



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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OCTOBER 14 2022

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

City of Trotwood – Police Department

(Local Government Entity)

(Unit)

Erik Wilson, Chief

10/07/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission, City of Trotwood

937-854-7212

(Telephone Number)

3035 Olive Road, Trotwood, 45426; Montgomery County

(Address)

(City)

(Zip Code)

(County)

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

klandis@trotwood.org

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.

10/13/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

10/26/2022

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 retain a permanent copy of this form

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

See instructions before completing this form.

City of Trotwood – 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 LGRP	(6) RC-3 Required by LGRP
PD-01	Accreditation (Proofs of Compliance/ISSR)	Period of current CALEA Certificate	Paper		☐
PD-02	AIC Forms	5 Years	Paper		☐
PD-03*	Animal Quarantine	2 Years	Paper		☐
PD-04	Arrest Records	7 Years	Paper		☐
PD-05*	Arrest/Custody	2 Years	Paper		☐
PD-06*	BMV 2255	2 Years	Paper		☐
PD-07*	Canine Activity	2 Years	Paper		☐
PD-08	Canine Training	Career of Canine	Paper		☐
PD-09	CCH Log	3 Years	Paper		☐
PD-10*	Child Fatality/Death Guide	3 Years unless Homicide, then Permanent	Paper		☐
PD-11**	Crash Reports	2 Years	Paper		☐
PD-12**	Crash Reports	Permanent	Electronic		☐
PD-13*	Crime Lab Sheets	2 Years	Paper		☐
PD-14*	Crime Scene Logs	2 Years	Paper		☐
PD-15*	Criminal Complaints	7 Years	Paper		☐
PD-16*	Domestic Violence Files	7 Years	Paper		☐

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City of Trotwood – 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 LGRP	(6) RC-3 Required by LGRP
PD-17*	Emergency Admissions – Mental Health	2 Years	Paper		☐
PD-18	Field Interview Cards	3 Years	Paper		☐
PD-19	General Orders	Permanent	Paper and/or Electronic		☐
PD-20	In-Car Video Tapes	No Longer of Administrative Value	Electronic		☐
PD-21*	Juvenile Arrest	7 Years	Paper		☐
PD-22*	Leads Entry Request	7 Years	Paper		☐
PD-23	Leads Newsletters	2 Years	Paper		☐
PD-24	Leads Printouts	No Longer of Administrative Value	Paper		☐
PD-25	Log Records (listing of offenses/accidents)	Permanent	Paper and/or Electronic		☐
PD-26*	Miranda Warnings	7 Years	Paper		☐
PD-27*	Offense Reports – to include any Supplemental Reports	7 Years	Paper		☐
PD-28*	Offense Reports – to include any Supplemental Reports	Permanent	Electronic		☐
PD-29**	OH1P	7 Years	Paper		☐
PD-30**	OH-2	7 Years	Paper		☐
PD-31**	OH-3	7 Years	Paper		☐
PD-32	Operating Procedures	Permanent	Paper and/or Electronic		☐

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City of Trotwood – 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 LGRP	(6) RC-3 Required by LGRP
PD-33	Parking Citations and Receipts	3 Years and Audited	Paper		☐
PD-34	Permission to Search	7 Years	Paper		☐
PD-35*	Photographs	7 Years	Paper and/or Electronic		☐
PD-36*	Praecipes	7 Years	Paper		☐
PD-37*	Probable Cause	7 Years	Paper		☐
PD-38	Property Records/Tags	5 Years after Disposal	Paper		☐
PD-39*	Pursuit Occurrence	7 Years	Paper		☐
PD-40*	Response to Resistance	7 Years	Paper		☐
PD-41	Ride Along Requests	2 Years	Paper		☐
PD-42	Roll Call Data Sheet	2 Years	Paper		☐
PD-43*	Search Warrants	7 Years	Paper		☐
PD-44*	Summons	7 Years	Paper		☐
PD-45	Traffic Citations and Ledgers	3 Years	Paper		☐
PD-46	Training Records (Class Information)	3 Years	Paper		☐
PD-47	Vacation House Checks Registration	No Longer of Administrative Value	Paper		☐
PD-48	Vehicle Repair	No Longer of Administrative Value	Paper		☐

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City of Trotwood – 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 LGRP	(6) RC-3 Required by LGRP
PD-49	Vehicle Tow Record (Inventory)	3 Years	Paper		☐
PD-50	Video/Audio Tapes	2 Years	Electronic		☐
PD-51	Witness Statements	7 Years	Paper		☐
PD-52	Dispatch Cards/911 Logs	5 Years	Paper		☐
PD-53	Intoximeter Machine Log	7 Years	Paper		☐
PD-54	Red Flex Citations, Dismissals, Information and Records Pertaining to Hearings and Citations	3 Years	Paper		☐
PD-55	Salvage Vehicle Records and Affidavit for Salvage Titles	3 Years	Paper		☐
PD-56	Public Records Requests/Receipts and Log	3 Years	Paper		☐
PD-57	Request for Overtime Form	2 Years and Audited	Paper		☐
				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	
* Inclusive with Offense Report and Jacket					
** Inclusive with Traffic Crash Report and Jacket					