



Records Commission ~Agenda~

<http://www.ci.moraine.oh.us/>

Clerk of Council
937-535-1005

August 18, 2025

10:00 AM

Payne Recreation Center

- I. Call to Order**
- II. Approval of Minutes**
 - A. Records Commission Meeting Minutes - April 23, 2025
- III. Business**
 - A. Review and Approval of RC-3 Forms
 - B. Review and Approval of RC-2 Form
- IV. Other Business**
- V. Adjournment**

RECORD OF PROCEEDINGS

Minutes of Records Commission

Held April 23, 2025

Call to Order

Meeting called to order 10:00 AM.

Commission members present:

Michael Davis	Chair	Present
Martina Dillon	Law Director	Present
Annetta Williams	Finance Director	Present
Donald Burchett	Citizen Appointee	Present

Staff Members Present:

Police Chief Craig Richardson	Fire Chief Traci Kuzminski
Deputy Fire Chief Mike Guadagno	PIO Aaron Vietor
Executive Secretary Kim Wallace	Police Administrative Secretary Shawn Sanford
Public Information Officer Aaron Vietor	Fire Division Administrative Secretary Megan Smith
Clerk of Council Karen Powell	

Approval of Minutes

Records Commission Meeting Minutes - January 14, 2025

Mr. Davis asked if there were any changes or corrections to the January 14, 2025, Records Commission meeting minutes.

Ms. Dillon moved to approve; Mr. Burchett seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 1*)
MOVER: Martina Dillon
AYES: Michael Davis, Martina Dillon, Donald Burchett
NAYS: None
ABSTAIN: Annetta Williams

Business

2025 Records Retention Schedule (RC-2) Review

Ms. Powell said some changes were made to the Human Resources RC-2 which Mrs. Wallace will speak about, and a couple of pages were missing from the RC-3 that was uploaded. She distributed those copies to the commission members for review.

Mrs. Wallace said "Electronic" was added to the media type because documents were listed as "paper". She said the City is moving to Laserfiche for record storage, and it is necessary to add that media type. She said Ms. Runnels, Human Resources Administrator, changed the HR-9 and HR-10 retention period to five years and nine years. She noted the retention period was previously three years. She reported HR-10 media was previously listed as "electronic", and Ms. Runnels added "paper".

2025 Human Resources Certificate of Records Disposal (RC-3)

Mrs. Wallace stated the RC-3 represents cleaning out archived personnel files in the Human Resources Department. She reviewed the retention period for full-time, part-time, and seasonal

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Minutes of Records Commission

Held April 23, 2025

employees. She reported that included with the RC-3 is a list of files that are being destroyed.

Mrs. Dillon stated individual votes should be made for the RC-2 and the RC-3 forms. She moved to approve the RC-2 form Mr. Burchett seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Martina Dillon
AYES: Michael Davis, Martina Dillon, Annetta Williams, Donald Burchett
NAYS: None
ABSTAIN: None

Mrs. Dillon moved to approve the RC-3 form; Mr. Burchett seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Martina Dillon
AYES: Michael Davis, Martina Dillon, Annetta Williams, Donald Burchett
NAYS: None
ABSTAIN: None

Fire Division Public Records Request Process - Protected Health Information

Deputy Fire Chief Mike Guadagno stated when the Fire Division tries to fulfill Public Records Requests, a lot of the records contain protected health information. He reported there currently is no way to encrypt the files to send through email which causes the Division to delay the process of fulfilling the requests and also takes more man hours to process the records in paper form to be mailed or picked up. He asked if there will be the ability at some point to have encrypted fulfillment of the documents?

Mr. Vietor said currently the IT Division is in the process of looking at a new solution to update Office 365 licensing to provide better security as well as the encryption of emails. He said this is a city-wide investment not individual departments. He said the Division is looking into costs.

Mr. Davis asked if this is an item that can be budgeted for this year?

Mr. Vietor said he will look into that along with the IT Director.

Mr. Davis said this is something IT is considering, and if it can be done across the board for the City departments, it will offer the Fire Division the ability to encrypt emails. He asked the Law Director if she had information on this subject.

Mrs. Dillon said she would suggest, when talking to a provider, making sure the provider is familiar with PHI requirements. She discussed procedure recommendations she found on websites.

Mr. Vietor said the City can use Laserfiche to upload the record and send a direct link to an email via Laserfiche, which is password protected. He said that can be done now, but the process is cumbersome.

