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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

OHIO HISTORY CONNECTION
JANUARY 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 Delaware		Police Department	
(Local Government Entity)		(Unit)	
DocuSigned by: Adam C. Moore 6D2474F383CF482...	Adam C. Moore	Chief of Police	1/8/2024
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Delaware	Records Commission		(740) 203-1000 (Telephone Number)
1 S. Sandusky Street	Delaware	43015	Delaware
(Address)	(City)	(Zip Code)	(County)

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

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.

DocuSigned by: R Thomas Homan 18D425B7D1204AD...	1/10/2024
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Amy Czubak Digitally signed by Amy Czubak Date: 2024.01.17 14:16:47 -05'00'	Government Records Archivist	1/17/2024
Signature	Title	Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks Date: 2024.01.22 16:02:34 -05'00'	Records Manager	
Signature	Title	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***

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

See instructions before completing this form.

City of Delaware — 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 LGRP	(6) RC-3 Required by LGRP
DPD-002	Address Changes submitted pursuant to the violent Crime Control & Law Enforcement Act of 1994	1 year or until revised or superseded	Paper		☐
DPD-003	Alarm Licenses: Residential & Business licenses issued by the City	Until revised,superseded or obsolete	Multi		☐
DPD-004	Alarm Reports – False	2 years	Multi		☐
DPD-005	Community Control Officer files; general correspondence	Until no longer of admin value	Multi		☐
DPD-006	Armory/Firearm Records	6 years	Multi		☐
DPD-007	Arrest Book & Arrest Slates	2 years	Paper		☐
DPD-008	Arrests – Adult Felony (Including Felony OVI)	25 years from last arrest	Electronic		☐
DPD-009	Arrests- Adult Misdemeanor (including Misdemeanor OVI)	15 years from last arrest	Electronic		☐
DPD-010	Arrests – Juvenile	Until subject turns 21 or otherwise directed by court	Electronic		☐
DPD-012	Auction Files – list of items to be auctioned & sale records	6 years after auction is held	Multi		☐

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City of Delaware — Police Department

(Local Government Entity) — (Unit)

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DPD-013	BAC Affidavits, Test Forms ,& other related material	3 years	Paper		☐
DPD-014	Bicycle License Information	Until expired	Paper		☐
DPD-015	Blank Forms	Until Obsolete or superseded – then destroy	Multi		☐
DPD-016	**REQUEST FORM FROM OTHER (OUTSIDE) AGENCIES TO EXTRACT FORENSIC DATA**	**5 YEARS**	**MULTI**		
DPD-019	Building Work Orders	1 Year	Multi		☐
DPD-020	CAD and CFS Files: Files pertaining to computer automated Dispatch and Calls for service	Until no longer of admin value	Multi		☐
DPD-021	Call Logger recordings of police telephone system	1 Yr.	Electronic		☐
DPD-022	Case Files – CRIMINAL– Felony Other than Arson & Homicide The criminal case file contains supporting documents such as reports, polygraphs, **DIGITAL FORENSICS,** photos & statements	25 years, provided no known action is pending:	Multi		☐

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City of Delaware — 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 LGRP	(6) RC-3 Required by LGRP
DPD-023	Case Files – CRIMINAL – Felony Arson & Homicide – The criminal case files contains supporting documents such as reports, polygraphs, **DIGITAL FORENSICS,** photos and statements	Permanent	Multi		☑
DPD-024	Case Files – CRIMINAL – Misdemeanors: The criminal case files contains supporting documents such as the report, polygraphs, **DIGITAL FORENSICS,** photos and statements	3 Years, provided no known action is pending.	Multi		☐
DPD-025	Case Files – NON-CRIMINAL Incident Reports	3 years	Multi		☐
DPD-026	CCH Logs	3 Years	Paper		☐
DPD-027	Citizen Police Academy Files: Includes but not limited to applications, release forms, schedules	1 Year	Multi		☐
DPD-028	Community outreach materials: Includes copies of speeches, presentations, & Community Service & Crime Prevention Programs	Until no longer of admin value	Multi		☐
DPD-030	Court Calendar	2 years	Paper		☐

