



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

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DEC 05 2017

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

City of Hamilton, Ohio

Police Department

(local government entity)

Craig Bucheit

(unit)  
 Chief

(signature of responsible official)

*Craig R Bucheit* (name) Chief (title) 12/04/17 (date)

Section B: Records Commission

City of Hamilton

Records Commission

(513) 785-7168

(telephone number)

345 High Street, Suite 300  
 (address)

Hamilton  
 (city)

45011  
 (zip code)

Butler  
 (county)

To have this form returned to the Records Commission electronically, include an email address: [pat.bigler@hamilton-oh.gov](mailto:pat.bigler@hamilton-oh.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.

*Kathleen R Bigler* 11/29/17  
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

*Amy C. Kossing* Govt. Records Archivist 12/6/2017  
 Signature Title Date

Section D: Auditor of State

*Martin E. Moore* Records Mgr 12-18-17  
 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

## Section E: RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

City of Hamilton

Police Department

(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
HPD17-001	Transient letters/memos including notes, text messages, phone messages, voice mail, meeting notes and other records which served to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-002	General Correspondence	2 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-003	Drafts	Retain until no longer administratively necessary	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-006	Agendas Originating in Department	6 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-007	Minutes originating in Department	Permanent	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-011	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic	<input type="checkbox"/>	<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.**

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HPD17-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
HPD17-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
HPD17-015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
HPD17-016	Ohio Public Records Compliance Files (RC-1, RC-2, RC-3)	25 Year(s) after revised, superseded or discontinued & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-017	Policies, Procedures, Rules & Regulations issued by the Department (General Orders)	4 Year(s) after revised, superseded or discontinued & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-018	Division Annual Report	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
HPD17-019	Annual Division Budget (Division Copy)	4 Year(s)	Paper or Electronic		<input type="checkbox"/>
HPD17-020	Annual Division Budget Preparation documents & Worksheets	4 Year(s) & no longer of an Admin. or Fiscal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-021	Executive Correspondence-correspondence of the Chief and its Executive Staff dealing with significant aspects of the administration of the office. This correspondence includes information concerning the office's policies, programs, fiscal and personnel matters.	5 Year(s) & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>

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HPD17-022	Routine Correspondence-This includes referral letters, requests for routine information or publications provided to the public by this office which are answered by standard form letters.	1 Year & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-023	Copies-All Media (Reading, Information, Reference)	Retain until no longer of Admin. Value, then destroy	Paper or Electronic		<input type="checkbox"/>
HPD17-024	Bulletins, Poster & General Notices & Display	Retain until no longer of an Admin. Value, then destroy	Paper or Electronic		<input type="checkbox"/>
HPD17-025	Agency awards, newspaper articles, clippings, photographs, negatives & scrapbooks	5 Year(s) provided of no Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-026	General Administrative Files	Until no longer of an Admin. or Legal Value, then destroy	Paper or Electronic		<input type="checkbox"/>
HPD17-027	Professional Organizations & Association Files	1 year & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-028	Reference Publications & Directories - All Media & Types	Until revised, superseded or obsolete.	Paper or Electronic		<input type="checkbox"/>
HPD17-029	Laws, Regulations & Rules (Local, County, State & Federal)	Until no longer of an Admin. or Fiscal Value, then destroy	Paper or Electronic		<input type="checkbox"/>
HPD17-030	Computer Generated Reports (Non-Specific)-Administrative & Financial Reports (Periodic)	Until no longer of an Admin. or Fiscal Value, then destroy	Paper or Electronic		<input type="checkbox"/>
HPD17-031	Business Cards, Trading Cards, Rotary & Rolodex files-all media	Until obsolete or superseded, then destroy	Paper or Electronic		<input type="checkbox"/>
HPD17-032	Planning, scheduling, calendar and training information on display boards and Google Mail	Continually updated, revised or erased	Paper or Electronic		<input type="checkbox"/>

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City of Hamilton

Police Department

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(unit)

