



Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org
- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
 State Archives of Ohio
 Local Government Records Archivist
 800 E. 17th Avenue
 Columbus, OH 43211-2497

- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Hamilton	Police Department		
(local government entity)	(unit)		
	Craig Bucheit	Chief of Police	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

City of Hamilton	Records Commission		
(address)	(telephone number)		
345 High Street, Suite 300	Hamilton	45011	Butler
(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.

Records Commission Chair Signature	Date
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Section C: Ohio Historical Society - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Date
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**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

City of Hamilton

Police Department

(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
HPD 19-001	Ohio Public Records Compliance Files (RC-1, RC-2, RC-3)	25 Year(s) after revised, superseded or discontinued & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-002	Policies, Procedures, Rules & Regulations issued by the Department (General Orders)	4 Year(s) after revised, superseded or discontinued & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-003	Division Annual Report	Permanent	Multi		<input type="checkbox"/>
HPD 19-004	Annual Division Budget (Division Copy)	4 Year(s)	Multi		<input type="checkbox"/>
HPD 19-005	Annual Division Budget Preparation documents & Worksheets	4 Year(s) & no longer of an Admin. or Fiscal Value	Multi		<input type="checkbox"/>
HPD 19-006	Executive Correspondence-correspondence of the Chief and its Executive Staff dealing with significant aspects of the administration of the office. This correspondence includes information concerning the office's policies, programs, fiscal and personnel matters.	5 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-007	General Correspondence-This includes both internal & external correspondence; also, correspondence requesting information pertaining to this office & other miscellaneous inquiries. This correspondence is informative; it does not attempt to influence the policies of the office.	2 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-008	Routine Correspondence-This includes referral letters, requests for routine information or publications provided to the public by this office which are answered by standard form letters.	1 Year & no longer of an Admin. Value	Multi		<input type="checkbox"/>



(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
HPD 19-009	Unsolicited correspondence, unsolicited mail, unsolicited e-mail, & similar unsolicited communications	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
HPD 19-010	Transient records-Including telephone message slips, books, logs, post-it-notes, notices & other records which served to convey information of temporary importance in lieu of direct oral communications	Retain until no longer of an Admin. Value then destroy	Multi		<input type="checkbox"/>
HPD 19-011	Electronic Mail-Includes all computer generated mail	Retain until no longer of significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content (Refer to RC-2). Erase E-mail that has no significant value.	Multi		<input type="checkbox"/>
HPD 19-012	Copies-All Media (Reading, Information, Reference)	Retain until no longer of Admin. Value, then destroy	Multi		<input type="checkbox"/>
HPD 19-013	Drafts, informal notes, reminder notes	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
HPD 19-014	Bulletins, Poster & General Notices & Display	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
HPD 19-015	Agency awards, newspaper articles, clippings, photographs, negatives & scrapbooks	5 Year(s) provided of no Admin. Value	Multi		<input type="checkbox"/>
HPD 19-016	General Administrative Files	Until no longer of an Admin. or Legal Value, then destroy	Multi		<input type="checkbox"/>
HPD 19-017	Professional Organizations & Association Files	1 year & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-018	Reference Publications & Directories – All Media & Types	Until revised, superseded or obsolete.	Multi		<input type="checkbox"/>



(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
HPD 19-019	Laws, Regulations & Rules (Local, County, State & Federal)	Until no longer of an Admin. or Fiscal Value, then destroy	Multi		<input type="checkbox"/>
HPD 19-020	Computer Generated Reports (Non-Specific)- Administrative & Financial Reports (Periodic)	Until no longer of an Admin. or Fiscal Value, then destroy	Multi		<input type="checkbox"/>
HPD 19-021	Computer Generated Reports (Non-Specific)- Administrative & Financial Reports (Annual)	Until no longer of an Admin. or Fiscal Value, then destroy	Multi		<input type="checkbox"/>
HPD 19-022	Inter-office communications-memos- memoranda	1 year & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-023	Voicemail	Erase or delete when no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-024	Business Cards, Trading Cards, Rotary & Rolodex files-all media	Until obsolete or superseded, then destroy	Multi		<input type="checkbox"/>
HPD 19-025	Planning, scheduling, calendar and training information on display boards and Google Calendar	Continually updated, revised or erased	Multi		<input type="checkbox"/>
HPD 19-026	Business Contract Agreements includes contract agreements for services rendered to this Division (Copies)	15 Year(s) after revised, superseded or discontinued and no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-027	Fax Cover Sheet	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-028	Equipment Operating & Maintenance Manuals	Until machine or equipment is sold or scrapped	Paper		<input type="checkbox"/>
HPD 19-029	Equipment Maintenance & Repair Records	2 Year(s) after machine or equipment is sold or scrapped	Multi		<input type="checkbox"/>
HPD 19-030	Web Page & Assisted Web Applications	Until revised, obsolete or superseded	Multi		<input type="checkbox"/>



