



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION

JUNE 02 2025

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

Geauga County

Sheriff

(Local Government Entity)

(Unit/Department)

THOMAS J. ROWAN

Chief Deputy

5/7/25

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Geauga County ADP County Archives & Records Enterprise

(440) 279-1770

(Telephone Number)

12611 Ravenwood Drive, Suite 130

Chardon

44024

Geauga

(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 the Ohio Revised Code, §121.22, 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.

5/27/25

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist

7/29/2025

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

*Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form*

**Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2***See instructions before completing this form.**Geauga County**Sheriff*

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP ONLY RC-3 Required
GCSO-1	Accident Reports/general public Records documenting a traffic crash.	3 years after end of fiscal year	Paper electronic or microfilm		<input type="checkbox"/>
GCSO-2	Body Camera Video Footage Footage documenting daily actions of law enforcement personnel for performance and evidentiary purposes; includes video footage with accompanying audio recordings A) Routine Business: including but not limited to civil paper service, alarms, cancelled calls, assists, house or business checks and unfounded calls. B) Parking and Traffic Citations and Warnings: Including but not limited to incident reports, field interviews, System of Records Notices (SORN) verifications and abandoned vehicle tows * SORN mandated by the Federal Privacy Act of 1974 C) Criminal Incidents, arrests , case reports, supplemental reports and warrants D) Homicides and deaths: videos pertaining to homicides or other death related incidents.	A) 6 months pending no pending legal action  B) 1 Year provided no pending legal action.  C) 6 years provided no pending legal action.  D) Permanent	Electronic		<input type="checkbox"/>
GCSO-3	Concealed Carry Weapons A) Applications	A) 1 year after expiration.	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP ONLY RC-3 Required
	<p>records documenting issuance of concealed handgun licenses and renewals.</p> <p>B) Criminal record check records documenting criminal records checks performed on individuals who apply for a concealed handgun license: may include correspondence and certificate and fingerprints</p>	<p>B) 20 days after issuance of license or after completion of appeals process (ORC 311.41)</p>			
GCSO-4	Court Dispositions Records documenting the execution of a court order.	1 year	Paper electronic or microfilm		<input type="checkbox"/>
GCSO-5	Dash Cam Audio/Video: obtained via in car dash camera system. Default Rule (unclassified) Miscellaneous/Other Emergency Runs Test	90 Days	Electronic		<input type="checkbox"/>
GCSO -6	Dash Cam Audio/ Video Obtained via in car dash camera system Traffic Stops Officer initiated contact Pursuits Use of Force	1 Year	Electronic		<input type="checkbox"/>
GCSO-7	Dash Cam Audio/Video Recordings obtained via in-car dash camera system: Misdemeanor	2 Years	Electronic		<input type="checkbox"/>
GCSO-8	Dash Cam Audio/Video Recordings Obtained via in car dash camera system OVI Domestic Violence	3 Years	Electronic		<input type="checkbox"/>
GCSO-9	Dash Cam Audio/Video Recordings Obtained via in-car dash camera system Felony	6 Years	Electronic		<input type="checkbox"/>

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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) For use by LGRP ONLY RC-3 Required
GCSO-10	Expungements Records documenting the arrest and/or conviction of a person who subsequently is granted an order sealing any related records,	Destroy upon receipt of expungement order from a court	Paper or electronic		<input type="checkbox"/>
GCSO-10	Expungements Records documenting the arrest and/or conviction of a person who subsequently is granted an order sealing any related records,	Destroy upon receipt of expungement order from a court	Paper or electronic		<input type="checkbox"/>
GCSO-11	Community Education Records Records related to public safety educational and outreach programs including Drug Abuse Resistance Education records (DARE)	2 Years	Paper or electronic		<input type="checkbox"/>
GCSO-12	Incident Reports Files documenting complaints or other actions investigated by the dept.	Paper-3 years Electronic- 5 years Homicide/Arson - permanent	Paper, Electronic or Microfilm		<input type="checkbox"/>
GCSO-13	Informant Files Records documenting any citizen who aids an investigation by offering helpful information to the sheriff	Permanent	Paper, Electronic or microfilm		<input type="checkbox"/>
GCSO-14	Intelligence Files Intelligence information gathered and compiled in the investigation of potential organized criminal.	5 years from last entry	Paper electronic or microfilm		<input type="checkbox"/>
GCSO-15	Juvenile Arrest Records Records of arrests involving offenders who are under eighteen years old	Until expungement order	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-16	Lockout Waivers Permission from a vehicle owner to open their locked vehicle	1 year after end of fiscal year	Paper		<input type="checkbox"/>



