



CITY OF NORTH RIDGEVILLE

North Ridgeville City Hall
7307 Avon Belden Road
North Ridgeville, Ohio 44039

RECORDS COMMISSION MEETING AGENDA

**Monday, May 5, 2014
2:00 P.M. – MAYOR'S CONFERENCE ROOM**

- 1. CALL TO ORDER: 2:00 P.M.**
- 2. ROLL CALL:**
- 3. MINUTES: December 18, 2013**
- 4. APPROVAL OF RC-2: (RECORDS RETENTION SCHEDULE)**
 - A. Civil Service Commission**
 - B. Computer Services**
 - C. Engineering Department**
 - D. Police Department**
- 5. ADDITIONAL BUSINESS:**
- 6. ADJOURNMENT:**



CITY OF NORTH RIDGEVILLE



RECORDS COMMISSION MEETING MINUTES DECEMBER 18, 2013

Chairman Mayor Gillock called the meeting to order at 2:10 P.M. in the Mayor's Conference Room at North Ridgeville City Hall, 7307 Avon Belden Road.

Present was Chairman, Mayor, David Gillock; Law Director, Andrew Crites; Auditor, Chris Costin; and Secretary, Tara L. Peet, CMC.

Sandy Hall was excused.

Also present was Lou Cover, Assistant Supervisor at French Creek Wastewater Treatment Plant.

Minutes from the July 16, 2013 Record's Commission Meeting

Chairman Mayor Gillock asked for any additions or corrections to the meeting minutes. No discussion was offered. It was moved by Mr. Crites and seconded by Mr. Costin to approve the minutes as submitted. A voice vote was taken and the motion carried, 3-0.

Approval of RC-1:

Mayor Gillock turned the meeting over to Secretary Peet.

Secretary Peet stated she was helping the City Treasurer go through boxes over the summer and came across a box with many dated things from several different departments. Most of the records are no longer created and that is what is before the Commission. Secretary Peet added she would ask the Ohio Historical Society, after this RC-1 was approved, if they had interest in the records.

Moved by Costin and seconded by Crites to approve the RC-1 as submitted.

A voice vote was taken and the motion carried 3-0.

Approval of RC-2's:

French Creek Wastewater Treatment Plant

Secretary Peet discussed the changes to the French Creek Wastewater Treatment Plant schedule. Ms. Peet explained most of the changes were from 5 to 3 years retention and the words "or until electronically filed" were added to most paper records.

Mayor Gillock asked why WWTP-148 – video recordings were only kept one day. He further stated he believed the retention period should be longer.

Mr. Cover stated he would look into it.

Mayor Gillock stated the Commission would leave it as is until next meeting for further discussion.

Moved by Crites and seconded by Costin to approve the schedule as submitted.

A voice vote was taken and the motion carried, 3-0.

Mayor's office

Secretary Peet discussed the changes to the Mayor's office schedule.

Mr. Crites asked what a business file was.

Mayor Gillock brought his Assistant, Tissy Simon into the meeting. She stated she was unsure as to what the file was. She believed it was a business file, not just exclusive to North Ridgeville businesses, which contained correspondence.

Mr. Crites explained correspondence is on the All City General schedule with a stipulated retention period.

Secretary Peet suggested striking business files from the schedule.

Moved by Crites and seconded by Costin to strike "business files" from the schedule.

A voice vote was taken and the motion carried, 3-0.

Auditor Costin asked why correspondence was added to "City department files."

Secretary Peet stated that is listed in the All City General schedule and it could be removed.

Moved by Costin and seconded by Crites to remove "correspondence" from "City Department files".

A voice vote was taken and the motion carried, 3-0.

Secretary Peet continued on.

Mayor Gillock asked why sewer projects were changed to "until no longer administratively needed." Ms. Simon thought the originals would be with the Engineer's office.

Mayor Gillock suggested changing the retention period back to permanent.

Moved by Crites and seconded by the Mayor to make the retention period on sewer projects, permanent.

A voice vote was taken and the motion carried, 3-0.

