

Hamilton County Sheriff's Office

Master Schedule of Records Retention and Disposition

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin	00-01	Accounts Receivable Ledger and Documents	<input checked="" type="checkbox"/>	Paper	6/15/2000			
Retention Period: 3 fiscal years after payment - provided audited								
Use:					Notes:			
Admin	00-06	Bank Deposit Receipts	<input checked="" type="checkbox"/>	Paper	6/15/2000			
Retention Period: 3 fiscal years - provided audited								
Use:					Notes:			
Admin	00-07	Bank Statements	<input checked="" type="checkbox"/>	Paper	6/15/2000			
Retention Period: 3 fiscal years - provided audited								
Use:					Notes:			
Admin	00-08	Bulletins	<input checked="" type="checkbox"/>	Paper	6/15/2000			
Retention Period: 30 days after obsolescence								
Use:					Notes:			
Admin	00-09	Bids and Proposals (Unsuccessful and Successful)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
Retention Period: 3 fiscal years -provided audited								
Use:					Notes:			

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin	00-10	Cancelled Checks	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: 3 fiscal years -provided audited

Use:

Notes:

BofR	00-110	Audit Trail for Information Request	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	-------------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1 year

Use:

Notes:

BofR	00-111	Press Release Mug Shot Log	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	----------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1 year

Use:

Notes: As of June 2013, this record no longer created

BofR	00-112	Pre-Paid Media Log Sheet	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	--------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1 year

Use:

Notes:

BofR	00-113	Log for Copies of 527's and Fingerprint Cards	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1 year

Use:

Notes:

BofR	00-115	Audit Trail (Records Checks)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	00-117	Fatal Auto Accident Reports	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: Current +6

Use:

Notes:

BofR	00-120	Receipts to Fiscal Officer	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	----------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

BofR	00-122	Traffic Citations	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	-------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

BofR	00-128	Special Orders of Sheriff's Office	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	------------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Permanent

Use:

Notes:

BofR	00-129	Interoffice Correspondence	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	----------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 2 Years

Use:

Notes:

BofR	00-130	Blotter of Computer Printouts (HCR4)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	--------------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current Year

Use:

Notes: As of 2009-2010, this record no longer created

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	00-132	Annual Budgets	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: Permanent

Use:

Notes:

BofR	00-133	Annual Reports	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	----------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Permanent

Use:

Notes:

BofR	00-134	Invoices	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	----------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Destroy when no longer of value

Use:

Notes:

BofR	00-135	Copies of RD's, RV's, and Req's	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	---------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Destroy when no longer of value

Use:

Notes:

BofR	00-139	Interdepartmental Correspondence	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	----------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2 years

Use:

Notes:

BofR	00-143	Copy of Entry for Dismissal of Purge of Warrants	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	--------	--	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +4

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS	00-144	Administrative Subject Files	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: Current +2

Use:

Notes:

CSS	00-146	Law Suits (Closed)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	--------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

CSS	00-148	Projects & Programs	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	---------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

CSS	00-149	Court Service Operation Files	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	-------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +3

Use:

Notes:

Admin	00-15	Correspondence (Executive)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	----------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 2 years review by OHS for possible transfer. Destroy if of no historical value.

Use:

Notes:

CSS	00-150	Special Police Operative Files	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	--------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +3

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS	00-153	Workman Compensation Claims	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: Current +2

Use:

Notes:

CSS	00-155	Daily Attendance Rosters	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	--------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

CSS	00-157	Overtime Sheets	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	-----------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

CSS	00-158	FLSA	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

CSS	00-159	Off Duty Detail Sheets	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

Admin	00-16	Correspondence (Administrative)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	---------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 2 years provided audited

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS - Execution	00-163	Foreign Execution Docket (Public Record)	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: Permanent

Use:

Notes:

CSS - Execution	00-164	Advertisement of Sale (Sheriff's Sale Book)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----------------	--------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: 2 years after last entry

Use:

Notes:

CSS - Execution	00-165	Diagram of Property	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----------------	--------	---------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: While Active

Use:

Notes:

CSS - Execution	00-166	Execution Returns	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----------------	--------	-------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

CSS - Probate	00-167	Probate Information Cards	<input checked="" type="checkbox"/>			Active	While Active	Paper
---------------	--------	---------------------------	-------------------------------------	--	--	--------	--------------	-------

Retention Period:

Use:

Notes:

CSS - Probate	00-167	Probate Information Cards	<input checked="" type="checkbox"/>			Inactive	Current +1	Paper
---------------	--------	---------------------------	-------------------------------------	--	--	----------	------------	-------

Retention Period:

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS - Probate	00-168	Probate General	<input checked="" type="checkbox"/>			Entries	Current +1	Paper

Retention Period:

Use:

Notes:

CSS - Probate	00-168	Probate General	<input checked="" type="checkbox"/>			Information Sheet	While Active	Paper
---------------	--------	-----------------	-------------------------------------	--	--	-------------------	--------------	-------

Retention Period:

Use:

Notes:

CSS - Welfare	00-169	Daily Activity Cards	<input checked="" type="checkbox"/>	Paper	6/15/2000	Daily Activity Cards	Current +1	Paper
---------------	--------	----------------------	-------------------------------------	-------	-----------	----------------------	------------	-------

Retention Period: Current +1

Use:

Notes:

Admin	00-17	Correspondence (routine standard form letters)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	--	-------------------------------------	-------	-----------	--	--	--

Retention Period: 1 year

Use:

Notes:

CSS - Welfare	00-170	Warrants	<input checked="" type="checkbox"/>			(Domestic)	Retention Period?	Paper
---------------	--------	----------	-------------------------------------	--	--	------------	-------------------	-------

Retention Period:

Use:

Notes:

CSS - Welfare	00-170	Warrants	<input checked="" type="checkbox"/>			(Juvenile)	Retention Period?	Paper
---------------	--------	----------	-------------------------------------	--	--	------------	-------------------	-------

Retention Period:

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS - Welfare	00-170	Warrants	<input checked="" type="checkbox"/>			Working Copies:		

Retention Period:

Use:

Notes:

CSS - Welfare	00-170	Warrants	<input checked="" type="checkbox"/>			(Welfare)	Retention Period?	Paper
---------------	--------	----------	-------------------------------------	--	--	-----------	-------------------	-------

Retention Period:

Use:

Notes:

CSS - Fugitive War.	00-171	Arrest Record	<input checked="" type="checkbox"/>	Paper	6/15/2000			
---------------------	--------	---------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

CSS - Fugitive War.	00-172	Arrest Warrants	<input checked="" type="checkbox"/>	Paper	6/15/2000			
---------------------	--------	-----------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

CSS - Fugitive War.	00-173	Court Entries	<input checked="" type="checkbox"/>	Paper	6/15/2000			
---------------------	--------	---------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

CSS - Fugitive War.	00-177	Assign. Comm. Receipt of Canc. Warrant Bppl	<input checked="" type="checkbox"/>	Paper	6/15/2000			
---------------------	--------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: 15 years

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS - Process	00-180	Directions for Sheriff	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: Current +1

Use:

Notes:

CSS - Process	00-181	Foreign Writ Books	<input checked="" type="checkbox"/>	Paper	6/15/2000			
---------------	--------	--------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

CSS - Process	00-182	Notary Public Cards & Misc	<input checked="" type="checkbox"/>	Paper	6/15/2000			
---------------	--------	----------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

CSS - Process	00-183	Process Deputies Books	<input checked="" type="checkbox"/>	Paper	6/15/2000			
---------------	--------	------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

CSS - Welfare	00-184	Daily Activity Cards	<input checked="" type="checkbox"/>	Paper	6/15/2000			
---------------	--------	----------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

CSS - Welfare	00-185	Warrants	<input checked="" type="checkbox"/>			(Welfare)	Retention Period?	Paper
---------------	--------	----------	-------------------------------------	--	--	-----------	-------------------	-------

Retention Period:

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS - Welfare	00-185	Warrants	<input checked="" type="checkbox"/>			Working Copies:		

Retention Period:

Use:

Notes:

CSS - Welfare	00-185	Warrants	<input checked="" type="checkbox"/>			(Juvenile)	Retention Period?	Paper
---------------	--------	----------	-------------------------------------	--	--	------------	-------------------	-------

Retention Period:

Use:

Notes:

CSS - Welfare	00-185	Warrants	<input checked="" type="checkbox"/>			(Domestic)	Retention Period?	Paper
---------------	--------	----------	-------------------------------------	--	--	------------	-------------------	-------

Retention Period:

Use:

Notes:

TID	00-186	1998 Annual Inventory	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	-----------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes: Should this be moved to Admin? - why "1998" Annual Inventory?

TID	00-187	Computer Training Sign-In Sheets and Course Evaluations	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

TID	00-188	Asset Tracking Policy	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	--------	-----------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
TID	00-189	Various Instructor LED Computer Training Course Materials	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: Current

Use:

Notes:

Admin	00-19	Insurance Policies (O.R.C. 2305.10)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	-------------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 2 years after expiration after claim

Use:

Notes:

Admin	00-20	Inventories (Annual of Public Property)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin	00-21	Invoices Paid	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	---------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin	00-22	Job Descriptions	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Until Superseded or Classification abolished

Use:

Notes:

Admin	00-23	Leases	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	--------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 3 years after expiration provided audited

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin	00-24	Leave Requests (Sick, Vacation, LOA, etc.)	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin	00-25	Officials' Bonds (O.R.C. 2305.12)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	-----------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 10 years after expiration provided audited

Use:

Notes:

Admin	00-29	Petty Cash Records	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	--------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin	00-30	Preliminary Drafts of Letters, Memoranda, Worksheets, Reports and Informal Notes	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	--	-------------------------------------	-------	-----------	--	--	--

Retention Period: Until no longer of administrative value to the office

Use:

Notes:

Admin	00-31	Professional Association Records	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	----------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Until no longer of administrative value to the office

Use:

Notes:

Admin	00-33	Receipt Documents	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	-------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 3 fiscal years provided audited

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin	00-34	Records of Accrued Fees	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: 3 fiscal years provided audited

Use:

Notes:

Admin	00-35	Records of Receipts and Expenditures	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	--------------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 10 fiscal years provided audited

Use:

Notes:

Admin	00-37	Tape Recordings, Video Recordings, and Short Hand Notes of Meetings	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: 30 days after transcribed or minutes approved

Use:

Notes:

Admin	00-38	Telephone Bills and Telephone Long Distance Logs	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	--	-------------------------------------	-------	-----------	--	--	--

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin	00-39	Time Cards and Time and Sign-In Sheets (O.R.C. 2305.11) (Daily Watch/Duty Rosters - OT/Comp)	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	--	-------------------------------------	-------	-----------	--	--	--

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin	00-43	Warrant Register or Journals	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-------	-------	------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: 3 fiscal years provided audited

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD	00-47	Key Rounds Made by 3rd Shift	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: Current +2

Use:

Notes:

JSD	00-51	Log Books for Inmates Admitted to UC Hospital	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current

Use:

Notes:

Fiscal	00-53	Commissary Slips	<input checked="" type="checkbox"/>	Paper	6/15/2000			
--------	-------	------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current

Use:

Notes:

Fiscal	00-54	Commissary Invoices	<input checked="" type="checkbox"/>	Paper	6/15/2000			
--------	-------	---------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current

Use:

Notes:

Fiscal	00-55	Money Record and Canceled Checks	<input checked="" type="checkbox"/>	Paper	6/15/2000			
--------	-------	----------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

Fiscal	00-56	Money Record Receipt	<input checked="" type="checkbox"/>	Paper	6/15/2000			
--------	-------	----------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Fiscal	00-57	Inmate Account Records	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: Current +1

Use:

Notes:

Fiscal	00-60	Medical Indigent Billing	<input checked="" type="checkbox"/>	Paper	6/15/2000			
--------	-------	--------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

JSD	00-62	Log Books for North, South, Reading Road and Talbert House	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	--	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +3

Use:

Notes:

JSD	00-63	Inmate Visitor Log Books	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	--------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

JSD	00-64	Professions Visits Log Books	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

Fiscal	00-66	Money Books for Property Room	<input checked="" type="checkbox"/>	Paper	6/15/2000			
--------	-------	-------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CIS	00-68	Investigative Files	<input checked="" type="checkbox"/>	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	A. All Arrest Related Paperwork		
Retention Period: Current +5								
Use:								
Notes:								
CIS	00-68	Investigative Files	<input checked="" type="checkbox"/>	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	B. Search Warrant Consent		
Retention Period: Current +5								
Use:								
Notes:								
CIS	00-68	Investigative Files	<input checked="" type="checkbox"/>	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	C. Lab Reports/Evidence Disposition		
Retention Period: Current +5								
Use:								
Notes:								
CIS	00-68	Investigative Files	<input checked="" type="checkbox"/>	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	D. Investigative Narrative Reports		
Retention Period: Current +5								
Use:								
Notes:								
CIS	00-68	Investigative Files	<input checked="" type="checkbox"/>	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	E. Forfeiture Paperwork		
Retention Period: Current +5								
Use:								
Notes:								
CIS	00-68	Investigative Files	<input checked="" type="checkbox"/>	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	F. Operational Plans		
Retention Period: Current +5								
Use:								
Notes:								