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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) For use by LGRP ONLY RC-3 Required
GCSO-24	Validation-LEADS Logs or similar records detailing validation requests and proof of verifications for Law Enforcement Automated Data System.	2 years after end of fiscal year	Paper		<input type="checkbox"/>
GCSO-25	Warrant Letters and Recall Letters Court warrant to pick up individuals who miss court dates and court letters indicating the individual is no longer being recalled	Until certified copy received	Paper, electronic or microfilm		<input type="checkbox"/>

**Administrative Division**

GCSO-26	Accreditation Files Records compiled in relation to achieving and maintaining certification through the Commission on Accreditation for Law Enforcement Agencies (CALEA)	3 Years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-27	Canine Records Records documenting training and performance of dogs involved in law enforcement operations	3 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-28	Drug Law Enforcement Fund (DLEF) Records Fiscal and administrative records of the DLEF	4 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-29	Federal Law Enforcement Trust Fund (FLETF) Records: Fiscal and administrative records of the FLETF	4 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-30	Furtherance of Justice (FOJ) Records Fiscal and administrative records of the FOJ Fund per ORC 325.071	4 years	Paper, electronic or microfilm		<input type="checkbox"/>

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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) For use by LGRP ONLY RC-3 Required
GCSO-31	Law Enforcement Trust Fund (LETF) Records Fiscal and administrative records of the LETF pertaining to proceeds from the sale of forfeited property and contraband seized during state law enforcement activities	4 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-32	Policy and Procedure Manual Principles, rules and guidelines formulated or adopted by an organization to reach its long-term goals and typically published in a booklet or other form that is widely accessible	Until superseded	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-33	Professional Conduct Investigations Investigations of complaints filed by the public or employees about law enforcement personnel	5 years after settlement of investigation providing no pending litigation	Paper electronic or microfilm		<input type="checkbox"/>
GCSO-34	Special Deputies Commissions Records documenting the assignment of sheriff deputies outside regular employment	5 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-35	Training Records Documents completion of courses by employees mandated or optional related to their job requirements.	Place in personnel file	Paper, electronic or microfilm		<input type="checkbox"/>

**Civil Division**

GCSO-36	Appraiser Appointments Records Documenting the commission and service of individuals who assign market value to foreclosed county property	10 years	Paper, electronic or microfilm		<input type="checkbox"/>
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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) For use by LGRP ONLY RC-3 Required
GCSO-37	Civil Case Records: Records of actions taken related to a civil case. May include attempts of service, actual service information, tax sales, foreclosures and documentation of enforcement action taken under provisions of the order	5 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-38	Criminal Docket Records of action taken regarding specific criminal cases including service fees for conveys commits warrants discharges monthly reports.	Permanent	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-39	Civil Docket: Records of actions taken relating to a specific civil case including sheriff's returns received writs and summons accrued fees monthly reports home execution docket	Permanent	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-40	Foreign Execution Docket Record of all court ordered processes from any court outside the county which sheriff resides ORC 311.10	7 years originals returned to the court	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-41	Foreclosure Documents sheriff's supervision of sale of property within the county due to unpaid loans or taxes includes certified appraisers' oaths	5 years after sale of property	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-42	Monthly Reports Financial accountings for funds accrued for services rendered by the civil division	3 years provided audited	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-43	Schedule of Unpaid Fees Record of fees owed to the court for services provided by the Sheriff	Until paid provided audited	Paper, electronic or microfilm	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	<input type="checkbox"/>

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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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP ONLY RC-3 Required
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## Corrections Divisions

