



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

For State Archives – LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
If YES, attach copy of transfer form		

### CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

Mercer County Sheriff's Office	Ashley Carr	(419) 586-7724	Detention Facility
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)
4835 State Route 29	Celina	45822	Mercer
(Address)	(City)	(Zip Code)	(County)
			NR (Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Sheriff	(419) 586-7724
(Signature of Responsible Official)	(Title)	(Telephone number)

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

**Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.**



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

Mercer County Sheriff's Office

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Auditor Forms	ADM-01	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	
Background Investigations (pre-employment - NOT hired)	ADM-02	9/30/2025	Paper		1/1/23 - 12/31/23		4/24/2026	
Budgets	ADM-03	9/30/2025	Paper		1/1/21 - 12/31/21		4/24/2026	
Checking (Accounts: FOJ, SMA, LETF, LETF-HIT, MDFF, Cashbook, Inmate Account)	ADM-04	9/30/2025	Paper / Electronic		1/1/20 - 12/31/20		4/24/2026	
Credit Card Expenditures Form	ADM-05	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	
Firearm Qualifications	ADM-06	9/30/2025	Paper		1/1/20 - 12/31/20		4/24/2026	
Grants	ADM-07	9/30/2025	Paper / Electronic		1/1/21 - 12/31/21		4/24/2026	
Payroll Reports	ADM-08	9/30/2025	Paper		1/1/21 - 12/31/21		4/24/2026	
Personnel Files	ADM-09	9/30/2025	Paper		1/1/23 - 12/31/23		4/24/2026	
Employee Discipline – Letter of Caution	ADM-10	9/30/2025	Paper		1/1/22 - 12/31/22		4/24/2026	
Employee Discipline – Written Warning	ADM-11	9/30/2025	Paper		1/1/21 - 12/31/21		4/24/2026	
Employee Discipline – Suspension	ADM-12	9/30/2025	Paper		1/1/19 - 12/31/19		4/24/2026	
Employee Discipline – Last Chance Agreement	ADM-13	9/30/2025	Paper		1/1/14 - 12/31/14		4/24/2026	



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Employee Medical Records	ADM-14	9/30/2025	Paper		1/1/19 - 12/31/19	4/24/2026		
Employee Training Records (FTO/DOR Notes)	ADM-15	9/30/2025	Paper		1/1/20 - 12/31/20	4/24/2026		
Quality Assurance Forms	ADM-17	9/30/2025	Paper		1/1/23 - 12/31/23	4/24/2026		
Right Stuff Software	ADM-18	9/30/2025	Electronic		1/1/21 - 12/31/21	4/24/2026		
Child Support Contract & Monthly Reports	ADM-19	9/30/2025	Paper		1/1/21 - 12/31/21	4/24/2026		
Auditor Funds - Outside accounts	ADM-20	9/30/2025	Electronic		1/1/20 - 12/31/20	4/24/2026		
Shift Bids	ADM-21	9/30/2025	Paper		1/1/24 - 12/31/24	4/24/2026		
Emergency Paid Sick Leave Form (FFCRA)	ADM-22	9/30/2025	Paper		1/1/20 - 12/31/20	4/24/2026		
Coronavirus Relief Fund Payment/Refund Records	ADM-23	9/30/2025	Paper / Electronic		1/1/20 - 12/31/20	4/24/2026		
ATF Forms – 1, 4, 5, 7/7CR, 8, 4473	ADM-24	9/30/2025	Paper / Electronic		1/1/24 - 12/31/24	4/24/2026		
Accounts Payable Invoices	ADM-26	9/30/2025	Paper		1/1/24 - 12/31/24	4/24/2026		
Inventory of County Property	ADM-27	9/30/2025	Paper		1/1/24 - 12/31/24	4/24/2026		
Purchase Orders & Requests	ADM-28	9/30/2025	Paper		1/1/24 - 12/31/24	4/24/2026		



