

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

To : CITY OF BEXLEY Records Commission (614) 235-8694 Telephone Number

2242 East Main Street Bexley 43209 FRANKLIN
(Address) (City) (Zip Code) (County)

From CITY OF BEXLEY POLICE
(Political Subdivision Name) (Unit)

Lawrence L. Rinehart Chief of Police 4/20/2007
(Signature Of Responsible Official) (Name) (Title) (Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on 04/09/2003 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature Date

Subject to selection upon receipt of a
 Certificate of Records Disposal (RC-3)

For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State Date

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-00001	General Orders \ Policies \ Procedures \ Rules & Regulations	6 Year(s) After Revised, Superseded or Discontinued and no longer of an Admin. or Legal Value, (RC-3 Not Required)	Multi	
07-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) After Revised, Superseded or Discontinued and no longer of an Admin. or Legal Value, (RC-3 Not Required)	Multi	
07-00003	Executive Correspondence - Correspondence of the Police Chief and the executive staff dealing with significant aspects of the administration of the Department. This correspondence includes information concerning the Department's policies, programs, fiscal and personnel matters.	3 Year(s) And no longer of an Admin. or Legal value.	Multi	

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
07-00004	General Correspondence - This includes both internal and external correspondence; also, correspondence requesting information pertaining to the Police Department's correspondence is informative (it does not attempt to influence the policies of the Department).	1 Year(s) And no longer of an Admin. value	Multi	
07-00005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by the Department which are answered by standard form letters.	6 Month(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00006	Transient Records - This includes telephone messages, telephone message books \ logs, Post Its and other limited records which serve to convey information of temporary importance in lieu of direct oral communication.	Retain until no longer of an Administrative Value, then destroy (RC-3 not required)	Multi	
07-00007	Unsolicited Correspondence \ Unsolicited Mail \ Unsolicited E Mail	Retain until no longer of an Administrative Value, then destroy (RC-3 not required)	Multi	
07-00008	Copies - All Media (Reading, Informational & Reference)	Retain until no longer of an Administrative Value, then destroy (RC-3 not required)	Multi	
07-00009	Drafts and Informal Notes - All Media	Retain until no longer of an Administrative Value, then destroy (RC-3 not required)	Multi	
07-00010	Bulletins \ Posters \ General Notices and Displays	Retain until no longer of an Administrative Value, then destroy (RC-3 not required)	Multi	

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07-00011	Blank Forms - All Media	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	
07-00012	Departmental Awards \ Newspaper Articles \ Clippings \ Photographs \ Images \ Negatives & Scrapbooks	25 Year(s) Provided of No Administrative Value.	Multi	
07-00013	Professional Magazines, Publications and Reference Materials	Retain until no longer of an Administrative Value, then destroy (RC-3 not required)	Multi	
07-00014	Professional Organizations & Association Files	1 Year(s) And no longer of an Admin. value	Multi	
07-00015	General Administrative Files	Until no longer of an Admin. or Legal Value, then destroy. (RC-3 Not Required)	Multi	
07-00016	Press Releases (News Releases)	2 Year(s)	Multi	
07-00017	Annual Department Budget (Departmental Copy of City Budget Document)	3 Year(s) Provided Audited	Multi	
07-00018	Annual Departmental Budget Preparation Documents & Worksheets	3 Year(s) After final budget approved	Multi	
07-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the City. RC-3 Not Required.	Multi	