Mr. Davis asked Deputy Chief Guadagno if other area jurisdictions are using an encrypted service for public records requests?

Deputy Chief Guadagno said the only encryption software he is familiar with that has end-to-end encryption is Microsoft 365. He said the receiver has to enter credentials in order to log in to open the email. He confirmed for Mr. Davis that he is the only staff member in the Fire Division who handles those types of public records requests and Chief Kuzminski if he is not

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available.

Mrs. Dillon stated she would forward the information you found to Mr. Vietor, Mr. Davis, and Deputy Chief Guadagno.

Video Record Preparation Cost Recovery (ORC 149.43(B)(1))

Police Chief Craig Richardson reported that a few weeks ago the State of Ohio passed a law allowing municipalities to charge \$75 per hour with \$750 maximum for anyone requesting body cam or cruiser cam video. He said there has been an onslaught of media journalists who post videos on YouTube, and those journalists are generating income on the police videos. He said those records requests place a burden on the Police Division because staff has to watch the video in real time and redact the protected information. He said the Police Division came up with a policy they would like to implement that allows the Division to charge \$75. He noted that State law allows municipalities to create an estimate for the requester before having to fulfill the request. He stated the Law Director has reviewed the policy draft. He confirmed for Mr. Davis that two staff members perform the public records requests duties. He discussed other neighboring jurisdictions which have implemented similar policies.

Mrs. Dillon explained that the Records Commission should vote on the policy, and then she will draft a resolution to take to City Council tomorrow for a vote.

Mrs. Dillon moved to approve; Mr. Burchett seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Martina Dillon
AYES: Michael Davis, Martina Dillon, Annetta Williams, Donald Burchett
NAYS: None
ABSTAIN: None

Ms. Powell asked how payments will be made?

Chief Richardson replied the Police Division is paid direct, and then the money is forwarded to the Finance Division.

Records Manual Review - Proposed Revisions Part 1

Mrs. Dillon said she has divided the manual into three sections to be reviewed in three meetings. She said she has included the first section reviews and revisions, and the current version of the Records Manual is attached. She discussed changes to the cover page and the removal of quotes on page two. She said it was her goal to pare the manual down as much as possible to make it concise. She said the Table of Contents will be revised once the manual review is complete. She noted that on page five she has added a summary, and she reviewed its contents. She discussed other changes she made to verbiage to align more with the Ohio Historical Society Manual. She said on page five it states the Records Officer will be responsible for the release of public records to the Clerk of Council or other official as established by City Ordinance. She stated she does know what that means. She asked for guidance.

Ms. Powell briefly discussed the Records Officer language used in the City's Codified Ordinances and the Records Manual, and stated that is a topic she and Mrs. Dillon will be meeting to discuss. She said there is a Public Records Officer for each department. She also suggested that when the Records Manual is completed and distributed, a copy of the Ohio History Connection be included as an additional reference. She suggested an introduction page with a reference to the Ohio History Connection Manual could replace the quote page.

After discussion, Mrs. Dillon decided that including a reference to the Ohio History Connection

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Minutes of Records Commission

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website would be a good idea.

Mrs. Dillon talked about changes on page 6 of the Records Manual. She discussed changes to the three-prong test section. She noted she added a reference to electronic records to include emails. She discussed how emails, including personal emails, can be a public record if discussing City business. She noted that social media posts are public records and have a retention period. She recommended looking at RC-2's to see if they address social media posts. She said if the RC-2's do not address social media posts, the RC-2's should be amended to address records retention.

Mr. Vietor asked how the "Moraine Community Connection" Facebook page will work, because there is a lot of chatter between residents and Council members. He said that page is managed by Council member Mike Daugherty.

Mrs. Dillon said it is important to have a discussion with Mr. Daugherty regarding retention of the posts because that site is not a City site.

Ms. Powell said there is training available online, and at some point the City should require all City employees and Council members to watch a training video and sign off on watching the video and understanding the information. Ms. Powell agreed to send Mrs. Dillon information on social media records training.

Mrs. Dillon discussed clarification changes she made to the remaining sections, and also the clarification of penalties for improper disposition of a record. She indicated she reworded the sentence regarding the Clerk of Council as that position is responsible for Council and Board/Commisison records. Mrs. Dillon discussed changes to page eight regarding the deletion of references to Quick Inventory and the inclusion of information reviewed from the Ohio History Connection. She noted she has a question about due dates for the Record Inventory. She asked for thoughts on this subject.