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CIS	00-68	Investigative Files	<input checked="" type="checkbox"/>	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	G. After Action Reports		
Retention Period: Current +5								
Use:								
Notes:								
CIS	00-68	Investigative Files	<input checked="" type="checkbox"/>	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	H. Plea Agreement Reports/Defendant Disposition Reports		
Retention Period: Current +5								
Use:								
Notes:								
CIS	00-68	Investigative Files	<input checked="" type="checkbox"/>	Paper/CD's/Videos/Cassettes/Photos	6/15/2000	I. Court Orders		
Retention Period: Current +5								
Use:								
Notes:								
CIS	00-69	Informant Files	<input checked="" type="checkbox"/>	Paper	6/15/2000	C. Release of all Claims		
Retention Period: 15 Years								
Use:								
Notes:								
CIS	00-69	Informant Files	<input checked="" type="checkbox"/>	Paper	6/15/2000	B. Consent for Transmitter/Recorder		
Retention Period: 15 Years								
Use:								
Notes:								
CIS	00-69	Informant Files	<input checked="" type="checkbox"/>	Paper	6/15/2000	D. Registration		
Retention Period: 15 Years								
Use:								
Notes:								

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CIS	00-69	Informant Files	<input checked="" type="checkbox"/>	Paper	6/15/2000	E. Photographs		

Retention Period: 15 Years

Use:

Notes:

CIS	00-69	Informant Files	<input checked="" type="checkbox"/>	Paper	6/15/2000	G. Debriefing Narrative Reports		
-----	-------	-----------------	-------------------------------------	-------	-----------	---------------------------------	--	--

Retention Period: 15 Years

Use:

Notes:

CIS	00-69	Informant Files	<input checked="" type="checkbox"/>	Paper	6/15/2000	H. Payment Forms		
-----	-------	-----------------	-------------------------------------	-------	-----------	------------------	--	--

Retention Period: 15 Years

Use:

Notes:

CIS	00-69	Informant Files	<input checked="" type="checkbox"/>	Paper	6/15/2000	A. Agreement		
-----	-------	-----------------	-------------------------------------	-------	-----------	--------------	--	--

Retention Period: 15 Years

Use:

Notes:

CIS	00-69	Informant Files	<input checked="" type="checkbox"/>	Paper	6/15/2000	F. Fingerprints		
-----	-------	-----------------	-------------------------------------	-------	-----------	-----------------	--	--

Retention Period: 15 Years

Use:

Notes:

CIS	00-70	Intelligence Information Forms	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	--------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +4

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CIS	00-71	Tracking Record of Dissemination of Intelligence	<input checked="" type="checkbox"/>	Paper	6/15/2000			

Retention Period: Current +4

Use:

Notes:

CIS	00-72	Administrative Correspondence	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	-------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

CIS	00-73	Payroll Records	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	-----------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

CIS	00-74	Weekly Activity Reports	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	-------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

CIS	00-75	Purchase Orders and Payment Records	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	-------------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

RECI	00-78	SRT Files	<input checked="" type="checkbox"/>	Paper	6/15/2000	A. Training Documentation		
------	-------	-----------	-------------------------------------	-------	-----------	---------------------------	--	--

Retention Period: 15 years

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
RECI	00-78	SRT Files	<input checked="" type="checkbox"/>	Paper	6/15/2000	B. Activation Report		

Retention Period: 15 years

Use:

Notes:

RECI	00-81	Tracking Record of Dissemination of Intelligence	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	-------	--	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +4

Use:

Notes:

RECI	00-82	Administrative Correspondence	<input checked="" type="checkbox"/>	Paper	6/15/2000			
------	-------	-------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

TID	00-83	Payroll Records	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	-----------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes: Originals Kept in Employee Services

TID	00-84	Weekly Activity Reports	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	-------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

TID	00-85	Purchase Orders and Payment Records	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	-------------------------------------	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
PSD	00-97	Use of Force Reports - All Divisions	<input checked="" type="checkbox"/>	Paper/Photos	6/15/2000			

Retention Period: Current +4

Use:

Notes:

PSD	00-98	Humane Destruction of Animals - All Divisions	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

PSD	00-99	Computer Voice Stress Analyzer - Pre-employment Tests	<input checked="" type="checkbox"/>	Paper	6/15/2000			
-----	-------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

Admin - Legal	06-35	Unfair Labor Practices (SERB)	<input checked="" type="checkbox"/>	Paper/CD's Cassettes/Photos	11/13/2006			
---------------	-------	-------------------------------	-------------------------------------	--------------------------------	------------	--	--	--

Retention Period: 5 years

Use:

Notes:

Admin - Legal	06-39	Forfeiture Information - Non-court documents	<input checked="" type="checkbox"/>	Paper	11/13/2006	DB Printouts/Entries/CIP Bills/Auction Info/Closed Propertv & Currencv		
---------------	-------	--	-------------------------------------	-------	------------	--	--	--

Retention Period: 2 years

Use:

Notes:

BofR	06-41	527 Arrest Forms-Records (Supersedes 00-114)	<input checked="" type="checkbox"/>	Paper	11/13/2006			
------	-------	--	-------------------------------------	-------	------------	--	--	--

Retention Period: 5 years pending microfilming & scanning which records are to be held permantly (paper records to be destroyed after 5 years)

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
TID	08-186	Security Video (no RC-3 Required for Destruction)	<input checked="" type="checkbox"/>	Electronic	11/21/2008			

Retention Period: 30 days

Use:

Notes:

Admin - Legal	08-252	Pre-Disciplinary Hearing Records	<input checked="" type="checkbox"/>	Paper/CD's/Videos/ Cassettes/Phot	11/21/2008			
---------------	--------	----------------------------------	-------------------------------------	--------------------------------------	------------	--	--	--

Retention Period: 5 years

Use:

Notes:

Admin - Legal	08-253	Correspondence - Administrative (Employee Files) (Supersedes 06-37)	<input checked="" type="checkbox"/>	Paper	11/21/2008			
---------------	--------	---	-------------------------------------	-------	------------	--	--	--

Retention Period: 2 years

Use:

Notes: Not to be confused with Personnel Files

Enforc	08-255	21-A; Request for Authorization to Work Off Duty Details	<input checked="" type="checkbox"/>	Paper	11/21/2008			
--------	--------	--	-------------------------------------	-------	------------	--	--	--

Retention Period: 2 years + Current

Use:

Notes:

Enforc	09-156	Release Form	<input checked="" type="checkbox"/>	Paper	4/8/2009			
--------	--------	--------------	-------------------------------------	-------	----------	--	--	--

Retention Period: 6 months

Use:

Notes:

Enforc	09-157	Enforc Booking Record	<input checked="" type="checkbox"/>	Paper	4/8/2009			
--------	--------	-----------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: 2 years

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enforc	10-01	Activity Cards (Supersedes TAB Dec. 1984)	<input checked="" type="checkbox"/>	Paper	5/24/2010			

Retention Period: Current +2

Use:

Notes:

Enforc	10-02	RCIC Cancelled Missing Persons (Supersedes TAB Dec. 1984)	<input checked="" type="checkbox"/>	Paper	5/24/2010			
--------	-------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current +1

Use:

Notes:

Enforc	10-03	RCIC Cancelled Stolen Vehicles (Supersedes TAB Dec. 1984)	<input checked="" type="checkbox"/>	Paper	5/24/2010			
--------	-------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: While Active

Use:

Notes:

Enforc	10-04	RCIC Cancelled Stolen Trucks, Boats, Motorcycles, ATV's and Trailers (Supersedes TAB Dec. 1984)	<input checked="" type="checkbox"/>	Paper	5/24/2010			
--------	-------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: While Active

Use:

Notes:

Enforc	10-08	Narcotics File (Supersedes TAB Dec. 1984)	<input checked="" type="checkbox"/>	Paper	5/24/2010			
--------	-------	---	-------------------------------------	-------	-----------	--	--	--

Retention Period: While Active

Use:

Notes: (Patrol Property Room)

Enforc	10-09	Property File (Supersedes TAB Dec. 1984)	<input checked="" type="checkbox"/>	Paper	5/24/2010			
--------	-------	--	-------------------------------------	-------	-----------	--	--	--

Retention Period: While Active

Use:

Notes: (Patrol Property Room)

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Comm.Rel.	10-19	Annual Report(s) (Supersedes 00-03)	<input checked="" type="checkbox"/>	Paper/Electronic	5/24/2010			

Retention Period: Permanent

Use:

Notes:

Admin - Comm.Rel.	10-21	Manuals, Handbooks, & Directives	<input checked="" type="checkbox"/>	Paper/Electronic	5/24/2010	Uniform Manual		
-------------------	-------	----------------------------------	-------------------------------------	------------------	-----------	----------------	--	--

Retention Period: Until Superseded, Obsolete or Replaced

Use:

Notes:

Admin	10-22	Minutes of Meetings	<input checked="" type="checkbox"/>	Electronic	5/24/2010	Staff Notes		
-------	-------	---------------------	-------------------------------------	------------	-----------	-------------	--	--

Retention Period: Permanent

Use:

Notes:

Admin - Comm.Rel.	10-23	Publications	<input checked="" type="checkbox"/>	Electronic	5/24/2010	Your Sheriff's Office		
-------------------	-------	--------------	-------------------------------------	------------	-----------	-----------------------	--	--

Retention Period: Permanent

Use:

Notes:

Admin - Comm.Rel.	10-23	Publications	<input checked="" type="checkbox"/>	Electronic	5/24/2010	Stars and Bars		
-------------------	-------	--------------	-------------------------------------	------------	-----------	----------------	--	--

Retention Period: Permanent

Use:

Notes:

Admin - Comm.Rel.	10-24	College Student Placement Files	<input checked="" type="checkbox"/>	Paper/Electronic	5/24/2010	Criminal Justice Student Files		
-------------------	-------	---------------------------------	-------------------------------------	------------------	-----------	--------------------------------	--	--

Retention Period: 3 years

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Comm.Rel.	10-26	Professional Members Records	<input checked="" type="checkbox"/>	Electronic	5/24/2010	BSSA Membership Info (excludes database records)		

Retention Period: 3 years

Use: **Notes:** Buckeye State Sheriff's Association Membership Records

Admin - Comm.Rel.	10-27	Copy Machine Usage	<input checked="" type="checkbox"/>	Paper/Electronic	5/24/2010	Quarterly Meter Readings		
-------------------	-------	--------------------	-------------------------------------	------------------	-----------	--------------------------	--	--

Retention Period: 5 years

Use: **Notes:**

Admin - Comm.Rel.	10-28	Correspondence-Public Relations	<input checked="" type="checkbox"/>	Electronic	5/24/2010	Awards/Misc. Letters/Memos		
-------------------	-------	---------------------------------	-------------------------------------	------------	-----------	----------------------------	--	--

Retention Period: 5 years

Use: **Notes:**

EMD	10-29	Electronic Monitoring Case Files (Paper)	<input checked="" type="checkbox"/>	Paper/Photos/CD's	5/24/2010			
-----	-------	--	-------------------------------------	-------------------	-----------	--	--	--

Retention Period: Until Scanned

Use: **Notes:** Division Abolished 03/01/19

EMD	10-31	Juris Monitoring Case Files (Paper)	<input checked="" type="checkbox"/>	Paper/Photos/CD's	5/24/2010			
-----	-------	-------------------------------------	-------------------------------------	-------------------	-----------	--	--	--

Retention Period: Until Scanned

Use: **Notes:** Division Abolished 03/01/19

EMD	10-33	Juris Monitoring Victim Files (Paper)	<input checked="" type="checkbox"/>	Paper/Photos/CD's	5/24/2010			
-----	-------	---------------------------------------	-------------------------------------	-------------------	-----------	--	--	--

Retention Period: Until Scanned

Use: **Notes:** Division Abolished 03/01/19

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CIS	11-001	Pawn Shop Slips	<input checked="" type="checkbox"/>	Paper	3/8/2011			

Retention Period: Current +2

Use:

Notes:

CIS	11-002	Offense Reports (NIBRS - CIS Copy)	<input checked="" type="checkbox"/>	Paper	3/8/2011			
-----	--------	------------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: One Year

Use:

Notes:

Enforc	11-003	No Report Desired	<input checked="" type="checkbox"/>	Paper	3/8/2011			
--------	--------	-------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: 6 months

Use:

Notes: (Traffic)

BofR	11-005	Publishing Orders / Invoices (Copies of)	<input checked="" type="checkbox"/>	Paper	3/8/2011			
------	--------	--	-------------------------------------	-------	----------	--	--	--

Retention Period: 2 Years

Use:

Notes:

BofR	11-09	Auto Accident Reports - Paper (Supersedes 00-116)	<input checked="" type="checkbox"/>	Paper	9/13/2011			
------	-------	--	-------------------------------------	-------	-----------	--	--	--

Retention Period: Current Year - Paper until scanned

Use:

Notes:

BofR	11-10	Auto Accident Reports - Electronic (Supersedes 00-116)	<input checked="" type="checkbox"/>	Electronic	9/13/2011			
------	-------	---	-------------------------------------	------------	-----------	--	--	--

