



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION

SEPTEMBER 14 2023

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

Mercer County Sheriff's Office

(Local Government Entity)	(Unit)		
	Jeff Grey	Sheriff	5-24-2023
(Signature of Responsible Official)	(Name)	(Title)	(Date)


### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Mercer County	Records Commission	(419) 586-3178	
			(Telephone Number)
220 W. Livingston St	Celina	45822	Mercer
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address: [commissioners@commissioners.mercercountyohio.gov](mailto:commissioners@commissioners.mercercountyohio.gov)

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.

	9/14/2023
Records Commission Chair Signature	Date

### Section C: Ohio History Connection - State Archives

	Digitally signed by Amy Czubak Date: 2023.09.20 16:20:48 -04'00'	Government Records Archivist	9/20/2023
Signature		Title	Date

### Section D: Auditor of State

Martin E. Meeks	Digitally signed by Martin E. Meeks Date: 2023.09.27 11:21:41 -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.**



**Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2497

**Section E: Records Retention Schedule**

Mercer County Sheriff's Office

(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 LGRP	(6) RC-3 Required by LGRP
ADM-1	Admin - Attendance Controller	10 yrs	Paper		<input type="checkbox"/>
ADM-2	Admin - Auditor Forms - A8-A12	Audited	Paper		<input type="checkbox"/>
ADM-3	Admin - Background Investigations (pre-employment/not hired) A3	2 yrs	Paper		<input type="checkbox"/>
ADM-4	Admin - Budgets	3 yrs, Audited	Paper		<input type="checkbox"/>
ADM-5	Admin - Checking (Accounts: FOJ, SMA, LETF, LETF-HIT, MDDF, Cashbook, Inmate Account) A5, A6, A14	5 yrs.	Paper / Electronic		<input type="checkbox"/>
ADM-6	Admin - Credit Card Expenditures Form - A14	Audited	Paper		<input type="checkbox"/>
ADM-7	Admin - Firearm Qualifications	5 yrs	Paper		<input type="checkbox"/>
ADM-8	Admin - Grants: DARE, JAG, HVEO, IDEP, STEP, BPV, etc.	3 yrs, Audited	Paper / Electronic		<input type="checkbox"/>
ADM-9	Admin - Payroll Reports - A31 - (Individual office payroll submitted; kept permanently in Auditor's Office)	3 yrs, Audited	Paper		<input type="checkbox"/>
ADM-10	Admin - Personnel Files (Individual Office employee's files) - A18-A25, A29, A30, A41	2 yrs after separation	Paper		<input type="checkbox"/>
ADM-11	Admin - Employee Discipline - Letter of Caution	3 yrs	Paper		<input type="checkbox"/>
ADM-12	Admin - Employee Discipline - Written Warning	4 yrs	Paper		<input type="checkbox"/>
ADM-13	Admin - Employee Discipline - Suspension	6 yrs	Paper		<input type="checkbox"/>
ADM-14	Admin - Employee Discipline - Last Chance Agreement	11 yrs	Paper		<input type="checkbox"/>
ADM-15	Admin - Employee Medical Records	6 yrs	Paper		<input type="checkbox"/>
ADM-16	Admin - Employee Training Records (FTO Notes) J074, J075A-C, D21 (Dispatch DOR/FTO)	5 yrs	Paper		<input type="checkbox"/>
ADM-17	Admin - Training Certificates for Employees (scanned copy)	No Longer Administrative Value/ No RC-3 required	Electronic		<input type="checkbox"/>
ADM-18	Admin - Quality Assurance - Monthly forms - All Divisions	5 yrs	Paper		<input type="checkbox"/>
ADM-19	Admin - Right Stuff software: Payroll, Scheduling, policy review	3 yrs, Audited	Electronic		<input type="checkbox"/>
ADM-20	Admin - Child Support Contract & Monthly Reports	3 yrs, Audited	Paper		<input type="checkbox"/>
ADM-21	Admin - Financial Funds - Outside accounts, line items in Quickens	5 yrs	Electronic		<input type="checkbox"/>
ADM-22	Shift Bids (All Divisions)	1 yr	Paper		<input type="checkbox"/>
ADM-23	Emergency Paid Sick Leave Form (FFCRA)	5 yrs	Paper		<input type="checkbox"/>
ADM-24	Coronavirus Relief Fund Payment/Refund Records	5 yrs from final payment, provided audited	Paper / Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule**