Moved by Crites and seconded by Costin to adopt the schedule with the three included amendments.

A voice vote was taken and the motion carried, 3-0.

Police department

Ms. Peet explained there was just one addition to the schedule – impounded vehicle forms.

Moved by Costin and seconded by Crites to adopt the schedule with the addition.

A voice vote was taken and the motion carried, 3-0.

Treasurer's office

Secretary Peet stated there were two additions to the Treasurer's schedule – assessments and life insurance.

Moved by Costin and seconded by Crites to adopt the schedule with the two additions.

A voice vote was taken and the motion carried, 3-0.

Adjournment

Chairman Mayor Gillock asked for any further discussion. No further discussion was offered. Chairman Mayor Gillock adjourned the meeting at 2:45 P.M.

These meeting minutes were approved on this _____ day of _____, 2014.

Tara L. Peet, CMC
Assistant Clerk of Council – Secretary



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

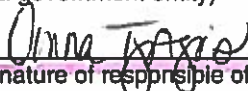
800 E. 17th Avenue
Columbus, Ohio 43211-2497

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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of North Ridgeville (local government entity)	Civil Service Commission (unit)
 (signature of responsible official)	Donna Tjotjos (name)
	Deputy Clerk (title)
	06/06/13 (date)

Section B: Records Commission

Records Commission 7307 Avon Belden Road (address)	North Ridgeville (city)	(telephone number) 44039 (zip code)	Lorain (county)
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To have this form returned to the Records Commission electronically, include an email address: tpeet@nridgeville.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
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Section D: Auditor of State

Signature	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

City of North Ridgeville
(local government entity)

Civil Service Commission
(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
13-01	AGENDAS (paper no longer created as of 2010)	6 Years	PAPER ELECT.		☐ ☐
12-04	APPLICATIONS AND ATTACHMENTS (Fire and Police) Person Hired Person Not Hired	Place in Employee Information File 2 years	PAPER PAPER		☐ ☐
12-05	BUILDING PERMITS (Use of testing facility)	1 year after use	PAPER		☐
11-02	CALENDAR OF EVENTS	Until no longer admin. needed	PAPER/ ELECT.		☐
11-03	COMMENDATIONS, PROMOTIONS (Fire & Police)	Place in Employee Information File	PAPER		☐
12-01	CONTRACT (Exam Agencies)	1 year after expires	PAPER		☐
13-02	COPIES – Reference and Informational	Until no longer administratively necessary	PAPER		☐
14-01	CORRESPONDENCE ROUTINE Invitations Score Letters Protests and Inquiries Position Letters	Upon expiration of eligibility list	PAPER/ ELECT.		☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(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
	Quotes for Advertisement Advertisement (Copy)				
11-06	ELIGIBILITY LISTS Certified Lists	Until list expires	PAPER/ ELECT.		☐
	Uncertified lists	Until list is certified	PAPER/ ELECT.		☐
11-07	EMPLOYEE INFORMATION FILES	2 years after no longer employed	PAPER/ ELECT.		☐
09-07	EMPLOYEE LISTS	Until superseded	PAPER/ ELECT.		☐
14-02	EXAMINATIONS PROMOTIONAL AND ENTRANCE (Fire and Police)				
	Person Hired	Place in Employee Info. File	PAPER		☐
	Person Not Hired	Upon expiration of eligibility list	PAPER		☐
	SCORE RESULTS/ ANSWER KEY	Upon expiration of eligibility list	PAPER/ ELECT.		☐
	TEST ANSWER SHEETS	Upon expiration of eligibility list	PAPER/ ELECT.		☐
	TRAIT REPORTS	Upon expiration of eligibility list	ELECT.		☐
09-09	HEARING CASE FILES	10 Years	PAPER		☐
09-10	JOB CLASSIFICATIONS	Until superseded	PAPER/ ELECT.		☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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(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
14-03	JOB POSITION DESCRIPTIONS	Until superseded	PAPER		☐
13-03	LABOR UNION AGREEMENTS: Copies of AFSCME Copies FOP Copies AFF	Until superseded	PAPER		☐
14-04	MAILING LIST OF APPLICANTS (Fire and Police)	Upon expiration of eligibility list	PAPER/ ELECT.		☐
13-04	MINUTES Hard Copy/Scanned (Approved)	Permanent	PAPER/ ELECT.		☐
	Drafts	Until Hard Copy Approved	PAPER/ ELECT.		☐
14-05	NOTICE OF EXAMINATIONS	Upon expiration of eligibility list	PAPER/ ELECT.		☐
11-14	PAY IN ORDERS	4 years after audit	PAPER		☐
13-05	RECORDING OF MEETINGS Audio Cassettes Notes	Until Hard Copy of Minutes Approved	PAPER/ ELECT.		☐
12-03	REPORTS	2 years	PAPER/ ELECT.		☐
11-16	RESEARCH	Until no longer admin. Needed	PAPER/ ELECT.		☐
11-17	RESIGNATIONS (Fire and Police)	Place in Employee Information File	PAPER		☐
09-15	RULES AND REGULATIONS	Until superseded	PAPER/ ELECT.		☐



