

WORTHINGTON DIVISION OF POLICE
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

| Schedule No. | Code | Record Title and Description | Retention Period | RC3 Required | Media Type | For use by Auditor of State or OHS_LGRP |
|-----------------------|------|-------------------------------------------------------------------|------------------------------------------------------------|--------------|------------|-----------------------------------------|
| ADMINISTRATION | | | | | | |
| A-001 | A | Annual Department Budget Preparation & Worksheet | Until final budget is incorporated in C.O.W. annual budget | N | Paper | |
| A-002 | A | Annual Report | Permanent | Y | Multi | |
| A-003 | A | CALEA Proofs | 3 years after accreditation | Y | Paper | |
| A-004 | A | Criminal Analysis Reports | No longer of administrative value | N | Paper | |
| A-005 | A | Copy of employee Annual Evaluation; Original on file at City Hall | 3 years after audit by Command Staff | N | Paper | |
| A-006 | A | Department Staff Meeting Agendas/Minutes | 2 years | Y | Multi | |
| A-007 | A | Employee Comp Time Requests | 2 years | Y | Paper | |
| A-008 | A | Employee Evaluation Files | 7 years after separation | Y | Paper | |
| A-009 | A | Employee Grievances | 7 years and of no further administrative value | Y | Paper | |
| A-010 | A | Employee Leave Requests | 2 years | Y | Paper | |
| A-011 | A | Employee Overtime Pay Requests | 2 years | Y | Paper | |

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| ADMINISTRATION | | | | | | |
| A-012 | A | Employee Payroll Sheets (copies) | 2 years | Y | Paper | |
| A-013 | A | Employee Recognition | Permanent in Employee Evaluation File | Y | Paper | |
| A-014 | A | Firearms Inventory | Permanent | Y | Multi | |
| A-015 | A | FTO Evaluations | Permanent until employee Separation | Y | Paper | |
| A-016 | A | Grants (State & Federal) all documents pertaining to the grant | 6 years after expiration | N | Paper | |
| A-017 | A | Internal Affairs - Administrative Investigations | 5 years no action pending | Y | Paper | |
| A-018 | A | Internal Affairs Log | 5 years no action pending | Y | Paper | |
| A-019 | A | Intranet and Internet posting on Web Site | Until no further administrative value and/or updated | N | Electronic | |
| A-020 | A | Labor Contract | Until contract expires | Y | Paper | |
| A-021 | A | Letter of "Training and Guidance" | 1 year | Y | Paper | |
| A-022 | A | Memorandums | 1 year or no longer of administrative value | N | Paper | |

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| ADMINISTRATION | | | | | | |
| A-023 | A | Monthly & Quarterly Report | 1 year incorporated into Annual Report | Y | Multi | |
| A-024 | A | Mutual Aid Agreement | Until suspended or revised | N | Paper | |
| A-025 | A | Ohio Revised Code | Until rescinded or revised | N | Paper | |
| A-026 | A | Operational Plans for Special Activities; Pre-plan & After Action Plan | Until superseded or no legal value | N | Paper | |
| A-027 | A | Pre-employment Background Investigation - NOT HIRED | 5 years pending no claims or removed from eligible list | Y | Paper | |
| A-028 | A | Pre-employment Background Investigation File | 7 years after separation | Y | Paper | |
| A-030 | A | Pursuit Reports | 3 years | Y | Paper | |
| A-031 | A | Quarter Master Report of Basic Issued Equipment | 2 years after separation | Y | Paper | |
| A-032 | A | Reprimands | Until removed from file by employee per CBA | Y | Paper | |
| A-033 | A | Reserve Files | 2 years after separation | Y | Paper | |
| A-034 | A | Service Contracts | 10 years after expiration | N | Paper | |

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| ADMINISTRATION | | | | | | |
| A-035 | A | Special Duty Sign up Sheets / Invoices | 3 years or no longer of administrative or legal value | Y | Paper | |
| A-036 | A | Uniform Equipment | 2 years | N | Paper | |
| A-038 | A | Use of Force Reports | 5 years no action or claims pending | Y | Paper | |
| A-039 | A | Work Schedule | 2 years after revision | Y | Paper | |
| A-040 | A | Worthington Codified Ordinance | Until rescinded or revised | N | Paper | |
| COMMUNICATIONS | | | | | | |
| C-001 | C | 9-1-1 MSAG Change Forms | Until of no further Administrative Value | Y | Paper | |
| C-002 | C | 9-1-1 Printouts ANI and ALI | 1 year | Y | Paper | |
| C-003 | C | Building Security Camera's | 30 days | N | Electronic | |
| C-004 | C | Business Security Sheets | Until Updated | N | Paper | |
| C-005 | C | CCH Log Book | 3 years after LEADS control audit | Y | Paper | |
| C-006 | C | Computer Disc Hard Drive - All Record Management System | Until update, revised or rescinded | N | Electronic | |