(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
HPD 19-031	Monthly Relief Reports	2 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-032	Award Recommendation Letters	Retain until no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-033	Release of All Claims (Observation Patrol)	2 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-034	Strip or Body Cavity Search Form	3 Year(s)	Multi		<input type="checkbox"/>
HPD 19-035	Cruiser Form	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-036	Supervisor-Monthly Activity Reports	2 Year(s) & no longer of Admin. Value	Multi		<input type="checkbox"/>
HPD 19-037	K-9 Incident Documentation	2 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-038	Employee Injury Report	40 Year(s)	Multi		<input type="checkbox"/>
HPD 19-039	Retirement/Separation Reports	5 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-040	Collective Bargaining Agreements	Until revised, obsolete or superseded	Multi		<input type="checkbox"/>
HPD 19-041	Background Investigations (Applicants not hired)	As soon as not hired, shipped to Personnel	Paper		<input type="checkbox"/>
HPD 19-042	Grievance files	4 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-043	Extra Duty Employment	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-044	Division Awards	Retain in Employee Personnel File	Multi		<input type="checkbox"/>



(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
HPD 19-045	Reprimands (letters of)	Retain in Employee Discipline File	Paper		<input type="checkbox"/>
HPD 19-046	Counseling cards or letters	Retain in Employee Discipline File	Multi		<input type="checkbox"/>
HPD 19-047	Complaints on Officers	4 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-048	Officer Equipment Inspection	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-049	Pre-employment Records	2 years after position eligibility list expires	Multi		<input type="checkbox"/>
HPD 19-050	Firearms Records & Inventory	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
HPD 19-051	Request for uniform reimbursement	Retain until repairs are completed or restitution is made & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-052	Employee Discipline File	Retain in Employee File in accordance with provisions of applicable Collective Bargaining Agreements	Paper		<input type="checkbox"/>
HPD 19-053	Requisition/Purchase Orders	3 Year(s)	Paper		<input type="checkbox"/>
HPD 19-054	Federal, State, Local Grant Files	5 Year(s) provided audited	Multi		<input type="checkbox"/>
HPD 19-055	Law Enforcement Trust Fund Records	3 year(s) provided audited	Multi		<input type="checkbox"/>
HPD 19-056	Payroll Report	3 Year(s) provided audited	Multi		<input type="checkbox"/>



(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
HPD 19-057	Employee Attendance Records (copies)	3 Year(s)	Paper		<input type="checkbox"/>
HPD 19-058	Daily Activity Records	2 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-059	Leave Application Forms	3 Year(s)	Multi		<input type="checkbox"/>
HPD 19-060	Daily Attendance Forms	3 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-061	Sick Leave Reports	3 Year(s) & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 19-062	Court Slips & Court Payroll Report	10 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-063	Worksheets	1 Year & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-064	Program Files-Community Affairs, DARE, etc.	3 Year(s)	Multi		<input type="checkbox"/>
HPD 19-065	Defensive Action Reports	4 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-066	MDT transmissions, logs, miscellaneous	30 Day(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-067	Holding Cell & Building Security Video Recordings	7 Day(s) recorded on DVR hard drive, Automatic Turnover, Re- Record, Reuse & no longer of an Admin. or Legal Value	Electronic		<input type="checkbox"/>
HPD 19-068	FTO Evaluation Manual	Retained in individual officer's training file	Multi		<input type="checkbox"/>