**Mercer County Sheriff's Office**

(local government entity)

(unit)

(1)	(2)	(3)	(4)	(5)	(6)
ADM-25	Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Forms Copies of applications and forms submitted to the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives and sent the Mercer County Sheriff's Office for informational purposes, includes, but is not limited to, Application for Tax Paid Transfer and Registration of Firearm (ATF Form 4), Application for Tax Exempt Transfer and Registration of Firearm (ATF Form 5), Application for Federal Firearms License (ATF Form 7/7CR), Federal Firearms License (FFL) Renewal Application (ATF Form 8) and Firearms Transaction Records Part I - Over-the-Counter (ATF Form 4473)	1 yr	Paper / Electronic		<input type="checkbox"/>
ADM-26	Report of Multiple Sale or Other Disposition of Pistols and Revolvers (ATF Form 3310.4) Application listing the types of firearms being purchased that containing the business name and address, purchaser name and address and the initials of the reviewing law enforcement personnel. Also contains indication if application has been denied	Review and dispose within 20 days (18 USC § 923) - No RC-3 required	Paper / Electronic		<input type="checkbox"/>
ADM-27	Accounts Payable Invoices	1 yr	Paper		<input type="checkbox"/>
CD-1	CD - All Leads/NCIC Entries/Removals - D1, D4, D5, D6, D9	3 yrs	Paper		<input type="checkbox"/>
CD-2	CD - LEADS/NCIC Electronic Entry Log - D7, D10, D20	3 yrs	Paper		<input type="checkbox"/>
CD-3	CD - Radio and phone voice recordings	2 yr System Cycle (no RC-3 required by Local Record Com.)	Digital		<input type="checkbox"/>
CD-4	CD - Wrecker Service Dispatch Logs	2 yrs	Paper		<input type="checkbox"/>
CH-1	Courthouse Reports - MCCH001-003	3 yrs	Paper		<input type="checkbox"/>
CH-2	Courthouse Cameras Digital Data	1 system cycle provided no action pending (no RC-3 required by Local Record Com.)	Electronic		<input type="checkbox"/>
CIV-1	Civil - Accrued Fee Book (Record of accrued fees; non-audit)	10 yrs	Electronic		<input type="checkbox"/>
CIV-2	Civil - Bank Records (Statements, deposits & cancelled cks)	3 yrs, Audited	Electronic		<input type="checkbox"/>
CIV-3	Civil - Civil Office Receipts	3 yrs, Audited	Electronic		<input type="checkbox"/>
CIV-4	Civil - Foreign Execution Dockets - C4	7 yrs	Paper		<input type="checkbox"/>
CIV-5	Civil - Sex Offender Files - C13, C14ABC	Until Known Deceased or Off Registry for 5 Years (no RC-3 required by Local Record Com.)	Paper		<input type="checkbox"/>
CIV-6	Civil - Sheriff's Sale Files - C15-C22	5 yrs	Paper		<input type="checkbox"/>
CIV-7	Civil - Public Records Log	5 yrs	Electronic		<input type="checkbox"/>
CIV-8	Civil - Public Records Request Form - C29	5 yrs	Paper		<input type="checkbox"/>
CIV-9	Civil - Public Records Redacted copies	5 yrs	Paper		<input type="checkbox"/>
CIV-10	Civil - Carry Concealed Weapon (CCW) Applications	Until Known Deceased (No RC3 required)	Electronic		<input type="checkbox"/>
CIV-11	Civil - Carry Concealed Weapon (CCW) Applications, Replacement Form, CCW Address Update Form - C27 & C28	1 yr (Until scanned into Spillman)	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule**