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07-00020	Equipment Maintenance & Repair Records	2 Year(s) After sold, scrapped or no longer owned by the Municipality. RC-3 Not Required.	Multi	
07-00021	Reference Publications & Directories	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi	
07-00022	Laws, Regulations & Rules (Local, County, State & Federal)	Continually Updated, Revised or Superseded. (RC-3 Not Required)	Multi	
07-00023	Computer Generated Reports - Administrative & Financial Reports - Periodic	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi	
07-00024	Computer Generated Reports - Administrative & Financial (Annual)	Until no longer of Admin. or Fiscal Value	Multi	
07-00025	Inter Office Communications (IOCs) - Memos - Memoranda	2 Year(s) And no longer of an Admin. or Legal value.	Multi	
07-00026	Voice Mail \ Cell Phones \ Pagers \ Telephone Answering Machines - Messages & Recordings	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00027	Business Card \ Rotary & Rolodex Files - All Media	Until obsolete or superseded, then destroy (RC-3 not required)	Multi	
07-00028	Planning, Scheduling, Calendar & Training Information & Data on : Display Boards, Erasable \ Dry- Erase Boards, Chalkboards, Easel Pads and Electronic Media	Continually Updated, Revised or Erased (RC-3 Not Required)	Multi	

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07-00029	Daily, Weekly, Monthly & Yearly: Appointment Books \ Calendars \ Schedules \ Organizers \ Planners - All Media	Continually Updated, Revised or Erased (RC-3 Not Required)	Multi	
07-00030	Surveys & Questionnaires	3 Year(s) And no longer of an Admin. or Legal value.	Multi	
07-00031	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Until no longer of an Admin. or Fiscal value, then destroy (RC-3 Not Required)	Multi	
07-00032	Requisitions for Purchase Orders, Vouchers \ Purchase Orders, Invoices & Statements, Vouchers, Accounts Payable Records (Departmental / Office Copy)	3 Year(s) Provided Audited	Multi	
07-00033	Data on: Personal Computers, Lap Tops, Computer Systems, Servers - Hard Drives \ Zip Disks \ Compact Disks or other Electronic Storage Media	Deleted, Erased, Modified Daily. Back Data Daily to Network Server.(RC-3 Not Required)	Multi	
07-00034	Data on Personal Computers \ Lap Tops \ PDAs \ Portable PCs \ Computer Systems \ Servers \ Hard Drives \ RAM \ Disks \ Zip Disks \ Diskettes \ Compact Disks \ Tapes \ Cartridges \ Flash Memory Cards and other electronic storage media	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administratively necessary. (RC-3 Not Required)	Multi	
07-00035	Electronic Mail (E - Mail)	Retain/store email that has significant legal,fiscal,or administrative value. Discard/delete email when no longer of administrative, fiscal, or legal value. RC-3 Not Required.	Multi	

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07-00036	Electronic Mail (E-Mail) System & Backup Data	Deleted, Erased, Modified Daily. Back Data Daily to Network Server.(RC-3 Not Required)	Multi	
07-00037	Audio \ Video \ Digital Recordings - Not Specifically Scheduled	Until no longer of an Admin. or Legal Value, then erase or destroy. (RC-3 Not Required)	Multi	
07-00038	Departmental Training Materials	Until obsolete, superceded or no longer of Administrative Value RC-3 Not Required.	Multi	
07-00039	Physical Inventory & Inventory of Fixed Assets	3 Year(s) After Revised, Rescinded, Superseded or Obsolete. (RC-3 Not Required)	Multi	
07-00040	Training Records - Individual Officer or Staff Member	2 Year(s) After termination of employment	Multi	
07-00041	Professional Certifications, Professional Licenses, Certificates of Training and similar documents (copies)	2 Year(s) After termination of employment	Multi	
07-00042	Anonymous & Unfounded Complaints	Until no longer of Administrative Value. RC-3 Not Required	Multi	
07-00043	Receipts, Receipt Books, Deposit Slips - All Types	3 Year(s) Provided Audited	Multi	
07-00044	Checking Account Records - Cancelled Checks, Voided Checks, Check Carbons	3 Year(s) Provided Audited	Multi	
07-00045	Petty Cash Records & Authorizations	3 Year(s) Provided Audited	Multi	