Retention Period: Current Year +6

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	12-01	General Orders of Sheriff's Office (Supersedes 00-127)	<input checked="" type="checkbox"/>	Paper	4/3/2012			

Retention Period: Until Superseded/obsolete or replaced

Use: Reference for Policy Procedures

Notes:

BofR	SH-12-06	Arrest Log Book (Supersedes 00-109)	<input checked="" type="checkbox"/>	Paper/Electronic	10/31/2012			
------	----------	-------------------------------------	-------------------------------------	------------------	------------	--	--	--

Retention Period: Permanent

Use:

Notes:

BofR	SH-12-07	Offense Reports (NIBRS) - Paper (Supersedes 00-118)	<input type="checkbox"/>	Paper	10/31/2012			
------	----------	---	--------------------------	-------	------------	--	--	--

Retention Period: Current year - Paper until scanned

Use:

Notes:

BofR	SH-12-08	Offense Reports (NIBRS) - Electronic	<input type="checkbox"/>	Electronic	10/31/2012			
------	----------	--------------------------------------	--------------------------	------------	------------	--	--	--

Retention Period: Current Year + 6

Use:

Notes:

BofR	SH-12-09	Conceal Carry Applications (Supersedes 09-155)	<input type="checkbox"/>	Paper	10/31/2012			
------	----------	--	--------------------------	-------	------------	--	--	--

Retention Period: Current + 2 Years

Use: Maintain for Review of Renewal Applications

Notes:

BofR	SH-12-10	Conceal Carry Applications	<input type="checkbox"/>	Electronic	10/31/2012			
------	----------	----------------------------	--------------------------	------------	------------	--	--	--

Retention Period: 7 Years

Use: Maintain for Review of Renewal Applications

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	SH-12-11	Denial/Revoked/Suspended CCW Applications	<input type="checkbox"/>	Paper	10/31/2012			

Retention Period: 1 year until scanned

Use: Maintain for Reference on Appeals

Notes:

BofR	SH-12-12	Denial/Revoked/Suspended CCW Applications	<input type="checkbox"/>	Electronic	10/31/2012			
------	----------	---	--------------------------	------------	------------	--	--	--

Retention Period: 7 Years

Use: Maintain for Reference on Appeals

Notes:

Enforc	SH-12-13	Released Property Tags (Supersedes 10-12)	<input type="checkbox"/>	Paper	10/31/2012			
--------	----------	---	--------------------------	-------	------------	--	--	--

Retention Period: 2+Current (2 years + Current)

Use: Verifies Released Property

Notes:

Enforc	SH-12-14	Disposal Reports (Supersedes 10-10)	<input type="checkbox"/>	Paper	10/31/2012			
--------	----------	-------------------------------------	--------------------------	-------	------------	--	--	--

Retention Period: 2+Current (2 years + Current)

Use: Verifies Property which can be disposed

Notes:

Enforc	SH-12-15	Court Orders from Property Tags	<input type="checkbox"/>	Paper	10/31/2012			
--------	----------	---------------------------------	--------------------------	-------	------------	--	--	--

Retention Period: 2+Current (2 years + Current)

Use: Copies of Court Orders for Disposal of Property

Notes:

Enforc	SH-12-16	Auction Files (Supersedes 10-11)	<input type="checkbox"/>	Paper	10/31/2012			
--------	----------	----------------------------------	--------------------------	-------	------------	--	--	--

Retention Period: 2+Current (2 years + Current)

Use: All paperwork conducive to Auction

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enforc	SH-12-17	Car Holder Releases (Supersedes 10-07)	<input type="checkbox"/>	Paper	10/31/2012			

Retention Period: 2+Current (2 years + Current)

Use: Releases on Vehicle held/towed

Notes:

Enforc	SH-12-18	Car Holder Salvages (Supersedes 10-07)	<input type="checkbox"/>	Paper	10/31/2012			
--------	----------	--	--------------------------	-------	------------	--	--	--

Retention Period: 2+Current (2 years + Current)

Use: Paperwork for salvaged vehicles

Notes:

Enforc	SH-12-19	Inventory of Warehouse Property	<input type="checkbox"/>	Paper	10/31/2012			
--------	----------	---------------------------------	--------------------------	-------	------------	--	--	--

Retention Period: 2+Current (2 years + Current)

Use: Verifies property being held in storage

Notes:

Admin - Legal	SH-12-20	Legal Research	<input type="checkbox"/>	Paper, CDs	10/31/2012			
---------------	----------	----------------	--------------------------	------------	------------	--	--	--

Retention Period: Until Superceded or no longer of administrative value

Use: See Notes below

Notes: Information gathered when researching legal and administrative matters

BofR	SH-13-003	Palm Print Cards (Supersedes 00-102)	<input type="checkbox"/>	Paper	11/13/2013			
------	-----------	--------------------------------------	--------------------------	-------	------------	--	--	--

Retention Period: Dispose once converted to electronic

Use:

Notes:

BofR	SH-13-004	Palm Print Cards (Supersedes 00-102)	<input type="checkbox"/>	Electronic	11/13/2013			
------	-----------	--------------------------------------	--------------------------	------------	------------	--	--	--

Retention Period: Permanent

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enforc	SH-13-005	Administrative License Suspension (ALS) Form	<input type="checkbox"/>	Paper	11/13/2013			

Retention Period: 3 Years if no action pending

Use:

Notes:

Admin - Fiscal	SH-14-01	Annual Budgets (Supersedes 00-02)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	-----------------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Admin - Fiscal	SH-14-02	Annual Budgets	<input type="checkbox"/>	Electronic	7/23/2014			
----------------	----------	----------------	--------------------------	------------	-----------	--	--	--

Retention Period: Permanent

Use:

Notes:

Admin - Fiscal	SH-14-03	Audit Reports-Federal, State and Internal (Supersedes 00-05)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Admin - Fiscal	SH-14-04	Audit Reports-Federal, State and Internal	<input type="checkbox"/>	Electronic	7/23/2014			
----------------	----------	---	--------------------------	------------	-----------	--	--	--

Retention Period: 5 Fiscal Years

Use:

Notes:

Admin - Fiscal	SH-14-05	Cash Books and Cash Journals (Supersedes 00-11)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Fiscal	SH-14-06	Cash Books and Cash Journals	<input type="checkbox"/>	Electronic	7/23/2014			

Retention Period: Permanent

Use:

Notes:

Admin - Fiscal	SH-14-07	Check Registers (Supersedes 00-12)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	------------------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Admin - Fiscal	SH-14-08	Check Registers	<input type="checkbox"/>	Electronic	7/23/2014			
----------------	----------	-----------------	--------------------------	------------	-----------	--	--	--

Retention Period: Permanent

Use:

Notes:

Admin - Fiscal	SH-14-11	Federal Grant Files and Supporting Financial Records & Documents (Supersedes 00-18)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Admin - Fiscal	SH-14-12	Federal Grant Files and Supporting Financial Records & Documents	<input type="checkbox"/>	Electronic	7/23/2014			
----------------	----------	--	--------------------------	------------	-----------	--	--	--

Retention Period: Retain Until State and Federal Audits have been conducted, Audit reports released and all litigation claims and audit findings involving the records have been resolved

Use:

Notes:

Admin - Fiscal	SH-14-13	Inactive Executions	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	---------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Fiscal	SH-14-14	Inactive Executions	<input type="checkbox"/>	Electronic	7/23/2014			

Retention Period: Permanent

Use:

Notes:

Admin - Fiscal	SH-14-15	Inactive Order for Sales	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	--------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Admin - Fiscal	SH-14-16	Inactive Order for Sales	<input type="checkbox"/>	Electronic	7/23/2014			
----------------	----------	--------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Permanent

Use:

Notes:

Admin - Fiscal	SH-14-17	Pay-ins to Treasury Records (Supersedes 00-26)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: 2 Fiscal Years

Use:

Notes:

Admin - Fiscal	SH-14-18	Payroll Records (Supersedes 00-27)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	------------------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use: Copy of Payroll Records held by Appoint. Authority

Notes:

Admin - Fiscal	SH-14-19	Payroll Records	<input type="checkbox"/>	Electronic	7/23/2014			
----------------	----------	-----------------	--------------------------	------------	-----------	--	--	--

Retention Period: 3 fiscal years provided audited

Use: Copy of Payroll Records held by Appoint. Authority

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Fiscal	SH-14-20	Purchase Orders (Supersedes 00-32)	<input type="checkbox"/>	Paper	7/23/2014			

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin - Fiscal	SH-14-21	Requisitions (Supersedes 00-36)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	---------------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin - Fiscal	SH-14-22	Travel Expense Reports (Supersedes 00-40)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin - Fiscal	SH-14-23	Voucher Registers or Journals (Supersedes 00-41)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin - Fiscal	SH-14-24	Vouchers (Supersedes 00-42)	<input type="checkbox"/>	Paper	7/23/2014			
----------------	----------	-----------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: 2 fiscal years provided audited

Use:

Notes:

Admin-Inspect	SH-14-25	Inspections & Compliance Database	<input type="checkbox"/>	Electronic	7/23/2014			
---------------	----------	-----------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Permanent

Use: Document

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin-Inspect	SH-14-26	Inspections & Compliance Memorandums	<input type="checkbox"/>	Paper	7/23/2014			

Retention Period: 2 years

Use: Sum. findings of policy inspects. for Admin review

Notes:

JSD - Jail_Invest	SH-14-28	Jail Investigation Database	<input type="checkbox"/>	Electronic	7/23/2014			
-------------------	----------	-----------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Permanent

Use:

Notes:

JSD - Jail_Invest	SH-14-29	Jail Investigation Case Folders	<input type="checkbox"/>	Paper (CD/DVD)	7/23/2014			
-------------------	----------	---------------------------------	--------------------------	----------------	-----------	--	--	--

Retention Period: 6 years

Use:

Notes:

JSD - Admin	SH-14-31	Inmate Incident Reports	<input type="checkbox"/>	Electronic	7/23/2014			
-------------	----------	-------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

JSD - Admin	SH-14-33	AA/NA Church Service Meetings	<input type="checkbox"/>	Electronic	7/23/2014			
-------------	----------	-------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current (year)

Use:

Notes:

JSD - Admin	SH-14-35	Law Library Requests - Inmates	<input type="checkbox"/>	Electronic	7/23/2014			
-------------	----------	--------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current (year)

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD - Admin	SH-14-41	Dead Run Sign Off Sheets	<input type="checkbox"/>	Electronic	7/23/2014			

Retention Period: Current (year)

Use:

Notes:

JSD - Class	SH-14-43	Employee Sign-In Rosters	<input type="checkbox"/>	Paper	7/23/2014			
-------------	----------	--------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: 2 Years

Use:

Notes:

JSD - Class	SH-14-44	Inmate Population by Bed Assignment	<input type="checkbox"/>	Paper	7/23/2014			
-------------	----------	-------------------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

Enforc	SH-15-01	Form 21-D (Off Duty Details Daily Roster)	<input type="checkbox"/>	Paper	2/24/2015			
--------	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: 2 + Current

Use:

Notes:

JSD - Records	SH-15-02	Inmate Records (Supersedes 12-02 and 12-03)	<input type="checkbox"/>	Paper, Microfilm	2/24/2015			
---------------	----------	---	--------------------------	------------------	-----------	--	--	--

Retention Period: Current Year + 2 Additional Years, or Until Scanned

Use:

Notes:

JSD - Records	SH-15-03	Inmate Records (Supersedes 12-04)	<input type="checkbox"/>	Electronic	2/24/2015			
---------------	----------	-----------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year + 2 Additional Years

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD	SH-15-04	Inmate Incident Reports (Supersedes SH-14-30)	<input type="checkbox"/>	Paper	2/24/2015			

Retention Period: Current Year + 2 Additional Years or Until Scanned

Use:

Notes:

JSD	SH-15-05	AA/NA/Church - Service Meetings Sign In Sheets (Supersedes SH-14-32)	<input type="checkbox"/>	Paper	2/24/2015			
-----	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year or Until Scanned

Use: Logs which inmate attend or refused to attend AA/NA and Church Services

Notes:

JSD	SH-15-06	Law Library Requests / Attendance Sign in Sheets for Inmates (Supersedes SH-14-34)	<input type="checkbox"/>	Paper	2/24/2015			
-----	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year or Until Scanned

Use: Logs which inmates utilized or refused utilize the law library

Notes:

JSD	SH-15-07	Suicide Watch Forms for Inmates (Supersedes SH-14-36)	<input type="checkbox"/>	Paper	2/24/2015			
-----	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year or Until Scanned

Use: Detailed log of the status of each inmate placed on suicide watch

Notes:

JSD	SH-15-08	Suicide Watch Forms for Inmates (Supersedes SH-14-37)	<input type="checkbox"/>	Electronic	2/24/2015			
-----	----------	---	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year

Use: Detailed log of the status of each inmate placed on suicide watch

Notes:

JSD	SH-15-09	Fire Drill Reports (Supersedes SH-14-38)	<input type="checkbox"/>	Paper	2/24/2015			
-----	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year or Until Scanned