(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
HPD 19-069	Training Attendance Report	Retained in individual employee training file	Multi		<input type="checkbox"/>
HPD 19-070	Training Aids & Lesson Plans	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-071	Monthly Review for Probationary Officer	Retain in Training File	Multi		<input type="checkbox"/>
HPD 19-072	Training Notification	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-073	Training Files Department Personnel (All Training Records)	Term of office & 2 Year(s)	Multi		<input type="checkbox"/>
HPD 19-074	Off Duty Firearms Authorization Forms	Retain in Officer/Firearms File	Paper		<input type="checkbox"/>
HPD 19-075	LEADS Printouts	No longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 19-076	911 ANI/ALI Inquiry Form	3 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-077	Criminal Case History Log Book	6 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-078	Wrecker Request Log	3 Year(s)	Multi		<input type="checkbox"/>
HPD 19-079	Weekly Inspection Form	1 Year & no longer of an Admin. or Legal Value	Computer		<input type="checkbox"/>
HPD 19-080	Prisoner Property Receipts	2 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-081	Holding Facility Documentation	5 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-082	Holding Facility Time Check Card	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>



(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
HPD 19-083	Prisoner Visitation Log	1 Year	Paper		<input type="checkbox"/>
HPD 19-084	Jail Log	25 Year(s)	Computer		<input type="checkbox"/>
HPD 19-085	Property Tags	5 Year(s) after disposition & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-086	Record of Property Received	5 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-087	Press Releases	3 Year(s) & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 19-088	Crime Analysis	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-089	Vacation House Check Records	30 Day(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-090	False Alarm Report	1 Year & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-091	Business Information Survey Form	Until revised, superseded or obsolete	Multi		<input type="checkbox"/>
HPD 19-092	Blank Forms-All Media	Until revised, obsolete or superseded, then destroy	Multi		<input type="checkbox"/>
HPD 19-093	DP43 Assignment Form	No longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-094	Driving Record Request to BMV	Retain until no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-095	Request for Driver License Examination	1 Year & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 19-096	Radar Logs	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>



(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
HPD 19-097	Hit Skip Card	2 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-098	Unclaimed & abandoned junk motor vehicle affidavit	2 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-099	OR Form	Retain until discharged & returned to the court	Paper		<input type="checkbox"/>
HPD 19-100	Warrant-Original (Criminal & Traffic)	Retain until discharged or returned to court	Paper		<input type="checkbox"/>
HPD 19-101	Warrants-Copies (Criminal & Traffic)	Retain until discharged or returned to court	Paper		<input type="checkbox"/>
HPD 19-102	Summons (Criminal & Traffic)	Retain until discharged or returned to court	Paper		<input type="checkbox"/>
HPD 19-103	Subpoena (Criminal & Traffic)	Retain until discharged or returned to court	Paper		<input type="checkbox"/>
HPD 19-104	Warrants mailed to other agencies	Until recalled or served	Paper		<input type="checkbox"/>
HPD 19-105	Warrant/Summons envelopes	1 Year after served, recalled or expired	Paper		<input type="checkbox"/>
HPD 19-106	Warrant Recall Forms	1 Year after recalled by court	Paper		<input type="checkbox"/>
HPD 19-107	Microfilm (adult arrests/offense reports)	Permanent	Microfilm		<input type="checkbox"/>



(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
HPD 19-108	Photographic Images	Maintain images that have significant Admin., Legal or Historical Value. Retain according to content (Refer to RC-2) Images that have no significant value may be erased.	Multi		<input type="checkbox"/>
HPD 19-109	Traffic Citations (Hard Copy)	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
HPD 19-110	Warning Citations (Hard Copy)	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
HPD 19-111	Traffic Citation Log Book (Sign out log for citation book issued to Officers)	3 Year(s) & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 19-112	Warning Citation Log Book (Sign out for log of warning book issued to Officers)	3 Year(s) & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 19-113	Parking Citation Log Book (Sign out for log of parking citation book issued to Officers)	3 Year(s) & no longer of an Admin. Value	Paper		<input type="checkbox"/>
HPD 19-114	Vehicle Impoundment Reports	1 Year after Release	Multi		<input type="checkbox"/>
HPD 19-115	Motor Vehicle Accident Reports	3 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-116	Motor Vehicle Fatality Accident Reports	7 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-117	72 Hour Ordinance	1 Year & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-118	Urine/Blood Testing Records	3 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-119	2255-Implied Consent Form	3 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>



