

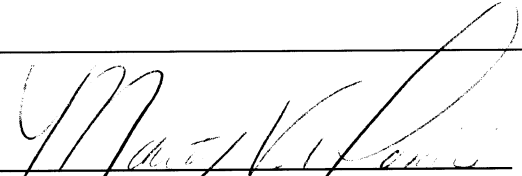
GENERAL ORDER

54 PUBLIC INFORMATION			
NUMBER	SUBJECT		REVIEW DATE
54.2	REQUEST FOR PUBLIC RECORDS		03/2016
APPROVAL DATE	ISSUE DATE	EFFECTIVE DATE	DISTRIBUTION
03/20/2013	03/20/2013	03/20/2013	Scioto County Sheriff's Employees
AMENDS: 54.2.7 and 54.2.8 (03/28/2014)			
CANCELS:			
ISSUED BY:		AUTHORED BY:	
Sheriff Marty V. Donini _____		Sheriff Marty V. Donini	

INDEX AS:	54.2.1	Origins of Policy & Procedures	1
	54.2.2	Defining Public Records	1
	54.2.3	Reasonable and Timely Response	1
	54.2.4	Handling Requests.....	2
	54.2.5	Electronic Records.....	3
	54.2.6	Denial or Redaction of Records	3
	54.2.7	Reproduction and Costs	4
	54.2.8	Managing Records.....	4

The General Orders developed here describe and define the agency's policy concerning requests for "Public Records" and to designate personnel authorized to release such information regarding requests for "Public Records".

GENERAL ORDER

54 PUBLIC INFORMATION			
NUMBER	SUBJECT		REVIEW DATE
54.2	REQUEST FOR PUBLIC RECORDS		03/2016
APPROVAL DATE	ISSUE DATE	EFFECTIVE DATE	DISTRIBUTION
03/20/2013	03/20/2013	03/20/2013	Scioto County Sheriff's Employees
AMENDS: 54.2.7 and 54.2.8 (03/28/2014)			
CANCELS:			
ISSUED BY:		AUTHORED BY:	
Sheriff Marty V. Donini		 Sheriff Marty V. Donini	

INDEX AS:	54.2.1	Origins of Policy & Procedures.....	1
	54.2.2	Defining Public Records.....	1
	54.2.3	Reasonable and Timely Response	1
	54.2.4	Handling Requests.....	2
	54.2.5	Electronic Records.....	3
	54.2.6	Denial or Redaction of Records	3
	54.2.7	Reproduction and Costs	4
	54.2.8	Managing Records.....	4

The General Orders developed here describe and define the agency's policy concerning requests for "Public Records" and to designate personnel authorized to release such information regarding requests for "Public Records".

54 PUBLIC INFORMATION

54.2 REQUESTS FOR PUBLIC RECORDS

54.2.1 Origins of Procedures

- A. Openness leads to a more informed community, which leads to better Government and better public policy. Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the mission and intent of the Scioto County Sheriff's Office to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.
- B. The Scioto County Sheriff's Office acknowledges that this agency generates and possesses countless numbers of documents that are considered to be information in which the public is entitled to inspect and/or copy. This policy has been adopted as contemplated by the Ohio Revised Code Section 149.43.
- C. The purpose of this policy and procedure is to state the procedures that the SCSO, its employees, and any person responsible for the handling of its Public Records will follow in response to a request for Public Records under Ohio Revised Code Section 149.43.

54.2.2 Defining Public Records

All records kept by the Scioto County Sheriff's Office are public unless they are exempt from disclosure under Ohio law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

A record is defined to include the following: A document in any format paper, electronic (including, but not limited to, business e-mail) that is created, received by, or comes under the jurisdiction of the Scioto County Sheriff's Office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

54.2.3 Reasonable and Timely Response

- A. All Public Records shall be promptly prepared and made available to any person at all reasonable times during normal business hours with the exception of nationally recognized holidays.

Prompt and reasonable take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.