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HPD17-033	Copies of Business Contract Agreements includes contract agreements for services rendered to this Division (Originals held in Purchasing)	Until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HPD17-034	Fax Cover Sheet	No longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-035	Equipment Operating & Maintenance Manuals	Until machine or equipment is sold or scrapped	Paper or Electronic		<input type="checkbox"/>
HPD17-036	Equipment Maintenance & Repair Records	2 Year(s) after machine or equipment is sold or scrapped	Paper or Electronic		<input type="checkbox"/>
HPD17-037	Web Page & Assisted Web Applications	Until revised, obsolete or superseded	Paper or Electronic		<input type="checkbox"/>
HPD17-038	Monthly Relief Reports	2 Year(s) & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-039	Award Recommendation Letters	Retain until no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-040	Release of All Claims (Observation Patrol)	2 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-041	Strip or Body Cavity Search Form	3 Year(s)	Paper or Electronic		<input type="checkbox"/>
HPD17-042	Cruiser Form	1 Year & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-043	Supervisor-Monthly Activity Reports	2 Year(s) & no longer of Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-044	K-9 Incident Documentation	2 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>

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Police Department

(local government entity)

(unit)

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HPD17-045	Employee Injury Report	40 Year(s)	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-046	Retirement/Separation Reports	5 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-047	Collective Bargaining Agreements (originals maintained in Human Resources Department)	Until revised, obsolete or superseded	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-048	Background Investigations (Applicants not hired)	As soon as not hired, shipped to Personnel	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-049	Personnel Files (Sworn Officers)	Term of office & forwarded to Personnel Dept.	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-050	Personnel Files (Non-Sworn Employees)	Term of office & forwarded to Personnel Dept.	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-051	Grievance files	4 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-052	Extra Duty Employment	No longer of an Admin. Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-053	Division Awards	Retain in Employee Personnel File	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-054	Reprimands (letters of)	Retain in Employee Discipline File	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-055	Counseling cards or letters	Retain in Employee Discipline File	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-056	Complaints on Officers	4 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>

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HPD17-057	Officer Equipment Inspection	1 Year & no longer of an Admin. or Legal Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-058	Employee Performance Evaluations	Retain in Personnel File	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-059	Firearms Records & Inventory	3 Year(s) Provided Audited	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-060	Request for uniform reimbursement	Retain until repairs are completed or restitution is made & no longer of an Admin. Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-061	Employee Discipline File	Retain in Employee File in accordance with provisions of applicable Collective Bargaining Agreements	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-062	Federal, State, Local Grant Files	5 Year(s) provided audited	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-063	Law Enforcement Trust Fund Records	3 year(s) provided audited	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-064	Daily Activity Records.	2 Year(s) & no longer of an Admin. Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-065	Court Slips & Court Payroll Report	10 Year(s) & no longer of an Admin. Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-066	Worksheets	1 Year & no longer of an Admin. Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>

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City of Hamilton

Police Department

(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
HPD17-067	Program Files-Community Affairs, DARE, etc.	3 Year(s)	Paper or Electronic		<input type="checkbox"/>
HPD17-068	Defensive Action Reports	4 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-069	Miscellaneous Video Tapes	30 Day(s) & no longer of an Admin. or Legal Value	Video Tape		<input type="checkbox"/>
HPD17-070	MDT transmissions, logs, miscellaneous	30 Day(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-071	Holding Cell Video Camera	7 Day(s) recorded on DVR hard drive, Automatic Turnover, Re-Record, Reuse & no longer of an Admin. or Legal Value	Electronic		<input type="checkbox"/>
HPD17-072	FTO Evaluation Manual	Retained in individual officer's training file	Paper or Electronic		<input type="checkbox"/>
HPD17-073	Training Attendance Report	Retained in individual employee training file	Paper or Electronic		<input type="checkbox"/>
HPD17-074	Training Aids & Lesson Plans	No longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-075	Monthly Review for Probationary Officer	Retain in Training File	Paper or Electronic		<input type="checkbox"/>
HPD17-076	Training Notification	No longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>



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City of Hamilton (local government entity)		Police Department (unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or ILGRP	(6) RC-2 Required by ILGRP
HPD17-077	Training Files Department Personnel (All Training Records)	Term of office & 2 Year(s)	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-078	Off Duty Firearms Authorization Forms	Retain in Officer/Firearms File	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-079	LEADS Printouts	No longer of an Admin. Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-080	911 ANI/ALI Inquiry Form	3 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-081	Criminal Case History Log Book	6 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-082	Wrecker Request Log	3 Year(s)	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-083	Visitor Sign-In Log	1 Year & no longer of an Admin. Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-084	Weekly Inspection Form	1 Year & no longer of an Admin. or Legal Value	Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-085	Prisoner Property Receipts	2 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-086	Holding Facility Documentation	5 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
HPD17-087	Holding Facility Time Check Card	1 Year & no longer of an Admin. or Legal Value	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>

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City of Hamilton

Police Department

(local government entity)

