



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

DEC 05 2018

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 SHAKER HEIGHTS

POLICE DEPARTMENT

(local government entity)

(unit)

[Handwritten Signature]
 (signature of responsible official)

JOHN COLE

COMMANDER

11/14/18

(name)

(title)

(date)

Section B: Records Commission

CITY OF SHAKER HEIGHTS

216.491.1410

(telephone number)

3400 LEE ROAD
 (address)

SHAKER HEIGHTS
 (city)

44120
 (zip code)

CUYAHOGA
 (county)

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

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.

Alicia M. White 11/21/18

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rinker Local Government Records Archivist 12/13/18
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh Records Mgr 12-27-18
 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) – Part 2*See instructions before completing this form.*

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
P18-1	Accident_OH1 Motor Vehicle Accident Report/ OH1, OH2, OH3, Statement and Diagram	6 yrs. provided no action pending	Paper or Electronic		<input type="checkbox"/>
P18-2	Accreditation Proofs of Compliance	4 yrs. after reaccreditation	Paper or Electronic		<input type="checkbox"/>
P18-3	Administrative Case Files (Grievance Files)- Citizen complaints or commendations, allegation of employee misconduct, invests of action taken by employee, employee injury and union grievances	2yrs. Provided no action pending	Paper or Electronic		
P18-4	Affidavit Form	6 Years	Paper or Electronic		
P18-5	Alarm Billing Report	3yrs.	Paper or Electronic		<input type="checkbox"/>
P18-6	Alarm Business License Applications	3yrs. after expiration	Paper or Electronic		<input type="checkbox"/>
P18-7	Animal complaint forms	6yrs.	Paper or Electronic		<input type="checkbox"/>
P18-8	Annual Report-Statistics and review from previous year of each unit or department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
P18-9	Arrests cards-Record of all felony and misdemeanor arrests	Until age 80 or deceased	Paper or Electronic		
P18-10	Arrest cards-Record of all felony and misdemeanor arrests under the age of 18	Until 18 years of age	Paper or Electronic		

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(local government entity)		(unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
P18-11	Automated LEADS Transaction Log (H.H.C.C. Information)	30 days	Paper		
P18-12	Background Investigation Notes	Until no longer of administrative value	Paper or Electronic		
P18-13	Bicycle Helmet Citations	6 years	Paper or Electronic		
P18-14	Bicycle License Cards	20 years	Paper or Electronic		
P18-15	Bicycle Patrol Daily Activity Log Sheets	Until no longer of administrative value	Paper or Electronic		
P18-16	Business Cards-Contact information for businesses	Permanent or Until changed	Electronic		<input type="checkbox"/>
P18-17	Body-Worn Audio/Video	2 years Provided no action pending	Electronic		
P18-18	Booking Cards/ Personal Property Records-Record on person booked into Shaker Heights Jail.	Until age 80 or Order of Expungement	Paper or Electronic		
P18-19	Breathalyzer/BAC Data master records	4 years Provided no action pending	Paper or Electronic		
P18-20	Cancelled Warrants (copies; original with court)	4 years Provided no action pending	Paper or Electronic		
P18-21	Catalogues, Brochures-Information Guides distributed to potential police candidates	Until no longer of administrative value	Paper or Electronic		

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
P18-22	Complaint/ Incident Reports_ criminal complaints and misc. paperwork)	6 years Provided no action pending	Paper or Electronic		
P18-23	Confidential Informant Files	6 years Provided no action pending	Paper or Electronic		
P18-24	Criminal Case Files-Felonies and misdemeanor incidents requiring investigation	6 years, provided no action pending	Paper or Electronic		<input type="checkbox"/>
P18-25	Criminal Case Files-Homicide and rape incidents (including evidence) resulting in the death or rape of a victim (closed cases)	Permanent or after all appeals exhausted	Paper or Electronic		<input checked="" type="checkbox"/>
P18-26	Criminal Nuisance letters and corresponding work papers	2 years, Provided no action pending	Paper or Electronic		
P18-27	Court Date Notice	1 year	Paper or Electronic		
P18-28	Court Summons Log Sheets- List of court appearances for police personnel ; time and date	30 days after court appearance	Paper		
P18-29	Court Date Notice	1 year	Paper		
P18-30	Commercial/Residential Zone Maps-Displays of business and streets according to zone assignments	Until Superseded	Paper		

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
P18-31	Civilian ride-Along Application-Requests from civilian who wish to ride-along with an officer during tour of duty	2 years	Paper or Electronic		
P18-32	Daily Briefing	Until no longer of Administrative value	Paper or Electronic		
P18-33	Daily Receipt Records	3 years provided audited	Paper		
P18-34	Daily roster Record of Uniform Bureau personnel on duty	2			
P18-35	Daily Incident Log	6 Years	Paper		
P18-36	Department Administrative Documents-Memoranda, correspondence, reports, action plans, budgets, invoices, purchase orders, and similar miscellaneous administrative records not coming under another type of record listed in this Schedule.	5 years	Paper or Electronic		
P18-37	Department Organizational Documents: Logs, forms, and other tools to assist the department in its operations for internal department use only	Until no longer of administrative value	Paper or Electronic		
P18-38	Employee Time Sheets (copies-original at Finance Department)	2 years provided audited	Paper or Electronic		
P18-39	Fax Activity Log	30 Days	Paper		
P18-40	Fatal Accident Report	Permanent	Paper or Electronic		✓

