



Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

DEC 17 2015

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)**

See instructions before completing this form.

Section A: Local Government Unit

City of Bowling Green (local government entity) Police Division (unit)  
 Noah A. Hetrick (name) Chief of Police (title) 12-15-15 (date)  
 (signature of responsible official)

Section B: Records Commission

Bowling Green Records Commission (419)354-6202 (telephone number)  
 Records Commission  
 304 North Church Street Bowling Green 43402 Wood (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: [barbara.ford@bhohio.org](mailto:barbara.ford@bhohio.org)

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.

Barbara Ford (signature) 12-15-15 (date)  
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Christine Altman (signature) Government Records Assistant (title) 12/17/15 (date)  
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh (signature) 1-7-16 (date)  
 Signature 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 A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

#### Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

#### Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

#### Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

#### Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

#### GENERAL INSTRUCTIONS:

- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)
- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) OR The Ohio Historical Society  
State Archives of Ohio  
Local Government Records Archivist  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2497

- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



Section E: Records Retention Schedule

City of Bowling Green

Police Division

(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
15-01	Accident Reports (Except Fatal Crashes)	2 years	Paper, Electronic		<input type="checkbox"/>
15-02	Annual Reports	Permanent	Paper		<input checked="" type="checkbox"/>
15-03	Bicycle License Registrations	7 years	Paper		<input type="checkbox"/>
15-04	Blank Forms (Master Book)	Until Superseded	Paper		<input type="checkbox"/>
15-05	BMV Re-exam Forms (BMV2308)	2 years	Paper		<input type="checkbox"/>
15-06	Breathalyzer Record (BMV2255)	3 years	Paper		<input type="checkbox"/>
15-07	Car Wash Records	1 year	Paper		<input type="checkbox"/>
15-08	Correspondence	Until no longer of Administrative value	Paper, Electronic		<input type="checkbox"/>
15-09	Criminal Case Files -Misdemeanor -Felony (except Homicide)	10 years	Paper, Electronic (Both)		<input type="checkbox"/>
15-10	Criminal Citations (Yellow Copy)	1 month	Paper		<input type="checkbox"/>
15-11	Employee Schedules	Until no longer of Administrative value	Paper, Electronic		<input type="checkbox"/>
15-12	Extra Patrol Logs	2 years	Paper		<input type="checkbox"/>
15-13	Fatal Crash Reports	Permanent	Paper, Electronic		<input type="checkbox"/>



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15-14	Fingerprint Cards	Permanent	Paper		<input type="checkbox"/>
15-15	Firearm Records/Inventories	3 years	Paper		<input type="checkbox"/>
15-16	Gun Sales/Transfers (Private)	Permanent	Paper		<input type="checkbox"/>
15-17	Homicide/Murder Case Files	Permanent	Paper, Electronic		<input type="checkbox"/>
15-18	Internal Affairs Files	3 years after termination	Paper, Audio/DVD Recordings		<input type="checkbox"/>
15-19	Item returned to BM V (BMV3608)	1 year	Paper		<input type="checkbox"/>
15-20	Liquor Permits – Current business - Closed business	While open / 2 years after close	Paper (Both)		<input type="checkbox"/>
15-21	Manuals, Handbooks	Until Superseded	Paper		<input type="checkbox"/>
15-22	Mug Shots -Misdemeanors -Felony	10 years 20 years	Paper, Electronic (both)		<input type="checkbox"/>
15-23	Overtime Call and Sign-up Sheets	Until no longer of Administrative value	Paper		<input type="checkbox"/>
15-24	Parking Meter Collection Records	2 years	Paper		<input type="checkbox"/>
15-25	Parking Tickets	2 years	Paper, Electronic		<input type="checkbox"/>
15-26	Pawn/Sales Tickets	10 years	Paper, Electronic		<input type="checkbox"/>
15-27	Photo Files (Crime Scene)	2 years	Paper		<input type="checkbox"/>
15-28	Postal Records: Certified mail receipts, certificates of mailing, etc.	3 years	Paper, Electronic		<input type="checkbox"/>



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15-29	Press Releases	3 years	Paper, Electronic		<input type="checkbox"/>
15-30	Private Property Tow Log	1 year	Paper		<input type="checkbox"/>
15-31	Public Records Release Log	1 year	Electronic		<input type="checkbox"/>
15-32	Radio/Telephone Logs	2 years	Paper		<input type="checkbox"/>
15-33	Radio/Telephone Recordings	1 year	Electronic		<input type="checkbox"/>
15-34	Records Retention Schedule and Documents	Permanent	Paper, Electronic		<input type="checkbox"/>
15-35	Response to Resistance/Aggression Report	3 years	Paper		<input type="checkbox"/>
15-36	Sealed Records	Permanent	Paper		<input type="checkbox"/>
15-37	Sealed Records/Diversion Program	2 years after order date	Paper		<input type="checkbox"/>
15-38	Sex Offender Notification Cards	Permanent	Paper		<input type="checkbox"/>
15-39	Taxi Cab Inspection Sheets	2 years	Paper		<input type="checkbox"/>
15-40	Tow Sheets/Inventories	3 years	Paper		<input type="checkbox"/>
15-41	Traffic Citations/Warnings	1 month	Paper		<input type="checkbox"/>
15-42	Traffic Commission Records/Minutes	Permanent	Paper		<input checked="" type="checkbox"/> <i>(Minutes)</i>
15-43	Training Materials File	Until Superseded	Paper		<input type="checkbox"/>
15-44	Training Records	Merge with Personnel after termination	Paper, Electronic		<input type="checkbox"/>

