Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

FEB 17 2022

STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Franklin		Police Division	
(Local Government Entity)		(Unit)	
	Adam Colon	Police Chief	02/15/2022
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

	Records Commission	937-746-9921	
		(Telephone Number)	
1 Benjamin Franklin Way	Franklin	45005	Warren
(Address)	(City)	(Zip Code)	(County)

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

Kdunn@franklinohio.org

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.

2/15/2022

Records Commission Chair Signature — Date

Section C: Ohio History Connection - State Archives

Amy Czubak Digitally signed by Amy Czubak Date: 2022.08.10 15:49:59 -04'00' — Government Records Archivist — 8/10/2022

Signature — Title — Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks Date: 2022.08.15 16:00:05 -04'00' — Records Manager

Signature — Title — 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 (RC-2) – Part 2

See instructions before completing this form.

City of Franklin (Local Government Entity)

Police Division (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PD-001	**Abandoned Vehicle Records**	2 years after vehicle claimed or disposed of	Paper/Electronic		☐
PD-002	**Accident Reports – Traffic**	3 years after case closed	Paper/Electronic		☐
PD-003	**Accident/Damage Reports – Persons or Property**	6 years, provided no action pending	Paper/Electronic		☐
PD-004	**Accident/Injury Reports - Employee**	Place in personnel file	Paper/Electronic		☐
PD-005	**Alarm Records (House & Business)**	90 days	Paper/Electronic		☐
PD-006A **PD-006B**	**Alcohol Breath Testing(BAC) Records** - Logs - Manuals	2 years Until superseded	Paper/Electronic Paper/Electronic		☐
PD-007A **PD-007B** **PD-007C** **PD-007C**	**Arrest Records/Reports** - Felony - Juvenile - Non-Traffic Misdemeanor - Traffic Misdemeanor	50 years Until person turns 18 or expunged 15 years after case closed 10 years after case closed	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		☐
PD-008	**Assignment Schedules/Sheets**	1 year	Paper/Electronic		☐
PD-009	**Blank Forms/Forms Requests**	Until obsolete or superseded	Paper/Electronic		☐
PD-010	**BMV 2255 File**	7 years	Paper/Electronic		☐
PD-011	**Budget (Preparation Documents)**	1 year	Paper/Electronic		☐
PD-012	**Bulletins/Posters/Notice to Employees**	Until no longer admin. necessary	Paper/Electronic		☐
PD-013	**Calibration/Equipment Check Records**	Life of Equipment	Paper/Electronic		☐
PD-014	**Certification/Qualification Records**	Place in personnel file	Paper/Electronic		☐

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PD-015	**Children's Services Referrals**	7 years	Paper/Electronic		☐
	Criminal Investigation Files, Solved				☑ (Permanent)
PD-016A	- Aggravated Murder and Murder	Permanent	Paper/Electronic		
PD-016B	- Felonies listed in RC 2901.13(A)(3)	21 years from date solved	Paper/Electronic		
PD-016C	- Other felonies	7 years from date solved	Paper/Electronic		
PD-016D	- Misdemeanors	3 years from date solved	Paper/Electronic		
	Criminal Investigation File, Unsolved				☑
PD-017A	- Aggravated Murder and Murder	Permanent	Paper/Electronic		
PD-017B	- Felonies listed in RC 2901.13(A)(3)	Permanent	Paper/Electronic		
PD-017C	- Other felonies	Permanent	Paper/Electronic		
PD-017D	- Misdemeanors	Permanent	Paper/Electronic		
PD-018	**Civil Service Records**	Until superseded	Paper/Electronic		☐
PD-019	**Civilian Ride-Along Forms**	2 years	Paper/Electronic		☐
PD-020	**Confiscated Weapons Records**	Until weapon destroyed/returned	Paper/Electronic		☐
PD-022	**CE/Seminar/Training Attendance Records & Certifications**	Place in personnel file			☐
	Correspondence (including email)				☐
PD-022A	- Routine letters/communications	1 year	Paper/Electronic		
PD-022B	- General	2 years	Paper/Electronic		
PD-022C	- With legislative branch (Council)	3 years	Paper/Electronic		
PD-022D	- With executive branch	3 years	Paper/Electronic		
PD-022E	- Junk mail/fliers/catalogs/spam	Until no longer admin. necessary	Paper/Electronic		
PD-023	**Crime Reports**	3 years	Paper/Electronic		☐
PD-024	**Directives**	Until superseded or obsolete	Paper/Electronic		☐
PD-025	**Disaster Plans**	Until superseded or obsolete	Paper/Electronic		☐
PD-026	**Discharge of Firearm Reports**	5 years provided no action pending	Paper/Electronic		☐

