



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Knox County

(local government entity)

Sheriff's Office

(unit)

[Signature]
(signature of responsible official)

David Shaffer
(name)

Sheriff
(title)

2/5/15
(date)

Section B: Records Commission

Knox County Records Retention Board

(740) 393-6757

Records Commission

(telephone number)

117 East High Street, Suite 161
(address)

Mount Vernon
(city)

43050
(zip code)

Knox
(county)

To have this form returned to the Records Commission electronically, include an email address: recorder@co.knox.oh.us

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.

[Signature]
Records Commission Chair Signature

Thom Collier, Knox County Commissioner

2-19-2015
Date

Section C: Ohio Historical Society - State Archives

[Signature]
Signature

Government Records Archivist
Title

4-8-15
Date

Section D: Auditor of State

[Signature]
Signature

4-23-15
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

Knox County, Ohio

Knox 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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
KC-001	Crash Reports	5 years if no pending action	Paper Electronic		
KC-002	Arrest Records Check	2 years	Paper Electronic		
KC-003	Breath Testing Records- including implied consent witness forms	3 years	Paper Electronic		
KC-004	Business Security Cards- emergency contact information	Until superseded	Paper Electronic		
KC-005	Ohio Law Enforcement Automated Data System (LEADS) Reports/Information - RP reports, CCH records and other LEADS printouts.	Until no longer of admin value and/or according to LEADS Security Policies.	Paper		
KC-006	Emergency and Non-Emergency Phone Call Recordings	2 years and hardware will overwrite oldest recordings	Electronic		
KC-007	Cash Books, Check Books, Receipts	3 years after audit	Paper Electronic		
KC-008	Officer Daily Activity Logs- includes court security officers	1 year	Paper / Electronic		
KC-009	Field Training Manuals	Until Superseded	Paper Electronic		
KC-010	House Check Lists- checks of unoccupied, vacant residences	Until no longer of admin value	Paper Electronic		
KC-011	Impound/ Wrecker Log	2 years	Paper Electronic		
KC-012	Communication Log- C.A.D. records Maintained by 911 Dispatch Center	2 years	Paper / Electronic		



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
KC-013	Jail Register Card- added to inmate property packet	5 years	Paper		
KC-014	Jail Register Book/ Inmate Booking Record	25 years after release	Paper Electronic		
KC-015	Juvenile Arrest Record	Until offender reaches age 18	Paper Electronic		
KC-016	Misdemeanor Citations- criminal summons	2 years	Paper Electronic		
KC-017	Monthly Reports- activity and information compiled for each month	Until added to annual report	Paper Electronic		
KC-018	Incident/ Offense Reports- criminal and non- criminal reports	5 years pending no further action	Paper Electronic		
KC-019	Requests For Time Off/ Overtime Sheets	3 years	Paper		
KC-020	Personnel Files- training records, oath of office, applications, discipline, awards, evaluations	Permanent	Paper Electronic		
KC-021	Employee Work Schedules- work shifts, assignments	1 year	Paper Electronic		
KC-022	Case Investigation Files- homicide, arson investigations	Permanent	Paper Electronic		✓
KC-023	Calls for Service- incident response data, unit response data, call logs and work activity. <u>Maintained by 911 Dispatch Center</u>	2 years	Paper Electronic		
KC-024	D.A.R.E. Classroom and Project Packets	5 years	Paper		
KC-025	Daily Activity Summaries- includes Taser test logs	2 years	Paper Electronic		
KC-026	Inmate Property Packets- includes arrest, booking, grievance, discipline, commissary, and medical information	5 years after sentence is completed	Paper Electronic		
KC-027	Commitments- sentencing information (added to property packet)	5 years after sentence is completed	Paper Electronic		
KC-028	Jail Daily Reports- includes cell assignments, health inspection reports, recreation, and inmate counts	5 years	Paper Electronic		



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KC 029	Criminal History Files- includes photos, fingerprint cards,	Permanent	Paper Electronic		✓
KC-030	Fingerprint Cards- added to criminal history file	25 years	Paper		
KC 031	Jail generated printouts- information is added to jail daily reports	5 years	Paper Electronic		
KC-032	Jacket Covers for Civil Process and Warrants-	2 years paper 5 years electronic	Paper Electronic		
KC-033	Foreign Execution Docket- records of any processes from any courts outside the county	7 years	Paper / Electronic		
KC-034	Civil Process Fee Book-	5 years after audit	Paper Electronic		
KC-035	Sheriff's Sale Files- includes foreclosures, orders of sale, appraisals, deeds	5 years	Paper Electronic		
KC-036	Sheriff's Sale Proof of Publication- advertisement listing for sales	5 years (added to sale file)	Paper Electronic		
KC-037	Index Book of Crashes and Incident Reports	5 years	Paper Electronic		
KC-038	Traffic Citations-	2 years pending no further action	Paper Electronic		
KC 039	Inmate Medical Files- includes returned medication lists, pass sheets	5 years pending no further action	Paper Electronic		
KC-040	Abandon/ Junk Vehicle Files- includes notices sent to owners	2 years after notice is sent	Paper Electronic		
KC-041	Requests and Billing for Special Details	1 year after payment	Paper		
KC-042	Writs of Execution	5 years pending no further action	Paper Electronic		
KC-043	Billing and Purchase Orders of Paid Bills	3 years after audit	Paper Electronic		
KC-044	Payroll Records	3 years after audit	Paper Electronic		