Ms. Powell said regarding due dates, she thinks any information should be able to be brought to any meeting within the year. She said there should not be limits or due dates just as long as the items are addressed within each calendar year.

Mrs. Dillon and Ms. Powell discussed updated verbiage.

Mr. Vietor said that information was put in when the City was trying to follow along on destruction dates. He said in the last couple of years a destruction date was not set. He said having destruction dates set would be helpful.

Ms. Powell discussed with Mrs. Dillon that the RC-1, 2, and 3 review dates should not be kept because it limits a department to when they can discuss a form. She said also a decision has not been made as to whether the destruction of City records will be completed at the annual public shredding event or at a separate records destruction date.

Mrs. Perry said dates were implemented to create a workflow, and that is why each step had a different date to be reviewed. She said having a recommended target date is good to keep the flow. She said she would hate for the Clerk of Council to receive all of the different forms at the same time. She said she is familiar with a flow whether it has a hard date or a recommended date. She said she prefers having things happen at different stages.

Ms. Powell said if staff wants to keep a deadline date that is fine.

Mrs. Dillon said language will be left as is, which states It is recommended that updates to the records series inventories be submitted to the Clerk of Council by the first Friday in August.

RECORD OF PROCEEDINGS

Minutes of **Records Commission**

Held **April 23, 2025**

She said that is all she has for the Part One revisions. She recapped the proposed changes and discussion and stated she will have recommendations for Section Two at the next meeting. She said she will look into requirements for Council approval to changes to the Records Commission Manual.

Other Business

Mr. Davis asked for staff or public comments. There were none.

Adjournment

Mrs. Dillon moved to adjourn the meeting; Mr. Burchett seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Martina Dillon
AYES: Michael Davis, Martina Dillon, Annetta Williams, Donald Burchett
NAYS: None
ABSTAIN: None

Meeting adjourned at 10:46 AM.

Review and Approval of RC-3 Forms

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

RC-3 forms were submitted by Police Division, Street Division, and the Law Director. These forms will be reviewed and approved for destruction.

Attachments:

1. RC-3 - Police Division
2. RC-3- Law Department 8-11-25
3. RC-3 - Street Division



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
1982 Velma Avenue
Columbus, Ohio 43205

For State Archives - LGRP Use Only			
Date Received:			
Date Reviewed:			
Items requested for transfer:	YES	NO	
If YES, attach copy of transfer form			

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Moraine, OH	POLICE	SHAWN SANFORD	937-535-1150	4200 DRYDEN ROAD
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
4200 Dryden Road	Moraine	45439	Montgomery	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2) or Application for One-Time Records Disposal (RC-1)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	POLICE CHIEF	937-535-1157
(signature of responsible official)	(title)	(telephone number)

Please Note: The State Archives retains RC-3 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with PART 1.

City of Moraine, Ohio

MORaine POLICE DEPARTMENT

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by OHS-LGRP)	(7) For OHS- LGRP use
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		
BCI DV STAT SHEET	PD3		PAPER		2023			
BIAS FREE POLICING WORKSHEET	BIA1		PAPER		2021			
CANCELLED WARRANT LOG SHEET	PD6		PAPER		2023			
CCH LOG (FOREIGN & EMPLOYEE REQUEST	DISP2		PAPER		2022			
CITIZEN BACKGROUND CHECK	PD7		PAPER		2023			
DEA RECEIPTS	PD9		PAPER		2023			
DISPATCH ACTIVITY SHEETS	DISP8		PAPER		2023			
EMPLOYEE BACKGROUND CHECKS (NOT HIRED)	HR4		PAPER		2022			
EMPLOYEE BACKGROUND CHECKS (HIRED)	HR5		PAPER		2023			
GRIEVANCE/ARBITRATION RECORDS	HR6		PAPER		2017			
INTERNAL AFFAIRS INVESTIGATIONS	HR7		PAPER		2019			
KMC RECEIPT OF REPORTS	PD14		PAPER		2023			
LEADS AUDIT	DISP4		PAPER		2020			

PERSONNEL COMPLAINTS & DISCIPLINARY ACTIONS	HR9		PAPER		2019		
PHOTOS-POLAROID	PIC1		PHOTOS		2014		
PSAP 911 CALL LOG	DISP5		PAPER		2023		
RIDE ALONG APPS	PD27		PAPER		2022		
THF AUDIT	THF1		PAPER		2021		
THF FORMS	THF3		PAPER		2021		
THF LOG	THF2		PAPER		2021		
TRAFFIC CITATIONS (NO REPORT #)	PD32		PAPER		2022		
TRAFFIC CITATION LEDGERS	PD33		PAPER		2022		
VOIDED TICKETS	PD37		PAPER		2022		
WEBCHECK CERTIFICATE FOR NON-EMPLOYEE ACCESS TO PD	WEB3		PAPER		2023		
WEBCHECK REQUEST FORM	WEB5		PAPER		2023		
WRITTEN WARNINGS	PD39		PAPER		2022		



