

CITY OF GAHANNA: POLICE DEPARTMENT **PROPOSED** RETENTION SCHEDULE (RC-2)

OHC APPROVED: | RC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PD-01	ANIMAL LOST/FOUND LOGS	12 months and then until no longer of administrative value	Multi		<input type="checkbox"/>
PD-02	ALARM PERMITS (records of residential, commercial, and public building alarm permits issued within the City of Gahanna)	until no longer of administrative value	Multi		<input type="checkbox"/>
PD-03	BAC RECORDS	3 years	Multi		<input type="checkbox"/>
PD-04	BLOCK PARTY PERMITS	12 months and then until no longer of administrative value	Multi		<input type="checkbox"/>
PD-05	CAD/RMS DATA (arrest records, crash reports, calls for service, crime information, offense reports, field interviews, property/evidence records (excluding written receipts), property reports, vehicle and officer assignment records)	beginning in 2007 - permanent (as in software)	Multi		<input type="checkbox"/>
PD-06	CAD/RMS MESSAGE DATA & LEADS THROUGHPUTS	7 years	Multi		<input type="checkbox"/>
PD-07	CCH - COURT LOGS	2 years	Multi		<input type="checkbox"/>
PD-08	CITY OWNED FIREARMS INVENTORY	Until superseded	Multi		<input type="checkbox"/>
PD-09	CIVIC ASSOCIATION MEETING DOCUMENTS	2 years	Multi		<input type="checkbox"/>
PD-10	DEER HUNTING PERMITS	3 years	Multi		<input type="checkbox"/>
PD-11	DETECTIVE CASE FILES	15 years	Multi		<input type="checkbox"/>
PD-12	DRAFTS OF OFFICIAL POLICE REPORTS (crash, offense, incident, investigative, field interview, arrest)	Until superseded	Digital		<input type="checkbox"/>
PD-13	EMERGENCY 9-1-1 CALL DATA (ANI/ALI logs and message content)	1 year	Multi		<input type="checkbox"/>
PD-14	EMPLOYEE FILES - ACTIVE (all relevant personnel documents)	Until converted to "terminated employee file"	Multi		<input type="checkbox"/>
PD-15	EMPLOYEE FILES - TERMINATED (all relevant personnel documents)	20 years after termination	Multi		<input type="checkbox"/>
PD-16	EXPUNGED CASES	when expungement order received from court	Multi		<input type="checkbox"/>

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PD-17	FINGERPRINT DATA	Until transmitted to the Attorney General's Office <i>(data maintained by the Attorney General's office)</i>	Multi		<input type="checkbox"/>
PD-18	GENERAL ORDERS/DEPARTMENT DIRECTIVES/MEMORANDUMS	Until superseded	Multi		<input type="checkbox"/>
PD-19	INFORMAL OR MINOR MISCONDUCT INVESTIGATION COMPLAINTS	2-years 3 years	Multi		<input type="checkbox"/>
PD-20	INTERNAL AFFAIRS INVESTIGATIVE FILES	6 years	Multi		<input type="checkbox"/>
PD-21	LIQUOR PERMITS	Original kept with Council office	-		<input type="checkbox"/>
PD-22	MASTER NAME RECORDS (with no activity attached)	1 year	Digital		<input type="checkbox"/>
PD-23	MOBILE MESSAGING CONTENT (chat)	up to 45 days, or until no longer of administrative value	Multi		<input type="checkbox"/>
PD-24	MOTOR VEHICLE IMPOUNDS FORMS	3 years after vehicle disposal	Multi		<input type="checkbox"/>
PD-25	OFFICER & DISPATCHER SHIFT BIDS AND SCHEDULES	12 months and then until no longer of administrative value	Multi		<input type="checkbox"/>
PD-26	PROPERTY / EVIDENCE RECEIPTS	2 years	Multi		<input type="checkbox"/>
PD-27	PROTECTION ORDERS	Until expired	Multi		<input type="checkbox"/>
PD-28	RADIO, TELEPHONE & 9-1-1 RECORDINGS (audio files)	1 year	Multi		<input type="checkbox"/>
PD-29	RESPONSE TO RESISTANCE REPORTS	6 years	Multi		<input type="checkbox"/>
PD-30	SEARCH WARRANTS	For the life of the investigative record	Multi		<input type="checkbox"/>
PD-31	SPECIAL DUTY EMPLOYMENT RECORDS (applications, schedules, invoices)	2 years	Multi		<input type="checkbox"/>
PD-32	SUBPOENAS, SUMMONS & ARREST WARRANTS (served or entered by the department)	until discharged	Multi		<input type="checkbox"/>
PD-33	TEMPORARY HOLDING FACILITY RECORDS	2 years	Multi		<input type="checkbox"/>
PD-34	TRAFFIC CITATION - HARDCOPY	1 year	Paper		<input type="checkbox"/>
PD-35	TRAFFIC CITATION DATA	beginning in 2013 - permanent (as in software)	Digital		<input type="checkbox"/>
PD-36	TRAINING & PERSONNEL RECORDS (all completed employee training)	10 years after cease of employment	Multi		<input type="checkbox"/>

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PD-37	UNSOLVED MAJOR CRIME FILES	Permanent	Multi		<input type="checkbox"/>
PD-38	VACATION HOUSE CHECK RECORDS	until no longer of administrative value	Multi		<input type="checkbox"/>
PD-39	VEHICLE LOCKOUT FORMS	6 months	Multi		<input type="checkbox"/>
PD-40	VEHICLE PURSUIT REPORTS	6 years	Multi		<input type="checkbox"/>
PD-41	CRUISER & FACILITY VIDEO RECORDINGS (includes facility building and perimeter surveillance cameras)	90 days	Multi		<input type="checkbox"/>
PD-42	TRAFFIC & INTERSECTION VIDEO RECORDINGS	7 days	Multi		<input type="checkbox"/>
PD-43	CCTV VIDEO RECORDINGS	14 days	Multi		<input type="checkbox"/>