



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

**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 Bowling Green

Police Division

(local government entity)

*Barbara A. Ford*

Noah A. Hetrick

(unit)

Chief of Police

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

Bowling Green Records Commission

Records Commission

(419) 354-6202

(telephone number)

304 N. Church  
(address)

Bowling Green  
(city)

43402  
(zip code)

Wood  
(county)

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

**Barbara.ford@bgohio.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 A. Ford*

7/12/16

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Signature

*Christine A. Hotaler*

Title

*Agreement Records Analyst*

Date

*7/13/16*

**Section D: Auditor of State**

Signature

*Martin E. Murr*

Title

*Records Mgr*

Date

*7-28-16*

**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 Bowling Green  
(local government entity)POLICE DIVISION  
(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
16-01	Accident Reports (except Fatal Crashes)	2 years	Paper, Electronic		<input type="checkbox"/>
16-02	Annual Reports	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
16-03	Bicycle License Registrations	10 years	Electronic		<input type="checkbox"/>
16-04	Blank Forms (Master Book)	Until Superseded	Paper, Electronic		<input type="checkbox"/>
16-05	BMV Re-exam Forms (BMV2308)	2 years	Paper		<input type="checkbox"/>
16-06	Breathalyzer Record (BMV2255)	3 years	Paper		<input type="checkbox"/>
16-07	Car Wash Records	1 year	Paper		<input type="checkbox"/>
16-08	Civil Citations (Yellow Copy)	1 month after completion of book	Paper		<input type="checkbox"/>
16-09	Correspondence	Until no longer of Admin. Value	Paper, Electronic		<input type="checkbox"/>
16-10	Criminal Case Files -Misdemeanor -Felony (except Rape and Homicide)	10 years	Paper, Electronic (Both)		<input type="checkbox"/>
16-11	Criminal Citations (Yellow Copy)	1 month after completion of book	Paper		<input type="checkbox"/>
16-12	Employee (Sworn) Evaluations-Annual <i>(Paper to Personnel Department)</i>	2 years after termination	Electronic		<input type="checkbox"/>
16-13	Employee (Sworn) Evaluations-Quarterly	2 years	Paper, Electronic		<input type="checkbox"/>
16-14	Employee (Sworn) Monthly Observations	Until no longer of Admin. Value	Paper, Electronic		<input type="checkbox"/>
16-15	Employee Schedules	Until no longer of Admin. Value	Paper, Electronic		<input type="checkbox"/>
16-16	Equipment (w/Serial No.) Inventories	3 years	Electronic		<input type="checkbox"/>
16-17	Extra Patrol Logs	2 years	Paper		<input type="checkbox"/>
16-18	Fatal Crash Reports	Permanent	Paper, Electronic		<input type="checkbox"/>

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16-19	Fingerprint Cards	Permanent	Paper		<input checked="" type="checkbox"/>
16-20	Gun Sales/Transfers (Private)	Permanent	Paper		<input type="checkbox"/>
16-21	Homicide/Murder Case Files	Permanent	Paper, Electronic		<input type="checkbox"/>
16-22	Internal Affairs Files	3 years after termination	Paper, Elec, Audio/DVD Recordings		<input type="checkbox"/>
16-23	Item returned to BMV (BMV3608)	1 year	Paper		<input type="checkbox"/>
16-24	Liquor Permits-Current Business -Closed Business	While open/2 years after close	Paper (Both)		<input type="checkbox"/>
16-25	Manuals, Handbooks	Until Superseded	Electronic		<input type="checkbox"/>
16-26	Mug Shots -Misdemeanors -Felony	10 years 20 years	Paper, Electronic (Both)		<input type="checkbox"/>
16-27	Overtime Call and Sign-up Sheets	Until no longer of Admin. Value	Paper		<input type="checkbox"/>
16-28	Parking Meter Collection Records	2 years	Paper, Electronic		<input type="checkbox"/>
16-29	Parking Tickets	2 years	Paper, Electronic		<input type="checkbox"/>
16-30	Pawn/Sales Tickets	10 years	Paper, Electronic		<input type="checkbox"/>
16-31	Photo Files (Crime Scene)	2 years	Paper		<input type="checkbox"/>
16-32	Postal Records: Certified mail receipts, certificates of mailing, etc.	Until no longer of Admin. Value	paper		<input type="checkbox"/>
16-33	Press Releases	1 year	Electronic		<input type="checkbox"/>
16-34	Private Property Tow Log	1 year	paper		<input type="checkbox"/>
16-35	Public Records Release Log	1 year	Electronic		<input type="checkbox"/>

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16-36	Radio/Telephone Logs	2 years	Paper		<input type="checkbox"/>
16-37	Radio/Telephone Recordings	1 year	Electronic		<input type="checkbox"/>
16-38	Rape/Sexual Assault Case Files	In accordance with current Statute of Limitations	Paper, Electronic		<input type="checkbox"/>
16-39	Records Retention Schedule and Documents	Permanent	Paper, Electronic		<input type="checkbox"/>
16-40	Response to Resistance/Aggression Report	3 years	Paper, Electronic		<input type="checkbox"/>
16-41	Sealed Records	Permanent	Paper		<input type="checkbox"/>
16-42	Sealed Records/Diversion Program	2 years after order date	Paper		<input type="checkbox"/>
16-43	Sex Offender Notification Cards	Permanent	Paper		<input type="checkbox"/>
16-44	Taxi Cab Inspection Sheets	2 years	Paper		<input type="checkbox"/>
16-45	Tow Sheets/Inventories	3 years	Paper		<input type="checkbox"/>
16-46	Traffic Citations/Warnings	1 month after completion of book	Paper		<input type="checkbox"/>
16-47	Traffic Commission Records/Minutes	Permanent	Paper, Electronic		<input checked="" type="checkbox"/> (minutes)
16-48	Training Materials File	Until Superseded	Paper, Electronic		<input type="checkbox"/>
16-49	Training Records	Merge with Personnel after Termination	Paper, Electronic		<input type="checkbox"/>
16-50	Tow Service Call Log	2 years	Paper		<input type="checkbox"/>
16-51	Uniform Allowance Records	3 years	Electronic		<input type="checkbox"/>

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City of Bowling Green  
(local government entity)

Police Division  
(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
16-52	Video Recordings	30 days (no action Pending)	Electronic		<input type="checkbox"/>
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