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

For State Archives – LGRP Use Only
Date Received Stamp: _____
Date Reviewed: _____

Items requested for transfer:
YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Moraine, Ohio

Law Department

Martina M. Dillon, Esq.

937-434-1908

(Local Government Entity)

(Unit/Department)

(Contact Person)

(Telephone Number)

4200 Dryden Road

Moraine, Ohio

45439

Montgomery

(Address)

(City)

(Zip Code)

(County)

(Date Submitted to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(Signature of Responsible Official)

Law Director

937-434-1908

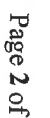
(Title)

(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: knowell@moraineoh.org

Please Note: The State Archives retains RC-3 forms for seven years.

It is strongly recommended that the Records Commission retain a permanent copy of this form.



See instructions before completing this form. Must be submitted with Part 1

Law Department

SAO/LGRP-RC3 (Part 1 & 2), Revised May 2024



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

For State Archives – LGRP Use Only

Date Received Stamp:

Date Reviewed:

Items requested for transfer:

YES

NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Moraine	Street Division	Chris Dunn	937-535-1041	
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)	
4200 Dryden Road	Moraine	45439	Montgomery	August 18, 2025
(Address)	(City)	(Zip Code)	(County)	(Date Submitted to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(Signature of Responsible Official)	(Title)	(Telephone number)
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To have this form returned to the Records Commission electronically, include an email address: kpowell@moraineoh.org

*Please Note: The State Archives retains RC-3 forms for seven years.
 It is strongly recommended that the Records Commission retain a permanent copy of this form.*



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Moraine, Ohio

Street Division

(Local Government Name)

(Unit/Department)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Time Cards	ST-1	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Payroll Sheets	ST-3	8-18-25	Paper/Electronic	None	1-1-23 to 12-31-23		10-4-25	
Overtime Charts	ST-4	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Employee Weekly Hours Report	ST-6	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Absence Report Forms	ST-7	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Correspondence Incoming	ST-12	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Correspondence (Incoming)-Email	ST-12A	8-18-25	Electronic	None	1-1-23 to 12-31-24		10-4-25	
Correspondence (Outgoing)	ST-12B	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Correspondence (Outgoing) -Email	ST-12C	8-18-25	Paper	None	1-1-23 to 12-31-24		10-4-25	
Correspondence-Unsolicited	ST-12D	8-18-25	Paper	None	1-1-23 to 12-31-24		10-4-25	
Correspondence-Unsolicited	ST-12E	8-18-25	Electronic	None	1-1-23 to 12-31-24		10-4-25	
Departmental Correspondence	ST-12F	8-18-25	Electronic	None	1-1-23 to 12-31-24		10-4-25	
Transient Documents	ST-13	8-18-25	Paper	None	1-1-23 to 12-31-24		10-4-25	
Telephone Messages (Voice Mail)	ST-14	8-18-25	Electronic	None	Daily		10-4-25	
Purchase Order Copies – Invoices/Receipts	ST-17	8-18-25	Paper/Electronic	None	1-1-23 to 12-31-23		10-4-25	



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

City of Moraine, Ohio

Street Division

(Local Government Name)

(Unit/Department)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Job Duty Copies – Work Orders	ST-19	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Equipment Service Request Forms	ST-20	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Status Reports	ST-22	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Gas System Invoices/Reports/Receipts	ST-23	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Storm Records	ST-24	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Fuel System Test Receipts and Annual Inspections	ST GAR-2	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Garage Work Orders	ST GAR-3	8-18-25	Paper	None	1-1-23 to 12-31-23		10-4-25	
Vehicle/Equipment Maintenance Records	ST GAR-6	8-18-25	Electronic	None	Various Years		10-4-25	
Vehicle/Equipment Maintenance Records	ST GAR-7	8-18-25	Paper	None	Various Years		10-4-25	

Review and Approval of RC-2 Form

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

The Police Division has submitted an RC-2 form for review and approval by the Records Commission

Attachments:

1. RC-2 - Police Division



**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

1982 Velma Avenue
Columbus, Ohio 43205

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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 Moraine

POLICE

(local government entity)

(unit)

POLICE CHIEF

4/17/2025

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Mike Davis

Records Commission

(937) 535-1005

(telephone number)

4200 Dryden Road

Moraine

45439

Montgomery

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: dwerbrich21@moraineoh.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.

