



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

This retention schedule supersedes all previous retention schedules for the Oberlin Police Department Approved by the Oberlin City Records Commission prior to September 15, 2022.

OHIO HISTORY CONNECTION

SEPTEMBER 15 2022

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

OBERLIN

POLICE DEPARTMENT

(local government entity)

(unit)

C. Ryan Warfield

CHIEF

09/15/2022

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

BELINDA ANDERSON

(440) 775-7203

Records Commission

(telephone number)

85 S. Main Street

Oberlin

44074

Lorain

(address)

(city)

(zip code)

(county)

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

9/15/2022

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Electronic Records Archivist

2022.09.22

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

SAO/LGRP-RC2-(Inst.) Revised September 2011



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Page ____ of ____



Section E: Records Retention Schedule

CITY OF OBERLIN

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	(6) RC-3 Required by OHS- LGRP
2022-01-PD	<u>Accident / Crash Reports</u> Traffic – Non-Fatal.	3 years.	Electronic*		<input type="checkbox"/>
2022-02-PD	<u>Accident / Crash Reports</u> Traffic – Fatal.	Permanent.	Electronic*		<input type="checkbox"/>
2022-03-PD	<u>Alarm Billing</u> Yearly Report and letters to businesses and residents sent due to alarm responses	2 years.	Paper Electronic*		<input type="checkbox"/>
2022-04-PD	<u>Alcohol Breath Testing Forms</u> (Test, Calibration, Proficiency, Etc.)	3 years.	Paper Electronic*		<input type="checkbox"/>
2022-05-PD	<u>Annual Dept Budget Worksheets / Documents</u> Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence and related records.	5 years after budget year.	Paper Electronic*		<input type="checkbox"/>
2022-06-PD	<u>Annual Department Report</u>	Permanent.	Paper		<input checked="" type="checkbox"/>
2022-07-PD	<u>Applicants Withdrawn From Consideration For Employment Background Investigation</u>	1 year.	Paper Electronic*		<input type="checkbox"/>



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2022-08-PD	Arrest Book Arrestee – Charge Information.	Permanent.	Paper		<input checked="" type="checkbox"/>
2022-09-PD	Arrest Cards/ Reports Reports concerning arrests made by officers. May include complete name, alias or nickname of person arrested, residence, sex, age, date of birth, physical description, offense committed, car-make, license number, occupation, telephone numbers, names of witnesses, name of arresting officer(s), and other related information.	Permanent.	Paper		<input checked="" type="checkbox"/>
2022-10-PD	Attendance Reports / Records / Differential Time Sheets	6 years.	Paper Electronic*		<input type="checkbox"/>
2022-11-PD	Auction/Surplus Sales Records Records concerning abandoned and unclaimed articles and found property sold at public auction. May include auction receipts of monies received for items sold.	5 years.	Paper		<input type="checkbox"/>
2022-12-PD	Audit Records Results Law Enforcement Automated Data System, National Crime Information Center, Ohio Law Enforcement Network.	2 audit cycles.	Paper		<input type="checkbox"/>
2022-13-PD	Bicycle License Registrations	Destruction of the bicycle or documented change of ownership or 25 years, whichever comes first.	Electronic*		<input type="checkbox"/>
2022-14-PD	Bicycle/Property Cards (Stolen and Abandoned)	2 years.	Paper Electronic*		<input type="checkbox"/>
2022-15-PD	Blank Forms (Administrative)	Until revised, obsolete or superseded, and then destroy.	Paper Electronic*		<input type="checkbox"/>



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2022-16-PD	<u>Citations File</u> Files include violations related to traffic , parking, equipment, bicycle, garbage and nuisance.	3 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2022-17-PD	<u>Computer Generated Reports (Non-Specific)</u> Administrative & Financial Reports.	Until no longer of administrative value or fiscal value, then destroy.	Paper Electronic*		<input type="checkbox"/>
2022-18-PD	<u>Copies</u> (Reading, Informational & Reference)	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2022-19-PD	<u>Correspondence and Inquires</u>	Filed according to content and retained until no longer administrative value	Paper Electronic*		<input type="checkbox"/>
2022-20-PD	<u>Correspondence (email)</u>	Filed according to content and retained until no longer administrative value	Paper Electronic*		<input type="checkbox"/>
2022-21-PD	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2022-22-PD	<u>Criminal Case Files</u> <u>Incident Reports (Capital Crimes)</u> Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence officer's notes, laboratory tests, court dispositions, and other related records.	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>



