Bentleyville Police Department

6253 Chagrin River Road
Bentleyville, Ohio 44022

OHIO HISTORY CONNECTION

SEP 24 2014

STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Bentleyville	Police Department
(local government entity)	(unit)

Gabriel A. Barone, Jr.	Chief of Police	
(signature of responsible official) (name)	(title)	(date)

Section B: Records Commission

Village of Bentleyville	440-247-5055
Records Commission	(telephone number)

6253 Chagrin River Rd,	Bentleyville, OH	44022	Cuyahoga
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: _____

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Leonard Mspemull 8.25.14

Records Commission Chair Signature — Date

Section C: Ohio Historical Society - State Archives

Connie Conner — Govt. Records Archivist — 10/7/14

Signature — Title — Date

Section D: Auditor of State

Martin E. Mueller — 10-20-14

Signature — Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: Records Retention Schedule

Village of Bentleyville — Police

(Local government entity) — (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
Pol-001	Policies, Procedures	Permanent	Paper		☐
Pol-002	Rules & Regulations	Permanent	Paper		☐
Pol-003	Awards, Newspaper Articles, Photographs	Until no longer of Administrative or Historical Value	Multi		☑
Pol-004	Bentleyville Police Department Annual Reports	Permanent	Multi		☑
Pol-005	Department Correspondences Pertaining to Rules/Regulations/Policies & Procedures	10 Years after Revised, Superseded, Rescinded and no longer of an Administrative Value	Multi		☐
Pol-006	Departmental Correspondences Establishing Policy Memorandums/Operations Procedures	6 Years after Revised, Superseded, Rescinded and no longer or an Administrative Value	Multi		☐
Pol-007	Departmental Correspondence- General Memos/Announcements/Notices	1 Year and no longer of an Administrative or Legal Value	Multi		☐
Pol-008	Executive Correspondences other than Departmental Correspondences-This included correspondences of the Police Chief and the executive staff dealing with significant aspects of the administration of the Police Department. Correspondences includes information concerning Police Department polices, program, fiscal and personnel matters	3 Years and no longer of an Administrative Value or Legal Value	Multi		☑
Pol-009	General Correspondences other than Departmental Correspondences- This include correspondences from various individuals, companies, and organizations requesting information pertaining to the Police Department and other miscellaneous inquiries.	1 Year and no longer of an Administrative or Legal Value	Multi		☐
Pol-0010	Routine Correspondences other than Departmental Correspondences- This includes referral letters, requests for routine information or publications	6 Months and no longer of an Administrative or Legal Value	Multi		☐

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
	provided to the public by the Police Department which are answered by standard form letters				
Pol-0011	Transient Documents= This included telephone messages, telephone message books/logs, notes, and other limited documents which serve to convey information of temporary importance in lieu of oral communication	Until no longs of an Administrative Value	Paper		☐
Pol-0012	Classified Orders- General, Personnel, Special (Department Copy)	Permanent	Multi		☐
Pol-0013	General Administrative Files	Until no longer of an Administrative Value	Multi		☐
Pol-0014	Ohio Public Records Compliance file (RC-1, RC-2, RC-3)	Permanent	Multi		☐
Pol-0015	Electronic Mail (E-Mail)	Record Copy- Maintained /Sender 1. Non- Record Messages Delete at Will 2. Transient Messages- Delete pursuant to Pol-0011 3. Other Messages- Delete pursuant to other record schedule content	Electronic		☐
Pol-0016	Voice Mail	Erase and reuse when no longer of an Administrative Value	Electronic		☐
Pol-0017	Copies- (Reading, Informational & Reference)	Until no longer of an Administrative Value	Multi		☐
Pol-0018	Bulletins, Posters and Notices	Until no longer of an Administrative Value	Multi		☐
Pol-0019	Bentleyville Police Department Monthly Reports	3 Years	Multi		☐