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

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.**

**RECORDS RETENTION SCHEDULE (RC-2) – Part 2****Section E: Records Retention Schedule****City of Moraine, OH****Moraine Police Department**

(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
<u>PD1</u>	ACCIDENT REPORTS: <i>Including but not limited to OH-1, OH-2, witness statements and exchange of information forms</i>	TWO YEARS	PAPER	
PD1A	ACCIDENT REPORTS: <i>Including but not limited to OH-1, OH-2</i> **STORED IN OLEIS**	PERMANENT	ELECTRONIC	
PD1B	ACCIDENT REPORTS: <i>Including but not limited to OH-1, OH-2, witness statements and exchange of information forms</i>	PERMANENT	CD/MICROFICHE (STORED OFFSITE)	
PD2	ARREST REPORTS: ADULT AND JUVENILE <i>Including but not limited to AC sheet, affidavit, PC form, hit confirmations and statements</i>	TWO YEARS	PAPER	
PD2A	ARREST REPORTS: ADULT AND JUVENILE <i>Including but not limited to AC sheet, affidavit, PC form, hit confirmations and statements</i>	PERMANENT	ELECTRONIC	
PD2B	ARREST REPORTS: ADULT AND JUVENILE <i>Including but not limited to AC sheet, affidavit, PC form, hit confirmations and statements</i>	PERMANENT	CD/MICROFICHE (STORE OFFSITE)	
PD3	BCI DOMESTIC VIOLENCE STAT SHEET	ONE YEAR	PAPER	
PD4	BCI DOMESTIC VIOLENCE STATS FOR BCI	PERMANENT	ELECTRONIC	



PD5		BMV 2255 REPORT	WHITE/YELLOW COPY MERGED W/REPORT, PINK TO COURT	PAPER	
PD5A		BMV 2255 REPORT	WHITE/YELLOW COPY MERGED W/REPORT, PINK TO COURT	CD MICROFICHE (STORED OFFSITE)	
PD6		CANCELLED WARRANT LOG SHEETS	ONE YEAR	PAPER	
PD7		CITIZEN BACKGROUND CHECK	ONE YEAR	PAPER	
PD8		CONSENT TO SEARCH	TWO YEARS	PAPER	
PD8A		CONSENT TO SEARCH	PERMANENT	CD MICROFICHE (STORED OFFSITE)	
PD9		DEA RECEIPTS	ONE YEAR	PAPER	
PD10		EXPUNGEMENT COURT ORDER	PERMANENT (SEALED WITH REPORT)	PAPER	
PD11		EXPUNGED REPORTS	PERMANENT	PAPER	
PD11A		EXPUNGED REPORTS	ELECTRONIC REPORT EXPUNGED	ELECTRONIC	
PD12		FIELD INTERROGATION CARDS	PERMANENT	ELECTRONIC	
PD13		INDEX FILE CARDS	PERMANENT	PAPER	
PD14		KMC RECEIPT OF REPORTS	ONE YEAR	PAPER	
PD15		LAB DOCUMENTS (REQUESTS, RESULTS)	TWO YEARS	PAPER	
PD15A		LAB DOCUMENTS (REQUESTS, RESULTS)	PERMANENT	CD/MICROFICHE (ORIGINAL STORED OFFSITE)	
PD16		LEADS ENTRY SHEET	TWO YEARS	PAPER	
PD16A		LEADS ENTRY SHEET	PERMANENT	CD/MICROFICHE (ORIGINAL STORED OFFSITE)	
PD17		MINOR MISDEMEANOR CITATIONS	TWO YEARS	PAPER	
PD17A		MINOR MISDEMEANOR CITATIONS	PERMANENT	CD/MICROFICHE (STORED OFFSITE)	
PD18		NIBRS CRIME REPORTING	PERMANENT	ELECTRONIC	
PD19		OFFENSE/INCIDENT REPORTS: <i>Including but not limited to AC sheet, affidavit, PC form, hit confirmations, statements and any other related documents</i>	TWO YEARS	PAPER	



