



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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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

Table with 5 columns: (Local Government Entity), (Unit), (Contact Person), (Telephone Number), (Location of Records). Row 1: Mercer County Sheriff's Office, Ashley Carr, (419) 586-7724, Detention Facility. Row 2: 4835 State Route 29, Celina, 45822, Mercer, Not Required (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 a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Signature of Responsible Official: [Signature], Sheriff, (419) 586-7724, 3-18-2024

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

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		
Attendance Controller	ADM-1	09/20/2023	Paper		1/1/13 – 12/31/13	4/16/2024		
Auditor Forms	ADM-2	09/20/2023	Paper		1/1/22 – 12/31/22	4/16/2024		
Background Investigations (pre-employment/not hired)	ADM-3	09/20/2023	Paper		1/1/21 – 12/31/21	4/16/2024		
Budgets	ADM-4	09/20/2023	Paper	Electronic	1/1/19 – 12/31/19	4/16/2024		
Checking (Accounts: FOJ, SMA, LETF, LETF-HIT, MDFF, Cashbook, Inmate Account)	ADM-5	09/20/2023	Paper		1/1/18 – 12/31/18	4/16/2024		
Credit Card Expenditures Form	ADM-6	09/20/2023	Paper		1/1/22 – 12/31/22	4/16/2024		
Firearm Qualifications	ADM-7	09/20/2023	Paper		1/1/18 – 12/31/18	4/16/2024		
Grants	ADM-8	09/20/2023	Paper	Electronic	1/1/19 – 12/31/19	4/16/2024		
Payroll Reports	ADM-9	09/20/2023	Paper		1/1/19 – 12/31/19	4/16/2024		
Personnel Files	ADM-10	09/20/2023	Paper		1/1/21 – 12/31/21	4/16/2024		
Employee Discipline – Letter of Caution	ADM-11	09/20/2023	Paper		1/1/20 – 12/31/20	4/16/2024		
Employee Discipline – Written Warning	ADM-12	09/20/2023	Paper		1/1/19 – 12/31/19	4/16/2024		
Employee Discipline – Suspension	ADM-13	09/20/2023	Paper		1/1/17 – 12/31/17	4/16/2024		



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Employee Discipline – Last Chance Agreement	ADM-14	09/20/2023	Paper		1/1/12 – 12/31/12		4/16/2024	
Employee Medical Records	ADM-15	09/20/2023	Paper		1/1/17 – 12/31/17		4/16/2024	
Employee Training Records (FTO/DOR Notes)	ADM-16	09/20/2023	Paper		1/1/18 – 12/31/18		4/16/2024	
Quality Assurance Forms	ADM-18	09/20/2023	Paper		1/1/18 – 12/31/18		4/16/2024	
Right Stuff Software	ADM-19	09/20/2023	Electronic		1/1/19 – 12/31/19		4/16/2024	
Child Support Contract & Monthly Reports	ADM-20	09/20/2023	Paper		1/1/19 – 12/31/19		4/16/2024	
Shift Bids	ADM-22	09/20/2023	Paper		1/1/22 – 12/31/22		4/16/2024	
Coronavirus Relief Fund Payment/Refund Records	ADM-24	09/20/2023	Paper		1/1/18 – 12/31/18		4/16/2024	
ATF Forms – 1, 4, 5, 7/7CR, 8, 4473	ADM-25	09/20/2023	Paper / Electronic		1/1/22 – 12/31/22		4/16/2024	
Accounts Payable Invoices	ADM-27	09/20/2023	Paper		1/1/22 – 12/31/22		4/16/2024	
All Leads/NCIC Entries/Removals - D1, D4, D5, D6, D9	CD-1	09/20/2023	Paper		1/1/20 – 12/31/20		4/16/2024	
LEADS/NCIC Entry Log - D7, D10, D20	CD-2	09/20/2023	Paper		1/1/20 – 12/31/20		4/16/2024	
Wrecker Service Dispatch Logs	CD-4	09/20/2023	Paper		1/1/21 – 12/31/21		4/16/2024	