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| COMMUNICATIONS | | | | | | |
| C-007 | C | Computer Disc Hard Drive CA Radio-MRS-RMS | Until update, revised or rescinded | N | Electronic | |
| C-008 | C | FCC Radio License | Until expired or superseded | N | Paper | |
| C-009 | C | LEADS Activity Summaries | 2 years | Y | Paper | |
| C-010 | C | LEADS Audit Report | 3 years | Y | Paper | |
| C-011 | C | LEADS Newsletter | 1 year | N | Paper | |
| C-012 | C | LEADS Printouts | Until no longer of an Administrative or Legal Value | N | Paper | |
| C-013 | C | LEADS Stolen Vehicle, Missing Persons, Stolen Articles, Wanted persons & Warrants | 2 years after Cancellation | N | Paper | |
| C-014 | C | LEADS Validations | 1 year after audit | Y | Paper | |
| C-015 | C | LEADS WW Entries & Cancellations | 2 years after Cancellation | N | Paper | |
| C-016 | C | LEADS/NCIC Teletypes Messages | Until no longer of administrative value | N | Paper | |
| C-017 | C | Radio Room Telephone Calls | 30 days | N | Electronic | |

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| COMMUNICATIONS | | | | | | |
| C-018 | C | Radio Room Transmissions | 30 days | N | Electronic | |
| C-019 | C | Run Cards | Until superseded or rescinded | N | Paper | |
| C-020 | C | Video (Processing / Booking) | 30 days | N | Electronic | |
| EVIDENCE / PROPERTY | | | | | | |
| E-001 | E | Auction Files | 2 years after disposal | Y | Multi | |
| E-002 | E | DNA Evidence in regards to all Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - pled GUILTY or NO CONTEST | 5 years after the plea and any appeals in accordance with SB77 | Y | Paper | |
| E-003 | E | DNA Evidence in regards to all Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - SOLVED -pled NOT GUILTY | 30 years in accordance with SB77 | Y | Paper | |
| E-004 | E | DNA Evidence in regards to all Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - UNSOLVED | 30 years in accordance with SB77 | Y | Paper | |
| E-005 | E | DNA Evidence in regards to all murders & involuntary manslaughter - SOLVED - offender pled GUILTY or NO CONTEST | 5 years after the plea and any appeals in accordance with SB77 | Y | Paper | |
| E-006 | E | DNA Evidence in regards to all murders & involuntary manslaughter - Solved - offender pled NOT GUILTY | 30 years in accordance with SB77 | Y | Paper | |
| E-007 | E | DNA Evidence in regards to all Murders & Involuntary Manslaughter - UNSOLVED | Permanent in accordance with SB77 | Y | Paper | |
| E-008 | E | Franklin County Muni Court motion for disposal of Property | 3 years | Y | Paper | |

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| EVIDENCE / PROPERTY | | | | | | |
| E-009 | E | Property Records - Abandoned, Recovered, Disposed items | 2 years after disposal of property | Y | Multi | |
| E-010 | E | Property Room Log | 2 years or no legal value | Y | Paper | |
| MISCELLANEOUS | | | | | | |
| M-001 | M | Archives Scrapbook | Appraisal for historical value | N | Paper | |
| M-002 | M | Bicycle Cards - Stolen / Recovered | 6 years | Y | Multi | |
| M-003 | M | Blank Forms | Until revised, obsolete, or superceded | N | Paper | |
| M-004 | M | Cash Waivers | 1 year | Y | Paper | |
| M-005 | M | Communication Records - Telephone Messages, Voicemail, E-mail | Until no longer of administrative or legal value | N | Multi | |
| M-006 | M | Communications - Interoffice notes | Until no longer of administrative or legal value | N | Paper | |
| M-007 | M | Correspondence - Executive (Deals with aspects of the administration of the office - Policies, programs, fiscal and personnel matters) | 3 years and no longer of an administrative value | Y | Multi | |
| M-008 | M | Correspondence - Incoming/Outgoing Interoffice | Until no administrative value | N | Multi | |
| M-009 | M | Digital Memory Cards | Until downloaded to computer, erase, and reuse | N | Electronic | |