PD19A		OFFENSE/INCIDENT REPORTS: <i>Including but not limited to AC sheet, affidavit, PC form, hit confirmations, statements and any other related documents</i>	PERMANENT	ELECTRONIC	
PD19B		OFFENSE/INCIDENT REPORTS: <i>Including but not limited to AC sheet, affidavit, PC form, hit confirmations, statements and any other related documents</i>	PERMANENT	CD/MICROFICHE (STORED OFFSITE)	
PD20		PA JACKETS	PERMANENT	PAPER	
PD22		PA JACKET ATTACHMENTS (EVIDENCE, VIDEO, PHOTOS)	PERMANENT	STORED IN MPD PROPERTY ROOM	
PD23		PARKING CITATIONS (ORIGINAL TO COURT)	PERMANENT	ELECTRONIC	
PD24		PAWN SHOP RECORDS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	MULTI	
PD25		RECORDS RETENTION SCHEDULE	PERMANENT	ELECTRONIC	
PD26		REQUESTS FOR COPY OF REPORTS/BODY & DASH CAMERA FOOTAGE	TWO YEARS	PAPER	
PD26A		REQUESTS FOR COPY OF REPORTS/BODY & DASH CAMERA FOOTAGE	PERMANENT	CD/MICROFICHE (ORIGINAL STORED OFFSITE)	
PD27		RIDE ALONG APPLICATIONS	THREE YEARS	PAPER	
PD28		SALVAGE VEHICLE AFFIDAVIT	TWO YEARS	PAPER	
PD28A		SALVAGE VEHICLE AFFIDAVIT	PERMANENT (MERGED WITH ORIG REPORT)	CD/MICROFICHE (STORED OFFSITE)	
PD29		SUMMONS IN LIEU OF ARREST	TWO YEARS	PAPER	
PD29A		SUMMONS IN LIEU OF ARREST	PERMANENT	CD/MICROFICHE (STORED OFFSITE)	
PD30		TOW IMPOUND SHEET	PERMANENT	ELECTRONIC	
PD31		TOW TICKETS (MERGED WITH POLICE REPORT AFTER RELEASE)	PERMANENT	CD/MICROFICHE (STORED OFFSITE)	
PD31A		TOW IMPOUND RECORD (MERGED WITH POLICE REPORT AFTER RELEASE)	PERMANENT	CD/MICROFICHE (STORED OFFSITE)	
PD32		TRAFFIC CITATIONS	TWO YEARS IF NO REPORT NUMBER	PAPER	



PD32A		TRAFFIC CITATIONS	TWO YEARS IF ATTACHED TO A REPORT NUMBER	PAPER	
PD32B		TRAFFIC CITATIONS	PERMANENT (IF ATTACHED TO A REPORT NUMBER)	CD/MICROFICHE (STORED OFFSITE)	
PD33		TRAFFIC LEDGERS	TWO YEARS	PAPER	
PD34		USE OF FIREARM REPORT ELECTRONIC/RESPONSE TO RESISTANCE FORM	FOUR YEARS	PAPER (2013-2017)	
PD34		USE OF FIREARM REPORT ELECTRONIC/RESPONSE TO RESISTANCE FORM	PERMANENT	ELECTRONIC (2018-PRESENT)	
PD35		VACATION SECURITY CHECKS	PERMANENT	ELECTRONIC	
PD36		VEHICLE PURSUIT FORM	FOUR YEARS	PAPER (2013-2017)	
PD36A		VEHICLE PURSUIT FORM	PERMANENT	ELECTRONIC (2018-PRESENT)	
PD37		VOIDED TICKETS	TWO YEARS	PAPER	
PD38		WARRANTS	UNTIL DISCHARGED (STORED IN DISPATCH WHILE ACTIVE)	PAPER	
PD38A		WARRANTS (After cancelled/arrested)	TWO YEARS (Original returned to Court)	PAPER	
PD38B		WARRANTS (After cancelled/arrested)	PERMANENT	CD/MICROFICHE (ORIGINAL STORED OFFSITE)	
PD39		WRITTEN WARNINGS	TWO YEARS	PAPER	
PD39A		WRITTEN WARNINGS	PERMANENT	ELECTRONIC	
PD40		VEHICLE LOCKOUT AUTHORIZATION FORM	TWO YEARS	PAPER	
PD40A		VEHICLE LOCKOUT AUTHORIZATION FORM	PERMANENT	CD/MICROFICHE (STORED OFFSITE)	
<u>BIA1</u>		BIAS FREE POLICING WORKSHEET	3 YEARS	PAPER	
BIA2		BIAS FREE POLICING SPREADSHEET	PERMANENT	ELECTRONIC	
<u>CAM1</u>		MOBILE AUDIO/VIDEO DEVICE (BODY CAM/DASH CAM)	60 DAYS UNLESS INCORPORATED FOR INVESTIGATIVE OR EVIDENCIARY VALUE, OR NO LONGER OF ADMINISTRATIVE VALUE	ELECTRONIC	