- B. Preparation of requests for Public Records shall be initiated upon receipt of a verbal and/or written request from the public and/or employees. The Scioto County Sheriff's Office has the desire to fully cooperate with any and all Public Records request but our ability to search and locate items concerning "too broad" of a request severely impedes our ability to locate the specific records that the requester is attempting to possess. All requests shall be narrowly defined for purposes of allowing the Scioto County Sheriff's Office the opportunity to obtain the exact information the requester is requesting. We reserve the right to return any request that is "too broad" for purposes of having it revised to a more narrowly defined request.
- C. The Scioto County Sheriff's Office is a law enforcement agency that operates twenty-four hours a day seven days a week. Our normal business hours where Public Records requests can be made are Monday through Friday from 8:00 a.m. to 4:00 p.m. All requests shall be made through our Administrative Office and directed to the attention of the Sheriff who will either personally fulfill the request or designate an employee to do so.

54.2.4 Handling Requests

- A. Preparation of requests for Public Records shall be initiated upon receipt of a request from the public and/or employees. The Scioto County Sheriff's Office has the desire to fully cooperate with any and all Public Records request.

No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the office must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its public records.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested. However, the law does permit the office to ask for a written request, the requestor's identity, and/or the intended use of the information requested, but only (1) if a written request or disclosure of identity or intended use would benefit the requestor by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) after telling the requestor that a written request is not required and that the requester may decline to reveal the requestor's identity or intended use.

In processing the request, the office does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying. Although not required by law, the office may accommodate the requestor by generating new records when it makes sense and is practical under the circumstances.

In processing a request for inspection of a public record, an office employee must accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws manual is available via the Attorney General's internet website (www.ohioattorneygeneral.gov) for the purpose of keeping employees of this office and the public educated as to the office's obligations under the Ohio Public Records Act, Open Meetings Act, records retention laws and Personal Information Systems Act.

54.2.5 Electronic Records

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device (such as a Blackberry or iPhone) are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their email records and other electronic records in accordance with applicable records retention schedules.

54.2.6 Denial or Redaction of Records

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

Any denial of public records requested must include an explanation, including legal authority. If the initial request was made in writing, the

explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. When making public records available for public inspection or copying, the office shall notify the requestor of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

54.2.7 Reproduction and Costs

- A. A person requesting copies of public records may be charged “only” the actual cost of making copies, not labor. A requester may be required to pay in advance for costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium in which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office’s normal operations.
- B. If the request for a Public Record is received by mail, upon receiving the request, our office will respond in writing or fax advising you that the request has been prepared, the actual cost of preparing the Public Record and our policy of holding the copied Public Records for a period of fourteen days from the date we notify you in writing or by fax. Our letter will also advise you that payment is expected in advance or at the time the copied Public Record is picked up.
- C. If the request results in ten or less pages we will immediately mail or fax these documents to you without cost. If the request exceeds ten pages we then apply a charge of .10 per page including the first ten pages. Our current mailing fee would then be calculated based on the weight of the documents being mailed at a rate of .49 cents for the first ounce and .21 cents for each additional ounce (as of January 26, 2014). The Scioto County Sheriff’s Office reserves the right to adjust the mailing fee for requests of Public Records at anytime to reflect the current U.S. Postal rate. We prefer not to fax requests in excess of ten pages.

54.2.8 Managing Records

The Scioto County Sheriff’s Office records are subject to records retention schedules. The records retention schedules along with this policy are available upon request at the administrative office of the Scioto County Sheriff’s Office, 1025 Sixteenth Street, Portsmouth, Ohio, or by downloading a copy from the Scioto County Sheriff’s Office website located at www.sciotocountysheriff.com a location readily available to the public as required by section 149.43(B)(2), Ohio Revised Code.