Pol-0020	Personnel Files	Permanent	Paper Multi		☐
Pol-0021	Supervisors Investigatory File, including all Investigative Findings, Statements, Warning Forms, Evidence and Complete Written Reports	4 Years	Paper		☐
Pol-0022	Unfounded/Unsubstantiated Complaints	4 Years and no longer of an Administrative Value	Paper		
Pol-0023	Time Cards/Payroll & Attendance Records/Overtime Records & Work Schedules	7 Years	Multi		
Pol-0024	Employee Time off Requests	2 Years	Multi		
Pol-0025	Sick Time Sheets/Affidavits	7 Years	Paper		
Pol-0026	Blank Forms	Until Revised, Obsolete or Superseded	Multi		
Pol-0027	Professional Magazines & Publications	Until no longer of an administrative value	Paper		
Pol-0028	Reference Publications & Directories	Until Revised, Obsolete or Superseded	Paper		
Pol-0029	Laws, Regulations, & Rules(Local, County, State & Federal)	Until Revised, Obsolete or Superseded	Multi		
Pol-0030	Vendor & Supplier Information	Until Revised, Obsolete or Superseded	Multi		
Pol-0031	Repair-Maintenance Requests/Work Orders (Departmental Copy)	2 Years	Paper		
Pol-0032	Planning, Scheduling, Calendar & Training Information on: Display Boards, Erasable/Dry Erase Boards, Chalkboards, Easel Pads and Microsoft Outlook	Continually Updated, Revised, Erased or no longer of Administrative Value	Multi		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
Pol-0033	Daily, Weekly, Monthly & Yearly Appointment Books/Calendars/Schedules/Organizers/ Planners & Microsoft Outlook	Continually Updated, Revised,	Multi		☐
Pol-0034	Facsimile Logs/Cover Sheets/Confirmation Notices	Until no longer of an Administrative Value	Multi		☐
Pol-0035	Administrative Logs-Supply Sign-out, Citation Sign-out, Equipment, Gun or Ammunition Sign-out, Range Sign-in, Gun Lock Requests	2 Years an no longer of an Administrative Value	Paper		☐
Pol-0036	PC/Computer System Backup Files	TBD	TBD		☐
Pol-0037	Computer Generated Reports (Non-Specific Administrative)	Until no longer of an Administrative Value	Multi		☐
Pol-0038	Request of Proposals, Requisitions for Purchase Orders, Purchase Orders, Receipts, Invoices & Statements (Departmental Copy)	3 Years and no longer of an Administrative Value	Multi		☐
Pol-0039	Radar/Laser Calibration/Maintenance Manuals	Life of Equipment	Paper		☐
Pol-0040	Equipment Operating & Maintenance Manuals	Life of Equipment	Multi		☐
Pol-0041	Equipment Maintenance & Repair Records	2 Years	Multi		☐
Pol-0042	PC/Computer Systems/Servers-Hard Drives, RAM, Disks, Diskettes, Tapes, Cartridges and similar electronic storage media	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administratively necessary	Multi		☐
Pol-0043	Photographic Logs (Evidentiary & Administrative)	Incorporated with Offense/Incident Report. 15 Years and no longer Admin. Value	Multi		
Pol-0044	Digital Imaging	Incorporate with Offense/Incident Report. 15 Years and no longer of an Admin. Value	Multi		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
Pol-0045	Video/Audio/Digital Recordings (Non Dispatch)	Erase and reuse when no longer of an Administrative Value	Multi		
Pol-0046	Video (In Car Video) Downloaded to server	Until overwritten	Computer		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
Pol-0047	Video (In Car Video) Back Up 2018 updated	~~90 Days.~~ 90DAYS ~~90 DAYS~~	Computer		☐
Pol-0048	LEADS Entries for Missing Juveniles, Missing Person, Stolen Articles, Warrants & Wanted persons	2 Years from Date of Clearance	Paper		☐
Pol-0049	LEADS/NCIC Validations	4 Years	Paper		☐
Pol-0050	LEADS Newsletters	2 Years	Paper		☐
Pol-0051	LEADS Audit Reports	10 Years	Paper		☐
Pol-0052	LEADS/NCIS Policy & Procedures Manuals	Until Superseded	Multi		☐
Pol-0053	LEADS/NCIS Teletype Messages	Until no longer of an Administrative Value or Legal Value	Paper		☐
Pol-0054	LEADS-Emp0loyee Certification Records	2 Years from Date of Separation of Employee	Paper		☐
Pol-0055	Master Name Index File	Continually Updated or Obsolete	Multi		☐

