

Sheriff Records Retention Schedules (Draft)

This schedule lists records commonly found in the county Sheriff's office. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Record Series	Description	Retention Period
Accreditation files	Records compiled in relation to achieving and maintaining certification through the Commission on Accreditation for Law Enforcement Agencies (CALEA).	3 years
Canine Records	Records documenting training and performance of dogs involved in law enforcement operations.	3 years
Community Education Records	Records related to public safety educational and outreach programs including Drug Abuse Resistance Education records.	2 years
Concealed Carry Weapons Applications	Records documenting issuance of concealed handgun licenses and renewals.	1 year after expiration
Concealed Carry Weapons Criminal Records Check	Records documenting criminal records checks performed on individuals who apply for a concealed handgun license; ORC 311.41	20 days after issuance of license or after completion of appeals process
Drug Law Enforcement Fund (DLEF) Records	Fiscal and administrative records of the Drug Law Enforcement Fund.	4 years
Federal Law Enforcement Trust Fund (FLETF) Records	Fiscal and administrative records of the Federal Law Enforcement Trust Fund.	4 years
Furtherance of Justice Fund (FOJ) Records	Fiscal and administrative records of the Furtherance of Justice Fund per ORC 325.071	4 years
Law Enforcement Trust Fund (LETF) Records	Fiscal and administrative records of the Law Enforcement Trust Fund pertaining to proceeds from the sale of forfeited property and contraband seized during state law enforcement activities.	4 years
Offense Reports – Homicides and Deaths	Incident Report Records documenting homicide investigations or other death-related incidents.	Permanent

Record Series	Description	Retention Period
Offense Reports – Other Felonies	Incident Report Records including but not limited to felony offenses such as kidnapping; rape; sexual battery; unlawful sexual contact with minor; gross sexual imposition; compelling prostitution; aggravated arson; treason; nuclear and chemical weapon violations; robbery; burglary; inciting a riot; felonious or aggravated assault; assault against a police officer; or conspiracy or attempt to commit any of above.	1 year after statute of limitations ends.
Offense Reports – Misdemeanors	Non-felony incident Report Records.	5 years, or after statute of limitations ends, whichever is longer.
Offense Reports Index	Index to offense reports used as a cross reference.	Homicide and Death-permanent, all others, 5 years.
Professional Conduct Investigations	Investigations of complaints filed by the public or employees about law enforcement personnel	5 years after settlement of investigation providing no pending litigation
Special Deputies Commissions	Records documenting the commission and service of unpaid volunteers.	5 years after expiration of Commission
Special Detail Records	Records documenting the assignment of sheriff deputies outside regular employment.	5 years
Surveillance Recordings	Routine monitoring of courts, jails or other facilities	1 system cycle provided no action pending
Training Records	Documents completion of courses by employees, mandated or optional, related to their job requirements.	Place in personnel file
Civil Case Records	Records of actions taken relating to a civil case. May include attempts at service, actual service information, tax sales, foreclosures, and documentation of enforcement action taken under provisions of the order.	5 years
Expungments	Records documenting the arrest and/or conviction of a person who subsequently is granted an order sealing any related records.	Destroy upon receipt of Expungement Order from a Court
Foreign Execution Docket	Record of all court ordered processes from any court outside the county in which the sheriff resides. ORC 311.10	7 years
Appraisers' Appointments	Records documenting the commission and service of individuals who assign market value to foreclosed county property.	10 years
Commissary Records	Documents the control and use of inmate funds to purchase canteen/commissary items or other services.	2 years
Daily Jail Activity Log	Documents the occurrence of certain events, including floor log sheets, key control log, security log, etc.	3 years if no action pending

Record Series	Description	Retention Period
Body Camera Video Footage	Footage documenting daily actions of law enforcement personnel for performance and evidentiary purposes; includes video footage with accompanying audio recordings.	
A) Routine Business:	Including, but not limited to, civil paper service, alarms, cancelled calls, assists, house or business checks, and unfounded calls.	6 months, provided no pending legal action
B) Parking, and Traffic Citations and Warnings:	Including, but not limited to, incident reports, field interviews, System of Records Notices (SORN) verifications and abandoned vehicle tows. *SORN mandated by the Federal Privacy Act of 1974.	1 year, provided no pending legal action
C) Criminal incidents, arrests, case reports, crash reports, supplemental reports, and warrants.		6 years, provided no pending legal action
D) Homicides and Deaths	Videos pertaining to homicides or other death-related incidents.	Permanent
Body Scanner Images-No contraband results.	Includes intake, inmate images with no contraband results.	Retain while of administrative value, provided no action pending
Body Scanner Images-positive contraband results.	Includes intake, inmate images with positive contraband results. Images will be migrated to the inmate record.	6 years, provided no pending legal action
Dash Cam Audio/Video	Obtained via in-car dash camera system. <ul style="list-style-type: none"> · Default Rule (Unclassified) · Miscellaneous/Other · Emergency Runs · Test 	90 days
Dash Cam Audio/Video	Obtained via in-car dash camera system <ul style="list-style-type: none"> · Traffic Stops · Officer Initiated Contact · Pursuits · Use of Force 	1 year
Dash Cam Audio/Video Recordings-Misdemeanor:	Obtained via in-car dash camera system.	2 years
Dash Cam Audio/Video Recordings:	Obtained via in-car dash camera system. <ul style="list-style-type: none"> · OVI · Domestic Violence 	3 years
Dash Cam Audio/Video Recordings-Felony:	Obtained via in-car dash camera system.	6 years