



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 Ohio 43211-2474
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

OCTOBER 03 2025

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: Local Government Unit

Mercer County Sheriff's Office

(Local Government Entity)

(Unit/Department)

Doug Timmerman

Sheriff

9/22/2025

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Mercer County

Records Commission

(419) 586-3178

220 W. Livingston St

Celina

45822

(Telephone Number)
Mercer

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: commissioners@mercercountyoh.gov

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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.

9-30-25

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Previts

State Archivist

10-13-2025

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
Meeks
Date: 2025.10.24 08:57:00 -0400

Records Manager

Signature

Title

Date

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



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

800 E. 17th 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-01	Admin - Auditor Forms (A8-A12), Taxable Frings (A7)	Audited	Paper		<input type="checkbox"/>
ADM-02	Admin - Background Investigations (pre-employment - NOT hired)	2 yrs	Paper		<input type="checkbox"/>
ADM-03	Admin - Budgets	3 yrs, Audited	Paper		<input type="checkbox"/>
ADM-04	Admin - Checking (Accounts: FOJ, SMA (A5, A6), LETF, LETF-HIT, MDFF, Cashbook, Inmate Account)	5 yrs	Paper / Electronic		<input type="checkbox"/>
ADM-05	Admin - Credit Card Expenditures Form (A14, A35, A40)	Audited	Paper		<input type="checkbox"/>
ADM-06	Admin - Firearm Qualifications	5 yrs	Paper		<input type="checkbox"/>
ADM-07	Admin - Grants: DARE, JAG, HVEO, IDEP, STEP, BVP, etc. (A46)	3 yrs, Audited	Paper / Electronic		<input type="checkbox"/>
ADM-08	Admin - Payroll Reports - (A31, Individual office payroll submitted; kept permanently in Auditor's Office)	3 yrs, Audited	Paper		<input type="checkbox"/>
ADM-09	Admin - Personnel Files (Individual Office employee's files) - (A18-A25, A30, A34, A36-39, A42, A45, CVSA Charts pre-employment)	2 yrs after seperation	Paper		<input type="checkbox"/>
ADM-10	Admin - Employee Discipline - Letter of Caution/Verbal	3 yrs	Paper		<input type="checkbox"/>
ADM-11	Admin - Employee Discipline - Written Warning	4 yrs	Paper		<input type="checkbox"/>
ADM-12	Admin - Employee Discipline - Suspension	6 yrs	Paper		<input type="checkbox"/>
ADM-13	Admin - Employee Discipline - Last Chance Agreement	11 yrs	Paper		<input type="checkbox"/>
ADM-14	Admin - Employee Medical Records	6 yrs	Paper		<input type="checkbox"/>
ADM-15	Admin - Employee Training Records (FTO Notes) J074, J075A-C, D21 (Dispatch DOR/FTO), A43(a)	5 yrs	Paper / Electronic		<input type="checkbox"/>
ADM-16	Admin - Training Certificates for Employees (scanned copy)	No Longer Administrative Value/ No RC-3 required	Electronic		<input type="checkbox"/>
ADM-17	Admin - Quality Assurance - All Divisions	2 yrs	Paper		<input type="checkbox"/>
ADM-18	Admin - Right Stuff software: Payroll, Scheduling, policy review (Payroll - Excel)	3 yrs, Audited	Electronic		<input type="checkbox"/>
ADM-19	Admin - Child Support Contract & Monthly Reports	3 yrs, Audited	Paper		<input type="checkbox"/>
ADM-20	Admin - Auditor Funds - Outside accounts, line items in Quickens	5 yrs	Electronic		<input type="checkbox"/>
ADM-21	Shift Bids (All Divisions)	1 yr	Paper		<input type="checkbox"/>
ADM-22	Emergency Paid Sick Leave Form (FFCRA)	5 yrs	Paper		<input type="checkbox"/>
ADM-23	Coronavirus Relief Fund Payment/Refund Records	5 yrs from final payment, provided audited	Paper / Electronic		<input type="checkbox"/>
ADM-24	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), Application to Make and Register (ATF Form 1), Responsible Person Questionaire (ATF Form 5320.23)	1 yr	Paper / Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