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2022-23-PD	<u>Criminal Case Files - Incident Reports (Misdemeanor)</u> Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, officer's notes, laboratory tests, court dispositions, and other related records.	6 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2022-24-PD	<u>Criminal Case Files- Incident Reports (Felony)</u> Includes reports related to investigations, complaints, and arrest. Copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, officer's notes, laboratory tests, court dispositions, and other related records.	6 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2022-25-PD	<u>Cruiser Repair Work Orders</u> Requests for vehicle repair or maintenance.	7 years per vehicle.	Paper		<input type="checkbox"/>
2022-26-PD	<u>Daily Logs</u> (Electronic Computer Logs)	5 years.	Electronic*		<input type="checkbox"/>
2022-27-PD	<u>Daily Logs</u> (Printed Computer Logs)	1 year.	Paper		<input type="checkbox"/>
2022-28-PD	<u>Domestic Violence Case & Monthly Reports</u> Cases and reports on Domestic violence including restraining orders and related records.	3 years after submitted to the Bureau of Criminal Investigation (BCI) in Ohio.	Paper		<input type="checkbox"/>



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2022-29-PD	<u>Drafts and Informal Notes</u> (Including but not limited to: appointment books, calendars, schedules, organizers, planners, and electronic files (Microsoft Outlook & Blackberry devices).	Retain until no longer of administrative value	Paper Electronic*		<input type="checkbox"/>
2022-30-PD	<u>Electronic Fingerprinting</u> Form requesting Ohio Bureau of Investigations and or Federal Bureau of Investigations web check be completed by electronic fingerprints.	1 Year	Paper		<input type="checkbox"/>
2022-31-PD	<u>Equipment Inventory</u> Inventories of equipment issued to all law enforcement personnel.	3 years.	Paper Electronic*		<input type="checkbox"/>
2022-32-PD	<u>Equipment Operating & Maintenance Manuals</u>	Life of equipment.	Paper Electronic*		<input type="checkbox"/>
2022-33-PD	<u>Evidence / Property Receipts</u>	5 years after destruction of property.	Paper Electronic*		<input type="checkbox"/>
2022-34-PD	<u>Event Planning Documentation</u> Includes but not limited to community events such as Family Fun Fair, Safety Town, and Bike Rodeo.	3 years.	Paper Electronic*		<input type="checkbox"/>
2022-35-PD	<u>Field Training Manuals</u>	Employee retains until retirement or termination.	Paper		<input type="checkbox"/>
2022-36-PD	<u>Field Training Program</u> (Daily Observation and Evaluation Reports) Reports concerning field observations of suspicious persons or vehicles. May include subject's name, address, and physical description; date, time, and location of occurrence, reason for stop, name of officer conducting interview, and other related information.	2 years after completion of Field Training Officer program.	Paper		<input type="checkbox"/>



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2022-37-PD	<u>Firearms Qualifications</u> Records of the officer's completion of qualifying with department issued firearms	Permanently retained by Oberlin Police Department Firearms Instructor	Electronic		<input type="checkbox"/>
2022-38-PD	<u>Finger Print Cards</u> Numerically index or similar record used to verify a subject's identity. May include fingerprints and all necessary information required to identify an individual. Fingerprint cards are often part of a case or criminal history file.	80 years (or until deceased).	Paper Electronic*		<input checked="" type="checkbox"/>
2022-39-PD	<u>General Orders, Directives, Policies, Rules, Regulations Or Procedures</u>	Until superseded, retain one copy permanently for administrative value.	Paper Electronic*		<input type="checkbox"/>
2022-40-PD	<u>Grant Files Applications / Records</u> Federal / State.	5 years provided audited and disputes resolved.	Paper Electronic*	Audited means: the years encompassed by the records have been audited by the	
2022-41-PD	<u>Hand Written Dispatch Notes</u>	Destroyed after electronic entry.	Paper	Auditor of State and the audit report has been <input type="checkbox"/> released pursuant to	
2022-42-PD	<u>Incident / Accident Report (Copies)</u> Reports completed by officers responding to incidents. May include victim, suspect and witness information, damaged and stolen property reports, statement sheets, Miranda waiver forms, and other related records.	10 years after termination or retirement of employee.	Paper	Sec. 117.26 O.R.C	<input type="checkbox"/>
2022-43-PD	<u>Jail Log Register</u>	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>
2022-44-PD	<u>Jail Records</u> Including but not limited to commissary, intake/discharge, medical, personal property documents, and daily log book.	3 Years.	Paper Electronic*		<input type="checkbox"/>



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2022-45-PD	<u>Junk Vehicle Records</u>	2 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2022-46-PD	<u>Junk Vehicle Reports / Lists</u>	3 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2022-47-PD	<u>Juvenile Diversion Program</u> Arrested Juveniles who are entered in the Oberlin Police Department Diversion Program in place of their case being sent to Juvenile Court	Until successful completion of the Juvenile Diversion Program	Paper		<input type="checkbox"/>
2022-48-PD	<u>K-9 Records</u> (Medical, Training, Statistical Data)	10 years after retirement (or death) of K-9.	Paper Electronic*		<input type="checkbox"/>
2022-49-PD	<u>Lists</u> Various	Continually updated or revised.	Paper Electronic*		<input type="checkbox"/>
2022-50-PD	<u>Media Releases</u>	1 year.	Paper Electronic*		<input type="checkbox"/>
2022-51-PD	<u>Missing Persons Report</u>	20 years if not found, otherwise, retain for 6 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2022-52-PD	<u>Monthly & Annual Statistical Reports (Including but Not Limited To City Stats and Ohio Incident Base Reporting System (OIBRS))</u> Copies of reports submitted to the State Bureau of Investigation summarizing statistics on criminal activity and agency operations.	5 Years.	Paper		<input type="checkbox"/>
2022-53-PD	<u>Monthly Department Statistics</u> Department statistics requested by the Chief of Police (including but not limited to foot patrol, traffic stops, demographics, and adult charges)	1 year	Paper		<input type="checkbox"/>