Use: Individual logs of the fire drills conducted by each section of Sheriff's Office Facilities

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD	SH-15-10	Fire Drill Reports (Supersedes SH-14-39)	<input type="checkbox"/>	Electronic	2/24/2015			

Retention Period: Current Year

Use: Individual logs of the fire drills conducted by each section of Sheriff's Office Facilities

Notes:

JSD	SH-15-11	Dead Run Sign Off Sheets (Supersedes SH-14-40)	<input type="checkbox"/>	Paper	2/24/2015			
-----	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year or Until Scanned

Use: Receipt of each deceased individual transported to the HC Coroner by the HCSO

Notes:

JSD	SH-15-12	Daily Officer Duty Rosters	<input type="checkbox"/>	Paper	2/24/2015			
-----	----------	----------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year + 2 Additional Years or Until Scanned

Use: Record of each officer that worked on a particular shift and section, and the post they were assigned to

Notes:

JSD	SH-15-13	Daily Officer Duty Rosters	<input type="checkbox"/>	Electronic	2/24/2015			
-----	----------	----------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year + 2 Additional Years or Until Scanned

Use: Record of each officer that worked on a particular shift and section, and the post they were assigned to

Notes:

JSD	SH-15-14	Officer Weekly Briefings - Briefing notes and briefing sign-in sheets	<input type="checkbox"/>	Paper	2/24/2015			
-----	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year + 2 Additional Years or Until Scanned

Use: Disseminate information to Sheriff's Office employees and a log of everyone that attended

Notes:

JSD	SH-15-15	Officer Weekly Briefings - Briefing notes and briefing sign-in sheets	<input type="checkbox"/>	Electronic	2/24/2015			
-----	----------	---	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year + 2 Additional Years

Use: Disseminate information to Sheriff's Office employees and a log of everyone that attended

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Training-Recruiting	SH-15-16	Application Documentation Regarding Disqualified, Non-Considered, or Rejected Applicants (Supersedes 00-04)	<input type="checkbox"/>	Paper	8/10/2015			
Retention Period: Current Year +2 Additional Years (or) Until Scanned								
Use:						Notes: Application, letter correspondence, pre-employment test, RCIC sheets, interview Notes, etc.		
Training-Recruiting	SH-15-17	Application Documentation Regarding Disqualified, Non-Considered, or Rejected Applicants	<input type="checkbox"/>	Electronic	8/10/2015			
Retention Period: Current Year +2 Additional Years								
Use:						Notes: Application, letter correspondence, pre-employment test, RCIC sheets, interview Notes, etc.		
EMD	SH-15-18	Electronic Monitoring Case Files (Paper) - (Supersedes 10-29)	<input type="checkbox"/>	Paper/Photos/CD's	8/10/2015			
Retention Period: 10 Years After Time Served or Until Scanned								
Use: Division Abolished 03/01/19						Notes: Court Orders, Electronic Monitoring Intake and monitoring records, and Interview notes		
EMD	SH-15-19	Juris Monitoring Client Files (Paper) - (Supersedes 10-31)	<input type="checkbox"/>	Paper/Photos/CD's	8/10/2015			
Retention Period: 10 Years After Time Served or Until Scanned								
Use: Division Abolished 03/01/19						Notes: Court Orders, Electronic Monitoring Intake and monitoring records, victim information, and Interview notes		
EMD	SH-15-20	Juris Monitoring Victim Files (Paper) - (Supersedes 10-33)	<input type="checkbox"/>	Paper/Photos/CD's	8/10/2015			
Retention Period: 10 Years After Time Served or Until Scanned								
Use: Division Abolished 03/01/19						Notes: Court Orders, Electronic Monitoring Intake and monitoring records, victim information, and Interview notes		
BofR	SH-16-09	Township Report (Supersedes 00-123)	<input type="checkbox"/>	Paper	2/17/2016			
Retention Period: Until Scanned								
Use:						Notes: Report shows crime by type broken down by townships		

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	SH-16-10	Monthly UCR Report Arson & Hate Crime (Supersedes 00-124)	<input type="checkbox"/>	Paper	2/17/2016			

Retention Period: Until Scanned

Use:

Notes:

BofR	SH-16-11	Monthly Consolidated Traffic Report (Supersedes 00-125)	<input type="checkbox"/>	Paper	2/17/2016			
------	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes: Report Shows Traffic Enforcement Statistics and Accident Totals

BofR	SH-16-12	Domestic Violence Report (Supersedes 00-126)	<input type="checkbox"/>	Paper	2/17/2016			
------	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

BofR	SH-16-13	Blotter of Hit Confirmation Messages (Supersedes 00-140)	<input type="checkbox"/>	Paper	2/17/2016			
------	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes: Blotter of Hit Confirmation Messages Rec'd From Various Law Enforcement Agencies

BofR	SH-16-14	Blotter of Hit Confirmation Messages	<input type="checkbox"/>	Electronic	2/17/2016			
------	----------	--------------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year

Use:

Notes: Blotter of Hit Confirmation Messages Rec'd From Various Law Enforcement Agencies

BofR	SH-16-15	Log Sheet of Warrants Rec'd From Clerks Ofc (Supersedes 00-142)	<input type="checkbox"/>	Electronic	2/17/2016			
------	----------	---	--------------------------	------------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	SH-16-16	Log Sheet of Warrants Rec'd From Clerks Ofc	<input type="checkbox"/>	Electronic	2/17/2016			

Retention Period: Current Year +1

Use:

Notes:

BofR	SH-16-17	Township Report (Supersedes 00-123)	<input checked="" type="checkbox"/>	Electronic	2/17/2016			
------	----------	-------------------------------------	-------------------------------------	------------	-----------	--	--	--

Retention Period: Permanent

Use:

Notes: Report shows crime by type broken down by townships

BofR	SH-16-18	Monthly UCR Report Arson & Hate Crime (Supersedes 00-124)	<input checked="" type="checkbox"/>	Electronic	2/17/2016			
------	----------	---	-------------------------------------	------------	-----------	--	--	--

Retention Period: Permanent

Use:

Notes:

BofR	SH-16-19	Domestic Violence Report (Supersedes 00-126)	<input checked="" type="checkbox"/>	Electronic	2/17/2016			
------	----------	--	-------------------------------------	------------	-----------	--	--	--

Retention Period: Permanent

Use:

Notes:

BofR	SH-16-20	Monthly Consolidated Traffic Report (Supersedes 00-125)	<input checked="" type="checkbox"/>	Electronic	2/17/2016			
------	----------	---	-------------------------------------	------------	-----------	--	--	--

Retention Period: Permanent

Use:

Notes: Report Shows Traffic Enforcement Statistics and Accident Totals

Enforc	SH-17-001	Unsolved Latent Fingerprint Lift Cards (Misdemeanor Cases)	<input type="checkbox"/>	Paper (Latent Lifts)	9/13/2017			
--------	-----------	--	--------------------------	----------------------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enforc	SH-17-002	Hit Folders (See Notes)	<input type="checkbox"/>	Paper (Latent Lifts)	9/13/2017			

Retention Period: Current +10

Use:

Notes: Evidence Technicians Case Jacket; Evidence Submission Form

CIS	SH-17-003	Unsolved Latent Fingerprint Lift Cards (Non-Violent Felonies)	<input type="checkbox"/>	Paper (Latent Lifts)	9/13/2017			
-----	-----------	---	--------------------------	----------------------	-----------	--	--	--

Retention Period: Current +6

Use:

Notes:

Administration Division - All Divisions	SH-17-004	Uncategorized Video (see notes)	<input type="checkbox"/>	Digital	9/13/2017			
---	-----------	---------------------------------	--------------------------	---------	-----------	--	--	--

Retention Period: 90 Days

Use:

Notes: Non-Law Enforcement Action Incidents Body-Worn Camera Video Footage

BofR	SH-18-1	LEADS/NCIC Gun Validations (Supersedes 00-136)	<input type="checkbox"/>	Paper	3/15/2018			
------	---------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

Training	SH-18-12	Corrections Academy Training Schedules	<input type="checkbox"/>	Paper	3/15/2018			
----------	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: 3 Years Plus Current

Use:

Notes:

Training	SH-18-16	Training Records - Former and Current Employees (Supersedes SH-18-11)	<input type="checkbox"/>	Paper	9/12/2018			
----------	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes: Training Certificates, Tests, Academy Records

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Training	SH-18-17	Training Records - Former and Current Employees	<input type="checkbox"/>	Electronic	9/12/2018			
Retention Period: Permanent								
Use:								
Notes: Training Certificates, Tests, Academy Records								
BofR	SH-18-2	Citation Arrest Summary Sheets (Supersedes 00-138)	<input type="checkbox"/>	Electronic	3/15/2018			
Retention Period: Current Month +3 Months								
Use:								
Notes:								
Admin	SH-18-20	Parades (Supersedes SH-14-27)	<input type="checkbox"/>	Electronic/Paper	9/12/2018			
Retention Period: Until No Longer of Administrative Value then Destroy								
Use:								
Notes:								
Enforc	SH-18-25	Daily Patrol Activity Report Statistics	<input type="checkbox"/>	Paper	9/12/2018			
Retention Period: Until No Longer of Administrative Value								
Use:								
Notes:								
Enforc	SH-18-26	Daily Patrol Activity Report Statistics	<input type="checkbox"/>	Electronic	9/12/2018			
Retention Period: Permanent								
Use:								
Notes:								
JSD	SH-18-27	Supervisor's Individual Personnel File	<input type="checkbox"/>	Paper, Microfilm	9/12/2018			
Retention Period: Until No Longer of Administrative Value or Until Scanned								
Use: Supervisor's copies evals, request for leave, memoradums, training docs, certificates, sick/late reports, sick leave reviews, fit for duty, etc.								
Notes:								

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD	SH-18-28	Supervisor's Individual Personnel File	<input type="checkbox"/>	Electronic	9/12/2018			

Retention Period: Until No Longer of Administrative Value

Use: Supervisor's copies evals, request for leave, memoradums, training docs, certificates, sick/late reports, sick leave reviews, fit for duty, etc.

Notes:

BofR	SH-18-3	Monthly LEADS/NCIC Validations (Supersedes 00-141)	<input type="checkbox"/>	Paper	3/15/2018			
------	---------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

JSD - Class	SH-18-30	Inmate Grievance Record (Supersedes SH-14-42)	<input type="checkbox"/>	Electronic	9/12/2018			
-------------	----------	---	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

JSD - Class	SH-18-31	Inmate Detail Request (Supersedes SH-14-46)	<input type="checkbox"/>	Paper	9/12/2018			
-------------	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years or until Scanned

Use:

Notes:

JSD - Class	SH-18-32	Inmate Detail Request	<input type="checkbox"/>	Electronic	9/12/2018			
-------------	----------	-----------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

JSD - Class	SH-18-34	Inmate Detail Applicant Sheets	<input type="checkbox"/>	Electronic	9/12/2018			
-------------	----------	--------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD - Class	SH-18-36	Inmate Detail Signed Agreements	<input type="checkbox"/>	Electronic	9/12/2018			

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

JSD - Class	SH-18-38	Inmate Classification Housing Assignment (Supersedes SH-14-49)	<input type="checkbox"/>	Electronic	9/12/2018			
-------------	----------	--	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

BofR	SH-18-4	Record Check Receipts (Supersedes 00-119)	<input type="checkbox"/>	Electronic as of 01/01/16	3/15/2018			
------	---------	---	--------------------------	---------------------------	-----------	--	--	--

Retention Period: Until no longer of Administrative Value

Use:

Notes:

JSD - Class	SH-18-40	Inmate Emergency Cell Transfers Detail Housing	<input type="checkbox"/>	Electronic	9/12/2018			
-------------	----------	--	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use: Form Submitted to Classification Section detailing all unscheduled inmate movement

Notes:

JSD - Class	SH-18-42	Inmate 2 for 1, 3 for 1, volunteer, terminations, off per med sheets	<input type="checkbox"/>	Electronic	9/12/2018			
-------------	----------	--	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

JSD - Class	SH-18-44	Scheduled Events - Inmates Being Seen By Social Services (Supersedes SH-14-55)	<input type="checkbox"/>	Electronic	9/12/2018			
-------------	----------	--	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD - Class	SH-18-46	Inmate Request Forms Where Inmate needs to be Seen By Social Services	<input type="checkbox"/>	Electronic	9/12/2018			

Retention Period: Current Year Plus 2 Additional Years

Use: Slips submitted to Social Services by inmates to have questions answered, etc

Notes: Blue Slips

JSD - Class	SH-18-47	On-Going Management Reports, Treatment, Termination Paperwork (Supersedes SH-14-58)	<input type="checkbox"/>	Paper	9/12/2018			
-------------	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years or Until Scanned

Use:

Notes:

JSD - Class	SH-18-48	On-Going Management Reports, Treatment, Termination Paperwork	<input type="checkbox"/>	Electronic	9/12/2018			
-------------	----------	---	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

BofR	SH-18-5	Receipt Log or Ledger (Supersedes 00-121)	<input type="checkbox"/>	Electronic as of 01/01/16	3/15/2018			
------	---------	---	--------------------------	---------------------------	-----------	--	--	--