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07-00046	Radio, 9-1-1 and Dispatcher Telephone Recordings	30 Days And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00047	Juvenile Arrest Records	Until person turns 21 years of age.	Multi	
07-00048	Criminal Case Files other than Capitol Crime Cases	22 Year(s) And no longer of an Admin. or Legal value.	Multi	
07-00049	Corrective Action Records-employees	2 Year(s) After termination of employment	Multi	
07-00050	Vacation/Personal Leave/Comp Time Requests	2 Year(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00051	Overtime/Comp Time Slips (Submitted by employee)	2 Year(s) 2 Year(s) After termination of employment	Multi	
07-00052	Tuition Reimbursement Requests	2 Year(s) And no longer of an Admin. or Fiscal Value. (RC-3 Not Required)	Multi	
07-00053	Personnel Evaluations	2 Year(s) After termination of employment	Multi	
07-00054	Application for Employment - Hired (Including Photos and Fingerprints)	2 Year(s) After employee leaves municipal employment	Multi	
07-00055	Employee Medical Records	2 Year(s) After employee leaves municipal employment	Multi	

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07-00056	Employee Probationary Records	2 Year(s) After termination of employment	Multi	
07-00057	Off - Duty In Lieu of Firearms - Records	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	
07-00058	Secondary Employment Records	2 Year(s) After employee leaves municipal employment	Multi	
07-00059	Pre-Employment Background Checks-Hired	2 Year(s) After termination of employment	Multi	
07-00060	Pre-Employment Background Checks - NOT Hired	7 Year(s)	Multi	
07-00061	Application for Employment Records - NOT Hired	7 Year(s)	Multi	
07-00062	Payroll Time Report - Copy (Submitted by Employee)	1 Year(s)	Multi	
07-00063	Travel Records	2 Year(s)	Multi	
07-00064	Sick \ Injury Records-employees(Sick Leave Requests and Related Documents)	7 Year(s)	Multi	
07-00065	Labor Relations Meeting Minutes	3 Year(s)	Multi	
07-00066	Grievance \ Arbitration Files	7 Year(s)	Multi	
07-00067	Memoranda of Understanding (MOU) with Bargaining Units	Until Revised or Superseded.(RC-3 Not Required)	Multi	
07-00068	Labor Contracts (F.O.P. & C.W.A.)	3 Year(s) After expiration and No Longer of Admin. Value. (RC-3 Not Required)	Multi	
07-00069	Citizen Complaints \ Compliments Records	Until no longer of Administrative Value. RC-3 Not Required	Multi	

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07-00070	Emergency Protocols \ Homeland Security Plans	3 Year(s) Continually Updated & Revised. (RC-3 Not Required)	Multi	
07-00071	Lists \ Rosters \ Informational Directories \ Address & Telephone Number Records - All Media & Types	Continually Updated & Revised. (RC-3 Not Required)	Multi	
07-00072	Read & Initial Records	1 Year(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00073	Job Postings (Internal & External)	7 Year(s)	Multi	
07-00074	Job Descriptions	2 Year(s) After undated and/or revised	Multi	
07-00075	Administrative Investigation Files	Until no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
07-00076	Departmental Reports \ Records Not Specifically Scheduled	2 Year(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00077	Litigation Files	7 Year(s) After case settled and all appeals exhausted.	Multi	
07-00078	CALEA Files	Until Revised, Updated or Superseded. (RC-3 Not Required)	Multi	
07-00079	Special Duty \ Voluntary Overtime Postings	Until no longer of Administrative Value. RC-3 Not Required	Multi	

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07-00080	Mutual Aid Contracts	7 Year(s) After expiration or revision. RC-3 Not Required.	Multi	
07-00081	Service Contracts \ Agreements \ Insurance Policies	2 Year(s) After expiration and No Longer of Admin. Value. (RC-3 Not Required)	Multi	
07-00082	Weapons Qualification Records	Incorporate Into Training Records. RC-3 Not Required.	Multi	
07-00083	Bexley Civil Service Rules (Office Copy)	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi	
07-00084	Labor Contract Negotiation Files	3 Year(s)	Multi	
07-00085	Disaster & Crisis Response Plans \ Books	Until Revised, Rescinded or Obsolete. RC-3 Not Required.	Multi	
07-00086	Traffic Crash Reports (OH-1, OH-2, OH-3, OH-4)	2 Year(s)	Multi	
07-00087	Firing Range Use Agreements	2 Year(s) After expiration and No Longer of Admin. Value. (RC-3 Not Required)	Multi	
07-00088	OVI/DUS Case Files	2 Year(s) After case settled and all appeals exhausted.	Multi	
07-00089	B. M. V. Forms 2256, 2270, 2286, 3701 - Copies	2 Year(s)	Multi	
07-00090	Data Master Test & Calibration Records	3 Year(s)	Multi	
07-00091	THF Medical Emergency Records	2 Year(s)	Multi	
07-00092	Officer's Daily Activity Report	2 Year(s)	Multi	