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(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
14-06	DEPARTMENT STUDY MATERIALS FOR FIRE/POLICE PROMOTIONALS	Upon expiration of eligibility list	PAPER		



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of North Ridgeville
(local government entity)

Computer Services
(unit)


(signature of responsible official)

Steven Dove
(name)

IT Director
(title)

May 1, 2014
(date)

Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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

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Section E: Records Retention Schedule

Computer Services

(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
2014-01	<u>Network Usage reports</u> Summary reports and other records created to document computer usage for reporting or other purposes.	Until no longer of administrative value	Paper/ Electronic		☐
2014-02	<u>Project Plans</u> Project plans, communications, computer services plans, City IT plans, telecommunication plans, strategic plans and related records used to plan for information systems development, technology, upgrade strategies, processing services guidelines or related areas.	Until superseded, obsolete or replaced	Paper/ Electronic		☐
2014-03	<u>Data Documentation Database Dictionary Records</u> Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated database including: • Data element dictionary • File layout • Code book or table • Other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements	Until no longer of administrative value	Paper/ Electronic		☐
2014-04	<u>Test Database/Files</u> Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system process.	Until no longer of value	Electronic		☐



(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
2014-05	<u>Procurement documents</u> - Request for proposals - Proposals - Quotations - Bids (successful) - Bids (unsuccessful)	Life of contract Life of contract Until no longer of administrative value Life of contract/product Until no longer of administrative value	Paper/ Electronic		☐
2014-06	<u>Operating Procedures</u> Records of procedures for the operation of computer equipment including: - Production control - Other aspects of a computer and/or network operations	Retain one previous version, then dispose once superseded, obsolete or replaced	Electronic		☐
2014-07	<u>Hardware Documentation</u> Records documenting the use, operation and maintenance of processing equipment including: - Operating manuals - Hardware/operating system requirements - Hardware configurations - Equipment control systems	Keep one copy for life of equipment	Paper/ Electronic		☐
2014-08	<u>System Backup Files</u> Copies of master files including: - Server operating system files - Databases - Application software - Logs - Directories - Documents - Other records	30 days recoverability	Electronic		☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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(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
2014-09	<u>User Access Records</u> Records created to control or monitor access to a system and its data created for security purposes, not limited to: • User account ID • Security logs	Until no longer of administrative value	Paper/ Electronic		☐
2014-10	<u>Trouble tickets</u> Records created to track IT related issues and resolutions	Until no longer of administrative value	Electronic		☐
2014-11	<u>Exchange/email recovery</u> Deleted emails retained in email server	5 years	Electronic		☐
					☐
					☐



**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 North Ridgeville

Engineering

(local government entity)

Cathy Becker

Cathy Becker
Scott Wangler

(unit)

Asst. City Engineer

May 1, 2014

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

North Ridgeville

Records Commission

(440) 353-1508

(telephone number)