Retention Period: Until no longer of Administrative Value

Use:

Notes:

JSD - Class	SH-18-50	Psych and Medical Clearance Sheets for Treatment (Supersedes SH-14-59)	<input type="checkbox"/>	Electronic	9/12/2018			
-------------	----------	--	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

JSD - Class	SH-18-51	Inmate Grievance Forms (Pink Slips) (Supersedes 00-44)	<input type="checkbox"/>	Paper	9/12/2018			
-------------	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years or Until Scanned

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD - Class	SH-18-52	Inmate Grievance Forms (Pink Slips)	<input type="checkbox"/>	Electronic	9/12/2018			

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

JSD - Jail Records	SH-18-53	Copies of Strip Search of Inmates (Supersedes 00-49)	<input type="checkbox"/>	Paper	9/12/2018			
--------------------	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years or Until Scanned

Use:

Notes:

JSD - Jail Records	SH-18-54	Copies of Strip Search of Inmates	<input type="checkbox"/>	Electronic	9/12/2018			
--------------------	----------	-----------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

JSD	SH-18-55	Log Books for Inmates on Administrative Segregation (Supersedes 00-52)	<input type="checkbox"/>	Paper	9/12/2018			
-----	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

JSD	SH-18-56	Sign Off Sheets Inmate Trustees (Supersedes 00-65)	<input type="checkbox"/>	Paper	9/12/2018			
-----	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year or Until Scanned

Use:

Notes:

JSD	SH-18-57	Sign Off Sheets Inmate Trustees	<input type="checkbox"/>	Electronic	9/12/2018			
-----	----------	---------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD	SH-18-58	Daily Sign-in Rosters (Supersedes SH-15-21 and SH-14-57)	<input type="checkbox"/>	Paper	9/12/2018			

Retention Period: Current Year Plus 2 Additional Years or Until Scanned

Use: Daily Sign in rosters for RR, TH, WoodBurn, North, South, Intake and all other SO Facilities

Notes:

JSD	SH-18-59	Daily Sign-In Rosters	<input type="checkbox"/>	Electronic	9/12/2018			
-----	----------	-----------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use: Daily Sign in rosters for RR, TH, WoodBurn, North, South, Intake and all other SO Facilities

Notes:

BofR	SH-18-6	NCIC/LEADS/RCIC Wanted Person Computer Printouts (Supersedes 00-137)	<input type="checkbox"/>	Paper	3/15/2018			
------	---------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Destroy when warrant is cancelled

Use:

Notes:

JSD	SH-18-60	Fitness Facility Waiver (Supersedes SH-15-22)	<input type="checkbox"/>	Paper	9/12/2018			
-----	----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years or Until Scanned

Use:

Notes:

JSD	SH-18-61	Fitness Facility Waiver	<input type="checkbox"/>	Electronic	9/12/2018			
-----	----------	-------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

JSD	SH-18-62	Community Out-Reach Tour Waver (Supersedes SH-15-23)	<input type="checkbox"/>	Paper	9/12/2018			
-----	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Current Year Plus 2 Additional Years or Until Scanned

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD	SH-18-63	Community Out-Reach Tour Waver	<input type="checkbox"/>	Electronic	9/12/2018			

Retention Period: Current Year Plus 2 Additional Years

Use:

Notes:

Enforc	SH-19-007	Special Deputy Paperwork - (Supersedes TAB February 1985)	<input type="checkbox"/>	Paper	8/13/2019			
--------	-----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Enforc	SH-19-008	Special Deputy Paperwork	<input type="checkbox"/>	Electronic	8/13/2019			
--------	-----------	--------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Until No Longer of Administrative Value

Use:

Notes:

Enforc	SH-19-011	21-C Off Duty Monthly Reports (Supersedes 08-257)	<input type="checkbox"/>	Paper	8/13/2019			
--------	-----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Enforc	SH-19-012	21-C Off Duty Monthly Reports	<input type="checkbox"/>	Electronic	8/13/2019			
--------	-----------	-------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current +2

Use:

Notes:

Enforc	SH-19-013	21-B Request to Provide Services (Supersedes 08-256)	<input type="checkbox"/>	Paper	8/13/2019			
--------	-----------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enforc	SH-19-014	21-B Request to Provide Services	<input type="checkbox"/>	Electronic	8/13/2019			

Retention Period: Current +2

Use:

Notes:

JSD	SH-21-01	Evidence Submission Receipts	<input type="checkbox"/>	Paper	7/1/2021			
-----	----------	------------------------------	--------------------------	-------	----------	--	--	--

Retention Period: 2 Years +Current

Use:

Notes: Receipts/Paperwork for Items sent to Coroner's Office for Processing

JSD	SH-21-02	Compensatory Payout Sheet	<input type="checkbox"/>	Paper	7/1/2021			
-----	----------	---------------------------	--------------------------	-------	----------	--	--	--

Retention Period: Until No Longer of Administrative Value

Use:

Notes: Record of Amount of Comp Time Being Cashed out by employees

JSD	SH-21-03	Annual Shift Picks	<input type="checkbox"/>	Paper	7/1/2021			
-----	----------	--------------------	--------------------------	-------	----------	--	--	--

Retention Period: Until No Longer of Administrative Value

Use:

Notes: Yearly Shift Picks Chosen by Employees

I&ID - OCS	SH-21-27	SRT (Special Response Team) Files (Supersedes 00-88)	<input checked="" type="checkbox"/>	Electronic Copies/Paper	3/2/2022			
------------	----------	--	-------------------------------------	-------------------------	----------	--	--	--

Retention Period: 15 years

Use: Training Documents; Activation Reports

Notes:

I&ID - OCS	SH-21-28	TRT (Tactical Response Team) Files	<input type="checkbox"/>	Electronic Copies/Paper	3/2/2022			
------------	----------	------------------------------------	--------------------------	-------------------------	----------	--	--	--

Retention Period: 15 years

Use: Training Documents; Activation Reports

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - OCS	SH-21-30	Purchase Orders and Payment Records (Supersedes 00-95)	<input checked="" type="checkbox"/>	Electronic copies/Paper	3/2/2022			
Retention Period: Current +1								
Use:								
Notes:								
I&ID - OCS	SH-21-31	Tracking Record of Dissemination of Intelligence (Supersedes 00-91)	<input checked="" type="checkbox"/>	Electronic Copies/Paper	3/2/2022			
Retention Period: Current +4								
Use:								
Notes:								
I&ID - OCS	SH-21-32	Administrative Correspondence (Supersedes 00-92)	<input checked="" type="checkbox"/>	Electronic Copies/Paper	3/2/2022			
Retention Period: Current +1								
Use:								
Notes:								
I&ID - OCS	SH-21-33	Payroll Records (Supersedes 00-93)	<input checked="" type="checkbox"/>	Electronic Copies/Paper	3/2/2022			
Retention Period: Current +1								
Use:								
Notes:								
I&ID - OCS	SH-21-34	Weekly Activity Reports (Supersedes 00-94)	<input checked="" type="checkbox"/>	Electronic Copies/Paper	3/2/2022			
Retention Period: Current +1								
Use:								
Notes:								
Admin - Legal	SH-22-01-E	Administrative & Operational General Orders; Special Orders; Rules, Regulations, & Disciplinary Process	<input type="checkbox"/>	Electronic	9/20/2022			
Retention Period: Permanent								
Use: Policies and Procedures that apply to all employees								
Notes: Includes drafts, receipts of written directives saved prior to electronic signing of policies/procedures								

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Legal	SH-22-01-P	Administrative & Operational General Orders; Special Orders; Rules, Regulations, & Disciplinary Process	<input type="checkbox"/>	Paper	9/20/2022			
Retention Period: Until Scanned; NO RC-3 REQUIRED								
Use: Policies and Procedures that apply to all employees						Notes: Includes drafts, receipts of written directives saved prior to electronic signing of policies/procedures		
Admin - Legal	SH-22-02-E	Claims & Litigation Records (Supersedes SH-21-07)	<input type="checkbox"/>	Electronic	9/20/2022			
Retention Period: 3 Years After Case Closed & Appeals Exhausted; NO RC-3 REQUIRED								
Use:						Notes: Includes Habeas Corpus & EEOC/OCRC Complaints		
Admin - Legal	SH-22-02-P	Claims & Litigation Records (Supersedes SH-21-06)	<input type="checkbox"/>	Paper/CD/DVD/Photos/Flash Drive	9/20/2022			
Retention Period: 3 Years After Case Closed & Appeals Exhausted or Until Scanned or Electronically Downloaded; NO RC-3 REQUIRED								
Use:						Notes: Includes Habeas Corpus & EEOC/OCRC Complaints		
ADMIN - ALL	SH-22-03	DRAFTS (Supersedes SH-21-08)	<input type="checkbox"/>	Paper/Electronic	9/20/2022			
Retention Period: Until No Longer of Administrative Value; NO RC-3 REQUIRED								
Use: Drafts of Policies, procedures, directives, letters, memorandums, contracts, reports or other administrative documents						Notes: This applicable to all Divisions		
Admin - Legal	SH-22-05-E	Family Medical Leave Act Requests and Correspondence	<input type="checkbox"/>	Electronic	9/20/2022			
Retention Period: 3 Years after last date of employment; NO RC-3 REQUIRED								
Use: Document employees' FMLA Leave						Notes: Includes Correspondence, Medical Documentation		
Admin - Legal	SH-22-05-P	Family Medical Leave Act Requests and Correspondence (Supersedes 08-251)	<input type="checkbox"/>	Paper	9/20/2022			
Retention Period: 3 Years after last date of employment or until scanned; NO RC-3 REQUIRED								
Use: Document employees' FMLA Leave						Notes: Includes Correspondence, Medical Documentation		

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Legal	SH-22-06-E	Labor Arbitrations (Supersedes SH-21-11)	<input type="checkbox"/>	Electronic	9/20/2022			
Retention Period: 5 years; NO RC-3 REQUIRED								
Use: Documents Grievances Turned Arbitration						Notes: Includes correspondence, grievances & Responses, complaints, filings, hearing records and awards		
Admin - Legal	SH-22-06-P	Labor Arbitrations (Supersedes SH-21-10)	<input type="checkbox"/>	Paper/Electronic/CDs/DVDs/	9/20/2022			
Retention Period: 5 years or Until Scanned; NO RC-3 REQUIRED								
Use: Documents Grievances Turned Arbitration						Notes: Includes correspondence, grievances & Responses, complaints, filings, hearing records and awards		
ADMIN - PIO	SH-22-07	Media Releases (Supersedes SH-21-12)	<input type="checkbox"/>	Electronic	9/20/2022			
Retention Period: 1 Year; No RC-3 REQUIRED								
Use: Information disseminated to the public through media outlets						Notes:		
Admin - Legal	SH-22-09-E	Prosecutor's Opinion (Supersedes SH-21-15)	<input type="checkbox"/>	Electronic	9/20/2022			
Retention Period: Permanent								
Use: From Prosecutors re their opinion of administering legal or administrative matters						Notes:		
Admin - Legal	SH-22-09-P	Prosecutor's Opinion (Supersedes SH-21-14)	<input type="checkbox"/>	Paper	9/20/2022			
Retention Period: Until Scanned; NO RC-3 REQUIRED								
Use: From Prosecutors re their opinion of administering legal or administrative matters						Notes:		
Admin - Legal	SH-22-10-E	Public Records/Subpoena Requests and Potential Litigation Records (Supersedes SH-21-17)	<input type="checkbox"/>	Electronic	9/20/2022			
Retention Period: 2 Years; NO RC-3 REQUIRED								
Use:						Notes: Maintain for at least 3 years in case we are named in litigation		

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Legal	SH-22-10-P	Public Records/Subpoena Requests and Potential Litigation Records (Supersedes SH-21-16)	<input type="checkbox"/>	Paper/CD/DVD/Photos/Flash Drive	9/20/2022			
Retention Period: 2 years or until scanned or electronically downloaded; NO RC-3 REQUIRED								
Use:					Notes: Maintain for at least 3 years in case we are named in litigation			
Admin - Legal	SH-22-14-E	Union Grievance Records (Supersedes SH-21-24)	<input type="checkbox"/>	Electronic	9/20/2022			
Retention Period: 2 Years; NO RC-3 REQUIRED								
Use:					Notes:			
Admin - Legal	SH-22-14-P	Union Grievance Records (Supersedes SH-21-23)	<input type="checkbox"/>	Paper	9/20/2022			
Retention Period: 2 Years or Until Scanned; NO RC-3 REQUIRED								
Use:					Notes:			
CSS	SH-22-15	Indictment Docket (Supersedes 00-176, 00-178, SH-18-14, SH-18-15)	<input type="checkbox"/>	Paper	9/20/2022			
Retention Period: Until No Longer of Administrative Value; NO RC-3 REQUIRED								
Use:					Notes: Weekly Arraignment Document; certified original is docketed and filed with the Clerk of Courts			
CSS	SH-22-16	Extraditions (Supersedes 00-174, 00-175, 00-179)	<input type="checkbox"/>	Electronic	9/20/2022			
Retention Period: Current +2; NO RC-3 REQUIRED								
Use:					Notes: Subject returned back to HC and Subjects that are taken to CRC or other facilities			
CSS	SH-22-17	Monthly Statistical Reports (Supersedes 00-147)	<input type="checkbox"/>	Electronic	9/20/2022			
Retention Period: Current +2; NO RC-3 REQUIRED								
Use:					Notes: Stats for CSS done monthly and entered for year-end report			