Mercer County Sheriff's Office

(local government entity)

(unit)

(1)	(2)	(3)	(4)	(5)	(6)
CIV-12	Civil - Expungement Forms - C10, C11, C12	Destroy upon receipt of Expungement Order from Courts (no RC-3 Required by Local Com.)	Paper		<input type="checkbox"/>
CIV-13	Civil - Public Records - Local Rent Background checks	1 yr	Paper		<input type="checkbox"/>
E-1	EmergiTech Software: InterBadge, InterCad, InterCivil, InterSlam, InterStaff (9-1-1 Dispatch Logs)	5 yrs	Electronic		<input type="checkbox"/>
E-2	Spillman Software (Implemented in May of 2019)	5 yrs	Electronic		<input type="checkbox"/>
E-3	Celebrite Data - A tool to collect, review, analyze and manage digital data for investigations.	No Longer Administrative Value/ No RC-3 required	Electronic		<input type="checkbox"/>
ENF-1	Enf - BAC Records	3 yrs	Paper		<input type="checkbox"/>
ENF-2	Enf - Drug Testing Records - E24E	3 yrs	Paper		<input type="checkbox"/>
ENF-3	Enf - In Car Videos, Body Cameras	21 days (No RC-3 required by Local Records Commission)	Electronic		<input type="checkbox"/>
ENF-4	Enf - Offense Reports Index	Permanent	Paper		<input checked="" type="checkbox"/>
ENF-5	Enf - Photographs - Digital	5 yrs	Electronic		<input type="checkbox"/>
ENF-6	Enf - Reports - Criminal Incident Reports - Older than 5 years is Digitally Scanned or Microfilm	Permanent	Digitally Scanned or Microfilmed		<input type="checkbox"/>
ENF-7	Enf - Reports - Criminal Incident Reports - E1-E16, E18-E19, E22, E23, E24A-D, E25-E31, E36, E37, E38, CVSA Charts	5 yrs or Until Digitally Scanned	Paper / Electronic		<input type="checkbox"/>
ENF-8	Enf - Traffic Crash Reports - Statements & Diagrams - E32	3 yrs or Until Digitally Scanned	Paper / Electronic		<input type="checkbox"/>
ENF-9	Enf - Traffic Crash Reports - Older than 3 years is Digitally Scanned or Microfilm (Starting in 2006 and on)	Permanent	Digitally Scanned		<input type="checkbox"/>
ENF-10	Enf - Traffic Crash Reports - FATALS	Permanent	Paper / Digital		<input type="checkbox"/>
ENF-11	Enf - Abandoned Junk MV Records	1 yr	Paper		<input type="checkbox"/>
ENF-12	Enf - FI Cards	Subject 21 Years Old (no RC-3 Required by Local Com.)	Paper		<input type="checkbox"/>
ENF-13	Enf - Intelligence File Card	2 yrs from Last Activity (no RC-3 Required by Local Com.)	Paper		<input type="checkbox"/>
ENF-14	Enf - Tally Sheets/Vehicle Maintenance statistic related/Accident statistic related/OVI statistic related	5 yrs	Electronic		<input type="checkbox"/>
ENF-15	Enf - GPS Locations	180 days (No RC-3 required by Local Records Commission)	Electronic		<input type="checkbox"/>
ENF-16	Enf - Grand Lake Task Force (GLTF) Incident Reports	5 yrs after scanned into Spillman	Paper		<input type="checkbox"/>
ENF-17	Enf - Mental Health Contact Forms (CIT) E20	2 yrs	Paper		<input type="checkbox"/>
ENF-18	Enf - Pregnant or Postpartum Female Restraint Form - E17	2 yrs	Paper		<input type="checkbox"/>
I-1	In House Electronic Backups - Digital	2 weeks (No RC-3 required by Local Records Commission)	Electronic		<input type="checkbox"/>



**Section E: Records Retention Schedule**

Mercer County Sheriff's Office

(local government entity)

