



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

FEB 27 2020

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 BOWLING GREEN

POLICE DIVISION

(Local Government Entity)

(Unit)



JUSTIN D. WHITE

DEPUTY CHIEF OF POLICE

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

BOWLING GREEN RECORDS COMMISSION

(419) 354-6202

304 NORTH CHURCH STREET

BOWLING GREEN

43402

(Telephone Number)

WOOD

(Address)

(City)

(Zip Code)

(County)

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

bford@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.

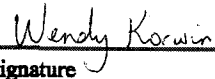


02-27-2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives



Government Records Archivist

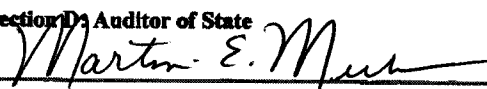
3/9/2020

Signature

Title

Date

Section D: Auditor of State



Records Manager

4-1-2020

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.*

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 LGRP	(6) RC-3 Required by LGRP
010	Accident Reports (Except Fatal Crashes)	2 Years	Paper, Electronic		<input type="checkbox"/>
020	Annual Reports	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
030	Bicycle License Registrations	10 Years	Paper, Electronic		<input type="checkbox"/>
040	Blank Forms (Master Book)	Until Superseded	Paper, Electronic		<input type="checkbox"/>
050	BMV Re-Exam Forms (BMV2308)	2 Years	Paper		<input type="checkbox"/>
060	Breathalyzer Records (BMV2255)	3 years	Paper		<input type="checkbox"/>
070	CALEA Files	5 Years	Paper, Electronic		<input type="checkbox"/>
080	Civil Citations (Yellow Copy)	1 Month After Completion of Book	Paper		<input type="checkbox"/>
090	Correspondence	Until No Longer of Admin. Value	Paper, Electronic		<input type="checkbox"/>
100	Criminal Case Files -Misdemeanor -Felony (Except Rape & Homicide)	10 Years	Paper, Electronic		<input type="checkbox"/>
110	Criminal Citations (Yellow Copy)	1 Month After Completion of Book	Paper		<input type="checkbox"/>
120	Employee Annual Evaluation (Paper Copy to Personnel)	3 Years	Electronic		<input type="checkbox"/>
130	Employee (Sworn) Quarterly Evaluations	1 Year	Paper, Electronic		<input type="checkbox"/>

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140	Employee Schedules	Until No Longer of Admin. Value	Paper, Electronic		<input type="checkbox"/>
150	Equipment Inventories (With Serial Numbers)	4 Years	Electronic		<input type="checkbox"/>
160	Fatal Crash Reports	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
170	Fingerprint Cards	Permanent	Paper		<input checked="" type="checkbox"/>
180	Hiring Records (Includes Backgrounds & Pre- Employment Questionnaire)	6 Years	Paper, Electronic		<input type="checkbox"/>
190	Homicide/Murder Case Files	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
200	Internal Affairs Files	3 Years After Termination	Paper, Electronic, Audio/DVD Recordings		<input type="checkbox"/>
210	Items Returned to BMV (BMV3608)	1 Year	Paper		<input type="checkbox"/>
220	Key Peg Assignment Log	Until No Longer of Admin. Value	Electronic		<input type="checkbox"/>
230	Key Peg Sign-Out Sheet	Until No Longer of Admin. Value	Paper		<input type="checkbox"/>
240	Liquor Permits	2 Years Past Close of Business	Paper		<input type="checkbox"/>
250	Manuals, Handbooks	Until Superseded	Paper, Electronic		<input type="checkbox"/>

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260	Meeting Notes	4 Years	Paper, Electronic		<input type="checkbox"/>
270	Mug Shots -Misdemeanor -Felony	10 Years 20 Years	Paper, Electronic		<input type="checkbox"/>
280	Overtime Call and Sign-Up Sheets	3 Years	Paper, Electronic		<input type="checkbox"/>
290	Parking Meter Collection Records	2 Years	Paper, Electronic		<input type="checkbox"/>
300	Parking Tickets	2 Years	Paper, Electronic		<input type="checkbox"/>
310	Photo Files (Crime Scene)	2 Years	Paper		<input type="checkbox"/>
320	Planning Documents (AAR, IAP, etc.)	4 Years	Paper, Electronic		<input type="checkbox"/>
330	Postal Records (Certified Mail Receipts, Certificates of Mailing, etc.)	Until No Longer of Admin. Value	Paper		<input type="checkbox"/>
340	Press Releases	1 Year	Electronic		<input type="checkbox"/>
350	Private Property Tow Logs	1 Year	Paper		<input type="checkbox"/>
360	Public Records Release Logs	1 Year	Electronic		<input type="checkbox"/>
370	Radio/Telephone Recordings	1 Year	Electronic		<input type="checkbox"/>
380	Rape/Sexual Assault Case Files	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>

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390	Records Retention Schedule and Related Documents	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
400	Response to Resistance/Aggression Reports	5 Years	Paper, Electronic		<input type="checkbox"/>
410	Sealed Records With Alcohol Diversion	2 Years After Order Date	Paper		<input type="checkbox"/>
420	Sealed Records Without Alcohol Diversion	Permanent	Paper		<input checked="" type="checkbox"/>
430	Tow Service Call Logs	2 Years	Paper		<input type="checkbox"/>
440	Tow Sheets/Inventories	4 Years	Paper		<input type="checkbox"/>
450	Traffic Citations Audit Sheet	Until No Longer of Admin. Value	Paper		<input type="checkbox"/>
460	Traffic Citation Books	1 Month After Completion of Book	Paper		<input type="checkbox"/>
470	Traffic Citations Log	Until No Longer of Admin. Value	Paper		<input type="checkbox"/>
480	Traffic Commission Records/Minutes	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
490	Training Materials Files	6 Years After Termination	Paper, Electronic		<input type="checkbox"/>
500	Uniform Allowance Records	3 Years	Electronic		<input type="checkbox"/>
510	Video Recordings	30 Days (No Action Pending)	Electronic		<input type="checkbox"/>

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					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>