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City of Delaware — 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 LGRP	(6) RC-3 Required by LGRP
DPD-031	Court Log – Criminal (contains names & charges of defendants for arraignment)	3 months	Paper		☐
DPD-032	Court Traffic Citation Report	Paper – turned over to Court Computer – 5 years	Multi		☐
DPD-033	Cruiser Mileage Log	5 years	Multi		☐
DPD-036	DelCom Feedback Forms	1 year	Multi		☐
DPD-037	Detective DVR Interview Log	3 years	Paper		☐
DPD-038	Detective Daily/Monthly Log	2 years & no longer of admin or legal value	Multi		☐
DPD-039	Detective Referrals (from other agencies) – Non-Criminal	3 years	Multi		☐
DPD-040A	Digital photographs: non case related – general photography	Until to no longer of admin value	Multi		☐
DPD-040B	Digital photographs: case related	Refer to case type for retention	Multi		☐

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City of Delaware — 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 LGRP	(6) RC-3 Required by LGRP
DPD-040	**EXTRACTED DATA AND ASSOCIATED DIGITAL FORENSICS FOR OTHER (OUTSIDE) AGENCIES**	**UNTIL FORWARDED TO OUTSIDE AGENCY & OR NO ADMIN. VALUE**	**DIGITAL**		☐
DPD-041	Disaster & Security Plans & Emergency Protocols	Keep until revised, superseded or no longer used	Multi		☐
DPD-042	Disciplinary Files – discipline placed in employee files	Maintained pursuant to current employment contract	Paper		☐
DPD-043	Drug Test Logs	3 years	Paper		☐
DPD-044	Emergency Vehicle Exemption Form – Copy (original sent to BMV for on duty accidents)	2 years	Paper		☐
DPD-045	Employee Shift Preferences	2 years	Paper		☐
DPD-046	Event & Parade Plans (includes Operation Plans, Community Response Plans)	3 years	Multi		☐

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City of Delaware — 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 LGRP	(6) RC-3 Required by LGRP
DPD-047	Evidence	Until case is disposed of in court – then returned to owner, destroyed, converted, or auctioned			☐
DPD-048	Evidence – BCI Release Receipts	6 years	Paper		☐
DPD-049	Evidence Disposition Lists	6 years	Paper		☐
DPD-050	Explorer Program Files – includes but is not limited to applications, waivers, & training records	5 years	Multi		☐
DPD-051	Expunged Records	Remove names & ssn from report and/or arrests & maintain the redacted report according to the report & arrest retention schedule	Multi		☐
DPD-052	Expungement Orders	Permanent	Paper		☐
DPD-053	Extra Duty Sign Up Sheets	1 Year	Paper		

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City of Delaware — 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 LGRP	(6) RC-3 Required by LGRP
					☐
DPD-054	Facility Cameras: Includes cameras monitoring city buildings such as parking lots, water, facility & airport	15 days, then taped over on hard drive	Electronic		☐
DPD-055	Federal Firearm Licenses – Applications	5 years	Paper		☐
DPD-056	Felony Registrations: Registration submitted by felons required to report that they live in the city	5 years	Paper		☐
DPD-058	Financial Records: Receipts for funds taken in by police dept, including alarm fees and licenses, parking fees and receipts of money transfers to general fund. Includes the deposit reports	3 years or until audit is completed for that year	Multi		☐
DPD-059	Fingerprint Applicants	3 years	Multi		☐
DPD-060	Traffic Crash Worksheet ~~Report~~	Until Crash Report is completed	Paper		☐
DPD-061	FTO Forms – Forms that are filled out during new Officers training period	2 Years	Multi		☐
DPD-062	Grand Jury Submission Log	2 Years	Paper		☐
DPD-063	Grant Applications & Supporting Documentation	7 Years after expiration of grant if grant is awarded. 2	Multi		☐

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(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 LGRP	(6) RC-3 Required by LGRP
		years if grant is not awarded			
DPD-064	Impound Forms	Paper – 2 years Computer – 5 years	Multi		☐
DPD-065	In Car Video Recordings & body worn camera footage: Recordings of traffic stops, accidents, arrests, etc.	Case related video & footage: refer to case type *retention schedule* non case related: minimum of 7 days & no longer of admin value	Electronic		☐
DPD-066	Intelligence Case List	3 Years	Electronic		☐
DPD-067	Internal Investigation Files	2 years. If investigation results in discipline, maintain a copy in employee file pursuant to time frames established in labor agreement	Paper		☐