CAM2		SECURITY CAMERAS IN DISPATCH CENTER	RETAIN WHILE OF ADMINISTRATIVE VALUE	ELECTRONIC	
CAM3		TRAFFIC CAMERA RECORDINGS	30 DAYS OR NO LONGER OF ADMIN VALUE	ELECTRONIC	
<u>DISP1</u>		CCH LOGS (MORAIN PD REQUESTS)	MAINTAINED BY OHIO STATE PATROL	ELECTRONIC	
DISP2		CCH LOG (FOREIGN AGENCY & EMPLOYEE REQUESTS)	TWO YEARS	PAPER	
DISP3		JAIL CENSUS	UNTIL SUPERSEDED	ELECTRONIC	
DISP4		LEADS AUDIT	FOUR YEARS	PAPER	
DISP5		PSAP 911 CALL LOG	ONE YEAR	PAPER	
DISP6		PSAP STATISTICS	THREE YEARS	ELECTRONIC	
DISP7		RADIO/TELEPHONE AUDIO TAPE	90 DAYS IF NOT PENDING	CD	
DISP8		DISPATCH ACTIVITY SHEETS	ONE YEAR	PAPER	
<u>GUN1</u>		FIREARMS INVENTORY (Current firearms owned by MPD)	PERMANENT	ELECTRONIC (STORED ON "P" DRIVE)	
GUN2		FIREARMS QUALIFICATIONS	ADDED TO TRAINING RECORDS	PAPER	
<u>HR1</u>		ANNUAL EMPLOYEE SECURITY & STATUS CHECK	ELECTRONIC	UNTIL SUPERSEDED	
HR2		ANNUAL REPORT	PERMANENT	PAPER	
HR3		COURSE ATTENDENCE FORMS	THREE YEARS	ELECTRONIC	
HR4		EMPLOYEE BACKGROUND CHECKS FOR PRE-EMPLOYMENT (<u>NOT HIRED</u>). TO INCLUDE: Score cards/records, polygraphs, lateral entry applications and any other miscellaneous forms	TWO YEARS	PAPER	
HR5		EMPLOYEE BACKGROUND CHECKS FOR PRE-EMPLOYMENT (<u>HIRED</u>). TO INCLUDE: Score cards/records, polygraphs, lateral entry applications and any other miscellaneous forms	ONE YEAR	PAPER	
HR6		GRIEVANCE/ARBRITRATION RECORDS	SEVEN YEARS	PAPER	
HR7		INTERNAL AFFAIRS INVESTIGATIONS	FIVE YEARS	PAPER	



HR7A		INTERNAL AFFAIRS INVESTIGATIONS	FIVE YEARS	ELECTRONIC	
HR8		INTERNAL AFFAIRS LEDGER	FIVE YEARS	ELECTRONIC	
HR9		PERSONNEL COMPLAINTS & DISCIPLINARY ACTIONS	5 YEARS OR RETAIN WHILE OF ADMINISTRATIVE VALUE	PAPER	
HR9A		PERSONNEL COMPLAINTS & DISCIPLINARY ACTIONS	5 YEARS OR RETAIN WHILE OF ADMINISTRATIVE VALUE	ELECTRONIC	
HR10		PERSONNEL RECORDS	PERMANENT	INCORPORATED INTO PERSONNEL FILE	
HR11		POLICY & PROCEDURES	CONTINUALLY UPDATED	ELECTRONIC	
HR12		TRAINING RECORDS	PERMANENT (MERGED WITH PERSONNEL RECORDS)	PAPER	
HR12A		TRAINING RECORDS	PERMANENT (MERGED WITH PERSONNEL RECORDS)	ELECTRONIC	
HR13		TRAINING RECORDS ANCILLARY DOCUMENTS: <i>Includes: Lesson plans, tests, sign in sheets, and any other pertinent documents</i>	FIVE YEARS	PAPER	
HR14		TRAINING RECORDS: CERTIFICATE OF COMPLETION	PERMANENT (MERGED WITH PERSONNEL RECORDS)	PAPER	
<u>MISC1</u>		ALARM PERMIT APPLICATIONS	PERMANENT	PAPER	
MISC2		BLANK FORMS-ALL MEDIA	UNTIL REVISED, OBSOLETE OR SUPERSEDED, THEN DESTROY (RC-3 NOT REQUIRED)	PAPER	
MISC3		CRIME STATS	UNTIL SUPERSEDED	ELECTRONIC	
MISC4		DAILY/WEEKLY CALENDARS/PLANNERS	CONTINUALLY UPDATED, REVISED OR ERASED (NO RC-3 NEEDED)	MULTI	
MISC5		DEPARTMENTAL AWARDS, NEWSPAPER ARTICLES, CLIPPINGS, SCRAPBOOK	PERMANENT	PAPER	