7307 Avon Belden Road

North Ridgeville

44039

Lorain

(address)

(city)

(zip code)

(county)

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tpeet@nridgeville.org

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Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of North Ridgeville

Engineering

(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
08-7	Bid Bonds Successful Unsuccessful	Retain until acceptance of project performance bond Return after project awarded	Paper/Electronic	
08-1	Bid documents (successful)	15 years	Paper/Electronic	
08-2	Bid documents (unsuccessful)	3 years after letting of the contract	Paper/Electronic	
08-3	Bridge inspections	Life of bridge	Paper/Electronic	
08-4	Bridge reports	10 years	Paper/Electronic	
08-5	Contractor payroll records (prevailing wage)	5 years after completion of project provided audited	Paper/Electronic	
08-6	Daily inspection reports	3 years provided audited	Paper/Electronic	
08-15	Engineering sanitary sewer connection permits	Until approved or proposal rejected	Paper/Electronic	
08-8	Federal project files	5 years after completion provided audited	Paper/Electronic	
2013-01	Improvement plans	Discard paper drawings once scanned	Paper	
	Improvement plans	Permanent	Electronic	

2014-01	OEPA-Storm Water Annual Reports	Keep until electronically scanned 3 years	Paper Electronic	
08-17	Pay-in records	3 years provided audited	Paper/Electronic	
08-9	Project files (contracts, specs, change orders, progress reports, etc.)	15 years after completion of project	Paper/Electronic	
11-01	Reports	5 years	Paper/Electronic	
08-11	Sanitary sewer records	Permanent	Paper/Electronic	
08-12	Sanitary sewer inspections & camera files	Life of structure	Paper/Electronic Audio/Video	
08-13	Statistical reports Annual Consultant produced	Until incorporated into yearly compilation 5 years 5 years	Paper/Electronic	
2014-02	Storm Water Inspection	Keep until electronically scanned 3 years	Paper Electronic	
08-14	Street improvement proposal records	Until approved or proposal rejected	Paper/Electronic	
11-02	Traffic study files	Until superseded, then appraise for historical value	Paper/Electronic	



**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 North Ridgeville

Police Department

(local government entity)

Mike Freeman

(unit)

Chief

04.29.2014

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

North Ridgeville

Records Commission

(440) 353-1508

(telephone number)

7307 Avon Belden Road
(address)

North Ridgeville
(city)

44039
(zip code)

Lorain
(county)

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Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of North Ridgeville

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
2009-01	Accident Reports, personnel (employee injury report)	3 years provided no action pending	Paper Electronic	
2011-11	Aggression/Resistance Forms	3 years	Paper/Electronic	
2009-02	Alcohol Breath Testing Records: Calibration Tests Operator Permits Radio frequency interference survey Test Results	3 years provided no action pending 2 years or until removed until moved or replaced 3 years provided no action pending	Paper Electronic	
2009-03	Animal Bite Reports	3 years provided no action pending	Paper Electronic	
2009-04	Animal Trap Log	2 years	Paper Electronic	
2009-05	Audio recordings of police radio, telephone conversations	30 days, then erase and reuse provided no action pending; No RC-3 required	Electronic	



2011-09	Internal Investigations Administrative investigations - Written reprimands - Discipline records consisting of lost time or pay Background investigations (in house) Background investigations (other department or agency) Criminal investigation (in house)	3 years 6 years provided no intervening disciplinary action taken against the employee during these periods 7 years or if hired, upon successful completion of probation 2 years 6 years for felony provided no action pending 3 years for misdemeanor provided no action pending	Paper/Electronic	
2009-06	Bicycle Licenses Receipts Register	3 years following annual financial audit	Paper Paper, Electronic	
2011-15	Block Party – applications/permits (copies)	Until no longer administratively needed; No RC-3 required	Paper/Electronic	
2011-24	Booking Photos	3 years	Paper, Electronic	
2009-07	Child Abuse Report	7 years after case is closed	Paper Electronic	
2009-08	Citizen complaint against personnel (formerly known as complaint forms)	4 years provided no action pending	Paper Electronic	