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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 LGRP	(6) RC-3 Required by LGRP
DPD-068	Inventory of Fixed Assets	3 Years	Multi		☐
DPD-069	Jail – all other misc forms including but not limited to: Prisoner med schedule, jail repair log, fire safety drills, juvi detainment log, prisoner supply record, etc.	6 Years & no longer of administrative value	Paper		☐
DPD-070	Jail Commitments	1 Year provided they are of no legal or admin value	Paper		☐
DPD-071	Jail Hourly Inmate Checklists	6 Years and no longer of legal or admin value	Multi		☐
DPD-072	Jail Inmate Health Screening Records	6 Years and no longer of legal or admin value	Paper		☐
DPD-073	Jail Inmate Laundry Inventory & Pick Up Sheets	1 Year	Paper		☐
DPD-074	Jail Inmate Phone Call Log – Log of who makes calls to and from the jail	6 Years and no longer of legal or admin value	Paper		☐
DPD-075	Jail Inmate Visitor Log	6 Years	Paper		☐

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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 LGRP	(6) RC-3 Required by LGRP
DPD-076	Jail Inmates Medical Requests	6 Years and no longer of legal or admin value	Paper		☐
DPD-077	Jail Monthly Inspections	6 Years	Paper		☐
DPD-078	Jail Record of Inmate Personal Property	6 Years and no longer of legal or admin value	Paper		☐
DPD-079	Jail Weekly Security Checks	6 Years and no longer of legal or admin value			☐
DPD-080	K-9 Data Forms	3 Years	Paper		☐
DPD-081	K-9 Demonstration Requests	1 Year	Paper		☐
DPD-082	K-9 Use Records	6 Years & no case pending	Multi		☐
DPD-083	LEADs Audit Reports	3 Years	Paper		☐
DPD-084	LEADs Entries for Missing Juveniles, Missing Persons, Stolen items & Wanted Persons	2 Years after cancellation of records	Paper		☐
DPD-085	LEADs Newsletters: Training Bulletins for LEADs	3 Years	Multi		☐

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DPD-086	LEADs/NCIC Teletype Messages	Until no longer of admin value	Multi		☐
DPD-087	LEADs/NCIC Validations	3 Years	Paper		☐
DPD-088	Licenses/Permits issued to department	Until Expired	Multi		☐
DPD-089	Maintenance personnel clearance log: log of personnel entering secured areas of justice building to perform maintenance	2 years	Multi		☐
DPD-090	Master Key Sign Out & Transaction Log	2 Years	Paper		☐
DPD-091	Monthly Reports	5 Years	Multi		☐
DPD-092	Mug Shots Numbering Log (Note: This record is no longer produced)	Paper-15 years Computer- 10 years	Multi		☐
DPD-093	Mutual Aid Request	1 year	Paper		☐
DPD-094	Officer Statistic Report	3 Years	Multi		☐
DPD-095	Parking – Meter Bag Log	3 Years	Paper		☐
DPD-097	Parking & Safety Meeting Materials- includes agenda & minutes	3 Years	Multi		☐

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(Local Government Entity) — (Unit)

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DPD-098	Parking – Citation Log Book	3 Years	Paper		☐
DPD-099	Parking – Permit Log/Special Parking Request Forms	2 Years	Multi		☐
DPD-100	Parking Ticket Payment Report	3 Years	Paper		☐
DPD-101	Parking Tickets	Paper – 3Years Computer- 2 years	Multi		☐
DPD-102	Pass-On Log: Information Transmitted from one shift to the next	15 days	Paper		☐
DPD-104	Pawn Shop License Applications	Successful application is kept until revised, obsolete, or superseded. Unsuccessful applications are kept for 2 years	Paper		☐
DPD-105	Payroll documentation including overtime sheets/time off slips & payroll reports maintained at Police Department	3 Years or until audit is completed for that year	Multi		☐
DPD-106	Peddler License Files	3 Years	Paper		☐