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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(local government entity)

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
P18-41	Field Training Officer (FTO) Reports/Supervisor evaluation-Reports written by field training officer and follow-up by supervisor	Until 1 year after separation of service	Paper or Electronic		
P18-42	Field Contact Interview Cards	6 years provided no action pending	Paper or Electronic		
P18-43	Fingerprints- Prints of arrested persons over 18 years of age	Permanent	Paper or Electronic		<input type="checkbox"/>
P18-44	Firearms Records & Inventories	6 years	Paper or Electronic		
P18-45	Forfeiture Order	6 Years Provided no action pending	Paper or Electronic		
P18-46	General Orders	Until no longer of administrative value	Paper or Electronic		
P18-47	Grand Jury Case Files	6 Years Provided no action pending	Paper or Electronic		
P18-48	Grievance Files	2 years Provided no action pending	Paper or Electronic		
P18-49	Heights Hillcrest Communication Center Forms	Until no longer of administrative value	Paper or Electronic		
P18-50	Homicide Case Files	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>

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(local government entity)

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
P18-51	In Car Video- Recording taken by video recorder in cruiser	60 days/ No longer of administrative or evidentiary value	Electronic		
P18-52	Information/intelligence Reports	6 years	Paper or Electronic		
P18-53	Internal Investigation Control Log	10 years	Paper or Electronic		
P18-54	Internal Investigation Case Files	10 years	Paper or Electronic		
P18-55	Inventory Control Form (city property)	2 years	Paper or Electronic		
P18-56	Intoxilyzer reports-Records of all persons arrested for OVI	6 years provided no action pending	Paper or Electronic		<input type="checkbox"/>
P18-57	Intoxilyzer Operator permits-Permits granted to employees who recertified to operate machine	3 years after permit expiration date	Paper or Electronic		<input type="checkbox"/>
P18-58	Investigative Audio Recording/Transcripts Recording of victims, suspects or witnesses	6 years provided no action pending	Paper or Electronic		
P18-59	Investigative Audio Recording/Transcripts recording of victims, suspects or witnesses	6 years provided no action pending	Paper or Electronic		
P18-60	Jail Medical Records-Arrested person medical record and any hospital medical records	5 years provided no action pending	Paper or Electronic		<input type="checkbox"/>

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(local government entity)

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
P18-61	Jail log-list of all arrested person	Purged automatically provided no action pending	Paper or Electronic		<input type="checkbox"/>
P18-62	Jail Key Control Log	Until no longer of administrative value	Paper or Electronic		
P18-63	Jail Daily Activity Log	3 years	Paper or Electronic		
P18-64	Jail Daily Menu Logs	3 years	Paper or Electronic		
P18-65	Jail Inspections	3 years	Paper or Electronic		
P18-66	Junked Vehicle Records	2 years after sale or disposition	Paper or Electronic		
P18-67	Juvenile Court Filings Diversion Case Files	Until Completion of Diversion	Paper or Electronic		
P18-68	Juvenile Records-fact Sheets completed by officer for determination for action to be taken	Incorporated into criminal file/ 6 years	Paper or Electronic		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
P18-69	Juvenile Unit holding Cell Log	3 years	Paper or Electronic		
P18-70	LEADS Print outs (confidential under law)- Generated from query or entry on persons, vehicles, and stolen items	When no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
P18-71	LEADS Criminal History Inquiry Form	1 years	Paper		
P18-72	Leave Request Form Card	5 years	Paper		
P18-73	Legal Process Document/ Service Information Form	5 years	Paper		
P18-74	Master Name Index-List of all persons in contact with the police department in connection with a call for service	Permanent	Electronic		<input checked="" type="checkbox"/>
P18-75	Message Log for Service Department- for action needed to be taken by Service Department requested by police personnel	Until No longer of Administrative value	Paper or Electronic		
P18-76	Missing Persons Reports-Report of people missing and have not been locate	Permanent unless located/then 6 years	Paper or Electronic		<input type="checkbox"/>
P18-77	Monthly Crimes Statistics (Uniform Crime Report and Monthly Crime Report) Retain as long as needed for refrence	Until No Longer of Administrative Value	Paper or Electronic		
P18-78	Overtime Log Book	Permanent	Paper		
P18-79	Overtime Request Form Cards	5 Years	Paper		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
P18-80	Parking Citations- Citation issued for illegal parking	Police copy 6 years	Paper or Electronic		<input type="checkbox"/>
P18-81	Parking Receipt Books- Copy of receipts for monies received	3 years provided audited	Paper or Electronic		
P18-82	Personnel Action-action taken by supervisor for disciplinary reasons- Records of employee issues such as investigations of wrongdoing or complaints disciplinary hearing, and investigation records	5 years	Paper or Electronic		
P18-83	Phone messages/desk notes- Informal correspondence or reminders	Until answered or no longer required	Paper or Electronic		
P18-84	Police Department Visitor's Log	2 years	Paper		
P18-85	Performance Improvement Plans	5 years	Paper or Electronic		
P18-86	Petty Cash Vouchers- Vouchers given for reimbursement of monies paid for work related items	Until consolidated with Finance	Paper or Electronic		
P18-87	Polygraph Records	Until no longer of Administrative Value	Paper or Electronic		
P18-88	Public Records Requests Form-completed to review or obtain copies of a public record	6 years	Paper or Electronic		
P18-89	Pursuit Driving Report	6 years	Paper or Electronic		
P18-90	Purchasing Records-Duplicate copies, originals at Finance Department	6 years	Paper or Electronic		

