



MUNICIPAL RECORDS COMMISSION AGENDA:

January 21, 2025

Municipal Building 15 South College Ave. Oxford, Ohio 45056 Second Floor Conference Room
4:30 PM

Approval of Agenda

Approval of Minutes

1. Minutes from the May 7, 2024, meeting.

One-Time Disposal of Obsolete Records RC1

1. Service Department

Certificate of Records Disposal RC-3

1. City Manager
2. Clerk of Council
3. Community Development
4. Finance
5. Human Resources
6. Parks and Recreation
7. Police Division

Adjournment



MINUTES OXFORD RECORDS COMMISSION

Municipal Building 15 South College Ave. Oxford, Ohio 45056 Second Floor Conference Room

TUESDAY, MAY 7, 2024 AT 4:45 PM

Approval of Agenda

Members present: Douglas Elliott, City Manager; Heidi Ridenour, Finance Director; Jacqueline Johnson; Ben Mazer, Assistant Law Director; and Heather Barbour, Secretary. Brad Spurlock was excused.

Staff Member present: Jessica Greene, Assistant City Manager

Mr. Elliott called the meeting to order at 4:45 p.m.

Motion – To Approve the Agenda.

(Voice Vote) 1st Ms. Ridenour 2nd Mr. Mazer

AYE # 3

NAY # 0

ABS # 0

Approval of Minutes

Motion – To Approve the minutes of the February 6, 2024, meeting.

(Voice Vote) 1st Ms. Ridenour 2nd Ms. Johnson

AYE # 4

NAY # 0

ABS # 0

1. Minutes of the February 6, 2024, meeting.

Old Business

RC-2 Records Retention Schedule

1. Service Department RC-2 Updates

Motion – To Adopt the RC-2 updates for the Service Division.

(Voice Vote) 1st Mr. Mazer 2nd Ms. Johnson

AYE # 4

NAY # 0

ABS # 0

Ms. Barbour shared that after reviewing the newly adopted City-wide RC-2 Records Retention Schedule, the Service Division found a few items that needed to be updated.

New Business

1. Proposed Public Records Policy (Jessica Greene, Assistant City Manager)

Motion – To Adopt the Amended Public Records Request Policy.

(Voice Vote) 1st Ms. Johnson 2nd Mr. Mazer

AYE # 4

NAY # 0

ABS # 0

Ms. Greene presented the proposed policy and gave a brief summary of the process. Ms. Greene mentioned in a recent CIC audit that a public records request policy was recommended. Mr. Elliott mentioned adding the word "request" to the policy title. Everyone agreed on this amendment.

Adjournment

Motion – To Adjourn at 4:51 p.m.

(Voice Vote) 1st Mr. Mazer 2nd Ms. Johnson

AYE # 4

NAY # 0

ABS # 0



ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Oxford

Service Department

(Local Government Entity)

(Unit)

Michael Dreisbach

Michael B. Dreisbach

Service Director

1/15/25

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed 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 these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

City of Oxford

Service Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
ENG-02	2021 CGS Replacements for Assessments unsuccessful bids	Paper	none	
ENG-02	2021 Street Resurfacing Unsuccessful bids	Paper	None	
ENG-02	2021 CDBG Handicap Ramp Improvements unsucc. bids	Paper	None	
ENG-33	121 S. Beech 2 family remodel & addition	Paper	None	
ENG-33	318 E. Vine Addition	Paper	None	
ENG-33	201 E. Chestnut Remodel & stairs	Paper	None	
ENG-33	32 Ivywood Sunroom	Paper	None	
ENG-33	24 E. Park Place Bella Place (former Pedro's site)	Paper	Electronic utilities	
ENG-33	300 S. Locust Kroger Expansion 2009 (includes gas station)	Paper	Electronic utilities	
ENG-02	2021 Contreras Rd. Tank Painting Project LC United Painting	Paper	None	
ENG-01	2023 Street Resurfacing Unsuccessful Bids	Paper	None	
ENG-01	2023 2.0 MG Storage Tank Painting Unsuccessful Bids	Paper	None	
ENG-01	2023 OATS Trail Park Connector Unsuccessful Bids	Paper	None	
ENG-01	2023 OATS Trail III&IV Unsuccessful Bids	Paper	None	
ENG-01	2023 Water Softening Project Unsuccessful Bids	Paper	None	
ENG-01	2023 Residential Curbside Food Scrap Water Collection for Composting Unsuccessful Bids	Paper	None	
ENG-01	2023 Curb Gutter & Sidewalk for Assessments Unsuccessful Bids	Paper	None	