Mercer County Sheriff's Office

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(1)	(2)	(3)	(4)	(5)	(6)
ADM-25	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		□
ADM-26	Accounts Payable Invoices (A28)	1 yr	Paper		□
ADM-27	Admin - Inventory of County Property - (Office Copy of Annual Inventory)	1 yr, Audited	Paper		□
ADM-28	Admin - Purchase Orders & Requisitions (Office Copy) Originals kept by County Auditor (A13, A15)	Audited	Paper		□
ADM-29	Correspondence (All Divisions) - J035; E-mails, Texts, other electronic communication	No Longer Administrative Value	Paper / Electronic		□
ADM-30	Correspondence - Fire Arms Permits, Fireworks Permits, School Safety Drill Notice & Completion Notice	1 yr	Paper		□
ADM-31	Admin - Social Media Posts (A33), Comments, Images	No Longer Administrative Value	Electronic		□
ADM-32	Admin - Miscellaneous Electronicized Files (non-financial) - Microsoft Office, Word Perfect, etc.	No Longer Administrative Value	Electronic		□
ADM-33	Admin - Miscellaneous Forms (A01, A02, A26, A27, J066, J071, Citizens Academy applications, 1440 Meetings forms)	No Longer Administrative Value	Paper / Electronic		□
ADM-34	Press Releases - D12	No Longer Administrative Value	Paper / Electronic		□
ADM-35	Admin - Applications for Employment (not hired)	1 yr	Paper / Electronic		□
ADM-36	Auditor of State - Reporting Fraud Training (A29)	4 years			
ADM-37	Admin - County Vehicle Maintenance Records	Until the Vehicle is sold or disposed of	Paper		□
CD-01	CD - All Leads/NCIC Entries/Removals (D1, D5-D9, D15)	1yr	Paper		□
CD-02	CD - LEADS/NCIC Electronic Entry Log (D10, D20)	1yr	Paper		□
CD-03	CD - LEADS printouts - NOT A PUBLIC RECORDS PER LEADS	No Longer Administrative Value	Paper		
CD-04	CD - Radio and phone voice recordings	1 yr System Cycle (no RC-3 required by Local Record Com.)	Digital		□
CD-05	CD - Miscellaneous Forms (D11, D14)	No Longer Administrative Value	Paper		□
CH-1	Courthouse Reports - MCCH001	No Longer Administrative Value	Paper		□
CH-2	Courthouse Cameras Digital Data	1 system cycle provided no action pending (no RC-3 required by Local Record Com.)	Electronic		□
CIV-01	Civil - Accrued Fee Book (Record of accrued fees; non-audit)	10 yrs	Electronic		□
CIV-02	Pay-in Receipts (copy only - original in Auditor's Office) - C23, C24	3 yrs, Audited	Paper		□
CIV-03	Civil - Civil Office Receipts Books	3 yrs, Audited	Paper		□
CIV-04	Civil - Foreign Execution Dockets (C04)	7 yrs	Paper		□
CIV-05	Civil - Sex Offender Files	Permanent as prescribed by the OffenderWatch Database Guidelines (no RC-3 required by Local Record Com.)	Electronic		□

Section E: Records Retention Schedule

Mercer County Sheriff's Office

(local government entity)

(unit)

(1)	(2)	(3)	(4)	(5)	(6)
CIV-06	Civil - Sex Offender Files	No Longer Administrative Value - once scanned into Offender Watch (No RC-3 required by Local Records Commission)	Paper		<input type="checkbox"/>
CIV-07	Civil - Sheriff's Sale Files - C12-13, C15-18, C20-21	5 yrs	Paper		<input type="checkbox"/>
CIV-08	Civil - Public Records Log	5 yrs	Electronic		<input type="checkbox"/>
CIV-09	Civil - Public Records Request Form - C29	No Longer of Administrative Value	Paper/Electronic		<input type="checkbox"/>
CIV-10	Civil - Public Records Redacted copies	Permanent	Electronic		<input type="checkbox"/>
CIV-11	Civil - Carry Concealed Weapon (CCW) - C03	Until Known Deceased (No RC3 required)	Paper		<input type="checkbox"/>
CIV-11a	Civil - Carry Concealed Weapon (CCW) Applications - (C01, C02, C06, C07)	No Longer Administrative Value	Paper		<input type="checkbox"/>
CIV-12	Civil - Expungement Forms - C10, C11	Destroy upon receipt of Expungement Order from Courts (no RC-3 Required by Local Com.)	Paper		<input type="checkbox"/>
CIV-13	Civil - Carry Concealed Weapon (CCW) Quarterly Report	No Longer Administrative Value	Electronic		<input type="checkbox"/>
CIV-14	Civil - Crime Prevention - Miscellaneous Forms - C8, House Check Form (D25)	No Longer Administrative Value	Paper		<input type="checkbox"/>
CIV-15	Civil - CIMS Scrap Metal Do Not Buy List	3 yrs	Paper / Electronic		
E-01	EmergiTech Software: InterBadge, InterCad, InterCivil, InterSlam, InterStaff (9-1-1 Dispatch Logs)	5 yrs	Electronic		<input type="checkbox"/>
E-02	Spillman Software (Implemented in May of 2019)	5 yrs	Electronic		<input type="checkbox"/>
E-03	Celebrite Data - A tool to collect, review, analyze and manage digital data for investigations.	No Longer Administrative Value/ No RC-3 required	Electronic		
E-04	In House Electronic Backups - Digital	2 weeks (No RC-3 required by Local Records Commission)	Electronic		<input type="checkbox"/>
ENF-01	Enf - BAC Records	3 yrs	Paper		<input type="checkbox"/>
ENF-02	Enf - Drug Testing Records - E24E	3 yrs	Paper		<input type="checkbox"/>
ENF-03	Enf - In Car Videos, Body Cameras	21 days (No RC-3 required by Local Records Commission)	Electronic		<input type="checkbox"/>
ENF-04	Enf - Offense Reports Index	Permanent	Paper		<input type="checkbox"/>
ENF-05	Enf - Photographs - Digital	5 yrs	Electronic		<input type="checkbox"/>
ENF-06	Enf - Reports - Criminal Incident Reports - Older than 5 years is Digitally Scanned or Microfilm	Permanent	Digitally Scanned or Microfilmed		<input type="checkbox"/>
ENF-07	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-08	Enf - Traffic Crash Reports - Statements & Diagrams - E32	3 yrs or Until Digitally Scanned	Paper / Electronic		<input type="checkbox"/>
ENF-09	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 (E21)	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"/>