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
Pol-0056	Offense/Incident Reports- Non-Criminal/Misdemeanor/Felonies except Homicides/Rape	15 Years	Multi		☐
Pol-0057	Offense/Incident Reports & Evidence-Homicides/Rape	Permanent	Multi		
Pol-0058	Citations-Original Copy (Parking Citations/Warning Citations) Parking-Paid or Unpaid; Traffic- Paid or Waived only; forwarded to Traffic Court	3 Years	Multi		
Pol-0059	Traffic Citations including Parking & Voided Citations (Department Copy)	3 Years	Paper		
Pol-0060	Warning Noticed	3 Years	Paper		
Pol-0061	Accident Report OH-1 Form	15 Years	Paper		
Pol-0062	Accident Reports- Liability Releases & Memo Crashes	15 Years	Multi		
Pol-0063	BMV Correspondence re: Officer Involved Accidents	2 Years	Paper		
Pol-0064	Clerk of Courts Account Information (Bonds, Warrants, Log)	3 Years	Multi		
Pol-0065	Court Dispositions Data	15 Years	Paper		
Pol-0066	Property/Evidence Forms Original Copy	15 Years after disposal of property, unless otherwise specified in the Ohio Revised Code	Multi		
Pol-0067	Property/Evidence Forms=Other Copies, Logs	2 Years and no longer of an Administrative Value	Multi		
Pol-0068	Evidence Forms-Homicide/Rape	Permanent	Multi		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
Pol-0069	Property/Evidence Forms-Bags or Tags, etc.	Until no longer of an Administrative Value	Multi		
Pol-0070	Firearm Inventories	Permanent	Multi		
Pol-0071	Firearm Maintenance Records	2 Years and no longer of Administrative or Legal Value	Multi		
Pol-0072	Firearm Records and Inventories	Continually Updated, Revised or Erased	Multi		
Pol-0073	Firearms Qualification Records	Permanent	Multi		
Pol-0074	Police Records Check Request Forms-Civilian Requestor	6 Months	Multi		
Pol-0075	Lockout Waivers/Bumper Push Waivers	2 Years	Paper		
Pol-0076	Towed & Impounded Vehicle Files/Reports Including Immobilizations/Abandoned Vehicle Proceedings	2 Years after disposition of vehicle	Paper		
Pol-0077	Public Records Request	2 Years	Paper		
Pol-0078	In Service training Records- Attendance, Lesson Plans, etc.	7 Years	Paper		
Pol-0079	Training Materials, Training Course Information	Until no longer of an Administrative Value	Multi		
Pol-0080	Employee Applicant Records/Application/Fitness Tests Personnel Records-Pre-employment/Background, Not Hired	4 Years then Purge if no longer of an Administrative Value	Paper		
Pol-0081	Field Training & Evaluation Records	Permanent	Multi		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
Pol-0082	Employee Training Records	7 Years from Date of Separation and no longer of an Administrative or Legal Value	Paper		☐
Pol-0083	Training Request/Travel Authorization Records	1 Year and no longer of an Administrative Value	Paper		☐
Pol-0084	Officers Daily Activity Logs/Administrative Activity Logs	2 Years and no longer of an Administrative Value	Paper		☐
Pol-0085	Warrants, Subpoenas, Summons, Temporary Protection Orders	Until Served, Discharged, answered or withdrawn by the Issuing Agency	Paper		☐
Pol-0086	Civil Protection Orders (Department Copy)	Until Order expires, withdrawn or served	Paper		☐
Pol-0087	BPD Reports not otherwise listed on this schedule	3 Years	Multi		☐
Pol-0088	Expundged Records & Case Files	Upon receipt of Expungement Order; Erase or remove all electronic references and redact related information contained in any other departmental records. Sealed records destroyed 15 years after date of report, except in the case of Homicide or Rape	Multi		☐
Pol-0089	Youth Related RMS Records	Until age of maturity entered into computer or Expungement Order Received from Court	Multi		☐
Pol-0090	Bentleyville Juvenile Diversion Records	1 Year from Diversion Hearing Date and no Pending Action	Multi		☐
	MAYOR'S COURT				☐
Pol-0091	Annual Statements and Yearly Report	Permanent	Multi		✓

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
Pol-0092	Case Files Criminal Traffic	5 Years provided Audited 5 Years provided audited	Multi		
Pol-0093	Case Transfers	Transfer all relevant records per ORC 1950.032	Multi		
Pol-0094	Cash Payment Records	4 Years or until audited	Paper		
Pol-0095	Citations-Parking	Until Paid and Audited	Paper		
Pol-0096	Citations-Traffic	Until Paid and Audited	Paper		
Pol-0097	Complaints and Warrants	In Case Files	Paper		
Pol-0098	Fine and Fee Record	3 Years provided Audited	Paper		
Pol-0099	Monthly Statements and Reports	3 Years provided Audited	Paper Computer		
Pol-00100	Receipt Books	3 Years provided Audited	Paper		

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.