



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

FEBRUARY 22 2023

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: Local Government Unit

City of Centerville	Police Department		
(local government entity)		(unit)	2/21/2023
<i>Matthew J. Brown</i>	Matt Brown	Chief of Police	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

City of Centerville	Records Commission	(937) 433-7151
		(telephone number)
100 W. Spring Valley Rd.,	Centerville	45458
(address)	(city)	(zip code)
		Montgomery
		(county)

To have this form returned to the Records Commission electronically, include an email address: wdavis@centervilleohio.gov

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.

<i>Wayne Davis</i>	2/21/2023
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	Government Records Archivist	3/1/2023
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.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of Centerville

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
PD-001	Accident Reports Including all State Forms and Witness Statements (excluding fatal accident reports)	4 years	Paper	
PD-002	Accident Reports – Fatal Including all State Forms and Witness statements	Permanent	Multiple	
PD-003	Alcohol Breathalyzer Test/Calibration/Results and Maintenance Records	3 years	Multiple	
PD-004	Annual Report – Public Report Centerville Police Department	Permanent	Multiple	RC-3 Required
PD-005	Arrest Docket	Permanent	Electronic	RC-3 Required
PD-006	Bond Receipt Books - Receipts accepted for bond taken for Kettering Municipal Court	3 years	Paper	
PD-007	Booking Photographs	Permanent	Electronic	RC-3 Required
PD-008	Building Inspection Records (Elevator, Boiler, HVAC, etc.)	2 years and no longer of an administrative or fiscal value or no longer owned by the city	Multiple	
PD-009	Bureau of Adult Detention Records	4 years	Multiple	
PD-010	CALEA Files -Transient Records	Until revised, updated or superseded	Multiple	
PD-011	Citizen Inquiry Report Records	3 years provided no action pending	Multiple	



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

PD-012	Citizen Inquiry Report Log	Permanent	Electronic	
PD-013	Citizen Survey Returns	4 years and no longer of an administrative value	Paper	
PD-014	Departmental Reports/Records Not Specifically Scheduled	3 years and no longer of an administrative value	Multiple	
PD-015	Digital Case Images	Permanent	Multiple	
PD-016	Dispatch Radio/ 9-1-1 and Telephone Recordings – Backup Copies	3 years and no longer of an administrative or legal value	Multiple	
PD-017	Elderly, Key, Visitor, Animal Checks - Log Sheets	1 year	Multiple	
PD-018	Employee Probationary Records and Field Training Records	Permanent	Multiple	
PD-019	Court Expungement/Sealed Records and Orders – Adult -Transient Record	Destroy upon receipt of court order	Multiple	
PD-020	Court Expungement/Sealed Records and Orders – Juvenile -Transient Record	Records and orders sent to juvenile court	Multiple	
PD-021	FBI/UCR/BCI/NIBRS Reports	5 years	Multiple	
PD-022	Field Interview Cards	Permanent	Paper File until Converted to Electronic	
PD-023	Fiscal Records: Ledgers/Account Books/Quarterly Reports/Statistical Reports/Work Papers	3 years	Multiple	
PD-024	Functionality Reports	5 years	Multiple	
PD-025	Furtherance of Justice Fund Reports	4 years	Multiple	



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

PD-026	General Orders, Policies, Procedures, Rules and Regulations	6 years after revised, superseded or discontinued and no longer of an administrative or legal value	Multiple	RC-3 Required
PD-027	Grievance Records	7 years	Multiple	
PD-028	In-Car Cruiser Camera Recordings	90 days and no longer of an administrative or legal value. Remove media if possible	Multiple	
PD-029	Jail Medical Forms	6 years	Multiple	
PD-030	LEADS Newsletter	4 years	Multiple	
PD-031	LEADS Validation Records	1 year	Multiple	
PD-032	Liquor Permit Records	Until expired or superseded by new license	Multiple	
PD-033	Master Name Index	Permanent	Multiple	
PD-034	Minutes of Staff and Department Post Meetings (non-public meetings)	5 years	Multiple	
PD-035	Motorist Assist/Liability Waiver -Transient Record	6 months	Multiple	
PD-036	Mutual Aid Contracts	10 years	Multiple	
PD-037	Offense Reports – Criminal Activity	Permanent	Multiple	
PD-038	Offense Reports -- Non-Criminal Activity	4 years	Multiple	
PD-039	Petty Cash Records/Receipts/ Receipt Books/Audit Slips	3 years	Multiple	
PD-040	Prisoner Transport Forms	4 years	Multiple	



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

PD-041	Professional certifications, professional licenses, certificates of training and similar documents.	Place copy in training file	Multiple	
PD-042	Property Room Records (Includes Court Approval of Disposal or Destruction)	25 years	Multiple	
PD-043	Read and Sign Records	Until no longer of an administrative value	Multiple	
PD-044	Seizure Records	7 years	Electronic	
PD-045	Shift Assignment Sheets	1 year	Multiple	
PD-046	Surveillance Recordings/ Tapes of Building and Facilities -Transient Record	15 days and no longer of an administrative or legal value	Electronic	
PD-047	TPOs and CPOs -Transient Record	Destroy upon receipt of court order to withdraw or expiration of order	Multiple	
PD-048	Traffic Citations & Ledgers	3 years	Multiple	
PD-049	Traffic Citation Cancellation Sheets (Voids)	3 years	Electronic	
PD-050	Traffic Enforcement Log	1 year	Electronic	
PD-051	Traffic School Records Attendance/Test	1 year after sent to court	Multiple	
PD-052	Training Records Departmental	7 years after employment	Paper	
PD-053	TTY Printouts -Transient Record	Until no longer of an administrative value	Paper	
PD-054	Use of Force Records	5 years	Multiple	
PD-055	Vacation House Checks	6 months	Electronic	



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

PD-056	Vehicle Inspection and Assignment Records	1 year and no longer of an administrative or legal value	Paper	
PD-057	Vehicle Pursuit Reports and Annual Review	5 years provided no action pending	Paper	
PD-058	Waiver of Liability Ride Along Program	4 years and no longer of an administrative or legal value	Paper	
PD-059	Wanted Posters/Alerts -Transient Record	Until no longer of an administrative value	Paper	
PD-060	Warning Tickets -Transient Record	Permanent	Paper File until Converted to Electronic	
PD-061	9-1-1 ANI/ALI Forms	Until no longer of an administrative value	Paper	