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KC-045	Village Contract Payroll Records	3 years after audit	Paper Electronic		
KC-046	Personnel Time Sheets- hours worked that are submitted for payroll, overtime lists	3 years after audit	Paper		
KC-047	Employment Applications- not hired	1 year	Paper		
KC-048	Intelligence Reports- used to compile potential criminal activity	5 years	Paper		
KC-049	Computerized Voice Stress Analyzer Results	3 years	Paper Electronic		
KC-050	Audio of radio broadcasts	2 years	Electronic		
KC-051	Law Enforcement Trust Fund	4 years	Paper		
KC-052	Furtherance of Justice Fund	4 years	Paper		
KC-053	Criminal Case Files- felonies other than homicide and arson	10 years	Paper Electronic		
KC-054	Criminal Case Files- sex crimes investigations	25 years	Paper Electronic		
KC-055	Confidential Informant Files- contains notes, sign ups, agreements	6 years	Paper		
KC-056	Evidence/ Property Tags, Chain of Custody	5 years after returned, sold, destroyed	Paper		
KC-057	Executive Correspondence- from agency head to staff personnel dealing with policy, procedure, fiscal, and personnel matters	5 years and no longer of admin value	Paper Electronic		
KC-058	General Correspondence-internal and external, informative and not policy or procedure oriented	2 years and no longer of admin value	Paper Electronic		
KC-059	Transient Documents- phone messages, memos, notes of temporary value	Until no longer of admin value	Paper Electronic		
KC-060	Monthly Appointment Calendars	Until no longer of admin value	Paper Electronic		



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KC-061	Unsolicited Correspondence- anonymous letters, complaints	Until no longer of admin value	Paper Electronic		
KC-062	Bulletins, Notices- handouts, information, crime alerts, news releases	Until no longer of admin value	Paper Electronic		
KC-063	Response to Resistance and Arrest Supplements- documents use of force and arrest incidents	4 years and no longer of admin value	Paper Electronic		
KC-064	Employee Labor Contracts	8 years after expiration	Paper Electronic		
KC-065	Reference Materials and Directories- phone books, county directories, and similar reference material	Until revised	Paper Electronic		
KC-066	Equipment Operating Manuals	Life of Equipment	Paper Electronic		
KC-067	Concealed Carry Weapons Applications	1 year after expiration	Paper		
KC-068	Concealed Carry Weapons Criminal Records Background Check	20 days after issuance	Paper		
KC-069	Webcheck Waivers	1 year	Paper		
KC-070	Fixed Assets Inventory- items maintained by the agency, list forwarded to Auditor	3 years	Paper Electronic		
KC-071	Emergency or Special Response Protocols- school, business safety plans, guidelines	Until revised, rescinded	Paper Electronic		
KC-072	Sex Offender Registration Files	5 years after no longer required to register	Paper Electronic		
KC-073	Photographs, Digital Images-	Incorporate into case file retention	Paper Electronic		
KC-074	Property Receipts	Scan and add to case file	Paper Electronic		
KC-075	Law Enforcement Automated Data System Newsletters	2 years	Paper Electronic		



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
KC-076	License, Permits- Bingo, Liquor, Multiple Firearm Sales, Dangerous Ordinance	2 years and no longer of admin value	Paper		
KC-077	Service Contracts- agreements for services	8 years after expiration	Paper Electronic		
KC-078	Public Records Compliance- RC1, RC2, RC3	Permanent	Paper		
KC-079	Litigation Files- civil lawsuits and settlements filed against the agency	5 years after cased closed	Paper Electronic		
KC-080	Job Descriptions- essential job functions and requirements	1 year after revised or classification abolished	Paper Electronic		
KC-081	Closed Warrants and Protection Orders-	2 years after closed	Paper Electronic		
KC-082	Social Media- text messages, Facebook, Twitter etc.	Until no longer of admin value or based on type of message	Paper Electronic		
KC-083	Civilian Ride Along Program- background check and waiver	1 year	Paper		
KC-084	Prescription Drug Drop Off Box- log of amounts collected	2 years	Paper Electronic		
KC-085	Public Records Requests-	3 years	Paper Electronic		
KC-086	Interview Recordings- Audio and or video recordings of interviews.	Based on type of case file	Paper Electronic		
KC-087	Inmate Food Service Menu-	1 year	Paper Electronic		
KC-088	State of Ohio Bureau of Adult Detention Inspection Report	5 years	Paper Electronic		
KC-089	Jail Camera Recordings- video of jail and building security cameras	45 days pending no action	Electronic		
KC-090	Inmate Phone Recordings- stored on a third party web based server	180 days	Electronic		

[illegible]