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

City of Oxford

Service Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
ENG-32	2018 MHMH Oncology Dept. Remodel	Paper/Digital	None	
ENG-32	2020 111 E. Spring St.-fraternity to 3 family	Paper/Digital	None	
ENG-32	116 Bishop 2020 – remodel & addition	Paper/digital	None	
ENG-32	2020 45 East Remodel	Paper/digital	None	
ENG-32	2019 45 East proposed exterior alterations	Paper/digital	None	
ENG-32	2020 36 E. High St. – Skydeck	Paper/digital	None	
ENG-32	2018 300 S. Locust St. Kroger Interior improvements	Paper/digital	None	
ENG-32	2019 304 W. Collins – Shademakers	Paper/digital	ROW utility info only	
ENG-32	2019 31 Lynn – vonditional use for bank drive thru	Paper/digital	None	
ENG-32	2020 17 N. Beech – Hookah Lounge	Paper/digital	None	
ENG-32	2020 431 S. Locust – Domino's	Paper/digital	None	
ENG-32	2019 412 University – proposed 2 family	Paper/digital	None	
ENG-32	2020 800 Maple St. – Oxford Bible Fellowship cond. Use	Paper/digital	None	
ENG-01	Solar Array RFP-unsucc. bids	Paper	None	
ENG-01	2022 Street Resurfacing unsucc. bids	Paper	None	
ENG-01	2022 CDBG Handicap Ramp Replacements-unsucc. bids	Paper	None	
ENG-01	2022 Curb, Gutter & Sidewalk Replacements – unsucc. bids	Paper	None	
ENG-01	2022 Sidewalk & Handicap Ramp Imp. – unsucc. bids	Paper	None	
ENG-01	2019 Curb Gutter & Sidewalk Repl. – no bids- destroy docs.	Paper	None	



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800 E. 17th Avenue Columbus,
Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

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Date Received Stamp:

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

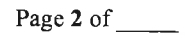
City of Oxford	City Manager	Douglas R. Elliott, Jr.	513-524-5279
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)
15 South College Ave.	Oxford	45056	Butler
(Address)	(City)	(Zip Code)	(County)
			(Date Submitted to LGRP)

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 the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	City Manager	513-524-5279
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: hbarbour@cityofoxford.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.*



See instructions before completing this form. Must be submitted with Part 1

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SAO/LGRP-RC3 (Part 1 & 2), Revised May 2024



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YES

NO

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

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

City of Oxford	Clerk of Council	Heather Barbour	513-524-5213
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)
15 South College Ave.	Oxford	45056	Butler
(Address)	(City)	(Zip Code)	(County)
			(Date Submitted to LGRP)

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Heather Barbour
(Signature of Responsible Official)

Clerk of Council

(Title)

513-524-5213

(Telephone number)

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

(Local Government Name)			(Unit/Department)					
(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		
Public Records Requests	CL-01	2024	All Media	None	1992 - 2021			
Public Records Request Log	CL-02	2024	All Media	None	2007-2019			
Park and Right of Way Permits, Requests for use of Public Parks, and Rights of Way	CL-03	2024	All Media	None	1999-2007			
Banner Permits/Requests for Community Event Banners Across High Street	CL-04	2024	All Media	None	2008			
Liquor Permit Notices to Legislative Authority	CL-05	2024	All Media	None	2019			
Improvement Files, Assessments for Curb, Gutter, Sidewalk, and Driveway Apron Repairs	CL-06	2024	All Media	None	2012-2017			
Legal Notices/Proof of Publication	CL-17	2024	All Media	None	1990-2008			
Board and Commission Applications – Applications Not Appointed	CL-21	2024	All Media	None	2009-2014			
Board and Commission Applications - Appointed	CL-22	2024	All Media	None	2007-2019			
Contracts and Agreements	CL-25	2024	All Media	None	1987-2014			