Section E: Records Retention Schedule

Mercer County Sheriff's Office
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(1)	(2)	(3)	(4)	(5)	(6)
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) Investigatory Reports	No Longer Administrative Value - once scanned (No RC-3 required by Local Records Commission)	Paper / Electronic		<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"/>
ENF-19	Enf - Citations & Statements - E33	No Longer Administrative Value (Records are digitally kept in Spillman)	Paper		<input type="checkbox"/>
ENF-20	Enf - Temporary & Civil Protection Orders	No Longer Administrative Value	Paper		<input type="checkbox"/>
ENF-21	Enf - Traffic Warnings	No Longer Administrative Value (Records are digitally kept in Spillman)	Paper		<input type="checkbox"/>
ENF-22	Enf - GPS Cruiser Activity	No Longer Administrative Value	Electronic		<input type="checkbox"/>
ENF-23	Enf - Officer's Daily Report - E35	No Longer Administrative Value	Paper		<input type="checkbox"/>
ENF-24	Enf - Tally Sheets/Vehicle Maintenance statistic related/Accident statistic related/OVI statistic related	No Longer Administrative Value	Paper		<input type="checkbox"/>
ENF-25	Enf - Quick Response Forms (E42)	2 yrs	Paper		<input type="checkbox"/>
ENF-26	Enf - Junior Deputy Program Forms	2 yrs after seperation	Paper		<input type="checkbox"/>
ENF-27	Enf - Evidence Room Forms (E49-51)	5 yrs	Paper		<input type="checkbox"/>
JAIL-01	Jail - Arrest Master Cards (Master Index & summary card on arrests)	25 years after final release or until known deceased	Paper		<input type="checkbox"/>
JAIL-02	Jail - Booking - Intake & Release Forms (Printed from Electronic)	25 years after final release or until known deceased	Paper		<input type="checkbox"/>
JAIL-03	Jail - Commissary - J030	2 yrs	Paper		<input type="checkbox"/>
JAIL-03a	Jail - Commissary - Stellar forms signed by inmate	No Longer Administrative Value (No RC-3 required by Local Records Commission)	Paper		<input type="checkbox"/>
JAIL-04	Jail - Inmate File - J010, J013-J017, J019, J020, J021, J025, J028AB, J047, J069, J070, J073, J079, J107, J113, J119, J121, J123, J130-132, J137, J142, J145, Court Commitments, Inmate Movement form	5 yrs	Electronic		<input type="checkbox"/>
JAIL-04a	Jail - Inmate File - J010, J014-J016, J019, J020, J021, J025, J028AB, J047, J073, J079, J107, J113, J119, J121, J123, J130-132, J137, 139, J142, J145, Court Commitments, Inmate Movement form	No Longer Administrative Value - once scanned into Spillman (No RC-3 required by Local Records Commission)	Paper		<input type="checkbox"/>
JAIL-05	Jail - Inmate File - J013, J017, J069, J070	25 years after final release or until known deceased	Paper		<input type="checkbox"/>
JAIL-06	Jail - Inmate Medical - Forms MED01-MED30	6 yrs	Paper		<input type="checkbox"/>
JAIL-07	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-08	Jail - Inmate Trustee Program - J109, J115	3 yrs	Paper		<input type="checkbox"/>
JAIL-09	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 type="checkbox"/>
JAIL-11	Jail - Reports - J004AB, J039, J068, J110, J111	3 yrs	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

Section E: Records Retention Schedule

Mercer County Sheriff's Office

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(1)	(2)	(3)	(4)	(5)	(6)
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 - Clean Door Check off list - J129	1 yr	Paper		<input type="checkbox"/>
JAIL-16	Jail - IPAD LAPTOP Request Form - J114	1 yr	Paper		<input type="checkbox"/>
JAIL-17	Jail - Shower Temp Log - J122	1 yr	Paper		<input type="checkbox"/>
JAIL-18	Jail - Visitors Logs - J146, J151	1 yr	Paper		<input type="checkbox"/>
JAIL-19	Jail - Food Service - Inmate Menus & Meal Counts (K01-K05)	No Longer Administrative Value	Paper		<input type="checkbox"/>
JAIL-20	Jail - Miscellaneous Forms - J035, J057, J072, J077, J082, J089-J094, J096, J103, J108, J112, J117, J144, J152	No Longer Administrative Value	Paper		<input type="checkbox"/>
JAIL-21	Jail - VIDEO RIGHTS FORM - J146	No Longer Administrative Value	Paper		<input type="checkbox"/>
JAIL-22	Inmate Commissary Order Form	No Longer Administrative Value	Electronic		<input type="checkbox"/>