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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 LGRP	(6) RC-3 Required by LGRP
DPD-107	Police Intern Records – records generated by or about interns	1 Year	Paper		☐
DPD-108	Policy & Procedure Manual	Keep most recent version plus prior version	Multi		☐
DPD-109	Potential Claims	3 Years	Multi		☐
DPD-110	Property Cards	Paper – 8 Years after disposition Computer – 10 years	Multi		☐
DPD-111	Property Receipt Forms	2 Years	Paper		☐
DPD-112	Property Seizure	Follow Case (or Incident Report) File Retention	Paper		☐
DPD-113	Protection Orders – Temporary	Return to Court when recalled	Paper		☐
DPD-114	Protection Orders – Civil	Until expired or withdrawn	Paper		☐
DPD-115	Pursuit Report/Review	3 Years	Paper		☐
DPD-116	Equipment Certificates (Radar,Laser,Truck Scales, Evidence Scales, etc)	Keep current certificate plus	Paper		☐

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		immediate past certificate			
DPD-117	Radar Repair Records	Keep as long as the unit is functioning & in use	Paper		☐
DPD-118	Recreational Programs sponsored by the Police Dept (Basketball, Taekwondo, safety town, etc)	2 Years	Multi		☐
DPD-119	Use of force	6 Years	Multi		☐
DPD-120	Retest- request for retest through BMV (PD keeps Copy; original sent to BMV)	3 Years	Paper		☐
DPD-121	Ride Along Waivers – Civilian	2 Years	Paper		☐
DPD-123	Salvage/Junk Affidavits-BMW	5 Years	Paper		☐
DPD-124	Shift Assignment Log: Log containing officer area & cruiser assignment for shifts	6 months	Paper		☐
DPD-125	Special Permits	2 Years after expiration of permit	Multi		☐
DPD-126	Staff Meeting Materials: Includes agendas & minutes from Police Dept staff meetings	3 Years or until no longer of Admin Value	Multi		☐
DPD-127	Subpoena Log	1 Year	Paper		☐

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DPD-128	Subpoenas & Summons	Retain until court date or w/drawn by issuing court	Paper		☐
DPD-129	Taxicab License Files	1 Year after license expiration or renewal	Paper		☐
DPD-130	Traffic Accident Reports (Fatal)	Permanent	Multi		☑
DPD-131	Traffic Accident Reports (Non Fatal)	2 Years, providing Dept is unaware of any action pending.	Multi		☐
DPD-132	Warning Tickets – Traffic or Criminal Infractions	2 Years	Multi		☐
DPD-133	Warrants	Paper- kept Until served, discharged, stale dated, answered, or withdrawn by the issuing court then returned to the Court Computer – 3 Years	Multi		☐

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DPD-134	Warrants to Discharge	Return signed copy to court	Paper		☐
DPD-135	Work Schedules	5 Years	Paper		☐
DPD-136	Zoning Violation Notices & Investigations	2 Years & no actions pending	Multi		☐
DPD-137	Biological Hazard Report	3 Years	Multi		☐
DPD-138	Jail Tracker Inmate Admission Form (copy only)	2 Years	Paper		☐
DPD-139	Liquor Permit Documents (Background info/Investigation, F Permits, Application)	3 Years	Paper		☐
DPD-140	NICS – Firearms Evidence Disposal	3 Years	Paper		☐
DPD-141	Purchase Order/Purchase Order Request Forms	3 Years	Multi		☐
DPD-142	Employee Clothing/Equipment Records	Kept in Employee File (Follow employee file retention)	Paper		☐
DPD-143	Employee Shift Trade Request	2 Years	Paper		☐

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DPD-144	Internal Investigation Log/Disciplinary Log (this is the log only – not the investigation)	10 Years	Paper		☐
DPD-145	Traffic Citation Log Book	3 Years	Paper		☐
DPD-146	Training Facility User Agreement	2 Years from expiration	Paper		☐
DPD-147	Drone footage	Related to a case file: refer to case file retention non-case related: until no longer of admin value	Electronic		☐
DPD-148	Written public records requests	1 Year	Paper		☐
					☐
					☐
					☐