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS	SH-22-18	Daily Activity Cards (Supersedes 00-154)	<input type="checkbox"/>	Electronic	9/20/2022			

Retention Period: Current Year +1; NO RC-3 REQUIRED

Use: **Notes:** Applies to Territory and Transportation

CSS	SH-22-19	Court Assignment Sheets (Supersedes 00-160, 00-162)	<input type="checkbox"/>	Electronic	9/20/2022			
-----	----------	---	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year +1; NO RC-3 REQUIRED

Use: Daily Court Docket for Common Pleas Court and Deputies assigned to Court Rooms **Notes:**

CSS	SH-22-20	Sheriff Direction Sheets (Supersedes SH-18-10)	<input type="checkbox"/>	Paper	9/20/2022			
-----	----------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Until No Longer of Administrative Value; No RC-3 REQUIRED

Use: **Notes:**

CSS	SH-22-21	Territory/Transportation Stats (Supersedes 00-161)	<input type="checkbox"/>	Electronic	9/20/2022			
-----	----------	--	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year +1; NO RC-3 REQUIRED

Use: **Notes:**

CSS	SH-22-22-E	ID Badges	<input type="checkbox"/>	Electronic	9/20/2022			
-----	------------	-----------	--------------------------	------------	-----------	--	--	--

Retention Period: Current Year +1; NO RC-3 REQUIRED

Use: Documents those who are assigned ID Badges **Notes:** Badges assigned to Hamilton County Employees, Attorneys and Contractors for access into County Buildings

CSS	SH-22-22-P	ID Badges (Supersedes SH-18-13)	<input type="checkbox"/>	Paper	9/20/2022			
-----	------------	---------------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned; NO RC-3 REQUIRED

Use: Documents those who are assigned ID Badges **Notes:** Badges assigned to Hamilton County Employees, Attorneys and Contractors for access into County Buildings

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
CSS	SH-22-23-E	Offender Registration Files	<input type="checkbox"/>	Electronic	9/20/2022			

Retention Period: 2 Years or Until Inactive or until Deceased (whichever Comes First); NO RC-3 REQUIRED

Use: Document inactive, current, deceased and/or offenders who have moved or are in custody

Notes: Includes violent offenders, arson offenders, and sex offenders/predators. Does not include records entered into Offender Watch beginning 02/01/22

CSS	SH-22-23-P	Offender Registration Files (Supersedes 11-011, 11-012, 11-013, 11-014)	<input type="checkbox"/>	Paper	9/20/2022			
-----	------------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned; NO RC-3 REQUIRED

Use: Document inactive, current, deceased and/or offenders who have moved or are in custody

Notes: Includes violent offenders, arson offenders, and sex offenders/predators. Does not include records entered into Offender Watch beginning 02/01/22

CSS	SH-22-24	Court Services Annual Reports (Supersedes 00-145)	<input type="checkbox"/>	Electronic	9/20/2022			
-----	----------	---	--------------------------	------------	-----------	--	--	--

Retention Period: Current +2; NO RC-3 REQUIRED

Use:

Notes:

CSS	SH-22-26	Budget Reports (Supersedes 00-152)	<input type="checkbox"/>	Electronic	9/20/2022			
-----	----------	------------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Current +2; NO RC-3 REQUIRED

Use:

Notes: Applies to Budget Reports Maintained by Court Service Division

CSS	SH-22-27	Expense Voucher Memoranda (Supersedes 00-156)	<input type="checkbox"/>	Electronic	9/20/2022			
-----	----------	---	--------------------------	------------	-----------	--	--	--

Retention Period: Current +1; NO RC-3 REQUIRED

Use:

Notes:

I&ID - OCS	SH-23-01	Covert Funding and Expenditure Documents (Supersedes 00-79 & SH-21-29)	<input type="checkbox"/>	Electronic/Paper	10/11/2023			
------------	----------	--	--------------------------	------------------	------------	--	--	--

Retention Period: Until No Longer of Administrative Value; NO RC-3 Required

Use: Payments to confidential informants; costs related to investigations

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - OCS	SH-23-02	Intelligence Information Forms (Supersedes 00-80 & SH-20-001)	<input type="checkbox"/>	Electronic/Paper	10/11/2023			

Retention Period: Until No Longer of Administrative Value; NO RC-3 Required

Use: Information Received from other agencies; field interrogation reports; complaint calls and tips received.

Notes:

I&ID - OCS	SH-23-03	Investigative Files (Related to OCS/RENU) (Supersedes SH-21-25)	<input type="checkbox"/>	Electronic/Paper	10/11/2023			
------------	----------	---	--------------------------	------------------	------------	--	--	--

Retention Period: 5 Years; No RC-3 Required

Use: Copies of reports, search warrants, arrest paperwork, photocopied evidence or photos; all digital media with evidence.

Notes:

I&ID - OCS	SH-23-04	Investigative Files (Related to Computer Crimes/RECI) (Supersedes 00-76)	<input type="checkbox"/>	Electronic/Paper	10/11/2023			
------------	----------	--	--------------------------	------------------	------------	--	--	--

Retention Period: 5 Years; No RC-3 Required

Use: Copies of reports, search warrants, arrest paperwork, photocopied evidence or photos; all digital media with evidence.

Notes:

I&ID - OCS	SH-23-05	Confidential Informant Records (Supersedes 00-77 & SH-21-26)	<input type="checkbox"/>	Electronic/Paper	10/11/2023			
------------	----------	--	--------------------------	------------------	------------	--	--	--

Retention Period: 5 Years; No RC-3 Required

Use: Reports; Payment records; photos; fingerprint cards; agreement forms

Notes:

I&ID - OCS	SH-23-06	Highway Interdiction "Stop Sheets"	<input type="checkbox"/>	Electronic/Paper	10/11/2023			
------------	----------	------------------------------------	--------------------------	------------------	------------	--	--	--

Retention Period: 1 Year or Until Scanned; No RC-3 Required

Use: Record of Traffic Enforcement With Public Interaction

Notes:

JSD - Class	SH-23-07	Total Inmate Classified Count Sheet (Supersedes SH-14-45)	<input type="checkbox"/>	Paper	10/11/2023			
-------------	----------	---	--------------------------	-------	------------	--	--	--

Retention Period: Until No Longer of Administrative Value; No RC-3 Required

Use: List of inmates classified each day

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD - Class	SH-23-08	Inmate Detail Applicant Sheets (Supersedes SH-18-33)	<input type="checkbox"/>	Paper	10/11/2023			

Retention Period: Until No Longer of Administrative Value; No RC-3 Required

Use: List of inmates requesting work details to be confirmed or denied by medical or mental health personnel

Notes:

JSD - Class	SH-23-09	Inmate Classification Housing Assignment (Supersedes SH-18-37)	<input type="checkbox"/>	Paper	10/11/2023			
-------------	----------	--	--------------------------	-------	------------	--	--	--

Retention Period: Until No Longer of Administrative Value; No RC-3 Required

Use: List of inmate transfers to new housing location

Notes:

JSD - Class	SH-23-10	Inmate Detail List (Supersedes SH-14-50 & SH-18-29)	<input type="checkbox"/>	Paper	10/11/2023			
-------------	----------	---	--------------------------	-------	------------	--	--	--

Retention Period: Until No Longer of Administrative Value (No RC-3 Required)

Use: Printed list of inmates and the work details they are assigned to work

Notes:

JSD - Class	SH-23-11	Signed Inmate Detail Agreements (Supersedes SH-18-35)	<input type="checkbox"/>	Paper	10/11/2023			
-------------	----------	---	--------------------------	-------	------------	--	--	--

Retention Period: Until No Longer of Administrative Value (No RC-3 Required)

Use: Signed documents of expectations if the inmate accepts a work detail

Notes:

JSD - Class	SH-23-12	Inmate Emergency Cell Transfers Detail/Housing (Supersedes SH-18-39)	<input type="checkbox"/>	Electronic	10/11/2023			
-------------	----------	--	--------------------------	------------	------------	--	--	--

Retention Period: Until No Longer of Administrative Value (No RC-3 Required)

Use: Written form of inmate housing transfer and reason for the transfer

Notes:

JSD - Class	SH-23-13	Inmate 2 for 1, 3 for 1, Volunteer Termination, Off Per Med Sheets (Supersedes SH-18-41)	<input type="checkbox"/>	Paper	10/11/2023			
-------------	----------	--	--------------------------	-------	------------	--	--	--

Retention Period: Until No Longer of Administrative Value (No RC-3 Required)

Use: Form indicating inmate should receive specific days credit for working a detail

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
JSD - Class	SH-23-14	List of individuals Cleared to Come into the Facility for AA, NA, GCBHS, Etc. (Supersedes SH-18-43)	<input type="checkbox"/>	Paper	10/11/2023			
Retention Period: Until No Longer of Administrative Value (No RC-3 Required)								
Use: List of individuals able to enter the Justice Center to provide counseling/guidance						Notes:		
JSD - Class	SH-23-15	Inmate Request Forms Where Inmate Needs to be Seen by Social Services (Supersedes SH-18-45)	<input type="checkbox"/>	Electronic	10/11/2023			
Retention Period: Until No Longer of Administrative Value (No RC-3 Required)								
Use: Forms that inmates complete and submit to request to meet with the Social Service Specialist						Notes:		
JSD - Class	SH-23-16	Psych and Medical Clearance Sheets for Treatment (Supersedes SH-18-49)	<input type="checkbox"/>	Paper	10/11/2023			
Retention Period: Until No Longer of Administrative Value (No RC-3 Required)								
Use: Hand written form indicating when inmates are approved to be transferred from the Psych or Medical Units to other locations thorough out the jail.						Notes:		
Admin - Legal - Fiscal	SH-23-20-E	Township Contracts (Supersedes SH-14-10 and SH-22-12-E)	<input type="checkbox"/>	Electronic	10/11/2023			
Retention Period: Term of Contract +6 Years (No RC-3 Required)								
Use: Contracts for service performed by HCSO for various townships and other municipalities; includes MOUs						Notes: For Legal and Fiscal Sections		
Admin - Legal - Fiscal	SH-23-20-P	Township Contracts (Supersedes SH-14-09 and SH-22-12-P)	<input type="checkbox"/>	Paper	10/11/2023			
Retention Period: Term of Contract +6 Years or Until Scanned (No RC-3 Required)								
Use: Contracts for service performed by HCSO for various townships and other municipalities; includes MOUs						Notes: For Legal and Fiscal Sections		
Admin - Legal - Fiscal	SH-23-21-E	Vendor Contracts (Supersedes SH-18-19 and SH-22-13-E)	<input type="checkbox"/>	Electronic	10/11/2023			
Retention Period: Term of Contract +6 Years (No RC-3 Required)								
Use: Contracts for service performed by outside agencies for the HCSO; includes MOUs						Notes: For Legal and Fiscal Sections		

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin - Legal - Fiscal	SH-23-21-P	Vendor Contracts (Supersedes SH-18-18 and SH-22-13-P)	<input type="checkbox"/>	Paper	10/11/2023			
Retention Period: Term of Contract +6 Years or Until Scanned (No RC-3 Required)								
Use: Contracts for service performed by outside agencies for the HCSO; includes MOUs						Notes: For Legal and Fiscal Sections		
Admin Legal	SH-23-22-E	Union Contracts	<input type="checkbox"/>	Electronic	10/11/2023			
Retention Period: Term of Contract +15 Years (No RC-3 Required)								
Use: Contracts for multiple employee unions within the HCSO, including but not limited to related correspondence, MOUs and Addendums						Notes:		
Admin Legal	SH-23-22-P	Union Contracts (Supersedes 06-32)	<input type="checkbox"/>	Paper	10/11/2023			
Retention Period: Term of Contract +15 Years or Until Scanned (No RC-3 Required)								
Use: Contracts for multiple employee unions within the HCSO, including but not limited to related correspondence, MOUs and Addendums						Notes:		
CSS	SH-23-23-E	Contracts and Contract Correspondence	<input type="checkbox"/>	Electronic	10/11/2023			
Retention Period: Term of Contract +6 Years (No RC-3 Required)								
Use: Contracts for service performed by personnel assigned to the CSS, includes MOUs and Correspondence						Notes: Applies to contracts maintained by Court Service Division		
CSS	SH-23-23-P	Contracts and Contract Correspondence (Supersedes SH-22-25)	<input type="checkbox"/>	Paper	10/11/2023			
Retention Period: Term of Contract +6 Years (No RC-3 Required)								
Use: Contracts for service performed by personnel assigned to the CSS, includes MOUs and Correspondence						Notes: Applies to contracts maintained by Court Service Division		
ADMIN - ALL	SH-23-24	Intermediate Electronic Communications (Supersedes SH-22-04)	<input type="checkbox"/>	Paper/Electronic	10/11/2023			
Retention Period: User is Responsible for retaining electronic communication according to content. IS will retain emails electronically for current year +2 add'l years (No RC-3 Required)								
Use: Email, text messages, Teams messages, and Voice messages that have more significant administrative, legal and/or fiscal value.						Notes: Examples: Internal correspondence requesting information; documents advising supervisors of various events, issues		