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	Disciplinary Records				☐
PD-027A	- Disciplinary action/reprimands	Place in personnel file	Paper/Electronic		
PD-027B	- Pre-disciplinary conference records	5 years from issuance of action	Paper/Electronic		
PD-027C	- Sealed reprimands	3 years after retirement/termination	Paper/Electronic		
	Dispatch (CAD) & 911 Records				☐
PD-028A	- Printouts	Until filed, placed in CI file, or no longer admin. necessary	Paper/Electronic		
PD-028B	- Radio/Call Audio Recordings	2 years, provided no action pending	Digital		
PD-029	**Division Reports (Annual)**	5 years	Paper/Electronic		☐
PD-030	**Drug Task Force Records**	3 years	Paper/Electronic		☐
	Equipment Records				☐
PD-031A	- Ballistic Vest File	Until disposed or replaced	Paper/Electronic		
PD-032B	- Firearms	Until returned by employee or disposed	Paper/Electronic		
PD-032C	- Instruction Manuals	Life of equipment	Paper/Electronic		
PD-032D	- Inventories	3 years	Paper/Electronic		
PD-032E	- Maintenance Records	Life of equipment	Paper/Electronic		
PD-032F	- Warranties	Life of equipment, plus 2 years	Paper/Electronic		
PD-032	**Evaluations (Employee)**	Place in personnel file	Paper/Electronic		☐
PD-033	**Fingerprints**	50 years	Paper/Electronic		☐
PD-034	**Fuel Usage Records/Logs**	2 years	Paper/Electronic		☐
PD-035	**General Orders/Policies & Procedures/Rules & Regulations**	Until superseded or replaced	Paper/Electronic		☐
PD-036	**Grant Files/Records** (Federal and State)	5 years, provided audited and any disputes resolved	Paper/Electronic		☐
PD-037	**Habitual Sex Offender Notifications**	5 years or until in CAD system	Paper/Electronic		☐
PD-038	**In-car Video**	Until filed with court or disposed	Digital		☐
PD-039	**Internal Investigations**	5 years provided no action pending	Paper/Electronic		☐

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	Jail Records				☐
PD-040A	- Booking Sheets	7 years, provided audited	Paper/Electronic		
PD-040B	- Jail Inspections	7 years, provided audited	Paper/Electronic		
PD-040C	- Jail/Prisoner Rules	1 year after superseded	Paper/Electronic		
PD-040D	- Prisoner Log	25 years	Paper/Electronic		
PD-040E	- Strip Search/Body Cavity Search	7 years, provided audited	Paper/Electronic		
PD-040F	- Video Recordings	30 days, provided no action	Digital		
PD-041	**Junk Vehicle Records**	2 years after sale or disposition	Paper/Electronic		☐
PD-042	**K-9 Records**	Until retirement of canine	Paper/Electronic		☐
	Leases				☐
PD-043A	- Equipment	2 years after expiration	Paper/Electronic		
PD-043B	- Real Estate	5 years after expiration	Paper/Electronic		
PD-044	**Leave Requests**	Until filed with Finance Dept.	Paper/Electronic		☐
PD-045	**Manuals/Handbooks**	Until superseded or obsolete	Paper/Electronic		☐
PD-046	**Master Inventory**	Until provided updated copy with Finance Dept.	Paper/Electronic		☐
PD-047	**Master Name Index**	Permanent	Paper/Electronic		☑
PD-048	**Miscellaneous Files**	Until no longer admin. necessary	Paper/Electronic		☐
PD-049	**Mutual Aid Agreements**	10 years after superseded	Paper/Electronic		☐
PD-050	**National Child Safety First Council Records**	5 years	Paper/Electronic		☐
PD-051	**Officer Oath of Office**	Place in personnel file	Paper		☐
PD-052	**Organizational Charts**	Until superseded	Paper/Electronic		☐
PD-053	**Payroll Records**	1 year	Paper/Electronic		☐
PD-054	**Personnel Files**	Until employee termination/retire	Paper/Electronic		☐

