  |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| RECI                  | 00-81            | Tracking Record of Dissemination of Intelligence           | Current +4                             | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           | of intelligence  |  |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| RECI                  | 00-82            | Administrative Correspondence                              | Current +1                             | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |  |  |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| TID                   | 00-186           | 1998 Annual Inventory                                      | Current +2                             | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           |  |  |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
| TID                   | 00-187           | Computer Training Sign-In Sheets<br>and Course Evaluations | Current +1                             | Paper      | 6/15/2000           |  |
| ✓ RC-3 Red            | quired           | and Course Evaluations                                     |  |            |                     |  |
| Use:                  |                  |  |  |            |                     |  |
|                       |                  |  |  |            |                     |  |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>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           |  |
| ✓ RC-3 Req            | juired           |   |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| TID                   | 00-189           | Various Instructor LED Computer         | Current          | Paper      | 6/15/2000           |  |
| ✓ RC-3 Req            | <b>Juired</b>    | Training Course Materials               |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| TID                   | 00-83            | Payroll Records                         | Current +1       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Req            | juired           |   |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| TID                   | 00-84            | Weekly Activity Reports                 | Current +1       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Req            | juired           |   |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| TID                   | 00-85            | Purchase Orders and Payment<br>Records  | Current +1       | Paper      | 6/15/2000           |  |
| ✓ RC-3 Req            | <b>Juired</b>    | Records                                 |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| TID                   | 08-186           | Security Video (no RC-3 Required        | 30 days          | Electronic | 11/21/2008          |  |
| ✓ RC-3 Req            | juired           | for Destruction)                        |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| Training              | SH-18-16         | Training Records - Former and           | Until Scanned    | Paper      |                     |  |
| RC-3 Req              | juired           | Current Employees (Supersedes SH-18-11) |                  |            |                     |  |
| Use:                  |                  |   |                  |            |                     |  |
| Training              | SH-18-17         | Training Records - Former and           | Permanent        | Electronic |                     |  |
| ☐ RC-3 Req            | <b>Juired</b>    | Current Employees                       |                  |            |                     |  |
| Use:                  | -                |   |                  |            |                     |  |

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| Division of<br>Record | Sched.<br>Number | Record Title and<br>Description                           | Retention Period                         | Media Type | Approved by Auditor | SubTitle and Description Retention Period Media Type |
|-----------------------|------------------|---|--|------------|---------------------|--|
| Training-Recruiting   | SH-15-16         | Application Documentation<br>Regarding Disqualified, Non- | Current Year +2<br>Additional Years (or) | Paper      | 8/10/2015           |  |
| RC-3 Requ             | ired             | Considered, or Rejected Applicants                        | Until Scanned                            |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |
| Training-Recruiting   | SH-15-17         | Application Documentation<br>Regarding Disqualified, Non- | Current Year +2<br>Additional Years      | Electronic | 8/10/2015           |  |
| ☐ RC-3 Requ           | ired             | Considered, or Rejected Applicants                        | Additional Teats                         |            |                     |  |
| Use:                  |                  |   |  |            |                     |  |

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