



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

MAR 17 2021

STATE AND LOCAL  
 GOVERNMENT RECORDS

For State Archives – LGRP Use Only

Date Received:

Date Reviewed: 3/23/2021 AR

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)
			(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: [commissioners@mercercountvohio.org](mailto:commissioners@mercercountvohio.org)

*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	9/29/2020	Paper		1/1/10 – 12/31/10	4/08/2021		
Auditor Forms	ADM-2	9/29/2020	Paper		1/1/19 – 12/31/19	4/08/2021		
Background Investigations (pre-employment/not hired)	ADM-3	9/29/2020	Paper		1/1/18 – 12/31/18	4/08/2021		
Budgets	ADM-4	9/29/2020	Paper	Electronic	1/1/16 – 12/31/16	4/08/2021		
Checking (Accounts: FOJ, SMA, LETF, LETF-HIT, MDFF, Cashbook, Inmate Account)	ADM-5	9/29/2020	Paper		1/1/15 – 12/31/15	4/08/2021		
Credit Card Expenditures Form	ADM-6	9/29/2020	Paper		1/1/19 – 12/31/19	4/08/2021		
Firearm Qualifications	ADM-7	9/29/2020	Paper		1/1/15 – 12/31/15	4/08/2021		
Grants	ADM-8	9/29/2020	Paper	Electronic	1/1/16 – 12/31/16	4/08/2021		
Payroll Reports	ADM-9	9/29/2020	Paper		1/1/16 – 12/31/16	4/08/2021		
Personnel Files	ADM-10	9/29/2020	Paper		1/1/18 – 12/31/18	4/08/2021		
Employee Discipline – Letter of Caution	ADM-11	9/29/2020	Paper		1/1/17 – 12/31/17	4/08/2021		
Employee Discipline – Written Warning	ADM-12	9/29/2020	Paper		1/1/16 – 12/31/16	4/08/2021		
Employee Discipline – Suspension	ADM-13	9/29/2020	Paper		1/1/14 – 12/31/14	4/08/2021		



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Employee Discipline – Last Chance Agreement	ADM-14	9/29/2020	Paper		1/1/09 – 12/31/09	4/08/2021		
Employee Medical Records	ADM-15	9/29/2020	Paper		1/1/14 – 12/31/14	4/08/2021		
Employee Training Records (FTO Notes)	ADM-16	9/29/2020	Paper		1/1/15 – 12/31/15	4/08/2021		
Quality Assurance Forms	ADM-18	9/29/2020	Paper		1/1/15 – 12/31/15	4/08/2021		
Right Stuff Software	ADM-19	9/29/2020	Electronic		1/1/16 – 12/31/16	4/08/2021		
Child Support Contract & Monthly Reports	ADM-20	9/29/2020	Paper		1/1/16 – 12/31/16	4/08/2021		
Shift Bids	ADM-22	9/29/2020	Paper		1/1/19 – 12/31/19	4/08/2021		
All Leads/NCIC Entries/Removals - D1, D4, D5, D6, D9	CD-1	9/29/2020	Paper		1/1/17 – 12/31/17	4/08/2021		
LEADS/NCIC Entry Log - D7, D10, D20	CD-2	9/29/2020	Paper		1/1/17 – 12/31/17	4/08/2021		
Wrecker Service Dispatch Logs	CD-4	9/29/2020	Paper		1/1/18 – 12/31/18	4/08/2021		
Courthouse Reports	CH-1	9/29/2020	Paper		1/1/17 – 12/31/17	4/08/2021		
Accrued Fee Book (Record of accrued fees; non-audit)	CIV-1	9/29/2020	Electronic		1/1/10 – 12/31/10	4/08/2021		
Bank Records	CIV-2	9/29/2020	Electronic		1/1/16 – 12/31/16	4/08/2021		
Civil Office Receipts	CIV-3	9/29/2020	Electronic		1/1/16 – 12/31/16	4/08/2021		