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| MISCELLANEOUS | | | | | | |
| M-010 | M | Equipment Operating & Maintenance Manuals | Until machine or equipment sold, scrapped or no longer owned by the City | N | Multi | |
| M-011 | M | Equipment Repair Request | 1 year | N | Paper | |
| M-012 | M | Incompetent Driver Affidavit | 1 year | Y | Paper | |
| M-013 | M | Key Box Sign-out Log | Until no longer of administrative value | N | Paper | |
| M-014 | M | Liquor Permits | Until expired or superseded | N | Paper | |
| M-015 | M | Monthly / Daily Planners & Calendars | 1 year | N | Paper | |
| M-016 | M | News Releases | 2 years and no longer of administrative or legal value | Y | Paper | |
| M-017 | M | Publications, Reference Materials, and Professional Magazines | Until no longer of administrative or legal value | N | Paper | |
| M-018 | M | Receipt Books | 2 years provided audit | Y | Paper | |
| M-019 | M | Resource Directories | Until revised or discontinued | N | Paper | |
| M-020 | M | Ride Along Release & Acknowledgement | 1 year | N | Paper | |

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| MISCELLANEOUS | | | | | | |
| M-021 | M | Temporary Protection Orders | Until cancelled or suspended | N | Paper | |
| M-022 | M | Unsolicited correspondence | Until no longer of administrative or legal value | N | Paper | |
| M-023 | M | Vacation House Checks | Until expired or superseded | Y | Paper | |
| M-024 | M | Visitor Sign-In Sheet | 6 months | N | Paper | |
| M-025 | M | WPD Copy of Mayor's Court Docket | 1 year | N | Paper | |
| PATROL | | | | | | |
| P-001 | P | All Working Draft Reports | Until incorporated into further draft / final form | N | Multi | |
| P-002 | P | Audio / Video Recording (Patrol Cars) - DVD | 2 years | N | Electronic | |
| P-003 | P | Audio / Video Recording (Patrol Cars) - Server - No Citation, Citation, Search | 90 days then system will automatically override | N | Electronic | |
| P-004 | | Audio / Video Recording (Patrol Cars) - Server - Arrest, OVI | 180 days then system will automatically override | N | Electronic | |
| P-005 | P | Automobile License Suspension Records (BMV Form 2255) | 3 years and no longer of an administrative or legal value | N | Paper | |
| P-006 | P | BAC Alcohol Test Result Forms | 3 years | Y | Paper | |

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| PATROL | | | | | | |
| P-007 | P | BAC Calibration/RFI | 3 years | Y | Paper | |
| P-008 | P | BAC Datamaster permits | Until renewed | N | Paper | |
| P-009 | P | BAC Maintenance Records | 3 years | Y | Paper | |
| P-010 | P | BAC Report | 3 years | Y | Paper | |
| P-011 | P | Bicycle Patrol Report | Until incorporated into Annual Report | N | Paper | |
| P-012 | P | FCMC & Mayors Court Recall Notices | 1 year | N | Paper | |
| P-013 | P | Firearms discharge, Non-Use of Force | 4 years no claims pending | Y | Paper | |
| P-014 | P | Impound Records - Vehicles & Immobilizations | 2 years after disposition | Y | Paper | |
| P-015 | P | Junk Vehicle Records - 3701 Affidavit | 2 years after disposition | Y | Paper | |
| P-016 | P | Officer Traffic Citation Ledgers | 2 years provided audit | Y | Paper | |
| P-017 | P | Officers Arrest Summary Log | Until no longer of administrative value | N | Electronic | |

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| PATROL | | | | | | |
| P-018 | P | Officers Daily Report | 1 year | Y | Multi | |
| P-019 | P | Prisoner Log | 2 years | N | Electronic | |
| P-020 | P | Public Assistance forms | 2 years | Y | Paper | |
| P-021 | P | Seizure / Forfeiture Reports | 6 years after court disposition | N | Paper | |
| P-022 | P | Selective Traffic Enforcement Report | 1 year | Y | Paper | |
| P-023 | P | Sergeant Shift Sheets | 1 year pending no action | Y | Paper | |
| P-024 | P | Shift Bid Process Form | 2 years | Y | Paper | |
| P-025 | P | Subpoenas / Summons | Until Discharge | N | Paper | |
| P-026 | P | Suspect Informational Reports | Until no longer of legal or administrative value | N | Paper | |
| P-027 | P | Traffic Surveys | Until of no further Administrative Value | Y | Paper | |
| P-028 | P | Uniform Crime Reports (U.C.R.) | 1 year | Y | Paper | |