Marty V. Donini, Sheriff

Scioto County Sheriff's Office
1025 Sixteenth Street
Portsmouth, Ohio 45662

Emergency 911
Law Enforcement (740) 354-7566
Corrections/Jail (740) 355-8277
Civil Division (740) 355-8269

March 31, 2014

TO: Scioto County Records Commission

**SUBJECT: REQUEST FOR APPROVAL OF
RECORDS RETENTION SCHEDULE (RC-2)**

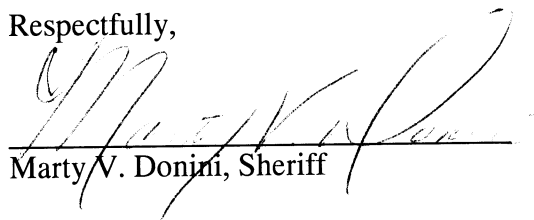
In accordance with the Ohio Revised Code section 149.38, I am respectfully requesting that the Scioto County Records Commission accept and approve the attached Records Retention Schedule (RC-2) which has been recently developed for records currently held by the Scioto County Sheriff's Office.

Once approved by the Scioto County Records Commission, I would then respectfully request that the Commission complete section (B) and forwarded the complete forms to OHS-LGRP at; The Ohio Historical Society, State Archive of Ohio, Local Government Records Archivist. 800 E. 17th Avenue, Columbus, Ohio 43211-2497.

Also attached for your reference is a copy of the Scioto County Sheriff's Office General Orders, Chapter 54 Public Information which regulates Public Records currently being retained by the Scioto County Sheriff's Office.

In closing, I would like to thank you for your cooperation in this matter and look forward to your reply. In the event you may have any question concerning this letter, please don't hesitate to contact me.

Respectfully,


Marty V. Donini, Sheriff



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Scioto County

(local government entity)

Sheriff's Office

(unit)

(signature of responsible official)

Marty V. Donini

(name)

Sheriff

(title)

04/01/2014

(date)

Section B: Records Commission

Scioto County

Records Commission

602 7th Street Room #1

(address)

Portsmouth, Ohio

(city)

740-355-8202

(telephone number)

45662

(zip code)

Scioto

(county)

To have this form returned to the Records Commission electronically, include an email address: sheriff@sciotocountysheriff.com

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



**Section E: Records Retention Schedule
Scioto County**

Sheriff's Office

(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
14-001-ADM	Accident Reports	2 Years	Paper & Electronic		<input type="checkbox"/>
14-002-ADM	Annual Budget Request	3 Years	Paper		<input type="checkbox"/>
14-003-ADM	Annual Reports - Furtherance of Justice	3 Years	Paper & Electronic		<input type="checkbox"/>
14-004-ADM	Annual Reports - Inventory	3 Years	Electronic		<input type="checkbox"/>
14-005-ADM	Annual Reports - Law Enforcement Trust	3 Years	Paper & Electronic		<input type="checkbox"/>
14-006-ADM	Annual Reports - OPOTA Peace Officer Roster	5 Years	Paper		<input type="checkbox"/>
14-007-ADM	Annual Training - CPT	5 Years	Paper		<input type="checkbox"/>
14-008-ADM	Annual Training - Firearms	5 Years	Paper		<input type="checkbox"/>
14-009-ADM	Application For Employment - Not Employed	1 Year	Paper		<input type="checkbox"/>
14-010-ADM	Bank Statements - Drug Enforcement Account	3 Years	Paper		<input type="checkbox"/>
14-011-ADM	Bank Statements - Fees Collected Account	3 Years	Paper		<input type="checkbox"/>
14-012-ADM	Bank Statements - Furtherance of Justice	3 Years	Paper		<input type="checkbox"/>
14-013-ADM	Bank Statements - Inmate Commissary Account	3 Years	Paper		<input type="checkbox"/>



