

RESOLUTION OF THE BOARD OF TOWNSHIP TRUSTEES
PERRY TOWNSHIP, STARK COUNTY, OHIO

A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY FOR PERRY TOWNSHIP, STARK COUNTY, OHIO

This date, March 10, 2024, Trustee DeChiara moved the adoption of the following Resolution:

WHEREAS, the Ohio Public Records Act, Ohio Revised Code Section 149.43, requires public offices to adopt and distribute a public records policy; and

WHEREAS, Perry Township is committed to transparency, accountability, and ensuring that the public has access to government records in accordance with Ohio law; and

WHEREAS, the Board of Trustees desires to formally adopt a Public Records Policy to provide clear procedures for responding to public records requests and maintaining township records.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Perry Township, Stark County, Ohio:

SECTION 1. The Board of Trustees hereby adopts the Perry Township Public Records Policy attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2. The Township Administrator, in coordination with the Township Fiscal Officer, is authorized and directed to implement this policy and to ensure that it is made available to the public as required by Ohio Revised Code Section 149.43.

SECTION 3. The Public Records Policy shall be distributed to township employees and shall be made available on the Perry Township website and at the township administrative offices.

SECTION 4. This resolution shall take effect and be in force immediately upon its adoption. Adopted this 10th day of March, 2024.

Trustee Nelligan seconded the motion and, thereupon, the votes in favor of the Resolution were recorded, as indicated below.

Approved by the Board of Township Trustees of Perry Township, Stark County, Ohio.

Dated: 3/10/24

Ralph DeChiara, Jr., President	B	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Matt Miller, Trustee	B	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Lisa Nelligan, Trustee	B	<input checked="" type="radio"/> Yes	<input type="radio"/> No

CERTIFICATE

The State of Ohio, Stark County, ss.

This will serve as certification that the foregoing is taken and copied from the original now on file with the Perry Township Board of Trustees, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS:



By Berrie Cotter, Township Administrator

Date 3/10/26



**Perry Township Public Records Policy
Perry Township Board of Trustees
Stark County, Ohio**

Adopted pursuant to Ohio Revised Code §§149.31–149.43.

1. Purpose and Policy Statement

It is the policy of the Perry Township Board of Trustees that openness leads to a better-informed citizenry, which leads to a more transparent government and sound public policy.

Perry Township will fully comply with the Ohio Public Records Act (Ohio Revised Code §149.43) and all other applicable state and federal laws governing access to public records.

Ohio law requires public offices to:

- Promptly prepare and make public records available for inspection; and
- Provide copies of public records within a reasonable period of time.

This policy establishes the procedures Perry Township will follow in responding to requests for public records.

2. Definition of Public Records

Under Ohio Revised Code §149.011(G), a public record is defined as:

Any document, device, or item, regardless of physical form or characteristic, including an electronic record, that:

- a) Is created or received by, or comes under the jurisdiction of, Perry Township; and
- b) Documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Township.

Public records may exist in many formats, including:

- Paper documents
- Electronic files
- Emails
- Text messages
- Audio or video recordings
- Social media content
- Photographs
- Databases

A public office is not required to create new records to respond to a request, even if the information requested could be compiled from existing records.

3. Records Custodian

The Perry Township Fiscal Officer shall serve as the official records custodian for the Township.

The Fiscal Officer may designate appropriate township staff to assist in maintaining records and responding to public records requests.

Each department head is responsible for maintaining the records generated within their department in accordance with the Township's approved records retention schedule.

4. Public Records Requests

Public records may be requested in the following ways:

- In person
- By telephone
- By mail
- By email or other electronic means

Requests do not need to be submitted in writing, and the requester is not required to provide their name or the intended use of the records. However, the requester must provide sufficient information to reasonably identify the records being requested.

If a request is ambiguous or overly broad, the Township may request clarification from the requester. The Township will provide the requester with an opportunity to revise the request by informing the requester of the manner in which the records are maintained and accessed.

5. Inspection of Records

Public records will be made available for inspection during normal business hours:

Monday through Friday
9:00 a.m. – 3:30 p.m. excluding legal holidays

Records will be made available promptly in accordance with Ohio Revised Code §149.43.

Inspection of records will occur under reasonable supervision to preserve the integrity of the records.

6. Copies of Public Records

Copies of public records will be provided within a reasonable period of time.