(unit)

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HPD17-088	Prisoner Visitation Log	1 Year	Paper or Electronic		<input type="checkbox"/>
HPD17-089	Jail Log	25 Year(s)	Electronic		<input type="checkbox"/>
HPD17-090	Property Tags	5 Year(s) after disposition & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-091	Record of Property Received	5 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-092	Press Releases	3 Year(s) & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-093	Crime Analysis	No longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-094	Vacation House Check Records	30 Day(s) & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-095	False Alarm Report	1 Year & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-096	Business Information Survey Form	Until revised, superseded or obsolete	Paper or Electronic		<input type="checkbox"/>
HPD17-097	Blank Forms-All Media	Until revised, obsolete or superseded, then destroy	Paper or Electronic		<input type="checkbox"/>
HPD17-098	DP43 Assignment Form	No longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-099	Driving Record Request to BMV	Retain until no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>

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HPD17-100	Request for Driver License Examination	1 Year & no longer of an Admin. Value	Paper or Electronic		
HPD17-101	Radar Logs	1 Year & no longer of an Admin. or Legal Value	Paper or Electronic		
HPD17-102	Hit Skip Card	2 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		
HPD17-103	Unclaimed & abandoned junk motor vehicle affidavit	2 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		
HPD17-104	OR Form	Retain until discharged & returned to the court	Paper or Electronic		
HPD17-105	Warrant-Original (Criminal & Traffic)	Retain until discharged or returned to court	Paper or Electronic		
HPD17-106	Warrants-Copies (Criminal & Traffic)	Retain until discharged or returned to court	Paper or Electronic		
HPD17-107	Summons (Criminal & Traffic)	Retain until discharged or returned to court	Paper or Electronic		
HPD17-108	Subpoena (Criminal & Traffic)	Retain until discharged or returned to court	Paper or Electronic		
HPD17-109	Warrants mailed to other agencies	Until recalled or served	Paper or Electronic		
HPD17-110	Warrant/Summons envelopes	1 Year after served, recalled or expired	Paper or Electronic		
HPD17-111	Warrant Recall Forms	1 Year after recalled by court	Paper or Electronic		

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Police Department

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HPD17-112	Microfilm (adult arrests/offense reports/fingerprint cards/accidents/vehicle impoundments)	Permanent	Microfilm		<input checked="" type="checkbox"/>
HPD17-113	Photographic Images	Maintain images that have significant Admin., Legal or Historical Value. Retain according to content (Refer to RC-2) Images that have no significant value may be erased.	Paper or Electronic		<input checked="" type="checkbox"/> <i>Of admin, legal, or historical value</i>
HPD17-114	Traffic Citations (Hard Copy)	3 Year(s) Provided Audited	Paper or Electronic		<input type="checkbox"/>
HPD17-115	Warning Citations (Hard Copy)	3 Year(s) Provided Audited	Paper or Electronic		<input type="checkbox"/>
HPD17-116	Traffic Citation Log Book (Sign out log for citation book issued to Officers)	3 Year(s) & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-117	Warning Citation Log Book (Sign out for log of warning book issued to Officers)	3 Year(s) & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-118	Parking Citation Log Book (Sign out for log of parking citation book issued to Officers)	3 Year(s) & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-119	Vehicle Impoundment Reports	1 Year after Release	Paper or Electronic		<input type="checkbox"/>
HPD17-120	Motor Vehicle Accident Reports	3 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-121	Motor Vehicle Fatality Accident Reports	7 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>

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HPD17-122	72 Hour Ordinance	1 Year & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-123	Urine/Blood Testing Records	3 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-124	2255-Implied Consent Form	3 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-125	Breath Intoxilyzer Records (Tests Administered & Calibrations)	3 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-126	Domestic Violence/Domestic Dispute Reports	1 Year & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-127	Parade Permits	1 Year & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-128	Recreational Assembly Permit Applications	1 Year & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-129	Temporary/Court Protection Order	6 months after expired or dismissed & no longer of a Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-130	Daily Cash Voucher Reports	1 Year Provided Audited	Paper or Electronic		<input type="checkbox"/>
HPD17-131	Vehicle Impoundment Fee Cash Reports	1 Year Provided Audited	Paper or Electronic		<input type="checkbox"/>
HPD17-132	Salvage Vehicle Cash Reports	1 Year Provided Audited	Paper or Electronic		<input type="checkbox"/>