**Section E: Records Retention Schedule
 Scioto County**

Sheriff's Office

(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
14-014-ADM	Bank Statements - Law Enforcement Trust Fund Account	3 Years	Paper		<input type="checkbox"/>
14-015-ADM	Bank Statements - Sheriff's Sales	3 Years	Paper		<input type="checkbox"/>
14-016-ADM	Carry Concealed Weapon - Cash/Receipt Books	3 Years	Paper		<input type="checkbox"/>
14-017-ADM	Carry Concealed Weapon - Quarterly Reports	3 Years	Paper		<input type="checkbox"/>
14-018-ADM	Carry Concealed Weapon Application/Initial	Permanent	Paper		<input type="checkbox"/>
14-019-ADM	Carry Concealed Weapon Application/Renewal	Permanent	Paper		<input type="checkbox"/>
14-020-ADM	Civil Process Records	3 Years	Electronic		<input type="checkbox"/>
14-021-ADM	Civil Process Returns - Deputy	3 Years	Paper		<input type="checkbox"/>
14-022-ADM	Civilian Web Check - Agency Invoice Payments	3 Years	Electronic		<input type="checkbox"/>
14-023-ADM	Civilian Web Check - Agency Invoices	3 Years	Electronic		<input type="checkbox"/>
14-024-ADM	Civilian Web Check - Request Forms	3 Years	Electronic		<input type="checkbox"/>
14-025-ADM	Collective Bargaining Agreements	3 Years	Paper		<input type="checkbox"/>
14-026-ADM	Contractual Agreements - Agency Inmate Housing	5 Years	Electronic		<input type="checkbox"/>



**Section E: Records Retention Schedule
Scioto County**

Sheriff's Office

(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
14-027-ADM	Contractual Agreements - Inmate Commissary Services	5 Years	Paper		<input type="checkbox"/>
14-028-ADM	Contractual Agreements - Inmate Health Care	5 Years	Paper		<input type="checkbox"/>
14-029-ADM	Contractual Agreements - Inmate Telephone Services	5 Years	Paper		<input type="checkbox"/>
14-030-ADM	Contractual Agreements - Township	5 Years	Paper		<input type="checkbox"/>
14-031-ADM	Correspondence - Office Employees	Until Obsolete	Paper		<input type="checkbox"/>
14-032-ADM	Criminal Case Files - Felony & Misdemeanor (Excluding Death Investigations)	10 Years	Paper		<input type="checkbox"/>
14-033-ADM	Criminal Case Files - Death Investigations (Death Caused by Criminal Act)	Permanent	Paper		<input type="checkbox"/>
14-034-ADM	Criminal Case Files - Death Investigations (Death Not Caused by Criminal Act)	10 Years	Paper		<input type="checkbox"/>
14-035-ADM	Criminal Case Files - Felony & Misdemeanor (Excluding Death Investigations)	10 Years	Electronic		<input type="checkbox"/>
14-036-ADM	Criminal Case Files - Death Investigations (Death Caused by Criminal Act)	Permanent	Electronic		<input type="checkbox"/>
14-037-ADM	Criminal Case Files - Death Investigations (Death Not Caused by Criminal Act)	10 Years	Electronic		<input type="checkbox"/>
14-038-911	Dispatch/911 - Calls For Service Logs	5 Years	Paper		<input type="checkbox"/>
14-039-911	Dispatch/911 - Calls For Service Logs	5 Years	Electronic		<input type="checkbox"/>



**Section E: Records Retention Schedule
Scioto County**

Sheriff's Office

(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
14-040-911	Dispatch/911 - Radio Recordings	1 Year	Electronic		<input type="checkbox"/>
14-041-911	Dispatch/911 - Telephone Recordings	1 Year	Electronic		<input type="checkbox"/>
14-042-911	Dispatch/911 - Towed Vehicle Records	1 Year Plus Current Year	Paper		<input type="checkbox"/>
14-043-ADM	Domestic Violence Exparte Orders - Copies	1 Year Plus Current Year	Paper		<input type="checkbox"/>
14-044-ADM	Email - Incoming & Outgoing	30 Days	Electronic		<input type="checkbox"/>
14-045-ADM	Employee Roster	Permanent	Electronic		<input type="checkbox"/>
14-046-ADM	Execution Docket - Foreign	Permanent	Paper		<input type="checkbox"/>
14-047-ADM	Execution Docket - Local	Permanent	Paper		<input type="checkbox"/>
14-048-ADM	Expungement File	Permanent	Paper		<input type="checkbox"/>
14-049-ADM	Grants - Federal/State	5 Years After Expiration	Paper		<input type="checkbox"/>
14-050-JAIL	Jail/Inmate - Audio/Intercom Recordings	60 Days	Electronic		<input type="checkbox"/>
14-051-JAIL	Jail/Inmate - Audio/Telephone Recordings	1 Year	Electronic		<input type="checkbox"/>
14-052-JAIL	Jail/Inmate - Booking Folders	20 Years	Paper & Electronic		<input type="checkbox"/>