Copies may be provided in the following formats when available:

Paper copies
Electronic copies
Digital storage media

Records will generally be provided in the format in which they are maintained. The Township is not required to convert records into a different format if doing so would require creating a new record.

7. Fees for Copies

Fees for copies of public records are limited to the actual cost of reproduction.

The current fee schedule is:

Black and white paper copies: \$0.08 per page

Color copies: \$0.15 per page

Mailing costs: Actual postage cost

Electronic media (USB drive, CD, etc.): Actual cost of media

Video records may be charged at the actual cost incurred by the Township to prepare the video record for inspection or production, including retrieval, review, redaction, processing, and reproduction, not to exceed \$75 per hour of video prepared or \$750 total, in accordance with Ohio Revised Code §149.43(B)(1).

The Township may require advance payment of estimated actual costs before producing copies or preparing video records. There is no charge for inspection of records.

8. Redaction and Denial of Records

If a requested record contains information that is exempt from disclosure under state or federal law, the Township will:

- Redact the exempt information; and
- Release the remainder of the record.

Each redaction will clearly identify the legal authority for withholding the information. If a request for records is denied in whole or in part, the Township will provide an explanation, including the legal authority supporting the denial, in accordance with Ohio Revised Code §149.43.

9. Exempt Records

Not all township records are public records.

Certain records are exempt from disclosure under Ohio or federal law. Examples include, but are not limited to:

- Attorney-client privileged communications
- Records sealed by court order
- Medical records
- Federal tax information
- Confidential law enforcement records
- Infrastructure security records
- Personal identifying information protected by law
- Peace officer residential and familial information

Exemptions to the Public Records Act will be narrowly construed in favor of disclosure.

When necessary, the Township may seek legal review before determining whether an exemption applies.

10. Electronic Communications

Electronic communications that document township business may be public records.

This includes:

- Emails
- Text messages
- Instant messages
- Social media communications

Electronic records must be retained in accordance with the Township's records retention schedule, regardless of whether they are transmitted using Township-issued or personal devices.

11. Social Media Records

Content posted to official township social media accounts may constitute public records.

Examples include:

- Posts and announcements
- Comments and replies
- Messages received through social media platforms

The Township will retain social media content in accordance with its records retention schedule.

12. Records Retention and Disposition

All Perry Township records shall be maintained and disposed of in accordance with the Records Retention Schedule (RC-2) approved by the Perry Township Records Commission and the Ohio History Connection Local Government Records Program, as required by Ohio law. The Township also seeks to align its records management practices with guidance provided in the Ohio Auditor of State Township Handbook where consistent with applicable law.

Records may not be destroyed unless:

The retention period has been met;

All audits have been completed and resolved; and

The destruction has been approved through the proper records disposition process.

No records shall be destroyed if they are subject to a pending public records request, audit, litigation, or reasonably anticipated legal action.

13. Records Commission

Pursuant to Ohio Revised Code §149.42, Perry Township maintains a Records Commission responsible for reviewing and approving records retention schedules and disposal of public records.

The Records Commission consists of:

The Chair of the Board of Township Trustees

The Township Fiscal Officer

The Township Administrator

Police Chief

The Records Commission shall meet at least once annually and review the records retention schedule at least every five years.

14. Public Records Training

In accordance with Ohio Revised Code §109.43, all elected officials or their designees must complete public records training provided by the Ohio Attorney General or an approved program.

Township employees responsible for maintaining records shall also receive appropriate training regarding public records compliance.

15. Posting of Policy

A copy of this Public Records Policy shall be:

Posted in a conspicuous location in the Township offices;

Included in the Township employee handbook or policy manual; and

Posted on the Township website.

RECORDS RETENTION SCHEDULE (RC-2) – Perry Township, Stark County, Ohio

Section A: Local Government Unit

Local Government Entity: Perry Township, Stark County, Ohio

Responsible Official Signature: _____

Name: _____ Title: _____

Date: _____

Section B: Records Commission

Records Commission for Perry

Township:

Perry Township Records Commission

Telephone:

330-833-2141

Address:

3111 Hilton St NW

Email:

office@perrytwp.com

City:

Massillon

Zip:

44646

County:

Stark

Records Commission

Chair Signature: _____

Date: _____

Section C: Ohio History

Connection – State Archives

(Completed by LGRP)

Signature _____

Name: _____

Title: _____

Date: _____

Section D: Auditor of State

(Completed by AOS)

Signature _____

Name: _____

Title: _____

Date: _____

Section E: Records Retention

Schedule

See the "RC-2 Schedule (Part 2)"

tab for the complete schedule

table.

Important

Records may not be disposed of until all audits are released and any discrepancies settled. Records subject to litigation, claims, or public records requests must be held until resolved. Email is a format, not a record series. Retain email based on content under the applicable record series.

Perry Township, Stark County Public Records Retention Schedule

Sch. #	Records Title and Description	Retention Period	Media Type	Disposition	For use by Auditor of State or IGRP	RC-3 Required by IGRP (leave blank)
GEN01	Trustee Meeting Minutes – Official minutes of Board of Trustees meetings.	Permanent	Paper/Electronic	Permanent		
GEN02	Meeting Agendas – Agendas prepared for township meetings.	2 years	Electronic	Destroy		
GEN03	Public Records Requests – Requests and responses under ORC 149.43.	2 years	Electronic	Destroy		
GEN04	Correspondence – Routine administrative correspondence.	2 years	Electronic	Destroy		
GEN05	Correspondence – Policy/Executive – Correspondence documenting policies or major decisions.	5 years. Appraise for historical value	Paper/Electronic	Destroy		
GEN06	Policies and Procedures – Township administrative policies.	Until superseded or obsolete	Electronic	Destroy		
GEN07	Press Releases – Information disseminated to the public.	Until administrative value ends	Electronic	Destroy		
GEN08	Grant Files – Applications, awards, monitoring and reporting.	Until grant + 5 years	Paper/Electronic	Destroy		
GEN09	Vehicle Records – Maintenance and operational records.	Life of vehicle	Paper/Electronic	Destroy		
GEN10	Work Orders – Requests for services or maintenance.	1 year	Electronic	Destroy		
GEN11	Transitory Records / Temporary Notes and Communications (e.g., Text messages that do not document official decisions, Informal emails, Sticky notes, Draft notes, Routine reminders, working drafts, etc.)	Until administrative value ends	Paper/Electronic	Destroy		
GEN12	Social Media Content – Official Township Accounts - Content created or received through official township social media accounts including posts, comments, direct messages, images, and videos used for public communication.	2 years	Electronic	Destroy		
GEN13	Agreements and Contracts (e.g., Contracts, memoranda of understanding, service agreements, intergovernmental agreements, development agreements, and other legally binding agreements executed by the township, JEDD agreements, CEDAs agreements, TIF agreements, service agreements, consulting agreements, development agreements, utility agreements, union agreements, etc.)*	Life of agreement + 15 years	Paper/Electronic	Destroy		
GEN14	Resolutions and Ordinances (Trustee Actions)*	Permanent	Paper/Electronic	Permanent		
GEN15	Economic Development and Major Project Files*	Permanent	Paper/Electronic	Permanent		
GEN16	Infrastructure and Capital Project Files*	Completion of project + 15 years	Paper/Electronic	Destroy		
GEN17	Legal Case Files (litigation records, etc.)	Final disposition of case + 10 years	Paper/Electronic	Destroy		
GEN18	Website Content	Until superseded or obsolete	Electronic	Destroy		
ADM/01	Administrative Project Files – Major township initiatives, strategic projects, feasibility studies, and implementation files (e.g., major corridor projects, major facility initiatives).	Permanent	Paper/Electronic	Permanent		
FIS01	Annual Financial Reports – Annual reports submitted to Auditor of State.	Permanent	Electronic	Permanent		
FIS02	Appropriations Ledgers – Receipts and expenditures by fund.	5 fiscal years provided audited	Electronic	Destroy		
FIS03	Audit Reports – State or Federal audits.	10 years	Paper/Electronic	Destroy		
FIS04	Budget Preparation Documents – Working papers for township budget.	2 years	Electronic	Destroy		
FIS05	Payroll Records – Payroll registers and supporting documentation.	5 years provided audited	Electronic	Destroy		
FIS06	Contracts and Agreements – Construction, service and purchasing contracts.	15 years after completion	Paper/Electronic	Destroy		
FIS07	Invoices and Accounts Payable – Vendor invoices and payments.	3 years provided audited	Paper/Electronic	Destroy		

Perry Township, Stark County Public Records Retention Schedule

Sch. #	Records Title and Description	Retention Period	Media Type	Disposition	For use by Auditor of State or LGRP	RC-3 Required by LGRP (leave blank)
FS08	Tax Settlement Reports – County tax settlement reports.	5 years	Paper/Electronic	Destroy		
FS09	Bond Records – Debt issuance and repayment documentation.	Life of bond +10 years	Paper/Electronic	Destroy		
HR01	Personnel Files – Employee personnel records.*	6 years after separation	Paper/Electronic	Destroy		
HR02	Employment Applications – Applications and resumes.*	6 years after separation	Paper/Electronic	Destroy		
HR03	Disciplinary Records – Employee disciplinary documentation.*	6 years after separation	Paper/Electronic	Destroy		
HR04	Training Records – Employee training and certifications.*	6 years after separation	Paper/Electronic	Destroy		
HR05	Medical/FMLA Records – Employee medical documentation.*	6 years after separation	Paper/Electronic	Destroy		
HR06	Workers Compensation Files – Claims documentation.*	10 years after final payment	Paper/Electronic	Destroy		
HR07	Collective Bargaining Agreements – Labor agreements.*	Permanent	Paper/Electronic	Permanent		
FR01	Fire Incident Reports – Fire response reports.	Permanent	Paper/Electronic	Permanent		
FR02	EMS Patient Care Reports – Emergency medical service reports.	7 years	Electronic	Destroy		
FR03	Fire Inspection Reports – Building inspection reports.	Life of structure	Paper/Electronic	Destroy		
FR04	Fire Investigation Files – Fire investigations.	Life of structure	Paper/Electronic	Destroy		
FR05	Fire Training Records – Firefighter training documentation.	50 years; Appraise historical	Paper/Electronic	Destroy		
RD01	Road Maintenance Logs – Maintenance activities for township roads.	3 years	Electronic	Destroy		
RD02	Road Improvement Records – Construction and resurfacing records.	Permanent	Paper/Electronic	Permanent		
RD03	Equipment Maintenance Records – Maintenance of township equipment.	Life of equipment	Paper/Electronic	Destroy		
RD04	Snow and Ice Logs – Snow removal and salt usage logs.	2 years	Electronic	Destroy		
RD05	Road Maps – Maps of township roads.	Permanent	Paper/Electronic	Permanent		
ECO01	Economic Development Project Files – Major development project records including proposals, negotiations, and approvals.	Permanent	Paper/Electronic	Permanent		
ECO02	Tax Increment Financing (TIF) Agreements – TIF agreements and supporting documentation.	Permanent	Paper/Electronic	Permanent		
ECO03	JEDD Agreements – Joint Economic Development District agreements.	Permanent	Paper/Electronic	Permanent		
ECO04	Development Agreements – Agreements with developers.	Permanent	Paper/Electronic	Permanent		
ECO05	Tax Abatement Files – CRA or other abatement documentation.	Life of abatement +10 years	Paper/Electronic	Destroy		
PRK01	Park Maintenance Records – Maintenance and operations records.	5 years	Electronic	Destroy		
PRK02	Park Construction / Improvement Projects – Park development projects.	Permanent	Paper/Electronic	Permanent		
PRK03	Facility Reservations – Shelter and facility reservations.	3 years	Electronic	Destroy		
PRK04	Recreation Program Records – Program registrations and records.	3 years	Electronic	Destroy		
CEM01	Burial Records – Internment records.	Permanent	Paper/Electronic	Permanent		
CEM02	Burial Permits – Burial transit permits.	5 years	Paper/Electronic	Destroy		
CEM03	Cemetery Deeds – Deeds for burial plots.	Permanent	Paper/Electronic	Permanent		
CEM04	Cemetery Maps – Maps showing cemetery plots.	Permanent	Paper/Electronic	Permanent		
IT01	System Backups – System and data backups.	Until superseded or obsolete	Electronic	Destroy		
IT02	Network Documentation – Network diagrams and documentation.	Until superseded or obsolete	Electronic	Destroy		
IT03	Security Logs – System access and security logs.	1 year	Electronic	Destroy		
IT04	Software Licenses – Software license documentation.	Life of license	Electronic	Destroy		
MTG01	Meeting Audio Recordings – Audio recordings of public meetings.	Until minutes are approved + 2 years	Electronic	Destroy		
MTG02	Meeting Video Recordings – Video recordings of public meetings.	Until administrative value ends	Electronic	Destroy		
FA01	Building Maintenance Logs – Maintenance records for township facilities.	5 years	Electronic	Destroy		
FA02	Building Plans – Architectural drawings for township buildings.	Permanent	Paper/Electronic	Permanent		

Perry Township, Stark County Public Records Retention Schedule

Sch. #	Records Title and Description	Retention Period	Media Type	Disposition	For use by Auditor of State or IGRP	RC-3 Required by IGRP (leave blank)
FAC03	Equipment Manuals – Equipment manuals and technical documentation.	Life of equipment	Paper/Electronic	Destroy		
FAC04	As-Built Drawings / Record Drawings – Final approved as-built plans for township infrastructure and facility projects.	Permanent	Paper/Electronic	Permanent		
FAC05	Facility Renovation / Capital Maintenance Project Files – Renovations, major repairs, bid/contract/inspection documentation for township facilities.	Permanent	Paper/Electronic	Permanent		
FAC06	Capital Improvement Projects – Major township infrastructure projects including roads, facilities, and parks.	Permanent	Paper/Electronic	Permanent		
FAC07	Engineering Inspection Reports – Inspection reports related to infrastructure.	10 years	Electronic	Destroy		
POI01	Incident Reports – Police incident reports.	10 years	Electronic	Destroy		
POI02	Arrest Reports – Arrest documentation.	10 years	Electronic	Destroy		
POI03	Case Files – Investigative case files.	Case closed +10 years	Electronic	Destroy		
POI04	Evidence Logs – Evidence tracking documentation.	Case closed +5 years	Electronic	Destroy		
POI05	Body Camera Video – Body worn camera recordings.	90 days provided no action or litigation pending	Electronic	Destroy		
POI06	Dash Camera Video – Vehicle camera recordings.	90 days provided no action or litigation pending	Electronic	Destroy		
POI07	Use of Force Reports – Documentation of force used.	10 years	Electronic	Destroy		
POI08	Accident Reports – Traffic crash reports.	10 years	Electronic	Destroy		
POI09	Parking Video	1 year	Electronic	Destroy		
POI10	Crash Reports [Traffic] - Original copy of accident report completed by officer. Includes date, time, owners, vehicles, injuries, and citations issued.	2 years, provided no action pending	Paper/Electronic	Destroy		
POI11	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	Destroy		
POI12	Activity Sheets - Records include, but are not limited to reporting activity, officer activity, and case closure activity.	2 years provided no action pending	Paper/Electronic	Destroy		
POI13	Arrest Records - Contains all information on arrest including date, time, offense, officer, name of subject, location, and disposition.	65 years or until deceased	Paper/Electronic	Destroy		
POI14	Arrest Records – Juvenile - Contains all information on arrest including date, offense, officer, charge, disposition, name of subject, address, and social security number.	Until age 18 years	Paper/Electronic	Destroy		
POI15	Breathalyzer Records (OAC 3701.53-01) - Records documenting the calibration and use of a device made to estimate blood alcohol content for a breath sample.	3 years	Paper/Electronic	Destroy		
POI16	Canine Records - Records documenting training and performance of dogs involved in law enforcement operations.	3 years	Paper/Electronic	Destroy		
POI17	Community Education Records - Records related to public safety educational and outreach programs including Drug Abuse Resistance Education records.	2 years	Paper/Electronic	Destroy		
POI18	Citations (Parking and Traffic) - Department copies of citations or warnings issued for parking, traffic, motor vehicle, or other violations.	3 years, provided no action pending	Paper/Electronic	Destroy		
POI19	Dispatch Logs (Police Logs) - Contains dispatch time, arrival on scene time, location, dates, total time, officer, parties seen, and reason for run.	5 years, provided no action pending	Paper/Electronic	Destroy		

Perry Township, Stark County Public Records Retention Schedule

Sch. #	Records Title and Description	Retention Period	Media Type	Disposition	For use by Auditor of State or LGRP	RC-3 Required by LGRP (leave blank)
POL20	Federal Bureau of Investigation - Reports Uniform Crime Reports (UCR) submitted to the Federal Bureau of Investigation (FBI).	3 years	Paper/Electronic			
POL21	Field Interrogation Cards - Informational reports written by a law enforcement officer related to individuals, events, or vehicles for which the officer does not have probable cause for enforcement.	5 years	Paper/Electronic			
POL22	Fingerprints - Records documenting fingerprints collected as part of law enforcement activity.	Until age 80 years or deceased	Paper/Electronic			
POL23	Firearm Records And Inventory - Inventory of township firearms.	3 years, provided audited	Paper/Electronic			
POL24	House Check Records - Records documenting the inspection of homes and other properties while the occupants are away, including but not limited to address, date leaving, date back, cars, and lights.	30 days after return	Paper/Electronic			
POL25	Business Check Records - Records documenting the inspection of businesses and other properties while the occupants are away, including but not limited to address, date leaving, date back, cars, and lights.	30 days after check	Paper/Electronic			
POL26	Incident Files/ Criminal Case Files/ Offense Reports - Homicides and Deaths - Incident Report Records documenting homicide investigations or other death-related incidents.	Permanent	Paper/Electronic			
POL27	Incident Files/ Criminal Case Files/ Offense Reports - Felonies - Incident Report Records including but not limited to felony offenses such as kidnapping, rape; sexual battery; unlawful sexual contact with minor; gross sexual imposition; compelling prostitution; aggravated arson; treason; nuclear and chemical weapon violations; robbery; burglary; inciting a riot; felonious or aggravated assault; assault against a police officer; or conspiracy or attempt to commit any of above.	20 years after case closed, provided no action pending	Paper/Electronic			
POL28	Incident Files/ Criminal Case Files/ Offense Reports - Misdemeanors - Misdemeanor Report Records.	5 years after case closed, or after statute of limitations ends, whichever is longer, provided no action pending	Paper/Electronic			
POL29	Incident Files- Non-Criminal and Civil Cases - Case files not fitting into other case file categories that document complaints or other actions or incidents investigated by the department may include attempts at service, actual service information, tax sales, foreclosures, and documentation of enforcement action taken under provisions of the order.	5 years after case closed, provided no action pending	Paper/Electronic			
POL30	Incident Logs (Police Logs) - Contains dispatch time, arrival on scene time, location, dates, total time, officer, parties seen, and reason for run.	7 years	Paper/Electronic			
POL31	Impound/Immobilization Files - Records documenting vehicles impounded by the department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, or other reasons. Can include vehicle towing records.	3 years	Paper/Electronic			
POL32	Master Name Index - Records document information on each individual who has had a call for service, been interrogated, arrested suspects or accomplices, victims, complainants, and witnesses.	Permanent	Paper/Electronic			
POL33	Missing Person Reports	20 years, or until found	Paper/Electronic			

Perry Township, Stark County Public Records Retention Schedule

Sch. #	Records Title and Description	Retention Period	Media Type	Disposition	For use by Auditor of State or LGRP	RC3 Required by LGRP (leave blank)
POL34	Pawnshop Cards	1 year, providing no action	Paper/Electronic			
POL35	Polygraph Records	6 years	Paper/Electronic			
POL36	Prison Records - Logs or other records documenting the confinement and release of individuals held in holding cells.	5 years	Paper/Electronic			
POL37	Recordings- Radio, Telephone and Prisoner Booking - Audio files or Tapes recording incoming calls, law enforcement dispatches, and radio activity among law enforcement units and between law enforcement units and dispatch. May include prisoner booking video if applicable.	90 days, provided no action pending	Paper/Electronic			
POL38	Recovered Property Records	2 years after disposal of property	Paper/Electronic			
POL39	Property Logs (ORC 505.105) - Logs itemizing incoming items recovered by members of the organized police department, township police district, a joint police district, or the office of township constable. Includes the name of the owner, if ascertained, the person from whom it was taken, the place where it was found with general circumstances, the date of its receipt, and the name of the officer receiving it.	25 years	Paper/Electronic			
POL40	Rules and Regulations	Until superseded	Paper/Electronic			
POL41	Subpoenas, Summonses, and Warrants	Until discharged	Paper/Electronic			
POL42	Type Of Crime Files	Permanent	Paper/Electronic			

* Items denoted with asterisks should be converted from paper to electronic records as time allows.