Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION
DEC 10 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

Clermont County Sheriff			
(Local government entity)		(Unit)	
x	Christopher E. Stratton	Sheriff	11-26-25
(Signature of responsible official)	(Name)	(Title)	(Date)

Section B: Records Commission

Clermont County Records Commission			(513) 735-8660
Records Commission			(Telephone number)
2425 Clermont Center Drive	Batavia	45103	Clermont
(Address)	(City)	(Zip code)	(County)

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

Claire B. Corcoran	12/3/2025
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Connie Conner Digitally signed by Connie Conner Date: 2026.02.02 12:31:00 -05'00'	Government Records Archivist	
Signature	Title	Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks Date: 2026.02.13 14:09:11 -05'00'	
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

Schedule of Records Retention and Disposition

Clermont County Sheriff

(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
05-001	**Accident Reports:** Arranged Chronologically. Reports of traffic accidents. Includes photos.	36 Months	Paper/Electronic		☐
05-002	**Annual Budget:** Agency copy of Annual Budget.	Permanent	Paper/Electronic/ Microfilm		☑
05-003	**Annual Report:** Summary report of fines and costs filed by annually the Sheriff to the BCC (R.C. 311.16)	60 months	Paper/Electronic		☑
05-004	**Appraisals:** Chronologically by case number.	36 Months	Paper/Electronic		☐
05-006	**Bank Records:** Includes statements, receipts, cancelled checks and other related records	36 Months	Paper/Electronic		☐
05-007	**Bids: Unsuccessful**	Use County General Schedule #G1017-36	Paper/Electronic		☐
05-009	**Cash Book/Journal:** Open items carried forward. Includes Receipts and Cash Receipts	60 Months	Electronic		☐
05-010	**Civil Case Docket:** Record of civil orders received by the Sheriff from all courts. Subdivided by court.	60 Months after last order served	Electronic		☐
05-011	**Civil Cover Sheet:** Log of attempts to deliver subpoenas and protection orders, delivery status, mileage, dates and other information.	12 Months	Paper/Electronic		☐
05-011A	**Protection Orders and No Contact Orders** – Sheriff's copies; originals maintained by Court	Until expired or dismissed	Paper/Electronic		☐
05-012	**Vehicle Lock-out Forms:** Liability waivers for unlocking vehicles.	24 Months	Paper/Electronic		☐
05-013	**Correspondence**	Use County General Schedule #G1017-05 through G1017-08	Paper/Electronic		☐

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05-014	**Cost Bills:** Contains copies of Sheriff's reports of fees and costs to the Clerk of Courts.	36 Months	Paper/Electronic		☐
05-015	**Criminal Case File – Death Investigations:** Cases involving any death caused by criminal act assigned and investigated once investigation and prosecution has concluded.	Once appeal process is exhausted and review by the Cpt. of Investigations	Paper/Electronic		☐
05-017	**Daily Reports:** Employee's daily worksheets, Supervisor Worksheets, Daily Activity Reports, and Civil Weekly Reports	36 Months	Paper/Electronic		☐
05-018	**Employment Applications:** Unsuccessful candidate applications.	24 Months	Paper/Electronic		☐
05-019	**Equipment Loss Reports:** Loss of or damage to agency-owned equipment.	36 Months	Paper/Electronic		☐
05-020	**Execution Records:** Sheriff's copy of Domestic/Home Executions, including Affidavit of Service, Invoice, Coversheet (deputy attempts at service), and other related records. Official Execution documents maintained by the Court.	7 years	Paper/Electronic		☐
05-021	**Expungement File:** Arranged chronologically. Contains the order of the court to expunge a file.	Juvenile – Destroy at time of order. Adult – Destroy at time of order.	Paper/Electronic		☐
05-022	**Extradition Files:** Arranged alphabetically.	24 Months	Paper/Electronic		☐