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
ADMIN - ALL	SH-23-25	Transient Electronic Communications (Supersedes SH-22-11)	<input type="checkbox"/>	Paper/Electronic	10/11/2023			
Retention Period: Until No Longer of Administrative Value (No RC-3 Required)								
Use: Non-records that have very little administrative value.					Notes: Ex Routine messages, drafts, internal meeting notices/reminders, "while you were out" notes, work group discussions, administrative notes, correspondence, etc.			
ADMIN - ALL	SH-23-26	Permanent Electronic Communications (Supersedes SH-22-08)	<input type="checkbox"/>	Paper/Electronic	10/11/2023			
Retention Period: User is responsible for retaining electronic communications According to content. IS will retain emails electronically for current year +2 add'l years (No RC-3 Required)								
Use: Email, text messages, Teams messages, and Voice messages that have significant administrative, legal and/or fiscal value.					Notes: Ex Admin Correspondence pertaining to the formulation, planning, implementation, interpretation, modification or definition of policies, procedures, and the			
Admin	SH-23-27	Social Media Posts	<input type="checkbox"/>	Electronic Social Media	10/11/2023			
Retention Period: Until No Longer of Administrative Value (Unless Post is required to maintained for a longer period pursuant to the Office's retention schedule (No RC-3 Required)								
Use: Social Media Posts from any official account of the Sheriff's Office					Notes:			
Admin	SH-23-28	Contract Employee Photo ID Information (Supersedes 11-004)	<input type="checkbox"/>	Paper	10/11/2023			
Retention Period: Until No Longer of Administrative Value (No RC-3 Required)								
Use: Documentation completed and used for the purpose of creating and renewing ID cards.					Notes: Contains demographic and DL info for contract employees (includes clergy), and special deputies			
PSD	SH-23-29-E	Internal Affairs Case Files	<input type="checkbox"/>	Electronic	10/11/2023			
Retention Period: Current +10 years or until scanned - Applies to Internal Affairs Case Files created or or after 01/01/2017 (No RC-3 Required)								
Use: Professional Standards' investigation records related to external and/or internal complaints or policy violations regarding a HCSO employee.					Notes:			
PSD	SH-23-29-P	Internal Affairs Case Files (Supersedes 00-96)	<input type="checkbox"/>	Paper	10/11/2023			
Retention Period: Current +10 years or until scanned - Applies to Internal Affairs Case Files created or or after 01/01/2017 (No RC-3 Required)								
Use: Professional Standards' investigation records related to external and/or internal complaints or policy violations regarding a HCSO employee.					Notes:			

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
ADMIN - ALL	SH-23-30	Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-01)	<input checked="" type="checkbox"/>	Digital	10/11/2023			
Retention Period: Permanent								
Use: Body-Worn Camera and Cruiser Camera Footage for Homicide/Sex Crimes						Notes:		
ADMIN - ALL	SH-23-31	Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-02)	<input type="checkbox"/>	Digital	10/11/2023			
Retention Period: 7 Years (No RC-3 Required)								
Use: Body-Worn Camera and Cruiser Camera footage for Critical Incidents						Notes:		
ADMIN - ALL	SH-23-32	Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-03)	<input type="checkbox"/>	Digital	10/11/2023			
Retention Period: 3 Years (No RC-3 Required)								
Use: Body-Worn Camera and Cruiser Camera footage for Misdemeanors						Notes:		
ADMIN - ALL	SH-23-33	Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-04)	<input type="checkbox"/>	Digital	10/11/2023			
Retention Period: 3 Years (No RC-3 Required)								
Use: Body-Worn Camera and Cruiser Camera footage for Traffic Stops and Citations						Notes:		
ADMIN - ALL	SH-23-34	Body-Worn Camera & Cruiser Camera Footage (Supersedes SH-16-05)	<input type="checkbox"/>	Digital	10/11/2023			
Retention Period: 3 Years (No RC-3 Required)								
Use: Body-Worn Camera and Cruiser Camera footage for Possible Complaints						Notes:		
ADMIN - ALL	SH-23-35	Employee Event Photographs and Videos (Supersedes SH-16-06)	<input type="checkbox"/>	Electronic	10/11/2023			
Retention Period: Until No Longer of Administrative Value (No RC-3 Required)								
Use: Photographs & Videos of employee(s) and/or employee events...						Notes: ...that may be used for social media, annual reports, presentations, recruiting, newsletters, or other matters as		

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR - Ident	SH-24-01	MugShots (Supersedes SH-12-05)	<input type="checkbox"/>	Paper/Photo/Electronic	4/9/2024			

Retention Period: 10 Years (No RC-3 Required)

Use: Arrest Processing Picture of the Inmate when they first come into the Hamilton County Justice Center / Identification Unit

Notes:

Enforc - Traffic	SH-24-03-E	DUI Files-Active and Inactive (Supersedes SH-19-016)	<input type="checkbox"/>	Electronic	3/10/2025			
------------------	------------	--	--------------------------	------------	-----------	--	--	--

Retention Period: Current +3; No RC-3 Required

Use: Case Summary, Field Notes, OVI Interview, Narrative, Impaired Driver Report, Breath Test Report, Advice of Rights

Notes:

Enforc - Traffic	SH-24-03-P	DUI Files-Active and Inactive (Supersedes SH-19-015)	<input type="checkbox"/>	Paper	3/10/2025			
------------------	------------	--	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned; No RC-3 Required

Use: Case Summary, Field Notes, OVI Interview, Narrative, Impaired Driver Report, Breath Test Report, Advice of Rights

Notes:

Enforc - Traffic	SH-24-04-E	Accident & Photo Files (Supersedes SH-19-004)	<input type="checkbox"/>	Electronic	3/10/2025			
------------------	------------	---	--------------------------	------------	-----------	--	--	--

Retention Period: Current +2; No RC-3 Required

Use: Crash Report, OH2-OH-3, and Related Photos and Video

Notes:

Enforc - Traffic	SH-24-04-P	Accident & Photo Files (Supersedes SH-19-003)	<input type="checkbox"/>	Paper	3/10/2025			
------------------	------------	---	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned; No RC-3 Required

Use: Crash Report, OH2-OH-3, and Related Photos and Video

Notes:

Enforc - Traffic	SH-24-05-E	Hit Skip Accident Files (Supersedes SH-19-006)	<input type="checkbox"/>	Electronic	3/10/2025			
------------------	------------	--	--------------------------	------------	-----------	--	--	--

Retention Period: Current +2; No RC-3 Required

Use: Crash Report, OH2-OH-3, and Related Photos and Video, Hit Skip Supplement

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enforc - Traffic	SH-24-05-P	Hit Skip Accident Files (Supersedes SH-19-005)	<input type="checkbox"/>	Paper	3/10/2025			
Retention Period: Until Scanned; No RC-3 Required								
Use: Crash Report, OH2-OH-3, and Related Photos and Video, Hit Skip Supplement						Notes:		
Enforc - Traffic	SH-24-06-E	Fatal Files (Inactive) (Supersedes SH-19-010)	<input type="checkbox"/>	Electronic	3/10/2025			
Retention Period: Current +5; No RC-3 Required								
Use: Crash Report, OH2-OH-3, and Related Photos and Video, all other related investigative notes and records						Notes:		
Enforc - Traffic	SH-24-06-P	Fatal Files (Inactive) (Supersedes SH-19-009)	<input type="checkbox"/>	Paper	3/10/2025			
Retention Period: Until Scanned; No RC-3 Required								
Use: Crash Report, OH2-OH-3, and Related Photos and Video, all other related investigative notes and records						Notes:		
EmpServ	SH-25-01-E	Personnel File	<input type="checkbox"/>	Electronic	3/10/2025			
Retention Period: 75 years after separation date (No RC-3 Required)								
Use: Employee file includes discipline, evals, promotions/reassignments, employment application, certificates, position descriptions, etc.						Notes: See excel spreadsheet for a thorough breakdown of records		
Admin-NA	SH-25-01-E	Pre-Disciplinary Hearing Files	<input type="checkbox"/>	Electronic	9/8/2025			
Retention Period: 8 Years; No RC-3 Required*See Notes								
Use:						Notes: *This applies to Hearing Records created on or after 01/01/2025		
Admin-NA	SH-25-01-P	Pre-Disciplinary Hearing Files	<input type="checkbox"/>	Paper/Video/ Cassettes/CDs/ Photographs	9/8/2025			
Retention Period: Until Scanned or Saved Electronically; No RC-3 Required*See Notes								
Use: For records beginning 01/01/25-Supersedes 08-252						Notes: *This applies to Hearing Records created on or after 01/01/2025		

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
EmpServ	SH-25-01-P	Personnel File	<input type="checkbox"/>	Paper	3/10/2025			

Retention Period: Until Scanned (No RC-3 Required)

Use: Employee file includes discipline, evals, promotions/reassignments, employment application, certificates, position descriptions, etc.

Notes:

EmpServ	SH-25-02-E	Personnel Records (Intermediate) (Supersedes 00-24)	<input type="checkbox"/>	Electronic	3/10/2025			
---------	------------	--	--------------------------	------------	-----------	--	--	--

Retention Period: 2 years after separation date (No RC-3 Required)

Use: Uniform/equipment agreements, pre-employment background/reference checks, employment verification, CVSA results, etc

Notes: See excel spreadsheet for a thorough breakdown of records

EmpServ	SH-25-02-P	Personnel Records (Intermediate)	<input type="checkbox"/>	Paper	3/10/2025			
---------	------------	----------------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned (No RC-3 Required)

Use: Uniform/equipment agreements, pre-employment background/reference checks, employment verification, CVSA results, etc

Notes: See excel spreadsheet for a thorough breakdown of records

BofR	SH-25-02-P BofR	Criminal Jacket Name Index File (Supersedes 10-15)	<input type="checkbox"/>	Paper	9/8/2025			
------	--------------------	---	--------------------------	-------	----------	--	--	--

Retention Period: 10 years from date of last arrest; No RC-3 Required

Use: Index cards each contain single fingerprint of arrested individual; used to associate alias names with main names

Notes:

EmpServ	SH-25-03-E	Personnel Records (Transient)	<input type="checkbox"/>	Electronic	3/10/2025			
---------	------------	-------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Until No Longer of Administrative Value (No RC-3 Required)

Use: Mission statement, training/travel records, fitness facility release, credit shitory records

Notes: See excel spreadsheet for a thorough breakdown of records

BofR	SH-25-03-E BofR	Arrest and Investigation Report (527) (Supersedes 06-40)	<input type="checkbox"/>	Electronic	9/8/2025			
------	--------------------	---	--------------------------	------------	----------	--	--	--

Retention Period: Until subject reaches 80 years of age or is deceased; No RC-3 Required

Use: Completed by arresting agency; contains arrestee's demographic info charges, info related to arrest, etc. Stored in criminal jacket until scanned

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
EmpServ	SH-25-03-P	Personnel Records (Transient)	<input type="checkbox"/>	Paper	3/10/2025			

Retention Period: Until No Longer of Administrative Value or Until Scanned (No RC-3 Required)

Use: Mission statement, training/travel records, fitness facility release, credit shitory records

Notes: See excel spreadsheet for a thorough breakdown of records

EmpServ	SH-25-04-E	Personnel File Medical Records	<input type="checkbox"/>	Electronic	3/10/2025			
---------	------------	--------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: 6 Years From The Date of the Record; No RC-3 Required

Use: fitness assessments, FFD, Misc drs statements

Notes:

BofR	SH-25-04-E BofR	Criminal Jackets (Supersedes SH-16-08)	<input type="checkbox"/>	Electronic	9/8/2025			
------	--------------------	--	--------------------------	------------	----------	--	--	--

Retention Period: Until subject reaches 80 years of age or is deceased; No RC-3 Required

Use: Records include a copy of subject's recent 527, ink fingerprints, and supp documentation

Notes:

EmpServ	SH-25-04-P	Personnel File Medical Records	<input type="checkbox"/>	Paper	3/10/2025			
---------	------------	--------------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned; No RC-3 Required

Use: fitness assessments, FFD, Misc drs statements

Notes:

BofR	SH-25-04-P BofR	Criminal Jackets (Supersedes SH-16-07)	<input type="checkbox"/>	Paper	9/8/2025			
------	--------------------	--	--------------------------	-------	----------	--	--	--

Retention Period: Until subject reaches 80 years of age or is deceased or until scanned; No RC-3 Required

Use: Records include a copy of subject's recent 527, ink fingerprints, and supp documentation

Notes:

EmpServ	SH-25-05-E	Employee Personal Information Records	<input type="checkbox"/>	Electronic	3/10/2025			
---------	------------	---------------------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: Until No Longer of Administrative Value or Upon date of separation from employment (whichever comes first); No RC-3 Required

Use: Forms completed for the purpose of updating or adding employee personal information, incl college or HS transcripts or diplomas, GED