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HPD17-133	Charge Account Papers	3 Year(s)	Paper or Electronic		<input type="checkbox"/>
HPD17-134	FBI Uniform Crime Reports	3 Year(s) & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-135	FBI Hate Crime Reports	3 Year(s) & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-136	Gun Sale Forms (Received from pawn shops & stores for the sale of guns)	6 year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-137	Fingerprint Cards	Age 80 or Death & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-138	Minor Misdemeanor Citations	3 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-139	Field Interrogation Cards	6 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-140	Pawn Tickets	6 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-141	Patent Runs	2 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-142	General Offense Reports	6 Year(s) & no action pending	Paper or Electronic		<input type="checkbox"/>
HPD17-143	Homicide Offense Reports	30 Year(s) after appeals	Paper or Electronic		<input type="checkbox"/>

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HPD17-144	Criminal Case Files	6 Year(s) & no action pending	Paper or Electronic		<input type="checkbox"/>
HPD17-145	Homicide Case Files	30 Year(s) & no action pending	Paper or Electronic		<input type="checkbox"/>
HPD17-146	Rape Case Files	30 Year(s) & no action pending	Paper or Electronic		<input type="checkbox"/>
HPD17-147	Waiver of Rights -- Adults	Retain in General Case Files	Paper or Electronic		<input type="checkbox"/>
HPD17-148	Waiver of Rights -- Parents	Retain in General Case Files	Paper or Electronic		<input type="checkbox"/>
HPD17-149	Consent to Search Form	After discharged, original kept with General Case File	Paper or Electronic		<input type="checkbox"/>
HPD17-150	Voluntary Statement Form	Retain in General Case File	Paper or Electronic		<input type="checkbox"/>
HPD17-151	Blood Test Written Statement Request	Retain in General Case File	Paper or Electronic		<input type="checkbox"/>
HPD17-152	SWAT Team Investigation Files	3 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-153	Internal Affairs Investigation	4 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-154	Investigations Worksheets	6 Year(s) & no longer of an Admin. Value	Paper or Electronic		<input type="checkbox"/>
HPD17-155	Polygraph Reports	5 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

City of Hamilton

Police Department

(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
HPD17-156	Juvenile Arrests	Age 18 years of age & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-157	Liquor Violation Information Form	Retain in General Case File	Paper or Electronic		<input type="checkbox"/>
HPD17-158	Inactive Confidential Informant Records	6 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-159	Mobile Video/Audio Recording Systems (MVR)- All recorded incidents	30 Day(s) on secured server & no longer of Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-160	Mobile Video/Audio Recording Systems (MVR)- Incidents of Criminal arrests, Filing of citizen complaints or Significant evidentiary value	90 Day(s) on secured server & no longer of Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-161	Mobile Video/Audio Recording Systems (MVR)- Incidents of Motor vehicle pursuits, OVI arrests, Use of force, or Police vehicle accidents with injury or substantial property damage	3 Year(s) on the secure server & no longer of Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-162	RedFlex Photo Enforcement Deployment Forms	3 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-163	RedFlex Photo Enforcement Hearing Dockets	3 Year(s) & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-164	RedFlex Photo Enforcement Hearing Requests	1 Year after violation date & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>



## Section E: RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

City of Hamilton (local government entity)		Police Department (unit)			
HPD17-165	RedFlex Photo Enforcement Hearing Letters	1 Year after violation date & no longer of an Admin. or Legal Value	Paper or Electronic		<input type="checkbox"/>
HPD17-166	Motor Vehicle Accident Reports	Permanent	Electronic		<input type="checkbox"/>
HPD17-167	Field Interrogation Cards	Permanent	Electronic		<input type="checkbox"/>
HPD17-168	General Offense Reports	Permanent	Electronic		<input type="checkbox"/>
HPD17-169	Homicide Offense Reports	Permanent	Electronic		<input checked="" type="checkbox"/>
HPD17-170	Criminal Case Files How long do you retain in computer system Permanent?  Dept responded back that they keep it permanently in electronic format.	Permanent	Electronic		<input checked="" type="checkbox"/>
HPD17-171	Homicide Case Files	Permanent	Electronic		<input checked="" type="checkbox"/>
HPD17-172	Rape Case Files	Permanent	Electronic		<input type="checkbox"/>
HPD17-173	Adult Arrests	Permanent	Electronic		<input checked="" type="checkbox"/>
HPD17-174	Juvenile Arrests	Retain all data in computer system until age 18 years of age & no longer of an admin. or legal Value	Electronic		<input type="checkbox"/>