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P18-91	Request for Vehicle, Bldg. Equipment, Repair	1 year after repair completed	Electronic		
P18-92	Radio/Phone Calls including 911 on lines-audio of all radio traffic and all inbound and outbound calls	90 days provided no action pending H.H.C.C. records			
P18-93	RC2 AND RC3	Until Superseded	Paper or Electronic		x
P18-94	Receipt of Written Directives	5 years	Paper or Electronic		
P18-95	Recovered Property Records	6 years	Paper or Electronic		
P18-96	Requisition Journal	3 years provided no action pending	Paper Or Electronic		
P18-97	Staff Meeting Agenda- Topics to be covered by the command staff during meetings	1 year	Paper or Electronic		
P18-98	Snow Plow Permits/ Application	2 years	Paper or Electronic		
P18-99	Street Light Repair	1 year	Paper or Electronic		
P18-100	Solicitor Permit Applications-Applications for door to door business in the city	6 month after expiration	Paper or Electronic		
P18-101	Subpoenas, Summons, Warrants-Paperwork received from Court.	Until served discharged, answered or withdrawn	Paper or Electronic		<input type="checkbox"/>

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P18-102	Supply Requisition Forms	7 days	Paper		
P18-103	Special Event Plans-Traffic and safety preparation of special events held in the city	Until no longer of Administrative value	Paper or Electronic		
P18-104	Tow Slip/ Records of vehicles towed by the Police Department	3 years provided no action pending	Paper or Electronic		<input type="checkbox"/>
P18-105	Traffic/Misdemeanor Citations-Citations issued for violation of S.C.O. or O.R. C. by police officer	6 years provided no action pending	Paper or Electronic		<input type="checkbox"/>
P18-106	Traffic Violation Warning- Written warnings written by police officer in lieu of citation	6 years	Paper or Electronic		
P18-107	Traffic Citation Book Receipt	Until all tickets have been entered into the computer system	Paper or Electronic		
P18-108	Training Material File-Lesson plans for in-service training	Until superseded Indefinite	Paper or Electronic		<input type="checkbox"/>
P18-109	Training Records-List of schools attended by employees of the Police Department	Permanent	Paper or Electronic		<input type="checkbox"/>
P18-110	Training Requests-Request of Police personnel to attend a training school	3 years	Paper or Electronic		<input type="checkbox"/>

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P18-111	Transitory Records- Correspondence or other records of short-term usefulness, e.g., voicemail, telephone messages, text messages, post-it notes, superseded drafts, transmittal document, schedules, notes, briefing, e-mails, copies of records when originals are stored by other City Departments, and paper records stored electronically or vice versa (as long as the stored record is kept for the scheduled period for that specific record)	Until no longer of administrative value	Paper or Electronic		
P18-112	Use of Force Reports-Incidents involving use of deadly force or force that is likely to cause actual or claimed injury	6 years	Paper or Electronic		
P18-113	Vacation and Special Attention Records Requests from citizens for extra patrol in their area	30 days after request is cancelled	Paper or Electronic		<input type="checkbox"/>
P18-114	Vacation Log Sheets	1 year	Paper		
P18-115	Video Recordings-Recordings of crime scenes or MVS'S for investigative purposes	Until up-loaded to digital photo file	Electronic		
P18-116	Warrant, Missing Person, Stolen Property Cards-Records for entries made into the LEADS/NCIC file.	3 years after computer entry cancelled	Paper or Electronic		<input type="checkbox"/>
P18-117	Work schedule-Employee's work schedule prepared yearly	When no longer needed for administrative purposes	Paper or Electronic		<input type="checkbox"/>
		Audited means: the years encompassed by the records			<input type="checkbox"/>
		have been audited by the Auditor of State and the			<input type="checkbox"/>
		audit report has been released pursuant to			
		Sec. 117.26 O.R.C.			