



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
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614.297.2553
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

JUL 10 2024

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Geneva Police
(Local Government Entity) (Unit)
John Camper Chief
(Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

See ORC 149.38 - ORC149.412 for Records Commission information

City of Geneva Records Commission (440) 466-4675
(44 North Forest Street Geneva 44041 Ashtabula)
(Address) (City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address: finance@genevaohio.gov

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 Date 6/17/24

Section C: Ohio History Connection - State Archives

Government Records Archivist 7/25/2024
Signature Title Date

Section D: Auditor of State

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 E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form

City of Geneva

Police

(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
PD2400001	Executive Correspondence: Correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.	2 Year(s) And no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
PD2400002	General Correspondence: Includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (It does not attempt to influence agency policy).	1 Year(s) And no longer of an administrative value.	Multi		<input type="checkbox"/>
PD2400003	Routine Correspondence: Includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	6 Month(s) And no longer of an administrative value.	Multi		<input type="checkbox"/>
PD2400004	Transient Correspondence & Communication Records; Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and Similar Unsolicited Communications: Includes text messages, telephone messages, telephone message books/logs and other limited documents that serve to convey information of temporary importance in lieu of oral communication.	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
PD2400005	Drafts, Informal Notes, Reminder Notes,;	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
PD2400006	Blank Forms:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
PD2400007	Bulletins, Posters, General Notices and Displays:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
PD2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
PD2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of Administrative Value	Multi		<input type="checkbox"/>
PD2400010	General Administrative Files:	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
PD2400011	Electronic Mail System (E-mail):	Retain EMail that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content (Refer to RC-2). Erase E- Mail that has no significant value.	Multi		<input type="checkbox"/>

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Police

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(Unit)

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PD2400012	Backup Data (Not Duplicated) on Desktops, Laptops and PDA's:	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.	Computer		<input type="checkbox"/>
PD2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
PD2400014	Awards, Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
PD2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
PD2400016	General Photographs, Negatives and Electronic Images:	Retain images that have significant Legal, Fiscal, Administrative or Historical value. Maintain significant images according to content. Refer to corresponding RC-2. Erase images that have no significant value	Multi		<input checked="" type="checkbox"/>
PD2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
PD2400018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel Pads and Electronic Media:	Continually Updated, Revised, Completed, Superseded or Erased	Multi		<input type="checkbox"/>
PD2400019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner:	Maintain until no longer of a Admin. or Historical Value.	Multi		<input type="checkbox"/>
PD2400020	Lists / Rosters / Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
PD2400021	Material Safety Data Sheets (MSDS):	Maintain until Revised, Obsolete or Superseded then Destroy	Multi		<input type="checkbox"/>
PD2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
PD2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
PD2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
PD2400025	Equipment / Vehicle Operating & Maintenance Manuals:	Maintain until Equipment sold, scrapped or no longer the property of the City	Multi		<input type="checkbox"/>
PD2400026	Equipment / Vehicle Maintenance & Repair Records:	Maintain until Equipment sold, scrapped or no longer property of the City.	Multi		<input type="checkbox"/>

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PD2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
PD2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
PD2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
PD2400030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms):	25 Year(s) After Revised, Superseded or Discontinued.	Paper		<input type="checkbox"/>
PD2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
PD2400032	Accident Files, Property Damage or Bodily Injury:	2 Year(s) No claims or litigation pending	Paper		<input type="checkbox"/>
PD2400033	Animal Control Records:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400034	Annual Reports:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
PD2400035	Arrest Dockets:	Until age 80 or deceased.	Paper		<input type="checkbox"/>
PD2400036	Child Abuse Records:	7 Year(s) after case closed	Paper		<input type="checkbox"/>
PD2400037	Complaint Reports:	2 Year(s) No actions pending	Paper		<input type="checkbox"/>
2400038	Criminal Case Files - Felonies (Except Homicide):	6 Year(s) No actions pending	Paper		<input type="checkbox"/>
PD2400039	Criminal Case Files - Misdemeanors:	2 Year(s) No actions pending	Paper		<input type="checkbox"/>
PD2400040	Fingerprints:	Until age 80 or deceased.	Paper		<input type="checkbox"/>
PD2400041	Firearm Records & Inventories:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
PD2400042	Injury Files - Personnel:	2 Year(s) and no claims pending	Paper		<input type="checkbox"/>
PD2400043	Intoxilyzer Record:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400044	Jail Record of Personal Property:	2 Year(s)	Paper		<input type="checkbox"/>

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PD2400045	Jail Register:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
PD2400046	Juvenile Arrest Dockets:	until age 18	Paper		<input type="checkbox"/>
PD2400047	Magnetic Media (Voice Logging):	30 Day(s)	Computer		<input type="checkbox"/>
PD2400048	Master Name Index:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
PD2400049	Missing Persons Report:	20 Year(s) Or until found	Paper		<input type="checkbox"/>
PD2400050	Monthly Reports:	Until incorporated in annual report	Paper		<input type="checkbox"/>
PD2400051	Offense Reports - Felonies (Except Homicide):	6 Year(s) No actions pending	Paper		<input type="checkbox"/>
PD2400052	Offense Reports - Misdemeanors:	2 Year(s) No actions pending	Paper		<input type="checkbox"/>
PD2400053	Officer Notes:	destroyed daily	Paper		<input type="checkbox"/>
PD2400054	Personnel Records:	Retain Permanently	Paper		<input type="checkbox"/>
PD2400055	Property Receipts:	2 Year(s) Provided Audited	Paper		<input type="checkbox"/>
PD2400056	Radio & Telephone Log:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400057	Receipt Slips:	2 Year(s) Provided Audited	Paper		<input type="checkbox"/>
PD2400058	Recovered Property Record:	2 Year(s) After disposal of property	Paper		<input type="checkbox"/>
PD2400059	Department Requisitions & PO's:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400060	Rules & Regulations:	Until superseded	Multi		<input type="checkbox"/>
PD2400061	Subpoenas, Summonses & Warrants:	until discharged	Paper		<input type="checkbox"/>
PD2400062	Tow Reports:	2 Year(s) After paid provided audited	Paper		<input type="checkbox"/>
PD2400063	Traffic Citations:	3 Year(s)	Paper		<input type="checkbox"/>

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PD2400065	Training Records:	Merge with personnel records	Paper		<input type="checkbox"/>
PD2400066	Jail Personal Property:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400067	Inmate Time Checks:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400068	Inmate Medical Questionnaires:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400069	Inmate Medication Forms:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400070	20 Minute Jail Checks:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400071	Jail Shower Requests:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400072	Jail Visitation Logs:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400073	Jail Incident Reports:	3 Year(s)	Paper		<input type="checkbox"/>
PD2400074	Personal Physician Request:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400075	Inmate Sign In/Out Forms:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400076	Prisoner Photo Log:	2 Year(s)	Paper		<input type="checkbox"/>
PD2400077	Inmate Hourly Totals:	2 Year(s)	Paper		<input type="checkbox"/>

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