(unit)

(1)	(2)	(3)	(4)	(5)	(6)
JAIL-1	Jail - Arrest Master Cards (Master Index & summary card on arrests)	25 years after final release or until known deceased	Paper		<input type="checkbox"/>
JAIL-2	Jail - Booking - Intake & Release Forms (Printed from Electronic)	25 years after final release or until known deceased	Paper		<input type="checkbox"/>
JAIL-3	Jail - Commissary -J030	2 yrs	Paper		<input type="checkbox"/>
JAIL-3a	Jail - Commissary - Stellar forms signed by inmate	NLAV (No RC-3 required by Local Records Commission)	Paper		<input type="checkbox"/>
JAIL-4	Jail - Inmate File - J010, J013-J017, J019, J020, J021, J025, J028AB, J047, J069, J070, J073, J079, J107, J113, J119-J121, J123, J128A/B, J130-132, J137-139, J142, J145, Court Commitments, Inmate Movement form	5 yrs	Electronic		<input type="checkbox"/>
JAIL-4a	Jail - Inmate File - J010, J013-J017, J019, J020, J021, J025, J028AB, J047, J069, J070, J073, J079, J107, J113, J119-J121, J123, J128A/B, J130-132, J137-139, J142, J145, Court Commitments, Inmate Movement form	NLAV - once scanned into Spillman (No RC-3 required by Local Records Commission)	Paper		<input type="checkbox"/>
JAIL-5	Jail - Inmate File - J013, J017, J069, J070, J138	25 years after final release or until known deceased	Paper		<input type="checkbox"/>
JAIL-6	Jail - Inmate Medical - J100, J005-J007, J011, J012, J018, J077, J095, J097, J098, J101, J125, J148	6 yrs	Paper		<input type="checkbox"/>
JAIL-7	Jail - Inmate Phone System Recordings	1 System Cycle provided no action pending (No RC-3 required by Local Records Commission)	Digital		<input type="checkbox"/>
JAIL-8	Jail - Inmate Trustee Program - J109, J115	3 yrs	Paper		<input type="checkbox"/>
JAIL-9	Jail - Receipt Books - Money Deposited for Inmates, Copies to Inmate & Pay to Stay Coordinator	3 yrs, Audited	Paper		<input type="checkbox"/>
JAIL-10	Jail - Register	Permanent	Paper		<input checked="" type="checkbox"/>
JAIL-11	Jail - Reports - J004AB, J037, J039, J057, J068, J110, J111	3 yrs	Paper		<input type="checkbox"/>
JAIL-12	Jail - Surveillance Cameras Digital Data, Video Visitation Cameras, Ctel Video Visitation	1 System Cycle provided no action pending (No RC-3 required by Local Records Commission)	Electronic		<input type="checkbox"/>
JAIL-13	Jail - Maintenance tool check off form - J124	1 yr	Paper		<input type="checkbox"/>
JAIL-14	Jail - Observation Restraint checks - J126	3 yrs	Paper		<input type="checkbox"/>
JAIL-15	Jail - Review of restraints used - J127	3 yrs	Paper		<input type="checkbox"/>
JAIL-16	Jail - Clean Door Check off list - J129	1 yr	Paper		<input type="checkbox"/>
JAIL-17	Jail - Authorization for Release of Protected Health Info - J140	6 yrs	Paper		<input type="checkbox"/>
JAIL-18	Jail - Consent to Release Inmate Medical Records - J141	6 yrs	Paper		<input type="checkbox"/>
JAIL-19	Jail - IPAD LAPTOP Request Form - J114	1 yr	Paper		<input type="checkbox"/>
JAIL-20	Jail - Shower Temp Log - J122	1 yr	Paper		<input type="checkbox"/>
JAIL-21	Jail - Programs - J032, J086	1 yr	Paper		<input type="checkbox"/>
JAIL-22	Jail - Visitors Logs - J040, J146-147, J151	1 yr	Paper		<input type="checkbox"/>

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