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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Foreign Execution Dockets	CIV-4	9/29/2020	Paper		1/1/13 – 12/31/13	4/08/2021		
Sheriff's Sale Files	CIV-6	9/29/2020	Paper		1/1/15 – 12/31/15	4/08/2021		
Public Records Log	CIV-7	9/29/2020	Electronic		1/1/15 – 12/31/15	4/08/2021		
Public Records Request Form	CIV-8	9/29/2020	Paper		1/1/15 – 12/31/15	4/08/2021		
Public Records Redacted copies	CIV-9	9/29/2020	Paper		1/1/15 – 12/31/15	4/08/2021		
CCW Applications, Replacement Form, Address Update Form	CIV-11	9/29/2020	Paper	Electronic	2019 & Prior	4/08/2021		
Public Records - Local Rent Background checks	CIV-13	9/29/2020	Paper		1/1/19 – 12/31/19	4/08/2021		
EmergiTech Software	E-1	9/29/2020	Electronic		1/1/15 – 12/31/15	4/08/2021		
BAC Records	ENF-1	9/29/2020	Paper		1/1/17 – 12/31/17	4/08/2021		
Drug Testing Records	ENF-2	9/29/2020	Paper		1/1/17 – 12/31/17	4/08/2021		
Photographs - Digital	ENF-5	9/29/2020	Electronic		1/1/15 – 12/31/15	4/08/2021		
Criminal Incident Reports	ENF-7	9/29/2020	Paper / Electronic	Microfilm	1/1/15 – 12/31/15	4/08/2021		
Traffic Crash Reports - Statements & Diagrams	ENF-8	9/29/2020	Paper / Electronic	Microfilm	1/1/17 – 12/31/17	4/08/2021		
Abandoned Junk MV Records	ENF-11	9/29/2020	Paper		1/1/19 – 12/31/19	4/08/2021		



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Tally Sheets	ENF-14	9/29/2020	Electronic		1/1/15 – 12/31/15		4/08/2021	
Grand Lake Taskforce Incident Reports	ENF-16	9/29/2020	Paper	Electronic	2015 & Prior		4/08/2021	
Mental Health Contact Forms	ENF-17	9/29/2020	Paper		2018 & Prior		4/08/2021	
Arrest Master Cards (Master Index & summary card on arrests)	JAIL-1	9/29/2020	Paper		Final Releases from 1/1/1995 – 12/31/1995		4/08/2021	
Booking - Intake & Release Forms	JAIL-2	9/29/2020	Paper		Final Releases from 1/1/1995 – 12/31/1995		4/08/2021	
Commissary	JAIL-3	9/29/2020	Paper		1/1/18 – 12/31/18		4/08/2021	
Inmate Files	JAIL-5	9/29/2020	Paper		Final Releases from 1/1/1995 – 12/31/1995		4/08/2021	
Inmate Medical	JAIL-6	9/29/2020	Paper		1/1/14 – 12/31/14		4/08/2021	
Inmate Trustee Program	JAIL-8	9/29/2020	Paper		1/1/17 – 12/31/17		4/08/2021	
Receipt Books	JAIL-9	9/29/2020	Paper		1/1/16 – 12/31/16		4/08/2021	
Reports	JAIL-11	9/29/2020	Paper		1/1/17 – 12/31/17		4/08/2021	
Maintenance Tool Check Off Form	JAIL-13	9/29/2020	Paper		1/1/19 – 12/31/19		4/08/2021	
Observation Restraint Checks	JAIL-14	9/29/2020	Paper		1/1/17 – 12/31/17		4/08/2021	



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Review Of Restraints Used	JAIL-15	9/29/2020	Paper		1/1/17 – 12/31/17		4/08/2021	
Clean Door Check Off List	JAIL-16	9/29/2020	Paper		1/1/19 – 12/31/19		4/08/2021	
Authorization for Release of Protected Health Info	JAIL-17	9/29/2020	Paper		1/1/14 – 12/31/14		4/08/2021	
Consent to Release Inmate Records	JAIL-18	9/29/2020	Paper		1/1/14 – 12/31/14		4/08/2021	
IPAD LAPTOP Request Form	JAIL-19	9/29/2020	Paper		1/1/19 – 12/31/19		4/08/2021	
Shower Temp Log	JAIL-20	9/29/2020	Paper		1/1/19 – 12/31/19		4/08/2021	
Programs	JAIL-21	9/29/2020	Paper		1/1/19 – 12/31/19		4/08/2021	
Visitor Logs	JAIL-22	9/29/2020	Paper		1/1/19 – 12/31/19		4/08/2021	
Pay to Stay - Medicaid & Hospital Adjustments	PTS-1	9/29/2020	Paper		1/1/16 – 12/31/16		4/08/2021	
Pay to Stay - Release Forms, etc.	PTS-2	9/29/2020	Paper		1/1/16 – 12/31/16		4/08/2021	
Pay to Stay - Unclaimed Checks Register	PTS-3	9/29/2020	Paper		1/1/16 – 12/31/16		4/08/2021	