MISC6		DEPARTMENTAL REPORTS/RECORDS NOT SPECIFICALLY SCHEDULED	RETAIN WHILE OF ADMINISTRATIVE VALUE	PAPER	
MISC7		EXTERNAL CORRESPONDENCE	THREE YEARS OR NO LONGER OF ADMIN VALUE	PAPER	
MISC7A		EXTERNAL CORRESPONDENCE	THREE YEARS OR NO LONGER OF ADMIN VALUE	ELECTRONIC	
MISC8		FACSIMILE LOGS, COVER SHEETS, CONFIRMATIONS AND ACTIVITY SHEETS	THREE YEARS OR NO LONGER OF ADMIN VALUE	MULTI	
MISC9		GRANTS	THREE YEARS	PAPER	
MISC9A		GRANTS	THREE YEARS	ELECTRONIC	
MISC10		PAYROLL	PERMANENT	ELECTRONIC	
MISC11		SOCIAL MEDIA; ALL (Facebook, Twitter, Instagram, SnapChat)	RETAIN WHILE OF ADMINISTRATIVE VALUE	ELECTRONIC	
MISC12		TRANSIENT INFORMATION: <i>Includes: Written phone messages, emails, post-it notes, electronic/mobile devices, and other minor communication</i>	UNTIL NO LONGER OF ADMIN VALUE	MULTI	
MISC13		VOICE MAIL MESSAGES	RETAIN WHILE OF ADMINISTRATIVE VALUE	ELECTRONIC	
<u>OUT1</u>		COMMUNITY OUTREACH PROGRAM: <i>Including but not limited to: waivers, signup sheets, wellness forms, training notes, contracts, citizen academy forms and any other related documents</i>	THREE YEARS OR NO LONGER OF ADMINISTRATIVE VALUE	PAPER & ELECTRONIC	
<u>OVI1</u>		BREATHALYZER	BREATHALYZER TEST CALIBRATION & MAINTENANCE RECORDS	MAINTAINED BY STATE OF OHIO	
<u>PIC 1</u>		PHOTOGRAPHS-POLAROID	TEN YEARS	PHOTOS	
<u>PIC 2</u>		PHOTOGRAPHS-35 MM	PERMANENT	ELECTRONIC	
<u>PROP1</u>		CHAIN OF CUSTODY	KEPT WITH PROPERTY UNTIL PROPERTY DESTROYED	PAPER	
PROP1A		CHAIN OF CUSTODY	PERMANENT	ELECTRONIC	



PROP2		PROPERTY TAGS/RECEIPTS	PERMANENT	ELECTRONIC	
PROP3		ALL PROPERTY/EVIDENCE	WHEN ALL APPEALS, COURT CASES CONCLUDE, COMPLIANT WITH ORC	MULTI	
<u>SCH1</u>		SCHEDULING	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	ELECTRONIC	
<u>THF1</u>		THF AUDIT	THREE YEARS	PAPER	
THF2		THF LOG	THREE YEARS	PAPER	
THF3		THF FORMS	THREE YEARS	PAPER	
<u>WEB1</u>		SETTLEMENT REPORT	PAPER	TO FINANCE	
WEB2		WEBCHECK DAILY LOG SHEET	PERMANENT	ELECTRONIC ("P" DRIVE)	
WEB3		WEBCHECK CERTIFICATE FOR NON-EMPLOYEE ACCESS TO PD (CJIS REQUIRED)	ONE YEAR	PAPER	
WEB5		WEBCHECK REQUEST FORM	PAPER	ONE YEAR	
WEB5A		WEBCHECK REQUEST FORM	PERMANENT	ELECTRONIC ("P" DRIVE)	