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| PATROL | | | | | | |
| P-029 | P | Voided Citations | 2 years provided audit | Y | Paper | |
| P-030 | P | Warrant T.O.I. List | Until no longer of legal value | N | Multi | |
| RECORDS | | | | | | |
| R-001 | R | Accident Traffic Crash Report | 3 years | Y | Multi | |
| R-002 | R | Accident Traffic Crash Report - Personnel | 5 years no pending action or claims pending | Y | Multi | |
| R-003 | R | Arrest Records - Felony | 25 years after last event | Y | Paper | |
| R-004 | R | Arrest Records - Juvenile | Until Age 18 ** fingerprints to be returned to the Court | Y | Paper | |
| R-005 | R | Arrest Records - Misdemeanor | 15 years after last event | Y | Paper | |
| R-006 | R | Arrest Records - Traffic Citations | 6 years after last event | Y | Paper | |
| R-007 | R | BCI Administrative Domestic Violence Report | 2 years | Y | Multi | |
| R-008 | R | Criminal Investigations - All other Felonies | 15 years no action pending | Y | Multi | |
| R-009 | R | Criminal Investigations - FELONY - Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - pled GUILTY or NO CONTEST | 15 years no action pending | Y | Multi | |

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| R-010 | R | Criminal Investigations - FELONY - Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - SOLVED -pled NOT GUILTY | 30 years in accordance with SB77 | Y | Multi | |
| R-011 | R | Criminal Investigations - FELONY - Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - UNSOLVED | 30 years in accordance with SB77 | Y | Multi | |
| R-012 | R | Criminal Investigations - Misdemeanor | 4 years no action pending | Y | Multi | |
| R-013 | R | Criminal Investigations - Misdemeanor - Offenders Convicted | 4 years no action pending | Y | Multi | |
| R-014 | R | Case Files - Expungement Orders / Records Seal Orders | Delete all personal identifiers for suspect and seal in envelope or destroy as ordered by the court | N | Paper | |
| R-015 | R | Field Investigations | 2 years | Y | Multi | |
| R-016 | R | Homicide Investigations | Permanent | Y | Multi | |
| R-017 | R | Incident Reports - Non Criminal | 2 years no action pending | Y | Multi | |
| R-018 | R | Juvenile ID Packet | Until Age 18 ** fingerprints to be returned to the Court | Y | Paper | |
| R-019 | R | Master Criminal Identification file, Fingerprints / Photo / Personal History | 25 years pending no legal value | Y | Paper | |
| R-020 | R | Master Name Criminal Index Files | Permanent | Y | Paper | |

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| RECORDS | | | | | | |
| R-021 | R | Parking Citations | 3 years | Y | Multi | |
| R-022 | R | Public Record Request | 1 year | N | Paper | |
| R-023 | R | RC-1, RC-2, RC-3 | 25 years after revised, superceded, discontinued and of no admin or legal value | N | Paper | |
| R-024 | R | Report Log | 10 years pending no action | N | Paper | |
| R-025 | R | Riverlea Reports | 2 years | Y | Multi | |
| R-026 | R | Sudden Death & Suicides | 6 years pending no action | Y | Multi | |
| R-027 | R | Traffic Warnings | 2 years | Y | Paper | |
| R-028 | R | U-10 100 & Addendums | 2 years | Y | Paper | |
| TRAINING | | | | | | |
| T-001 | T | Directives General Orders Procedures | 1 year after revision | N | Multi | |
| T-002 | T | Employee Training Records | 2 years after separation | N | Paper | |
| T-003 | T | Firearms Instructor Reports | 3 years after separation | N | Paper | |

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| TRAINING | | | | | | |
| T-004 | T | In-service Training Lesson Plans | 5 years after revision | N | Paper | |
| T-005 | T | Receipt of Directive, Procedures, General Orders | Until Superseded | N | Paper | |
| T-006 | T | Training - Internal (Videos / Written Instructional) | 5 years after revision | N | Paper | |