



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

*See instructions before completing this form. Must be submitted with PART 2*

**Section A: Local Government Unit**

(Local Government Entity) Brown County Sheriff's Office	(Unit) Gordon Ellis, Sheriff
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(Signature of Responsible Official)	(Name)	(Title)	(Date)
	Gordon Ellis	Sheriff	May 1, 2020

**Section B: Records Commission**

Brown County Records Commission Records Commission	937-378-3956 (Telephone Number)		
800 Mt..Orab Pike (Address)	Georgetown, Ohio (City)	45121 (Zip Code)	Brown (County)

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

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

Signature	Title	Date
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**Section D: Auditor of State**

Signature	Title	Date
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***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.*

(Local Government Entity)

(Unit)

Brown County Sheriff's Office

(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
20-1	Cash Book, Bank Deposit Receipts, Statements, Cancelled Checks, Receipt Books, Purchase Orders and Invoices	5 Years	Paper/Book		<input type="checkbox"/>
20-2	Foreign Execution Dockets	Permanently	Electronic		<input type="checkbox"/>
20-3	Foreign Summons Dockets	Permanently	Electronic		<input type="checkbox"/>
20-4	Jail Register, Arrest Records	Permanently	Paper/ Electronic		<input type="checkbox"/>
20-5	Incident or Offense Reports/Photo's-Accident Reports	5 Years	Paper/ Electronic		<input type="checkbox"/>
20-6	Foreclosure Files-Order of Sales, Appraisal, Order of Sale Returns & Sale Advertisement	5 Years	Paper		<input type="checkbox"/>
20-7	Sheriff Furtherance of Justice Fund Records Receipts, Checks and Records Pertaining to the Account	6 Years	Paper		<input type="checkbox"/>
20-8	Budget Records	Permanently	Paper		<input type="checkbox"/>
20-9	Grant Records	3 Years Past Grant Expiration	Paper/ Electronic		<input type="checkbox"/>
20-10	Annual Sheriff Reports	Permanently	Paper		<input type="checkbox"/>
20-11	Audit Reports	Permanently	Paper		<input type="checkbox"/>
20-12	Internal Affairs Investigations (Founded)	Permanently	Paper/ Media		<input type="checkbox"/>
20-13	Daily Reports/Worksheets-Road Units, Investigative Units, Kitchen & Front Desk	3 Years	Paper/ Electronic		<input type="checkbox"/>
20-14	Employment Applications: Unsuccessful Candidate	3 Years	Paper		

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(Local Government Entity)

(Unit)

Brown County Sheriff's Office

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					<input type="checkbox"/>
20-15	Expungement File	1 Year	Paper		<input type="checkbox"/>
20-16	Fingerprint Records	Permanently	Paper/ Electronic		<input type="checkbox"/>
20-17	Forfeiture Fund Files	Permanently	Paper		<input type="checkbox"/>
20-18	Insurance Policies: Sheriff Copy. Originals Maintained at Board of Commissioners	Expiration	Paper		<input type="checkbox"/>
20-19	Inventory of County Property. Copy Sent to Auditor and Board of Commissioners	2 Years	Paper		<input type="checkbox"/>
20-20	Key Control Log	3 Years	Paper		<input type="checkbox"/>
20-21	Payroll Records: Records of Employee Payroll to include Request for Leave, Overtime Records, Court Forms, Etc.	5 Years	Paper/ Electronic		<input type="checkbox"/>
20-22	Personnel Files on Agency Employees	Permanently	Paper		<input type="checkbox"/>
20-23	Property Room Records: Released Property/Released Tags	5 Years	Paper		<input type="checkbox"/>
20-24	Departmental Manuals, Rules and Regulations Etc.	Permanently	Paper/ Media		<input type="checkbox"/>
20-25	Roll Call Information: BOLO's, L.E.A.D.S. Teletypes, Extra Patrol Requests, Etc. Not to be Archived	Until Obsolete	Paper/ Electronic		<input type="checkbox"/>
20-26	Traffic & Misdemeanor Citations. Hard Copies Original Maintained By Brown County Municipal Court and Juvenile Court	2 Years	Paper/ Electronic		<input type="checkbox"/>

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(Unit)

