



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

OHIO HISTORY CONNECTION

JAN 11 2023

614.297.2553
 localrecs@ohiohistory.org
 www.ohiohistory.org/lgr

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**Braceville Township**

(Local Government Entity)

Police Department

(Unit)


 (Signature of Responsible Official)

2401

CHAD BERNARD

(Name)

CHIEF OF POLICE

(Title)

01.05.2023

(Date)

Section B: Records Commission**Braceville Township**

(Local Government Entity)

Records Commission**330.872.0085**

(Telephone Number)

800 Braceville Robinson Road

(Address)

Newton Falls

(City)

44444 Trumbull

(Zip Code)

(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.


 Records Commission Chair Signature

01.05.2023

Date

Section C: Ohio History Connection - State Arc**Amy Czubak**

Digitally signed by Amy Czubak
 Date: 2023.01.18 11:22:12 -05'00'

Government Records Archivist

1/18/2023

Signature

Title

Date

Section D: Auditor of State**Martin E. Meeks**

Digitally signed by Martin E. Meeks
 Date: 2023.01.24 09:55:07 -05'00'

Records Manager

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.

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-2 Required by LGRP
1	ACCIDENT FILE, PERSONNEL INVOLVED	3 YEARS / NO CLAIM PENDING	PAPER OR ELECTRONIC		<input type="checkbox"/>
2	ACCIDENT FILES, PROPERTY DAMAGE, BODILY INJURY	3 YEARS / NO CLAIM PENDING	PAPER OR ELECTRONIC		<input type="checkbox"/>
3	ANNUAL REPORTS	PERMANENT	PAPER OR ELECTRONIC		<input checked="" type="checkbox"/>
4	APPLICATIONS FOR EMPLOYMENT (NOT HIRED)	2 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
5	ASSIGNMENT SCHEDULES, SHEETS AND DAILY LOGS	3 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
6	BODY WORN CAMERA (BWC) RECORDINGS	2 YEARS UNLESS RETAINED AS EVIDENCE	PAPER OR ELECTRONIC		<input type="checkbox"/>
7	BUSINESS SECURITY RECORDS, EMERGENCY CONTACT LIST	REVIEW ANNUALLY	PAPER OR ELECTRONIC		<input type="checkbox"/>
8	CASE FILES- ARREST REPORTS	50 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
9	CASE FILES- CHILD ABUSE CASE RECORDS	8 YEARS AFTER CASE IS CLOSED	PAPER OR ELECTRONIC		<input type="checkbox"/>
10	CASE FILES- CRIMINAL CASE FILES MISC & FELONIES EXCEPT HOMICIDE	20 YEARS / NO ACTION PENDING	PAPER OR ELECTRONIC		<input type="checkbox"/>

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Section E: Table of Records to be Disposed

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
11	CASE FILES- MISSING PERSONS REPORTS	UNTIL FOUND, THEN 8 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
12	CASE FILES- OVI ALCOHOL BREATH TESTING RECORDS	3 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
13	CASE FILES- PRESS/ NEWS RELEASES	3 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
14	CONTRACTS AND AGREEMENTS	15 FISCAL YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
15	CORRESPONDENCE- TRANSIENT GENERAL SUBSTANTIVE	:DISPOSE OF AFTER ADMIN VALUE :2 FISCAL YEARS :PER RELATED DOCUMENT	PAPER OR ELECTRONIC		<input type="checkbox"/>
16	EQUIPMENT MAINTENANCE AND REPAIR RECORDS	RETAIN FOR THE LIFE OF EQUIPMENT	PAPER OR ELECTRONIC		<input type="checkbox"/>
17	EXPUNGED RECORDS PER EXPUNGMENT ORDERS	N/A	PAPER OR ELECTRONIC		<input type="checkbox"/>
18	FUEL USAGE RECORDS	3 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
19	GRANT FILES/RECORDS- FEDERAL/ STATE	PERMANENT	PAPER OR ELECTRONIC		<input type="checkbox"/>

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Section E: Table of Records to be Disposed

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
20	HOMICIDE REPORTS & EVIDENCE	30 YEARS AFTER APPEALS	PAPER OR ELECTRONIC		<input type="checkbox"/>
21	IN-CAR VIDEO RECORDINGS	2 YEARS UNLESS RETAINED AS EVIDENCE	PAPER OR ELECTRONIC		<input type="checkbox"/>
22	IN-DEPARTMENT VIDEO	RETAIN UNTIL NO LONGER OF ADMIN. VALUE, EVIDENCE OR ACTION PENDING	PAPER OR ELECTRONIC		<input type="checkbox"/>
23	INCIDENT REPORTS	8 YEARS / NO ACTION TAKEN	PAPER OR ELECTRONIC		<input type="checkbox"/>
24	INTERNAL AFFAIRS INVESTIGATIONS	10 YEARS AFTER EMPLOYEE SEPARATION	PAPER OR ELECTRONIC		<input type="checkbox"/>
25	L.E.A.D.S VALIDATIONS	3 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
26	PAYROLL RECORDS	3 FISCAL YEARS PROVIDED AUDITED	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	
27	PERSONNEL RECORDS (ACTIVE)	PERMANENT	PAPER OR ELECTRONIC		
28	PERSONNEL RECORDS (NON-ACTIVE)	PERMANENT	PAPER OR ELECTRONIC		<input type="checkbox"/>
29	POLICIES, GENERAL ORDERS, DIRECTIVES, RULES, REGULATIONS OR PROCEDURES	UNTIL SUPERSEDED	PAPER OR ELECTRONIC		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
30	PROPERTY ROOM	25 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
31	RECORD (BACKGROUND) CHECKS REQUEST	2 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
32	SOCIAL MEDIA - WEBSITE, WEBPAGES, FACEBOOK, TWITTER, YOUTUBE, ETC. POSTS/UPLOADS/DOWNLOADS	UNTIL UPDATED, SUPERSEDED OR OBSOLETE	PAPER OR ELECTRONIC		<input type="checkbox"/>
33	STATE OF OHIO TRAFFIC CRASH REPORTS (OH-1)	3 YEARS / NO ACTION PENDING	PAPER OR ELECTRONIC		<input type="checkbox"/>
34	TRAINING RECORDS	PERMANENT	PAPER OR ELECTRONIC		<input type="checkbox"/>
35	VEHICLE IMPOUND RECORDS	3 YEARS	PAPER OR ELECTRONIC		<input type="checkbox"/>
36	VOICEMAILS	UNTIL NO LONGER OF ADMIN. VALUE	PAPER OR ELECTRONIC		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>