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07-00093	Cruiser Condition Assignment Records	Until no longer of Administrative Value. RC-3 Not Required	Multi	
07-00094	Resident Vacation \ Out of Town Records\House Watch Records	Until no longer of Administrative Value. RC-3 Not Required	Multi	
07-00095	Mileage Reimbursement Forms	1 Year(s)	Multi	
07-00096	Arrest \ Citation Log	7 Year(s)	Multi	
07-00097	Animal Bite Records	2 Year(s)	Multi	
07-00098	Vehicle Fuel Records	1 Year(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00099	Impound Information (cards,ledgers,etc.)	7 Year(s)	Multi	
07-00100	Property Book & Related CMI Logs	6 Year(s) After last entry. RC-3 Not Required.	Multi	
07-00101	Arrest Slates	10 Year(s)	Multi	
07-00102	Use of Force Records	6 Year(s)	Multi	
07-00103	Persons Confined Log	Permanent	Multi	
07-00104	Solicitor's License Application	1 Year(s)	Multi	
07-00105	Juvenile Follow-up Book	2 Year(s) After last entry. RC-3 Not Required.	Multi	
07-00106	BAC Training Certificates (Individual Officers)	2 Year(s) After termination of employment	Multi	
07-00107	TPOs \ CPOs	Until Court Order is withdrawn, expires, served or answered. (RC-3 Not Required)	Multi	

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07-00108	Field Interrogation Cards	2 Year(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00109	Preliminary Health Evaluation (Department THF Form)	10 Year(s)	Multi	
07-00110	Fire Safety Inspection Report (For Police Building & THF)	6 Year(s)	Multi	
07-00111	Parking Citations (Department Copies)	3 Year(s) Provided Audited	Multi	
07-00112	Offense Reports	6 Year(s)	Multi	
07-00113	UCR Monthly Reports	2 Year(s)	Multi	
07-00114	Domestic Dispute Reports (BCI & I Report)	2 Year(s)	Multi	
07-00115	NCIC Card File	2 Year(s)	Multi	
07-00116	Immobilization Records	2 Year(s) After end of immobilization	Multi	
07-00117	LEADS Newsletter & Teletype Log	2 Year(s)	Multi	
07-00118	LEADS Validation Records	1 Year(s)	Multi	
07-00119	9-1-1- & TTY Printouts	2 Year(s)	Multi	
07-00120	Liability Release Forms (Lockouts, ride alongs)	2 Year(s)	Multi	
07-00121	Police Daily Log Entries	1 Year(s) RC - 3 Not Required	Multi	
07-00122	Calls for Service Records	7 Year(s)	Multi	
07-00123	Property Disposition \ Destruction Records (Includes Court Approval of Disposal or Destruction)	7 Year(s)	Multi	
07-00124	Property Receipts	2 Year(s) After disposal or destruction. RC-3 Not Required.	Multi	
07-00125	Juvenile Diversion Records (Traffic & Criminal)	2 Year(s) or until person is 18 years old, whichever is longer.	Multi	