2009-09	Computerized Criminal History Record *info comes from LEADS, which is not a public record per ORC 2923.129(D) 7/11/12 EGL	Until no longer administratively needed No RC-3 required (not a public record per ORC 149.43; ORC 149.43(A)i)	Paper Electronic	
2009-10	Computerized Voice Stress Analysis: Administrative Background investigation in house Background investigation, other agency Criminal	2 years provided no action pending 7 years or if hired, upon successful completion of probation 2 years 6 years provided no action pending	Paper/Electronic	
2009-11	Correction Orders	30 days after correction is made and no action pending; No RC-3 required	Paper	
2011-20	Credit card slips – EMC/NRMC for bond purposes	Place in corresponding case jacket/report & retain for the length of time as the case jacket/report it's associated with	Paper/Electronic	
2014-01	Dash cam digital video	30 days	Digital media	
2009-14	Dispatch CAD logs	7 years	Paper Electronic	



2011-19	FBI & governmental agencies – reports submitted	3 years	Paper/Electronic	
2009-15	Field Interrogation Cards	30 days or until entered into RMS; No RC-3 required	Paper	
2009-16	Fingerprint paper cards	50 years unless forwarded to a state or federal agency	Paper	
2009-17	Firearms Records and Inventories	3 years following annual financial audit	Paper Electronic	
2011-16	House/business response alarm records report	90 days; No RC-3 required	Paper/Electronic	
2013-01	Impounded Vehicle Forms	3 years	Paper	
2009-18	Incident Logs	5 years	Electronic	
2009-19	Incident Reports Informational Damage to City property	3 years	Paper Electronic	
2009-20	Inmate Medical Records	6 years	Paper Electronic	
2014-02	Jail			
	Booking/jailhouse video	30 days	Digital media	
	Commitments	2 years	Paper/Electronic	
	Daily Book-in Records	3 years	Paper/Electronic	
	Food Service Logs	2 years	Paper/Electronic	
	Incident Reports	5 years	Paper/Electronic	
	Register	25 years	Paper/Electronic	
	Release Orders	2 years	Paper/Electronic	
	Visitation Logs	1 year	Paper/Electronic	



2009-22	Jail Inmate Activity Logs Key Control Logs	2 years 1 year	Paper	
2011-18	Lockout forms-vehicles	3 years	Paper/Electronic	
2009-23	Master Name Index	Permanent	Paper Electronic	
2011-03	Monthly Reports	5 years	Paper/Electronic	
2011-21	Offense Reports Felony Misdemeanor	6 years provided no action pending 3 years provided no action pending	Paper/Electronic	
2011-04	Pay roll records	50 years	Paper/Electronic	
2011-13	Press/school resource officer reports	3 years	Paper/Electronic	
2012-01	Recovery property record	2 years after disposition of property	Paper/Electronic	
2011-10	Ride along forms	3 years	Paper/Electronic	
2011-17	Solicitation applications/permits (copies)	Until no longer administratively need; No RC-3 required	Paper/Electronic	
2012-02	Time off cards	3 years	Paper	
2011-05	Time sheets	3 years	Paper	



2011-22	Traffic Citation Citations Logs	3 years following annual financial audit	Paper	
2009-27	Traffic Crash Reports Fatality Bodily Injury Property Damage	3 years provided no action pending	Paper/Electronic	
2011-08	Traffic detail sheets	3 years provided no action pending	Paper/Electronic	
2011-06	Training requests/records	Place in personnel file	Paper/Electronic	
2011-23	Vacation Home Check Log	30 days after last day of requested home check; No RC-3 required	Paper/Electronic	
2012-03	Vehicle disposition forms	2 years	Paper	
2012-04	Vehicle pursuit reports	3 years	Paper	
2009-29	Vehicle Tow Sheets	3 years	Paper/Electronic	
2009-30	Written Warnings	Dispose after being entered in CAD/RMS System; No RC-3 required	Paper	
2011-07	UCR Reports	5 years	Paper/Electronic	