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05-023A	**Fingerprint/Background Check Records—Non Criminal:** Includes electronic fingerprint record and paper BCI/FBI background check request form filled out by public	**Fingerprint Record: 90 days in electronic system** (No RC/3 required) **BCI/FBI Background Check Request Form: 90 days** (No RC/3 required)	**Paper/Electronic**		☐
05-023B	**Fingerprint Records—Criminal:** Fingerprint & Identification records.	**Permanent**	**Paper/Electronic**		☐
05-024	**Foreclosure Files: Sheriff's sale files:** Court records are microfilmed in Clerk's office.	**36 Months**	**Paper/Electronic**		☐
05-025	**Forfeiture Fund Files:** Sheriff's records of all Forfeiture Fund Accounts and paperwork.	**Permanent**	**Paper/Electronic/ Microfilm**		☐
05-026	**Foreign Execution Docket:** Sheriff's execution for courts outside Clermont County.	**7 years**	**Paper/Electronic**		☐
05-027	**Foreign Writs:** Foreign summons docket of summons received from courts outside Clermont County.	**84 Months**	**Electronic**		☐
05-028	**Grant Records:** Contains all documentation associated with the individual grant, including Audit Reports	**36 Months past expiration**	**Paper/Electronic**		☐
05-029	**Insurance Policies:** Sheriff's copy of insurance policies. Originals maintained by the BCC.	**Expiration**	**Paper/Electronic**		☐
05-030	**Internal Affairs Investigations:** Files pertaining to investigations of employee misconduct. Maintained by the I.A. function. Not to be archived.	**Unfounded: 36 Months** **Founded: Permanent in I.A. Files**	**Paper/Electronic**		☐
05-031	**Inventory of County Property:** Copy of inventory sent to Clermont County Auditor and the Board of County Commissioners.	**Use General Schedule #G1017-24**	**Paper/Electronic**		☐
05-032	**Expense Records:** Includes Invoices, Purchase Orders, Requisitions, Travel Expense Records, and other related records	**Use General Schedule #G1017-18**	**Paper/Electronic**		☐

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05-033	**Juvenile Offense Reports:** Original deputy's report & case papers.	**Until offender reaches 21 years of age**	**Paper/Electronic**		☐
05-035	**Leases:** Sheriff's copy of equipment leases.	**36 Months**	**Paper/Electronic**		☐
05-036	**Non-Criminal Death Investigations**	**120 Months**	**Paper/Electronic**		☐
05-037	**Offense Reports & Case Files:** Offense reports & case files closed or assigned for follow-up investigation.	**Paper Records:** 120 months **Electronic Records in RMS database:** Felony and Domestic Violence: 25 years Misdemeanors: 15 years	**Paper/Electronic**		☐
05-038	**Payroll Records:** Records of employee payroll to include Request for Leave, Overtime Records, Court Show up Forms, etc.	**36 Months** **Also maintained in County's accounting system per Auditor's retention schedule**	**Paper/Electronic**		☐
05-039	**Personnel Files:** Individual folders on Agency employees.	**20 years after termination**	**Paper/Electronic**		☐
05-041	**Property Room Records:** Records of released property, released tags, etc.	**60 Months**	**Paper/Electronic**		☐
05-042	**Departmental Policies, Manuals, Rules and Regulations**	**Permanent**	**Paper/Electronic/ Microfilm**		☐
05-045	**Record of Writs:** Daily record – (Clerk of Courts has original in case files).	**84 Months**	**Electronic**		☐
05-048	**Roll Call Information:** BOLO's, L.E.A.D.S. teletypes, Extra Patrol Requests, etc. Not to be archived.	**Until Obsolete**	**Paper/Electronic**		☐
05-049	**Sale Notice Docket:** Order of sale docket for foreclosures.	**60 Months**	**Electronic**		☐
05-050	**Sheriff's Furtherance of Justice Fund Records:** Receipts, Checks, Vouchers, or other similar records pertaining to the account, including Audit Reports"	**48 Months**	**Paper/Electronic**		☐

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05-051	**Sheriff's Sale Records:** Records of all sales except foreclosures conducted by the Sheriff's Office.	60 Months	Paper/Electronic		☐
05-052	**Towed Vehicle Records:** Vehicle Impound Forms and signed releases.	24 Months	Paper/Electronic		☐
05-053	**Traffic Citations:** Hard copies and dispositions. Original maintained by Clerk of Courts Office.	36 Months	Paper/Electronic		☐
05-055	**U.C.R. Reports:** Arranged chronologically.	48 Months	Paper/Electronic		☐
05-056	**Use of Force Reports:** **Justified** **Unjustified and Resulting in disciplinary action.**	**Justified – 36 months** **Unjustified and Resulting in disciplinary action – Retain in personnel file until purged according to discipline policy**	Paper/Electronic		☐
05-057	**Warrant Shucks:** Empty warrant shucks/cards after service.	24 Months	Paper/Electronic		☐
05-059	**Collective Bargaining Agreements**	8 years after completion	Paper/Electronic		☐
05-060	**Agreements/Contracts**	8 years after completion	Paper/Electronic		☐
05-061	**Concealed Carry Applications:** Includes denials, suspensions, and revocations	75 years	Paper/Electronic		☐
05-062	**Incident Reports:** Non-criminal reports, including Applications for Emergency Admission	10 years	Paper/Electronic		☐
05-063	**Field Cards:** Information collected on individuals, including potential witnesses, for various incidents and used in investigations.	25 years	Electronic		☐