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Courthouse Reports	CH-1	09/20/2023	Paper		1/1/20 – 12/31/20	4/16/2024		
Accrued Fee Book (Record of accrued fees; non-audit)	CIV-1	09/20/2023	Electronic		1/1/13 – 12/31/13	4/16/2024		
Bank Records	CIV-2	09/20/2023	Electronic		1/1/19 – 12/31/19	4/16/2024		
Civil Office Receipts	CIV-3	09/20/2023	Electronic		1/1/19 – 12/31/19	4/16/2024		
Foreign Execution Dockets	CIV-4	09/20/2023	Paper		1/1/16 – 12/31/16	4/16/2024		
Sheriff's Sale Files	CIV-6	09/20/2023	Paper		1/1/18 – 12/31/18	4/16/2024		
Public Records Log	CIV-7	09/20/2023	Electronic		1/1/18 – 12/31/18	4/16/2024		
Public Records Request Form	CIV-8	09/20/2023	Paper		1/1/18 – 12/31/18	4/16/2024		
Public Records Redacted copies	CIV-9	09/20/2023	Paper		1/1/18 – 12/31/18	4/16/2024		
CCW Applications, Replacement Form, Address Update Form	CIV-11	09/20/2023	Paper	Electronic	1/1/22 – 12/31/22	4/16/2024		
Public Records - Local Rent Background checks	CIV-13	09/20/2023	Paper		1/1/22 – 12/31/22	4/16/2024		
EmergiTech Software	E-1	09/20/2023	Electronic		1/1/18 – 12/31/18	4/16/2024		
BAC Records	ENF-1	09/20/2023	Paper		1/1/20 – 12/31/20	4/16/2024		
Drug Testing Records	ENF-2	09/20/2023	Paper		1/1/20 – 12/31/20	4/16/2024		



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Photographs - Digital	ENF-5	09/20/2023	Electronic		1/1/18 – 12/31/18		4/16/2024	
Criminal Incident Reports	ENF-7	09/20/2023	Paper / Electronic	Digital Scan	1/1/18 – 12/31/18		4/16/2024	
Traffic Crash Reports - Statements & Diagrams	ENF-8	09/20/2023	Paper / Electronic	Digital Scan	1/1/20 – 12/31/20		4/16/2024	
Abandoned Junk MV Records	ENF-11	09/20/2023	Paper		1/1/22 – 12/31/22		4/16/2024	
Tally Sheets	ENF-14	09/20/2023	Electronic		1/1/18 – 12/31/18		4/16/2024	
Grand Lake Taskforce Incident Reports	ENF-16	09/20/2023	Paper	Electronic	1/1/18 – 12/31/18		4/16/2024	
Mental Health Contact Forms	ENF-17	09/20/2023	Paper		1/1/21 – 12/31/21		4/16/2024	
Pregnant or Postpartum Female Restraint Form	ENF-18	09/20/2023	Paper		1/1/21 – 12/31/21		4/16/2024	
Arrest Master Cards (Master Index & summary card on arrests)	JAIL-1	09/20/2023	Paper		Final Releases from 1/1/1998 – 12/31/1998		4/16/2024	
Booking - Intake & Release Forms	JAIL-2	09/20/2023	Paper		Final Releases from 1/1/1998 – 12/31/1998		4/16/2024	
Commissary	JAIL-3	09/20/2023	Paper		1/1/21 – 12/31/21		4/16/2024	
Inmate File (Misc. Forms)	JAIL-4	09/20/2023	Electronic		1/1/18 – 12/31/18		4/16/2024	
Inmate Files	JAIL-5	09/20/2023	Paper		Final Releases from 1/1/1998 – 12/31/1998		4/16/2024	



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Inmate Medical	JAIL-6	09/20/2023	Paper		1/1/17 – 12/31/17		4/16/2024	
Inmate Trustee Program	JAIL-8	09/20/2023	Paper		1/1/20 – 12/31/20		4/16/2024	
Receipt Books	JAIL-9	09/20/2023	Paper		1/1/19 – 12/31/19		4/16/2024	
Reports	JAIL-11	09/20/2023	Paper		1/1/20 – 12/31/20		4/16/2024	
Maintenance Tool Check Off Form	JAIL-13	09/20/2023	Paper		1/1/22 – 12/31/22		4/16/2024	
Observation Restraint Checks	JAIL-14	09/20/2023	Paper		1/1/20 – 12/31/20		4/16/2024	
Review Of Restraints Used	JAIL-15	09/20/2023	Paper		1/1/20 – 12/31/20		4/16/2024	
Clean Door Check Off List	JAIL-16	09/20/2023	Paper		1/1/22 – 12/31/22		4/16/2024	
Authorization for Release of Protected Health Info	JAIL-17	09/20/2023	Paper		1/1/17 – 12/31/17		4/16/2024	
Consent to Release Inmate Records	JAIL-18	09/20/2023	Paper		1/1/17 – 12/31/17		4/16/2024	
IPAD LAPTOP Request Form	JAIL-19	09/20/2023	Paper		1/1/22 – 12/31/22		4/16/2024	
Shower Temp Log	JAIL-20	09/20/2023	Paper		1/1/22 – 12/31/22		4/16/2024	
Programs	JAIL-21	09/20/2023	Paper		1/1/22 – 12/31/22		4/16/2024	
Visitor Logs	JAIL-22	09/20/2023	Paper		1/1/22 – 12/31/22		4/16/2024	