(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
HPD 19-120	Breath Intoxilyzer Records (Tests Administered & Calibrations)	3 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-121	Domestic Violence/Domestic Dispute Reports	1 Year & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-122	Parade Permits	1 Year & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-123	Recreational Assembly Permit Applications	1 Year & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-124	Temporary/Court Protection Order	6 months after expired or dismissed & no longer of a Legal Value	Multi		<input type="checkbox"/>
HPD 19-125	Daily Cash Voucher Reports	1 Year Provided Audited	Paper		<input type="checkbox"/>
HPD 19-126	Vehicle Impoundment Fee Cash Reports	1 Year Provided Audited	Paper		<input type="checkbox"/>
HPD 19-127	Salvage Vehicle Cash Reports	1 Year Provided Audited	Paper		<input type="checkbox"/>
HPD 19-128	Charge Account Papers	3 Year(s)	Paper		<input type="checkbox"/>
HPD 19-129	FBI Uniform Crime Reports	3 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-130	FBI Hate Crime Reports	3 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-131	Gun Sale Forms (Received from pawn shops & stores for the sale of guns)	6 year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-132	Fingerprint Cards	Age 80 or Death & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>



(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
HPD 19-133	Minor Misdemeanor Citations	3 Year(s) & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-134	Field Interrogation Cards	6 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-135	Pawn Tickets	6 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-136	Patient Runs	2 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-137	General Offense Reports	6 Year(s) & no action pending	Multi		<input type="checkbox"/>
HPD 19-138	Homicide Offense Reports	30 Year(s) after appeals	Multi		<input type="checkbox"/>
HPD 19-139	Criminal Case Files	6 Year(s) & no action pending	Multi		<input type="checkbox"/>
HPD 19-140	Homicide Case Files	30 Year(s) & no action pending	Multi		<input type="checkbox"/>
HPD 19-141	Rape Case Files	30 Year(s) & no action pending	Multi		<input type="checkbox"/>
HPD 19-142	Waiver of Rights – Adults	Retain in General Case Files	Multi		<input type="checkbox"/>
HPD 19-143	Waiver of Rights – Parents	Retain in General Case Files	Multi		<input type="checkbox"/>
HPD 19-144	Consent to Search Form	After discharged, original kept with General Case File	Multi		<input type="checkbox"/>
HPD 19-145	Voluntary Statement Form	Retain in General Case File	Multi		<input type="checkbox"/>
HPD 19-146	Blood Test Written Statement Request	Retain in General Case File	Multi		<input type="checkbox"/>



(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
HPD 19-147	SWAT Team Investigation Files	3 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-148	Internal Affairs Investigation	4 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-149	Investigations Worksheets	6 Year(s) & no longer of an Admin. Value	Multi		<input type="checkbox"/>
HPD 19-150	Polygraph Reports	5 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-151	Juvenile Arrests	Age 18 years of age & no longer of an Admin. or Legal Value	Paper		<input type="checkbox"/>
HPD 19-152	Liquor Violation Information Form	Retain in General Case File	Multi		<input type="checkbox"/>
HPD 19-153	Inactive Confidential Informant Records	6 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-154	Mobile Video/Audio Recording Systems (MVR)- All recorded incidents	30 Day(s) on secured server & no longer of Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-155	Mobile Video/Audio Recording Systems (MVR)-Incidents of Criminal arrests, Filing of citizen complaints or Significant evidentiary value	90 Day(s) on secured server & no longer of Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-156	Mobile Video/Audio Recording Systems (MVR)-Incidents of Motor vehicle pursuits, OMVI arrests, Use of force, or Police vehicle accidents with injury or substantial property damage	3 Year(s) on the secure server & no longer of Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-157	RedFlex Photo Enforcement Deployment Forms	3 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-158	RedFlex Photo Enforcement Hearing Dockets	3 Year(s) & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>



(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
HPD 19-159	RedFlex Photo Enforcement Hearing Requests	1 Year after violation date & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-160	RedFlex Photo Enforcement Hearing Letters	1 Year after violation date & no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
HPD 19-161	Motor Vehicle Accident Reports	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 19-162	Field Interrogation Cards	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 19-163	General Offense Reports	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 19-164	Homicide Offense Reports	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 19-165	Criminal Case Files	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 19-166	Homicide Case Files	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 19-167	Rape Case Files	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 19-168	Adult Arrests	Retain all data in computer system	Electronic		<input type="checkbox"/>
HPD 19-169	Juvenile Arrests	Retain all data in computer system until age 18 years of age & no longer of an Admin. or Legal Value	Electronic		<input type="checkbox"/>
HPD 19-170	Citation Book Receipts	3 Year(s) & no longer of an Admin. Value	Paper		