



State Archives of Ohio  
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OHIO HISTORY CONNECTION

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SEP 30 2019

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

Cuyahoga County

Sheriff's Department-Evidence Unit

(Local Government Entity)

(Unit)

*[Signature]*

Sergeant Padraig Devlin

Administrator

9/30/19

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission Information

Cuyahoga County Records Commission

216-443-7262

3951 Perkins Avenue

Cleveland

44114

(Telephone Number)  
Cuyahoga

(Address)

(City)

(Zip Code)

(County)

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

[jcetina@cuyahogacounty.us](mailto:jcetina@cuyahogacounty.us)

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.

*[Signature]* Acting Chair

9-27-19

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

*[Signature]*

Local Government Records Archivist

10/19/19

Signature

Title

Date

Section D: Auditor of State

*[Signature]*

Records MGR

10-21-19

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

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.***Cuyahoga County, Ohio**  
(Local Government Entity)**Sheriff's Department Evidence Unit**  
(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
2019-001	Body-worn camera- visual and audio recording device worn on the person of law enforcement personnel while the law enforcement personnel is engaged in the performance of his or her duties.	Varies based on event depicted on body worn camera (see below 2019-001-A-W) provided no action is pending; applies to all categories	Video/ Audio		<input type="checkbox"/>
2019-0001(A)	Accident Scene	5 years	Video/ Audio		<input type="checkbox"/>
2019-0001(B)	Call for Service which does not include an encounter or enforcement by officer.	180 days	Video/ Audio		<input type="checkbox"/>
2019-0001(C)	Citizens Encounter	180 days	Video/ Audio		<input type="checkbox"/>
2019-0001(D)	Critical Incident- A sudden and unexpected event requiring law enforcement personnel to take immediate action.	permanent	Video/ Audio		<input type="checkbox"/>
2019-0001(E)	Execution of a Search Warrant	6 years	Video/ Audio		<input type="checkbox"/>
2019-0001(F)	Felony Arrest	10 years	Video/ Audio		<input type="checkbox"/>
2019-0001(G)	Felony Investigation	10 years	Video/ Audio		<input type="checkbox"/>
2019-0001(H)	Misdemeanor Arrest	5 years	Video/ Audio		<input type="checkbox"/>
2019-0001(I)	Misdemeanor Investigation	5 years	Video/ Audio		<input type="checkbox"/>
2019-0001(J)	Officer Injury	5 years	Video/ Audio		<input type="checkbox"/>
2019-0001(K)	Operating a Vehicle Impaired	3 years	Video/ Audio		<input type="checkbox"/>

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(Local Government Entity)

**Sheriff's Department Evidence Unit**

(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
2019-0001(L)	Pending Review- Body worn camera which has not been reviewed yet for designation into a specific category.	Until no longer of administrative value	Video/ Audio		<input type="checkbox"/>
2019-0001(M)	Prescription pill box pick up- Collection of items located in prescription drop off boxes placed in various locations in Cuyahoga County.	60 days	Video/ Audio		<input type="checkbox"/>
2019-0001(N)	Start/End of Shift Test Video	30 days	Video/ Audio		<input type="checkbox"/>
2019-0001(O)	SWAT Operation	5 years	Video/ Audio		<input type="checkbox"/>
2019-0001(P)	Taser Firing Log	Until no longer of administrative value	Video/ Audio		<input type="checkbox"/>
2019-0001(Q)	Traffic Stop-Citation issued	2 years	Video/ Audio		<input type="checkbox"/>
2019-0001(R)	Traffic Stop-Warning issued	1 year	Video/ Audio		<input type="checkbox"/>
2019-0001(S)	Training Demonstration	60 days	Video/ Audio		<input type="checkbox"/>
2019-0001(T)	Uncategorized videos-Body worn camera which has not been designated into a specific category.	Until categorized	Video/ Audio		<input type="checkbox"/>
2019-0001(U)	Unintentional Activation	Until no longer of administrative value	Video/ Audio		<input type="checkbox"/>



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(Local Government Entity)**Sheriff's Department Evidence Unit**  
(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
2019-0001(V)	Use of Force by Law Enforcement Personnel that does not depict homicide or other death related incidents.	8 years	Video/ Audio		<input type="checkbox"/>
2019-0001(W)	Warrant Service	6 years	Video/ Audio		<input type="checkbox"/>
2019-002	Dashboard camera-a visual and audio recording device mounted on law enforcement personnel vehicles or vessel that is used while the law enforcement personnel is engaged in the performance of his or her duties.	Varies based on event depicted on dashboard camera (see below 2019-002-A-M) provided no action is pending; applies to all categories	Video/ Audio		<input type="checkbox"/>
2019-002(A)	Execution of a Search Warrant	6 years	Video/ Audio		<input type="checkbox"/>
2019-002(B)	Felony Arrest	10 years	Video/ Audio		<input type="checkbox"/>
2019-002(C)	Misdemeanor Arrest	5 years	Video/ Audio		<input type="checkbox"/>
2019-002(D)	Motor Vehicle Accident	5 years	Video/ Audio		<input type="checkbox"/>
2019-002(E)	Operating a Vehicle Impaired	3 years	Video/ Audio		<input type="checkbox"/>
2019-002(F)	System Test	90 days	Video/ Audio		<input type="checkbox"/>
2019-002(G)	Traffic Stop - No Citation issued	1 year	Video/ Audio		<input type="checkbox"/>
2019-002(H)	Traffic Stop - Citation issued	2 years	Video/ Audio		<input type="checkbox"/>

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(Local Government Entity)**Sheriff's Department Evidence Unit**  
(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
2019-002(I)	Uncategorized videos-Dashboard camera which has not been designated into a specific category.	Until categorized	Video/ Audio		<input type="checkbox"/>
2019-002(J)	Use of Force Incident by Law Enforcement Personnel that does not depict depicting homicide or other death related incidents.	5 years	Video/ Audio		<input type="checkbox"/>
2019-002(K)	Use of Force by Law Enforcement Personnel depicting homicide or other death related incidents	permanent	Video/ Audio		<input type="checkbox"/>
2019-002(L)	Vehicle Pursuit	5 years	Video/ Audio		<input type="checkbox"/>
2019-002(M)	Warrant Service	5 years	Video/ Audio		<input type="checkbox"/>
2019-003	General Correspondence, including internal correspondence and e-mail	1 year	Paper, electronic, or Digital Image, no RC-3 needed		<input type="checkbox"/>
2019-004	Transient Communications including text messages, instant messages, voicemail, telephone messages, or drafts of documents.	Until no longer of administrative value	Paper, electronic, or Digital Image, no RC-3 needed		<input type="checkbox"/>
					<input type="checkbox"/>
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