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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Firearms Permits, Fireworks Permits, School Safety Drill Notice & Completion Notice	ADM-30	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	
Applications for Employment (not hired)	ADM-35	9/30/2025	Paper / Electronic		1/1/24 - 12/31/24		4/24/2026	
Auditor of State - Reporting Fraud Training	ADM-36	9/30/2025			1/1/21 - 12/31/21		4/24/2026	
All Leads/NCIC Entries/Removals - D1, D4, D5, D6, D9	CD-01	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	
LEADS/NCIC Entry Log - D7, D10, D20	CD-02	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	
Accrued Fee Book (Record of accrued fees; non-audit)	CIV-01	9/30/2025	Electronic		1/1/15 - 12/31/15		4/24/2026	
Pay-in Receipts	CIV-02	9/30/2025	Paper		1/1/21 - 12/31/21		4/24/2026	
Civil Office Receipts	CIV-03	9/30/2025	Electronic		1/1/21 - 12/31/21		4/24/2026	
Foreign Execution Dockets	CIV-04	9/30/2025	Paper		1/1/18 - 12/31/18		4/24/2026	
Sheriff's Sale Files	CIV-07	9/30/2025	Paper		1/1/20 - 12/31/20		4/24/2026	
Public Records Log	CIV-08	9/30/2025	Electronic		1/1/20 - 12/31/20		4/24/2026	
CIMS Scrap Metal Do Not Buy List	CIV-15	9/30/2025	Paper / Electronic		1/1/22 - 12/31/22		4/24/2026	
EmergiTech Software	E-01	9/30/2025	Electronic		1/1/20 - 12/31/20		4/24/2026	



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Spillman Software	E-02	9/30/2025	Electronic		1/1/20 - 12/31/20		4/24/2026	
BAC Records	ENF-01	9/30/2025	Paper		1/1/22 - 12/31/22		4/24/2026	
Drug Testing Records	ENF-02	9/30/2025	Paper		1/1/22 - 12/31/22		4/24/2026	
Photographs - Digital	ENF-05	9/30/2025	Electronic		1/1/20 - 12/31/20		4/24/2026	
Criminal Incident Reports	ENF-07	9/30/2025	Paper / Electronic	Digitally Scanned	1/1/20 - 12/31/20		4/24/2026	
Traffic Crash Reports - Statements & Diagrams	ENF-08	9/30/2025	Paper / Electronic	Digitally Scanned	1/1/22 - 12/31/22		4/24/2026	
Abandoned Junk MV Records	ENF-11	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	
Tally Sheets	ENF-14	9/30/2025	Electronic		1/1/20 - 12/31/20		4/24/2026	
Mental Health Contact Forms	ENF-17	9/30/2025	Paper		1/1/23 - 12/31/23		4/24/2026	
Pregnant or Postpartum Female Restraint Form	ENF-18	9/30/2025	Paper		1/1/23 - 12/31/23		4/24/2026	
Quick Response Forms	ENF-25	9/30/2025	Paper		1/1/23 - 12/31/23		4/24/2026	
Junior Deputy Program Forms	ENF-26	9/30/2025	Paper		1/1/23 - 12/31/23		4/24/2026	
Evidence Room Forms	ENF-27	9/30/2025	Paper		1/1/20 - 12/31/20		4/24/2026	



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Arrest Master Cards (Master Index & summary card on arrests)	JAIL-01	9/30/2025	Paper		Final Releases from 1/1/2000 – 12/31/2000		4/24/2026	
Booking - Intake & Release Forms	JAIL-02	9/30/2025	Paper		Final Releases from 1/1/2000 – 12/31/2000		4/24/2026	
Commissary	JAIL-03	9/30/2025	Paper		1/1/23 - 12/31/23		4/24/2026	
Inmate File (Misc. Forms)	JAIL-04	9/30/2025	Electronic		1/1/20 - 12/31/20		4/24/2026	
Inmate Files	JAIL-05	9/30/2025	Paper		Final Releases from 1/1/2000 – 12/31/2000		4/24/2026	
Inmate Medical - Forms MED01-MED30	JAIL-06	9/30/2025	Paper		1/1/19 - 12/31/19		4/24/2026	
Inmate Trustee Program	JAIL-08	9/30/2025	Paper		1/1/22 - 12/31/22		4/24/2026	
Receipt Books	JAIL-09	9/30/2025	Paper		1/1/21 - 12/31/21		4/24/2026	
Reports	JAIL-11	9/30/2025	Paper		1/1/22 - 12/31/22		4/24/2026	
Maintenance Tool Check Off Form	JAIL-13	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	
Observation Restraint Checks	JAIL-14	9/30/2025	Paper		1/1/22 - 12/31/22		4/24/2026	
Clean Door Check off list	JAIL-15	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	
IPAD LAPTOP Request Form	JAIL-16	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	



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Shower Temp Log	JAIL-17	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	
Visitors Logs	JAIL-18	9/30/2025	Paper		1/1/24 - 12/31/24		4/24/2026	