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
BofR	SH-25-05-E BofR	Juvenile Fingerprint Cards	<input type="checkbox"/>	Electronic	9/8/2025			

Retention Period: Until Subject Reaches 21 years of age or until the records are converted to an adult Criminal Jacket; No RC-3 Required

Use: Copy of fingerprint cards for juvenile offenders

Notes:

EmpServ	SH-25-05-P	Employee Personal Information Records	<input type="checkbox"/>	Paper	3/10/2025			
---------	------------	---------------------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until No Longer of Administrative Value or Until Scanned; No RC-3 Required

Use: Forms completed for the purpose of updating or adding employee personal information, incl college or HS transcripts or diplomas, GED

Notes:

BofR	SH-25-05-P BofR	Juvenile Fingerprint Cards (Supersedes 11-008)	<input type="checkbox"/>	Paper	9/8/2025			
------	--------------------	--	--------------------------	-------	----------	--	--	--

Retention Period: Until Subject Reaches 21 years of age, the records are converted to an adult Criminal Jacket, or stored electronically; No RC-3 Required

Use: Copy of fingerprint cards for juvenile offenders

Notes:

EmpServ	SH-25-06-E	I-9/Citizenship Forms	<input type="checkbox"/>	Electronic	3/10/2025			
---------	------------	-----------------------	--------------------------	------------	-----------	--	--	--

Retention Period: 7 Years after Date of Separation; No RC-3 Required

Use: USCIS I-9 Form and documents to verify employee's ID and legal authorization to work in US

Notes:

BofR	SH-25-06-E BofR	Employee Fingerprint Cards	<input type="checkbox"/>	Electronic	9/8/2025			
------	--------------------	----------------------------	--------------------------	------------	----------	--	--	--

Retention Period: Current +5 years after separation; No RC-3 Required

Use: Fingerprint cards for HCSO employees; these cards are duplicative of what is stored in AFIS system

Notes:

EmpServ	SH-25-06-P	I-9/Citizenship Forms	<input type="checkbox"/>	Paper	3/10/2025			
---------	------------	-----------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned; No RC-3 Required

Use: USCIS I-9 Form and documents to verify employee's ID and legal authorization to work in US

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
--------------------	---------------	------------------------------	---------------	------------	---------------------	--------------------------	------------------	------------

BofR	SH-25-06-P BofR	Employee Fingerprint Cards (Supersedes 10-17)	<input type="checkbox"/>	Paper	9/8/2025			
------	--------------------	--	--------------------------	-------	----------	--	--	--

Retention Period: Current +5 years after separation or until stored electronically; No RC-3 Required

Use: Fingerprint cards for HCSO employees; these cards are duplicative of what is stored in AFIS system

Notes:

EmpServ	SH-25-07-E	Payroll Authorization Files	<input type="checkbox"/>	Electronic	3/10/2025			
---------	------------	-----------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: 75 Years after date of Separation; no RC-3 Required

Use: Military Service letters, labor distributions, payroll information, payroll journal, input worksheet

Notes:

BofR	SH-25-07-E BofR	Fingerprint Cards (Supersedes SH-13-02)	<input type="checkbox"/>	Electronic	9/8/2025			
------	--------------------	---	--------------------------	------------	----------	--	--	--

Retention Period: Until Subject reached 80 years of age or is deceased; No RC-3 Required

Use: Includes Master Cards, Henry Cards, and House Cards; Fingerprint cards of inmates processed into the HCJC

Notes:

EmpServ	SH-25-07-P	Payroll Authorization Files	<input type="checkbox"/>	Paper	3/10/2025			
---------	------------	-----------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned; No RC-3 Required

Use: Military Service letters, labor distributions, payroll information, payroll journal, input worksheet

Notes:

BofR	SH-25-07-P BofR	Fingerprint Cards (Supersedes SH-13-01 and SH-24-02)	<input type="checkbox"/>	Paper	9/8/2025			
------	--------------------	--	--------------------------	-------	----------	--	--	--

Retention Period: Until Subject reached 80 years of age, is deceased, or until stored electronically; No RC-3 Required

Use: Includes Master Cards, Henry Cards, and House Cards; Fingerprint cards of inmates processed into the HCJC

Notes:

EmpServ	SH-25-08-E	Benefit Records (Copies)	<input type="checkbox"/>	Electronic	3/10/2025			
---------	------------	--------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: 3 Years from the Date of Record; No RC-3 Required

Use: OPERS/OPERSLE enrollment; benefit enrollment verification/change, life insurance forms, federal, state and out of state tax w/holding forms, etc.

Notes: See RC-2 for more detailed information

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Admin-ISS	SH-25-08-E (ISS)	Website Correspondence & Requests	<input type="checkbox"/>	Electronic	9/8/2025			

Retention Period: Until No Longer of Administrative Value; No RC-3 Required

Use: Requests and/or comments submitted through and stored within the HCSO.org Website

Notes:

EmpServ	SH-25-08-P	Benefit Records (Copies)	<input type="checkbox"/>	Paper	3/10/2025			
---------	------------	--------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned; No RC-3 Required

Use: OPERS/OPERSLE enrollment; benefit enrollment verification/change, life insurance forms, federal, state and out of state tax w/holding forms, etc.

Notes: See RC-2 for more detailed information

EmpServ	SH-25-09-E	Retirement Files	<input type="checkbox"/>	Electronic	3/10/2025			
---------	------------	------------------	--------------------------	------------	-----------	--	--	--

Retention Period: 75 Years after Date of Separation; No RC-3 Required

Use: records documenting status of employee retirement

Notes:

EmpServ	SH-25-09-P	Retirement Files	<input type="checkbox"/>	Paper	3/10/2025			
---------	------------	------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned; No RC-3 Required

Use: records documenting status of employee retirement

Notes:

EmpServ	SH-25-10-E	Worker's Compensation Files	<input type="checkbox"/>	Electronic	3/10/2025			
---------	------------	-----------------------------	--------------------------	------------	-----------	--	--	--

Retention Period: 75 Years after Date of Separation; No RC-3 Required

Use: Records relating to employee workers comp claim

Notes:

EmpServ	SH-25-10-P	Worker's Compensation Files	<input type="checkbox"/>	Paper	3/10/2025			
---------	------------	-----------------------------	--------------------------	-------	-----------	--	--	--

Retention Period: Until Scanned; No RC-3 Required

Use: Records relating to employee workers comp claim

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Gold and Silver Shop Cards	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Automotive Files	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Administrative Files - Assistant Executive Office	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Firearms - Statistics	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	-----------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

I&ID - CIS	TAB	Firearms - Range Score Cards	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

I&ID - CIS	TAB	Firearms - Range Records	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Equipment and Clothing Issue Order Forms	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	EOD Cards	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	-----------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

I&ID - CIS	TAB	Dispatch Records	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

I&ID - CIS	TAB	Firearms - Yearly Report	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +5

Use:

Notes:

I&ID - CIS	TAB	Blotters, Briefing	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

I&ID - CIS	TAB	Night Numbers	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Auto Accidents	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: Settlement +2

Use:

Notes: Is this the same as Accident and Photo File ?? Retention Period is different.

I&ID - CIS	TAB	Arrest Statistics	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	-------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Permanent

Use:

Notes:

I&ID - CIS	TAB	Administrative Files - Staff Operations	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Administrative Files - Sergeants' Room	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Administrative Files - Receptionist's Office	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Administrative Files - Executive Office	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Field Interrogation Reports	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: Current Year +3

Use:

Notes:

I&ID - CIS	TAB	Blotters, Teletype	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

I&ID - CIS	TAB	Prisoner Cards	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	----------------	-------------------------------------	-------	----------	--	--	--

Retention Period: 5 years after last arrest

Use:

Notes:

I&ID - CIS	TAB	Watch Assignments - Daily	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

I&ID - CIS	TAB	Training - VA Enrollment Program	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	----------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +4

Use:

Notes:

I&ID - CIS	TAB	Training - Programs and Schools	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Superseded

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Training - Instructor Files	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Time Cards	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +2

Use:

Notes:

I&ID - CIS	TAB	Statistics, Monthly, Supervisory	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	----------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Permanent

Use:

Notes:

I&ID - CIS	TAB	Statistics by Beat - Monthly	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +2

Use:

Notes:

I&ID - CIS	TAB	Firearms - Weapons Maintenance Records	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +2

Use:

Notes:

I&ID - CIS	TAB	Purchasing and General Office Files	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	-------------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Fiscal Year +4 provided audited

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Telephone Numbers	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Personnel - Time Off Records	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +3

Use:

Notes:

I&ID - CIS	TAB	Personnel Roster	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +4

Use:

Notes:

I&ID - CIS	TAB	Personnel - Overtime Cards/Records	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +2

Use:

Notes:

I&ID - CIS	TAB	Personnel Evaluation	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	----------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Permanent

Use:

Notes:

I&ID - CIS	TAB	Personnel Equipment Sheets	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	----------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Personnel - Intersquad	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: Permanent

Use:

Notes:

I&ID - CIS	TAB	Payroll-Safety Enforcement Program and Driving Under the Influence Program	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--	-------------------------------------	-------	----------	--	--	--

Retention Period: Fiscal Year +4 provided audited

Use:

Notes:

I&ID - CIS	TAB	Services Performed	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

Enforc	TAB	Wrecker Inspection Report	<input checked="" type="checkbox"/>	Paper	6/7/1985			
--------	-----	---------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Administrative Files - Division Commander	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Crime Prevention	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Complaints Filed by Enforcemen	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: Settlement +3

Use:

Notes:

I&ID - CIS	TAB	Complaints	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Settlement +3

Use:

Notes:

I&ID - CIS	TAB	Homicide Jackets	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Until Solved +5

Use:

Notes:

I&ID - CIS	TAB	Death Investigation File	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Until Solved +5

Use:

Notes:

I&ID - CIS	TAB	Case Jackets	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +5

Use:

Notes:

I&ID - CIS	TAB	Drug User File	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	----------------	-------------------------------------	-------	----------	--	--	--

Retention Period: 5 years after last contact

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Arrest Reports	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: Current Year +5

Use:

Notes:

I&ID - CIS	TAB	Fingerprint Work	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: 10 years from date of last arrest

Use:

Notes:

Enforc - Traffic	TAB	Truck Weights	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------------	-----	---------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +2

Use:

Notes:

Enforc - Traffic	TAB	Traffic Statistics	<input checked="" type="checkbox"/>		6/7/1985			
------------------	-----	--------------------	-------------------------------------	--	----------	--	--	--

Retention Period:

Use: Accident & Traffic Citation Reports; Aircraft & Watercraft Reports of Accidents; Rotation Wrecker File

Notes:

Enforc - Traffic	TAB	Traffic Blotter and Blotter Information	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------------	-----	---	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +1

Use:

Notes:

Enforc - Traffic	TAB	SEP and DUI Files	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------------	-----	-------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +4

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
Enforc	TAB	Road File	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: While Active

Use:

Notes:

Enforc - Traffic	TAB	Intoxilizer Log - At Site Locations	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------------	-----	-------------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +5

Use:

Notes:

Enforc	TAB	Auto Theft File	<input checked="" type="checkbox"/>	Paper	6/7/1985			
--------	-----	-----------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Bar Information	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	-----------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Juvenile Case Files	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: 5 years from date of last arrest, unless expungement ordered

Use:

Notes:

I&ID - CIS	TAB	Rape Task Force - Hamilton County	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	-----------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +10

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Enforc Reports	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: Settlement +2

Use:

Notes:

I&ID - CIS	TAB	Motorcycle Gangs	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Maniac Hitchhiker-Task Force	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: Current Year +10

Use:

Notes:

I&ID - OCS	TAB	Liquor Permits	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	----------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Juvenile Warrants	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	-------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: 5 years from date of last arrest

Use:

Notes:

I&ID - CIS	TAB	Juvenile-Shoplifting-Uniform Misdemeanor Arrest and Offense Reports	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---	-------------------------------------	-------	----------	--	--	--

Retention Period: 5 years from date of last arrest

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Crime Prevention Literature	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Juvenile Missing Person Report	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Administrative Correspondence	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	-------------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Juvenile Arrest Record	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: 5 years from date of last arrest, unless expungement ordered

Use:

Notes:

I&ID - CIS	TAB	Jackets	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---------	-------------------------------------	-------	----------	--	--	--

Retention Period: 5 years from date of last arrest, unless expungement ordered

Use:

Notes:

I&ID - CIS	TAB	Inventory	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	-----------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

Division of Record	Sched. Number	Record Title and Description	RC-3 Required	Media Type	Approved by Auditor	SubTitle and Description	Retention Period	Media Type
I&ID - CIS	TAB	Intelligence-National, Books, Photos	<input checked="" type="checkbox"/>	Paper	6/7/1985			

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Intelligence-Card Catalogue	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	-----------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Intelligence-Confidential	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	---------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Hypnosis (Investigative)	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: While Active

Use:

Notes:

I&ID - CIS	TAB	Juvenile Offense Reports	<input checked="" type="checkbox"/>	Paper	6/7/1985			
------------	-----	--------------------------	-------------------------------------	-------	----------	--	--	--

Retention Period: 5 years from date of last arrest

Use:

Notes: