



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

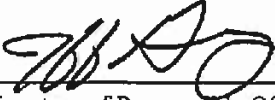
For State Archives – LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
If YES, attach copy of transfer form		

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Mercer County Sheriff's Office	Ashley Carr	(419) 586-7724	Detention Facility
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)
4835 State Route 29	Celina	45822	Mercer
(Address)	(City)	(Zip Code)	(County)
			<i>Not Required</i>
			(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Sheriff	(419) 586-7724
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: commissionrcrs@commissioners.mercercountyohio.gov

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with Part 1

Mercer County Sheriff's Office

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Attendance Controller	ADM-1	09/16/2022	Paper		1/1/12 – 12/31/12		4/11/2023	
Auditor Forms	ADM-2	09/16/2022	Paper		1/1/21 – 12/31/21		4/11/2023	
Background Investigations (pre-employment/not hired)	ADM-3	09/16/2022	Paper		1/1/20 – 12/31/20		4/11/2023	
Budgets	ADM-4	09/16/2022	Paper	Electronic	1/1/18 – 12/31/18		4/11/2023	
Checking (Accounts: FOJ, SMA, LETF, LETF-HIT, MDFF, Cashbook, Inmate Account)	ADM-5	09/16/2022	Paper		1/1/17 – 12/31/17		4/11/2023	
Credit Card Expenditures Form	ADM-6	09/16/2022	Paper		1/1/21 – 12/31/21		4/11/2023	
Firearm Qualifications	ADM-7	09/16/2022	Paper		1/1/17 – 12/31/17		4/11/2023	
Grants	ADM-8	09/16/2022	Paper	Electronic	1/1/18 – 12/31/18		4/11/2023	
Payroll Reports	ADM-9	09/16/2022	Paper		1/1/18 – 12/31/18		4/11/2023	
Personnel Files	ADM-10	09/16/2022	Paper		1/1/20 – 12/31/20		4/11/2023	
Employee Discipline – Letter of Caution	ADM-11	09/16/2022	Paper		1/1/19 – 12/31/19		4/11/2023	
Employee Discipline – Written Warning	ADM-12	09/16/2022	Paper		1/1/18 – 12/31/18		4/11/2023	
Employee Discipline – Suspension	ADM-13	09/16/2022	Paper		1/1/16 – 12/31/16		4/11/2023	



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Employee Discipline – Last Chance Agreement	ADM-14	09/16/2022	Paper		1/1/11 – 12/31/11		4/11/2023	
Employee Medical Records	ADM-15	09/16/2022	Paper		1/1/16 – 12/31/16		4/11/2023	
Employee Training Records (FTO/DOR Notes)	ADM-16	09/16/2022	Paper		1/1/17 – 12/31/17		4/11/2023	
Quality Assurance Forms	ADM-18	09/16/2022	Paper		1/1/17 – 12/31/17		4/11/2023	
Right Stuff Software	ADM-19	09/16/2022	Electronic		1/1/18 – 12/31/18		4/11/2023	
Child Support Contract & Monthly Reports	ADM-20	09/16/2022	Paper		1/1/18 – 12/31/18		4/11/2023	
Shift Bids	ADM-22	09/16/2022	Paper		1/1/21 – 12/31/21		4/11/2023	
Coronavirus Relief Fund Payment/Refund Records	ADM-24	09/16/2022	Paper		1/1/17 – 12/31/17		4/11/2023	
All Leads/NCIC Entries/Removals - D1, D4, D5, D6, D9	CD-1	09/16/2022	Paper		1/1/19 – 12/31/19		4/11/2023	
LEADS/NCIC Entry Log - D7, D10, D20	CD-2	09/16/2022	Paper		1/1/19 – 12/31/19		4/11/2023	
Wrecker Service Dispatch Logs	CD-4	09/16/2022	Paper		1/1/20 – 12/31/20		4/11/2023	
Courthouse Reports	CH-1	09/16/2022	Paper		1/1/19 – 12/31/19		4/11/2023	
Accrued Fee Book (Record of accrued fees; non-audit)	CIV-1	09/16/2022	Electronic		1/1/12 – 12/31/12		4/11/2023	



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Bank Records	CIV-2	09/16/2022	Electronic		1/1/18 – 12/31/18		4/11/2023	
Civil Office Receipts	CIV-3	09/16/2022	Electronic		1/1/18 – 12/31/18		4/11/2023	
Foreign Execution Dockets	CIV-4	09/16/2022	Paper		1/1/15 – 12/31/15		4/11/2023	
Sheriff's Sale Files	CIV-6	09/16/2022	Paper		1/1/17 – 12/31/17		4/11/2023	
Public Records Log	CIV-7	09/16/2022	Electronic		1/1/17 – 12/31/17		4/11/2023	
Public Records Request Form	CIV-8	09/16/2022	Paper		1/1/17 – 12/31/17		4/11/2023	
Public Records Redacted copies	CIV-9	09/16/2022	Paper		1/1/17 – 12/31/17		4/11/2023	
CCW Applications, Replacement Form, Address Update Form	CIV-11	09/16/2022	Paper	Electronic	1/1/21 – 12/31/21		4/11/2023	
Public Records - Local Rent Background checks	CIV-13	09/16/2022	Paper		1/1/21 – 12/31/21		4/11/2023	
EmergiTech Software	E-1	09/16/2022	Electronic		1/1/17 – 12/31/17		4/11/2023	
BAC Records	ENF-1	09/16/2022	Paper		1/1/19 – 12/31/19		4/11/2023	
Drug Testing Records	ENF-2	09/16/2022	Paper		1/1/19 – 12/31/19		4/11/2023	
Photographs - Digital	ENF-5	09/16/2022	Electronic		1/1/17 – 12/31/17		4/11/2023	
Criminal Incident Reports	ENF-7	09/16/2022	Paper / Electronic	Microfilm	1/1/17 – 12/31/17		4/11/2023	



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Traffic Crash Reports - Statements & Diagrams	ENF-8	09/16/2022	Paper / Electronic	Microfilm	1/1/19 – 12/31/19		4/11/2023	
Abandoned Junk MV Records	ENF-11	09/16/2022	Paper		1/1/21 – 12/31/21		4/11/2023	
Tally Sheets	ENF-14	09/16/2022	Electronic		1/1/17 – 12/31/17		4/11/2023	
Grand Lake Taskforce Incident Reports	ENF-16	09/16/2022	Paper	Electronic	1/1/17 – 12/31/17		4/11/2023	
Mental Health Contact Forms	ENF-17	09/16/2022	Paper		1/1/20 – 12/31/20		4/11/2023	
Pregnant or Postpartum Female Restraint Form	ENF-18	09/16/2022	Paper		1/1/20 – 12/31/20		4/11/2023	
Arrest Master Cards (Master Index & summary card on arrests)	JAIL-1	09/16/2022	Paper		Final Releases from 1/1/1997 – 12/31/1997		4/11/2023	
Booking - Intake & Release Forms	JAIL-2	09/16/2022	Paper		Final Releases from 1/1/1997 – 12/31/1997		4/11/2023	
Commissary	JAIL-3	09/16/2022	Paper		1/1/20 – 12/31/20		4/11/2023	
Inmate File (Misc. Forms)	JAIL-4	09/16/2022	Electronic		1/1/17 – 12/31/17		4/11/2023	
Inmate Files	JAIL-5	09/16/2022	Paper		Final Releases from 1/1/1997 – 12/31/1997		4/11/2023	
Inmate Medical	JAIL-6	09/16/2022	Paper		1/1/16 – 12/31/16		4/11/2023	
Inmate Trustee Program	JAIL-8	09/16/2022	Paper		1/1/19 – 12/31/19		4/11/2023	



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Receipt Books	JAIL-9	09/16/2022	Paper		1/1/18 – 12/31/18	4/11/2023		
Reports	JAIL-11	09/16/2022	Paper		1/1/19 – 12/31/19	4/11/2023		
Maintenance Tool Check Off Form	JAIL-13	09/16/2022	Paper		1/1/21 – 12/31/21	4/11/2023		
Observation Restraint Checks	JAIL-14	09/16/2022	Paper		1/1/19 – 12/31/19	4/11/2023		
Review Of Restraints Used	JAIL-15	09/16/2022	Paper		1/1/19 – 12/31/19	4/11/2023		
Clean Door Check Off List	JAIL-16	09/16/2022	Paper		1/1/21 – 12/31/21	4/11/2023		
Authorization for Release of Protected Health Info	JAIL-17	09/16/2022	Paper		1/1/16 – 12/31/16	4/11/2023		
Consent to Release Inmate Records	JAIL-18	09/16/2022	Paper		1/1/16 – 12/31/16	4/11/2023		
IPAD LAPTOP Request Form	JAIL-19	09/16/2022	Paper		1/1/21 – 12/31/21	4/11/2023		
Shower Temp Log	JAIL-20	09/16/2022	Paper		1/1/21 – 12/31/21	4/11/2023		
Programs	JAIL-21	09/16/2022	Paper		1/1/21 – 12/31/21	4/11/2023		
Visitor Logs	JAIL-22	09/16/2022	Paper		1/1/21 – 12/31/21	4/11/2023		