GCSO-44	<p>Body Scanner Images No contraband results Includes intake, inmate images with no contraband</p> <p>Body Scanner Images: Positive contraband results Includes intake inmate images with positive contraband results, Images will be migrated to the inmate record</p>	<p>Retain while of administrative value provided no action pending</p> <p>6 years provided no pending legal action</p>	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-59	<p>Body Camera Video Footage documenting Corrections personnel for performance and evidentiary purposes; including video footage with accompanying audio recordings</p> <p>A) Critical incidents (assaults, suicide attempts, fire, and escapes.)</p> <p>B) Use of Force incidents/Restraint chair</p> <p>C) Homicides and deaths: videos pertaining to homicides or other death related incidents.</p>	<p>A) 6 months provided no pending legal action.</p> <p>B) 1 year provided no pending legal action.</p> <p>C) Permanent</p>	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-45	<p>Booking Files Documents the initial intake of an inmate into the jail. Includes booking sheets criminal history, court papers (copies) inmate records, fingerprint scans</p>	Permanent	Paper, electronic or microfilm		<input type="checkbox"/>

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GCSO-46	Commissary Records Documents the control and use of inmate funds to purchase canteen/ commissary items or other services	2 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-47	Daily Jail Activity Log Documents the occurrence of certain events including floor log sheets, key control log, security log etc.	3 years if no action pending	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-48	Fire Safety Records Documents the routine inspection of jail fire systems	3 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-49	Incident Reports Files documenting actions or incidents investigated by corrections officers	3 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-50	Inmate Medical Records Documents the medical treatment of inmates while at the facility	6 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO--51	Jail Register Documents the cumulative booking and release of inmates	Permanent	Paper, electronic or microfilm		<input checked="" type="checkbox"/>
GCSO-52	Kitchen Records Includes records of meal consumption, daily meal count, Health dept. records inventory, tool control, monthly inmate stats, temperature logs and time sheets	5 years after end of fiscal year	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO- 53	Surveillance Recordings Routine monitoring of courts, jails or other facilities	1 system cycle provided no action pending	Electronic		<input type="checkbox"/>

**800 System**

GCSO-54	Computer Generated Raw Data Unprocessed computer Data	Dispose after annual review by commander	Electronic		<input type="checkbox"/>
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GCSO-55	FCC Licenses License granted by Federal Communications Commission regulating radio broadcasting within the county	Permanent	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-56	Software and Manuals Programs used to direct the operation of a computer and documentation giving instructions on how to use them	2 years after software replaced/removed from service	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-57	Maintenance Repair Service Tickets Documentation of maintenance and repair of 800 system equipment	2 years	Paper, electronic or microfilm		<input type="checkbox"/>
GCSO-58	Training Records Records documenting the continued education and training of law enforcement personnel	Permanent	Paper, electronic or microfilm		<input type="checkbox"/>

### Miscellaneous

GCSO-59	Social Media Posts & Records (Secondary) Copy of a record(s); does not include original information.	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GCSO-60	Social Media Account Records Records may include information on Account ID, User Name(s), Password information, Authorized Users List, Content Editors List, Date Account was Established and/or Terminated, Authorized Representative, Account Creator(s), Site Terms and Use Agreement & Updates, etc.	1 year after account is terminated, provided no action pending	Electronic		<input type="checkbox"/>

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GCSO-61	Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Forms Copies of applications and forms submitted to the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives and sent the Geauga County Sheriff's Office for informational purposes, includes, but is not limited to, Application for Tax Paid Transfer and Registration of Firearm (ATF Form 4), Application for Tax Exempt Transfer and Registration of Firearm (ATF Form 5), Application for Federal Firearms License (ATF Form 7/7CR), Federal Firearms License (FFL) Renewal Application (ATF Form 8) and Firearms Transaction Records Part I – Over-the-Counter (ATF Form 4473)	Review and dispose within 20 days	Paper		<input type="checkbox"/>
GCSO-62	Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Report of Multiple Sale or Other Disposition of Pistols and Revolvers (ATF Form 3310.4) Application listing the types of firearms being purchased that contain the business name and address, purchaser name and address and the initials of the reviewing law enforcement personnel. Also contains indication if application has been denied.	Review and dispose within 20 days	Paper		<input type="checkbox"/>

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*****	*** The Geauga County Sheriff will also utilize the Geauga County General Schedule of Records Retention and Disposition				