**Section E: Records Retention Schedule
Scioto County**

Sheriff's Office

(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
14-053-ADM	Jail/Inmate - Booking Money Envelopes/Receipts	3 Years	Paper		<input type="checkbox"/>
14-054-ADM	Jail/Inmate - Booking Records (3x5 Cards)	Permanent	Paper		<input type="checkbox"/>
14-055-JAIL	Jail/Inmate - Booking Records (Computerized)	Permanent	Electronic		<input type="checkbox"/>
14-056-ADM	Jail/Inmate - Cash Receipt Book (Pay for Stay)	3 Years	Paper		<input type="checkbox"/>
14-057-ADM	Jail/Inmate - Cash Receipt Books (Commissary)	3 Years	Electronic		<input type="checkbox"/>
14-058-ADM	Jail/Inmate - Certified Return Receipts From Prison	1 Year Plus Current Year	Paper		<input type="checkbox"/>
14-059-ADM	Jail/Inmate - Commissary Orders/Receipts	1 Year Plus Current	Paper		<input type="checkbox"/>
14-060-ADM	Jail/Inmate - Commissary Vendor Payment Receipt	3 Years	Paper		<input type="checkbox"/>
14-061-JAIL	Jail/Inmate - Grievances	2 Years Plus Current	Paper		<input type="checkbox"/>
14-062-JAIL	Jail/Inmate - Hospital Invoices -Payment Denied	3 Years	Paper		<input type="checkbox"/>
14-063-JAIL	Jail/Inmate - Incident Reports	3 Years	Electronic		<input type="checkbox"/>
14-064-JAIL	Jail/Inmate - Jail Registry	Permanent	Electronic		<input type="checkbox"/>
14-065-JAIL	Jail/Inmate - Jail Rosters/Daily Shift	3 Years	Paper		<input type="checkbox"/>



**Section E: Records Retention Schedule
Scioto County**

Sheriff's Office

(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
14-066-JAIL	Jail/Inmate - Logs - Computerized	Permanent	Electronic		<input type="checkbox"/>
14-067-JAIL	Jail/Inmate - Logs/Back	3 Years	Paper		<input type="checkbox"/>
14-068-JAIL	Jail/Inmate - Logs/Front	3 Years	Paper		<input type="checkbox"/>
14-069-ADM	Jail/Inmate - Medical Billing Transaction Log	3 Years	Electronic		<input type="checkbox"/>
14-070-JAIL	Jail/Inmate - Medical Request Forms	10 Years	Paper		<input type="checkbox"/>
14-071-ADM	Jail/Inmate - Non Prescription Medical Forms	10 Years	Paper		<input type="checkbox"/>
14-072-ADM	Jail/Inmate - Pay for Stay Invoice Receipt	10 Years	Electronic		<input type="checkbox"/>
14-073-ADM	Jail/Inmate - Prescription Billing Transaction Log	3 Years	Electronic		<input type="checkbox"/>
14-074-ADM	Jail/Inmate - Released Commissary Cards	3 Years	Paper		<input type="checkbox"/>
14-075-ADM	Jail/Inmate - Release Transaction Receipts	30 Days After Scanned	Paper		<input type="checkbox"/>
14-076-ADM	Jail/Inmate - Release Transaction Receipts	2 Years Plus Current Year	Electronic		<input type="checkbox"/>
14-077-JAIL	Jail/Inmate - Visitation Jail Logs	3 Years	Paper		<input type="checkbox"/>
14-078-JAIL	Jail/Inmate - Visitation Jail Logs	3 Years	Electronic		<input type="checkbox"/>