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2022-54-PD	<u>Mug Shots</u>	25 Years.	Paper Electronic*		<input type="checkbox"/>
2022-55-PD	<u>PC/Computer System Backup Files</u>	Destroy disks or cartridges.	Electronic*		<input type="checkbox"/>
2022-56-PD	<u>Professional Magazines & Publications</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2022-57-PD	<u>Property Room Logs</u>	25 Years.	Paper Electronic*		<input type="checkbox"/>
2022-58-PD	<u>Property Room Records</u> Documentation pertaining to property released or contraband destroyed by order of the Court.	25 Years.	Paper Electronic*		<input type="checkbox"/>
2022-59-PD	<u>Purchase Orders</u> Requests, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services.	3 Years.	Paper Electronic*		<input type="checkbox"/>
2022-60-PD	<u>Racial Profiling Statistics</u>	2 Years.	Paper		<input type="checkbox"/>
2022-61-PD	<u>Radio / Telephone Recordings</u> This record series also includes calls received by dispatch.	Retain for 30 days provided no known litigation or criminal charges pending then destroy disks or cartridges.	Electronic*		<input type="checkbox"/>
2022-62-PD	<u>Receipt Books</u>	2 Years.	Paper Electronic*		<input type="checkbox"/>
2022-63-PD	<u>Records Retention Compliance File</u> RC1, RC2, RC3, and Inventory Forms.	Records Custodian is expected to keep permanent copy.	Paper Electronic*		<input type="checkbox"/>



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2022-64-PD	<u>Records (Background)</u> Check Requests.	Until completed and no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2022-65-PD	<u>Ride-Along-Request Forms</u> Records concerning a law enforcement agency's ride-along program. May include citizens' applications to participate, waivers of liability, and other related records.	1 year.	Paper		<input type="checkbox"/>
2022-66-PD	<u>Security Video</u> Including but not limited to booking, lobby, detective's office, body cameras, drone video, and cruiser cameras	Retain for 30 days provided no known litigation pending, destroy disks or cartridges.	Electronic*		<input type="checkbox"/>
2022-67-PD	<u>Service Letters</u> (Community Satisfaction Survey)	Until termination of employee.	Paper		<input type="checkbox"/>
2022-68-PD	<u>Sexual Offender Records</u> Records concerning sexual offenders living within jurisdiction.	Destroy in office records of persons registered in the "Sex Offender and Public Protection Program" after court petition and review by the State, or when individual is known dead or moves from jurisdiction. Destroy in office records of persons registered in the "Sexually Violent Predator Program" when individual is known dead or moves from jurisdiction.	Paper Electronic*		<input type="checkbox"/>
2022-69-PD	<u>Solicitor Permits</u>	1 year after date of expiration.	Paper Electronic*		<input type="checkbox"/>
2022-70-PD	<u>Subpoenas, Summons or Warrants</u> Order for records or personnel to attend court proceeding.	Retain 1 year from court date.	Paper		<input type="checkbox"/>



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2022-71-PD	<u>Tow Records</u> Records concerning vehicles towed as a result of traffic or criminal offenses (release records housed by Oberlin Municipal Court).	3 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2022-72-PD	<u>Transient Documents</u> Includes telephone messages, appointment books, calendars, drafts and other limited documents which serve to convey Information of temporary importance In lieu of oral communication.	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2022-73-PD	<u>Trespass Letters Notifications</u> Authorizations by property owners, lessees, or managers for municipal law enforcement officers to take whatever actions they deem appropriate to remove unauthorized persons and issue trespass warnings	Until recalled, superseded or subject deceased.	Paper		<input type="checkbox"/>
2022-74-PD	<u>Union Contract File</u>	Permanent.	Paper Electronic*		<input type="checkbox"/>
2022-75-PD	<u>Vacation House Check Record Cards</u> Citizen's notification they will be away, additional patrol requested.	30 days after owner return.	Paper Electronic*		<input type="checkbox"/>
2022-76-PD	<u>Warrants</u> Warrants issued by a court directing a person to be taken into custody to answer charge.	Until recalled or served, then destroy. Original copies returned to court	Paper Electronic*		<input type="checkbox"/>

*Retain electronic copy as long as intact and fully accessible.

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C



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Page ____ of ____

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR

The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.