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20-27	Travel Expense/Prisoner Transport Expense	5 Years	Paper		<input type="checkbox"/>
20-28	Jail-Arrestment Sheets, Commitments & Warrants to Discharge	2 Years	Paper		<input type="checkbox"/>
20-29	Jail-Daily Control Logs	5 Years	Paper		<input type="checkbox"/>
20-30	Jail-Key Control Logs, Jail Inspections, Jail Reports, Housing Prisoner Bills, Inmate Complaints, Trustee Waivers, Visitation Log, Inmate Rule 4 Form, Inmate Money Receipt Books, Inmate Commissary Sheets, Inmate Commissary Total Sheets, Prisoner's Property Sheet, Use of Force Report	4 Years	Paper		<input type="checkbox"/>
20-31	Jail-Daily Medication Record, Dental History Record, X-Ray File, Dentist Record and Log for Inmates, Inmate Medical Records, Medical Record Card File, Medical Screening Record	6 Years	Paper/ Electronic		<input type="checkbox"/>
20-32	Inmate Visitation Log	1 Year	Paper		<input type="checkbox"/>
20-33	Computer Logs-OCA, CCH, LEADS Validations, Cancelled Stolen Items and Cancelled Missing Persons, Leads Audits	2 Years	Paper		<input type="checkbox"/>
20-34	Monthly Child Support Billing & Domestic Violence Stats	5 Years	Paper/ Electronic		<input type="checkbox"/>
20-35	Attorney Inmate Register (Attorney Log) & Clergy Inmate Register (Minister's Log)	2 Years	Paper		<input type="checkbox"/>
20-36	Executions	5 Years	Paper		<input type="checkbox"/>

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20-37	<b>Extradition</b>	<b>2 Years</b>	<b>Paper</b>		<input type="checkbox"/>
20-38	<b>Body-Worn Camera Footage:</b> Footage documenting daily actions of law enforcement personnel for performance and evidentiary purposes; includes video footage with accompanying audio recordings.				
20-38 A	Routine business, parking, and traffic citations and warnings.	<b>1 year</b> , provided no pending legal action.	<b>Electronic</b>		<input type="checkbox"/>
20-38 B	Criminal incidents, <b>misdemeanor</b> arrests, case reports, crash reports, supplemental reports, and warrants.	<b>6 years</b> , provided no pending legal action.	<b>Electronic</b>		<input type="checkbox"/>
20-38 C	<b>Felony crimes, Officer involved</b>	<b>Permanent</b>	<b>Electronic</b>		<input type="checkbox"/>
20-39	<b>Concealed Carry Applications</b>	<b>Until Applicant is determined to be deceased</b>	<b>Paper</b>		<input type="checkbox"/>
20-40	<b>Sex Offender Records:</b> Includes sex offender registrations and electronic data available on statewide Offender Watch Program	<b>Paper Records –</b> Maintained permanently as part of Criminal Case History Files  <b>Electronic Records –</b> Maintained in statewide Offender Watch website. Removed from web locally once offender is no longer required to register	<b>Paper/ Electronic</b>		<input type="checkbox"/>
20-41	<b>Canine Records:</b> Records documenting training and performance of dogs involved in law enforcement operations	<b>3 Years</b>	<b>Electronic</b>		<input type="checkbox"/>

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20-42	<b>Special Duty Detail Records</b>	<b>2 Years</b>	<b>Paper</b>		<input type="checkbox"/>
20-43 A	<b>E-mail (Non-Record Materials):</b> Personal correspondence and non-state publications.	<b>Immediately</b>	<b>Electronic</b>		<input type="checkbox"/>
20-43 B	<b>E-mail (Official Records): Transient Documents</b> – Includes telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication	<b>Until no longer of administrative value.</b>	<b>Electronic</b>		<input type="checkbox"/>
20-43 C	<b>E-mail (Intermediate Retention):</b> General correspondence, routine correspondence, monthly and weekly reports, minutes of agency staff meetings.	<b>2 Years</b>	<b>Electronic</b>		<input type="checkbox"/>
20-43 D	<b>E-mail (Permanent Retention): Executive Correspondence:</b> Correspondence of the head of an agency dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.	<b>2 Years, then transfer to BCSO Archive</b>	<b>Electronic</b>		<input type="checkbox"/>
20-43 E	<b>E-mail (Permanent Retention): Departmental Policies and Procedures:</b> Includes published reports, unpublished substantive reports and policy studies.	Retain until superseded, obsolete or replaced, then transfer to BCSO Archives for their possible retention or destruction	<b>Electronic</b>		<input type="checkbox"/>
					<input type="checkbox"/>