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05-064	**Sex Offender Records:** Includes sex offender registrations and electronic data available on statewide Offender Watch Program	**Paper Records** – Permanent **Electronic Records** – Maintained in statewide Offender Watch website. Removed from web locally once offender no longer required to register	**Paper/Electronic**		☐
05-065	**Arson Registration Records:** Registration forms of convicted arsonists	**Paper Records** – Permanent **Electronic Records** – Maintained in statewide Offender Watch website for life of the offender	**Paper/Electronic**		☐
05-066	**Violent Offender Records:** Includes records of individuals designated by the Court as Violent Offenders	**Paper Records** – Permanent **Electronic Records** – Maintained in statewide Offender Watch website for life of the offender	**Paper/Electronic**		☐
05-068	**After Action Reports:** Report compiled after every deployment of Special Response Team, including but not limited to, execution of search/seizure.	**60 months**	**Paper/Electronic**		☐
05-069	**Canine Records** – Relating to training, performance, purchase agreements, certification and medical records of Sheriff canines	**24 months after canine retires from service or is deceased**	**Paper/Electronic**		☐
05-070	**Intelligence Records-Confidential** – May include investigations involving drugs, terrorists, general criminal activity, complaints on officers, or other related records	**Temporary Files** (validity of intelligence not yet confirmed) – **6 months** **Official Intelligence Files** – Until determined by Sheriff or his designee to no longer be of value	**Paper/Electronic**		☐
05-071	**Special Duty Detail Records** – Records pertaining to outside requests for Deputy presence. Includes contracts with outside entities, invoices, deputy work logs, and related records	**8 years**	**Paper/Electronic**		☐

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05-072	**Body Camera Recordings** – Audio/video recordings capturing daily actions of law enforcement personnel for performance and evidentiary purposes. (No-RC-3 required)	**Refer to attached Retention Breakdown**	**Electronic**		☐
	JAIL				
05J-001	**Jail – Arraignment Sheets:** Arranged chronologically. Prisoners taken for arraignment.	**24 Months**	**Paper/Electronic**		☐
05J-002	**Jail – Arrest Jackets:** Copies of arrest papers and releases for prisoners in jail.	**72 Months**	**Paper/Electronic**		☐
05J-003	**Jail – Commissary Records: Records:** Records of Commissary Accounts.	**48 Months**	**Paper/Electronic**		☐
05J-004	**Jail – Inmate Account Records:** Records of inmate financial accounts.	**48 Months**	**Paper/Electronic**		☐
05J-005	**Jail – Inmate Medical Records:** Record of inmate medical treatment and history.	**5 years**	**Paper/Electronic**		☐
05J-006	**Jail – Register:** Register of all jail prisoners.	**Permanent**	**Paper/Electronic/ Microfilm**		☑
05J-007	**Jail – Release Sheet:** Release and Meal Sheets.	**24 Months**	**Paper/Electronic**		☐
05J-008	**Jail/Sheriff – Video Surveillance Files** (Not from body worn cameras)	**12 Calendar Days – If incident, copy to DVD and maintain with Incident Report**	**Paper/Electronic**		☐
05J-009	**Jail – Inmate Radiological Scans:** Body scans of inmates taken upon intake for security purposes. Not used for medical purposes.	**No result** – Images not maintained **Result/Incident** – Maintained for 120 months	**Electronic**		☐

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05J-010	**Jail – Incident Reports:** Records of incidents involving inmates such as use-of-force, injuries, assault, suicide watch and other related records	**Paper Records -** Maintained 120 months **Electronic Records –** Maintained permanently	Paper/Electronic		☐
05J-011	**Inmate Telephone Recordings:** Recordings or transcripts of inmate telephone conversations	**Maintained by third party per contract requirements**	Paper/Electronic		☐
	NARCOTICS UNIT				
05N-001	**Narcotics Files:** Case files created by the CCNU. Includes investigative records and general intelligence records. (Prior to 2021, case files and general intelligence were maintained separately).	**60 years**	Paper/Electronic		☐
05N-002	**Cellebrite Downloads:** Official record maintained on hard drive by year. All other local copies are convenience copies.	**Prior to 11/10/2025:** 10 years **11/10/2025 to current:** Maintained by Safe Unit per 05S-002	Electronic		☐
05N-003	**Impress Fund Records:** Monthly recap of CCNU funds used to purchase narcotics	**3 years**	Paper/Electronic		☐
05N-004	**Monthly Agent Statistics**	**5 years**	Paper/Electronic		☐
	SAFE UNIT				
05S-001	**Safe Unit Database Log –** Database includes report number, device owner name, originating agency, etc. May include intake form, search warrants, analyst reports and other related records.	**Felony and Domestic Violence: 25 years** **Misdemeanors: 15 years**	Electronic		☐
05S-002	**Electronic Evidence –** Safe unit provides digital forensic services on devices and returns the device and resulting records to the submitting agency. Records may include images, videos, extract files, etc., and resulting forensic copies of the evidence.	**Outside Agencies:** 90 days, or until no longer of administrative value, whichever is longer **CCSO Cases:** Felony and Domestic Violence: 25 years Misdemeanors: 15 years	Electronic		☐