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07-00126	Homicide Case Files.	Permanent	Multi	
07-00127	Sign in - out Sheets - All types	1 Year(s) After last entry. RC-3 Not Required.	Multi	
07-00128	Children with Disabilities Log	1 Year(s) After last entry. RC-3 Not Required.	Multi	
07-00129	Surveillance Recordings - Security \ THF	30 Days And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
07-00130	Cruiser Video Recordings	28 Days And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
07-00131	Liquor Permit Request Forms (Ohio Dept. of Public Safety Copy)	1 Year(s) RC - 3 Not Required	Multi	
07-00132	Bureau of Workers Comp Claim Forms	2 Year(s) After employee leaves municipal employment	Multi	
07-00133	Employee Vacation Calendar	Until Revised or Superseded.(RC-3 Not Required)	Multi	
07-00134	Citizens Satisfaction Surveys - Completed Returns	1 Year(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00135	Departmental Inspection Forms (Line, Cruiser, Equipment etc.)	1 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
07-00136	Police Dept. General Operating Fund Ledgers	3 Year(s) Provided Audited	Multi	
07-00137	Investigative Files (Detectives-No Charges Filed - Other Than Capitol Crimes)	7 Year(s)	Multi	

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07-00138	Strategic Plans (City & Police)	Until Revised or Rescinded. RC-3 Not Required.	Multi	
07-00139	Bexley Police Department Annual Report	Permanent	Multi	
07-00140	Training Records - Departmental	10 Year(s)	Multi	
07-00141	Dispatcher Notes	Until no longer of Administrative Value. RC-3 Not Required	Multi	
07-00142	Warrants, Subpoenas, Foreign Writs and Warrants	Until Served, Discharged, Stale Dated, Answered or Withdrawn by the Issuing Court. (RC-3 Not Required)	Multi	
07-00143	Sex Offender Information & Registration (Copies)	Until no longer of Administrative Value. RC-3 Not Required	Multi	
07-00144	Firearms Training - Targets	Until no longer of Administrative Value. RC-3 Not Required	Multi	
07-00145	Expunged Records	Upon receipt of Court Order: Remove all paper copies from files and seal records. Dispose of sealed records according to normal retention schedules. Remove all references in public index and public databases. RC-3 Not Required.	Multi	
07-00146	Junked Vehicle Records	3 Year(s)	Multi	

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07-00147	Wanted Posters	Until no longer of Administrative Value. RC-3 Not Required	Multi	
07-00148	Permits - All types	1 Year(s)	Multi	
07-00149	Work Orders - All Types	1 Year(s)	Multi	
07-00150	Unsolicited: Reports \ Plans \ Drawings \ Diagrams \ Renderings \ Maps \ Images or Proposals.	Return to Submitter or Destroy when No Longer of Administrative Value.(RC-3 Not Required)	Multi	
07-00151	Exhibits \ Plans \ Drawings \ Diagrams \ Blueprints \ Maps \ Plot Plans \ Images \ Renderings: Used at Meetings \ Submitted to \ or Sent to the Department for Informal Review or Informational Purposes.	Return to Submitter or Destroy when No Longer of Administrative Value.(RC-3 Not Required)	Multi	
07-00152	ITBs, RFPs and RFIs.	3 Year(s) If not incorporated into Bid Files.	Multi	
07-00153	Bids - Capital Improvement Projects - Accepted	15 Year(s)	Multi	
07-00154	Bids - Equipment & Supplies - Accepted	5 Year(s)	Multi	
07-00155	Bids - All Types - Not Accepted	3 Year(s)	Multi	
07-00156	Departmental Employee Leave Balances - Vacation	Continually Maintained and Updated. (No RC-3 Required)	Multi	
07-00157	Public Records Request Forms	2 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
07-00158	Photos/Negatives/Digital media containing photos,etc.that are not part of a case file.	Until no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	

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07-00159	False Alarm Letters and Reports	2 Year(s)	Multi	
07-00160	Bicycle Licenses - All Copies	7 Year(s)	Multi	
07-00161	Squad Run/Fire Run Reports	2 Year(s)	Multi	
07-00162	Attendance Cards	1 Year(s)	Multi	
07-00163	Photo Evidence Collection Log	2 Year(s) after last entry	Multi	