**Section E: Records Retention Schedule
Scioto County**

Sheriff's Office

(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
14-079-JAIL	Jail/Inmate- Security Video	60 Days	Electronic		<input type="checkbox"/>
14-080-ADM	Job Descriptions - Employee	Until Superseded or Classification Abolished	Electronic		<input type="checkbox"/>
14-081-ADM	Jury Selection List	1 Year Plus Current Year	Paper		<input type="checkbox"/>
14-082-ADM	Mechanics Lien - Notice to Commence	1 Year	Electronic		<input type="checkbox"/>
14-083-ADM	Motor Vehicle Fuel/Maintenance Log Book	Until Vehicle is Junked/Sold	Paper		<input type="checkbox"/>
14-084-ADM	Motor Vehicle Maintenance Files	Until Vehicle is Junked/Sold	Paper		<input type="checkbox"/>
14-085-INV	News Releases	1 Year	Paper		<input type="checkbox"/>
14-086-ADM	Pay In's To Treasurer	3 Years Plus Current Year	Paper		<input type="checkbox"/>
14-087-ADM	Payroll - Transmittal Sheets	1 Year Plus Current Year	Electronic		<input type="checkbox"/>
14-088-ADM	Payroll Records - Employee	3 Years Plus Current Year	Paper		<input type="checkbox"/>
14-089-ADM	Personnel Files - Employee	Permanent	Paper		<input type="checkbox"/>
14-090-ADM	Preliminary Drafts of Letters, Memo, etc.	Until Obsolete	Paper		<input type="checkbox"/>
14-091-INV	Property Room Records	Permanent	Paper & Electronic		<input type="checkbox"/>



**Section E: Records Retention Schedule
Scioto County**

Sheriff's Office

(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
14-092-ADM	Public Records Requests/Responses	3 Years Plus Current Year	Paper		<input type="checkbox"/>
14-093-ADM	Purchase Orders	3 Years Plus Current Year	Paper		<input type="checkbox"/>
14-094-ADM	Request For Leave Records - Employee	3 Years Plus Current Year	Paper		<input type="checkbox"/>
14-095-ADM	Service Maintenance Agreements	3 Years Plus Current Year	Paper		<input type="checkbox"/>
14-096-ADM	Sheriff's Sales	5 Years Plus Current Year	Paper		<input type="checkbox"/>
14-097-ADM	Shift Activities Report - COP'S	5 Years After Expiration of Grant	Paper		<input type="checkbox"/>
14-098-ADM	Shift Activities Report - Patrol	1 Year	Paper		<input type="checkbox"/>
14-099-ADM	Shift Activities Report - Townships	1 Year	Paper		<input type="checkbox"/>
14-100-ADM	Special Deputy - Personnel File	15 Years	Paper		<input type="checkbox"/>
14-101-ADM	Special Deputy - Work/Volunteer Records	1 Year	Paper		<input type="checkbox"/>
14-102-ADM	Special Deputy Roster	Permanent Updated	Electronic		<input type="checkbox"/>
14-103-ADM	Traffic Tickets Issued	1 Year Plus Current Year	Paper		<input type="checkbox"/>
14-104-ADM	Transient Memos/Documentation	Until Obsolete	Paper		<input type="checkbox"/>



Section E: Records Retention Schedule
Scioto County

Sheriff's Office

(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
14-105-PAT	Use of Force Reports	2 Years Plus Current			<input type="checkbox"/>
14-106-ADM	Work Records - Employee	2 Years Plus Current Year			<input type="checkbox"/>
14-107-ADM	Work Records - Employee/Off Duty	2 Years Plus Current Year			<input type="checkbox"/>
14-108-ADM	Work Schedules/Bid Schedules	2 Years Plus Current Year			<input type="checkbox"/>
14-109-ADM	Writs of Execution	3 Year Plus Current Year			<input type="checkbox"/>
14-110-ADM	Writs of Possession	3 Years Plus Current Year			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>