

Lake County Sheriff's Office


Administrative Policy
104 East Erie Street Painesville, OH 44077 (440)350-5500

TITLE: RECORD RETENTION SCHEDULE

POLICY AND PROCEDURE: #308

EFFECTIVE DATE: FEBRUARY 12, 2008

REVISED: MARCH 22, 2016

REVIWED AND APPROVED BY: Daniel A. Dunlap, Sheriff 

POLICY:

The purpose of this order is to establish an internal guideline for the RETENTION and DESTRUCTION of documents generated by employees as a result of business operations. This policy is meant as an internal guide to the Lake County Sheriff's Office employees and is not meant to convey any substantive rights to any person. This policy is also not an enlargement of any deputy's civil duties to members of the general public.

The following schedule is a guideline for employees for records retention periods within the Lake County Sheriff's Office. The information identifies how long a physical record must be archived. The Lake County Records Commission and the Ohio Historical Society have approved these retentions periods. This schedule also incorporates the records retention schedule set by the Lake County Prosecutor's Office.

PROCEDURE:

The chart on the following pages identifies documents and the associated retention periods. These files will be stored as identified.

On an annual basis, documents in our archives will rotate. For example, the documents from the year that has just concluded will be stored and to be accessed as needed. The oldest year stored will be removed for processing to be shredded. This will be in accordance with the schedule (RC-2) on the following pages.

The records listed on the RC-2 form may be disposed without submitting a Certificate of Records Disposal (RC-3) to the State Archives unless the State Archives has indicated on the RC-2 form that an RC-3 form should be submitted for that particular record series. The State Archives will be noting on the RC-2 form which record series will need to be included on Certificates of Records Disposal and submitted to the State Archives.

The documents to be shredded must be identified and forwarded to the Records Custodian. A RC-3 form must be completed documenting the records being destroyed and maintained in the file of the Records Custodian.

The Records Custodian or designee will make arrangements with a shredding company to have empty bins delivered. Once these bins are full, they will be picked up by the shredding company. A certificate is received from the shredding company that they have shredded these records.