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	Pre-Employment Records				☐
PD-055A	- Background checks	If hired, placed in personnel file	Paper/Electronic		
PD-055B	- Interviews		Paper/Electronic		
PD-055C	- Physicals	If not hired, retain 2 years	Paper/Electronic		
PD-055D	- Polygraph/voice analysis exam		Paper/Electronic		
PD-056	**Press Releases**	3 years	Paper/Electronic		☐
PD-057	**Protection Orders**	Until recalled/returned to Court	Paper/Electronic		☐
PD-058	**Public Records Requests**	2 years	Paper/Electronic		☐
PD-059	**Purchase Orders**	3 years, provided audited	Paper/Electronic		☐
	Receipts				☐
PD-060A	- Bonds	5 years	Paper/Electronic		
PD-060B	- Copy Machines	5 years	Paper/Electronic		
PD-060C	- Petty Cash	5 years	Paper/Electronic		
PD-061	**Records Retention Documents (RC-1, RC-2, RC-3)**	Permanent	Paper/Electronic		☐
PD-062	**Requests for Recognition Records**	3 years	Paper/Electronic		☐
	Reserve Officer Records				☐
PD-063A	- Applications (not hired)	3 years	Paper/Electronic		
PD-063B	- Applications (hired)	Place in personnel file	Paper/Electronic		
PD-063C	- Letter of Appointment/Termination	Place in personnel file	Paper/Electronic		
PD-063D	- Letter of Resignation	Place in personnel file	Paper/Electronic		
PD-063E	- Logs	7 years	Paper/Electronic		
PD-064	**Responses to Resistance/Use of Force Reports**	5 years, provided no action pending	Paper/Electronic		☐
PD-065	**Rosters/Directories**	Until superseded or obsolete	Paper/Electronic		☐
PD-066	**School Resource Officer Records**	3 years	Paper/Electronic		☐
PD-067	**Seized Property Records**	6 years after returned/disposed of	Paper/Electronic		☐

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	Speed Detection Devices				☐
PD-068A	- Calibration Records	Until superseded	Paper/Electronic		
PD-068B	- Manuals	1 year after superseded/obsolete	Paper/Electronic		
PD-068C	- Certifications	Place in personnel file	Paper/Electronic		
PD-069	**Subpoenas/Summonses**	Until served, discharged, withdrawn	Paper/Electronic		☐
	Surveillance Tapes/Videos				☐
PD-070A	- Evidence	Place in case file	Digital		
PD-070B	- In-house	60 days, provided no action taken	Digital		
PD-071	**Telephone Messages/Voice Mail**	Until no longer admin. necessary	Paper/Electronic		☐
	Towed or Impounded Vehicles				☐
PD-072A	- Seizure or Return of License Plate	3 years	Paper/Electronic		
PD-072B	- Tow Sheets	3 years	Paper/Electronic		
PD-072C	- Log Sheet	3 years	Paper/Electronic		
PD-072D	- Vehicle Inventories	3 years	Paper/Electronic		
	Traffic Citations				☐
PD-073A	- Citations	2 years, provided audited	Paper/Electronic		
PD-073B	- Sign-out book	2 years, provided audited	Paper/Electronic		
PD-074	**Training File**	3 years	Paper/Electronic		☐
	Union Records				☐
PD-075A	- Contract	Until superseded, retain one copy	Paper/Electronic		
PD-075B	- Correspondence	Treat as correspondence	Paper/Electronic		
PD-075C	- Grievances	1 year after resolved	Paper/Electronic		
	Vehicle Records				☐
PD-076A	- Maintenance Records	Until vehicle disposed of	Paper/Electronic		
PD-076B	- Mileage Records	Until vehicle disposed of	Paper/Electronic		
PD-076C	- Safety Checks	Until vehicle disposed of	Paper/Electronic		
PD-077	**Warrants**	Until executed or recalled, place copy in file	Paper/Electronic		☐

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