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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

City of Oxford	Community Development	Samuel Perry	513-524-5204	
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)	
15 S College Avenue	Oxford	45056	Butler	
(Address)	(City)	(Zip Code)	(County)	(Date Submitted to LGRP)

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 (Signature of Responsible Official)	1-10-25	Comm. Dev. Director	513-524-5204
		(Title)	(Telephone number)

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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Oxford

Community Development

(Local Government Name)

(Unit/Department)

(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		
Residential Architectural Drawings	CDB-06	01/21/25	paper		Prior to Jan 1, 2020			
Residential Applications	CDB-07	01/21/25	paper		Prior to Jan 1, 2020			
Residential Inspection Tickets, Including Releases	CDB-08	01/21/25	paper		Prior to Jan 1, 2020			
Residential Misc. Info	CDB-09	01/21/25	paper		Prior to Jan 1, 2020			
Commercial Applications	CDB-16	01/21/25	paper		Prior to Jan 1, 2020			
Commercial Insp. Tickets, Including Releases	CDB-17	01/21/25	paper		Prior to Jan 1, 2020			
Commercial Misc. Info	CDB-18	01/21/25	paper		Prior to Jan 1, 2020			
Board of Building Standards Monthly Assessment Reports, Res. & Comm.	CDB-29	01/21/25	paper		Prior to Jan 1, 2022			
Res. Rental Permit Annual Billing Notices	CDB-21	01/21/25	paper		Prior to Jan 1, 2022			
Code Enforcement Property Files (letters, notices, notes)	CDP-17	01/21/25	paper		Prior to Jan 1, 2021			
Zoning and General Violation Property Files (letter, photos, notes)	CDP-19	01/21/25	paper		Prior to Jan 1, 2021			



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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

City of Oxford

 118 W. High St.
 Oxford, OH 45056

(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
15 S College Avenue	Oxford	45056	Butler County	2/01/24
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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<i>Heidi Ridenour</i>	Finance Director	513-524-5214
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: _____

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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

(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		
Withholding Records	FN 57		Paper, Electronic		2017			
Monthly Billing	FN 65		Paper, Electronic		2020 - 2021			
Cash Receipts	FN 14		Paper, Electronic		2020 - 2021			
Budget Working P/W	FN 12		Paper Electronic		2017 - 2019			
ACFR Working P/W	FN 13		Paper, Electronic		2018 - 2019			
Accounts Payable	FN 37		Paper, Electronic		2019 - 2020			
Fixed Assets	FN 19		Paper Electronic		2019 – 2020			
Utility Billing Journal	FN 65		Paper, Electronic		2020			
Correspondence	FN 16		Paper, Electronic		2015 - 2020			
Investment Reports	FN 26		Paper, Electronic		2019 - 2020			
Bank Statements	FN 07		Paper, Electronic		2020			
Employed Paid Benefits P/W	FN 46		Paper, Electronic		2020			
General Journal	FN 20		Paper, Electronic		2020			
Service Orders	FN 72		Paper, Electronic		2019-2021			



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

(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		
Accounts Receivable	FN 59		Paper, Electronic		2019-2021			
Utilities Adj. Journal	FN 71		Paper Electronic		2019-2020			
Utilities A/R Ledger	FN 69		Paper, Electronic		2020			
Receipts Journals	FN 64		Paper, Electronic		2020			
Check Registers	FN38		Paper, Electronic		2020			
SSI Reports (Meter Readings)	FN 63		Paper, Electronic		2020			
Refuse Service Records	FN 67		Paper, Electronic		2020			



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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

City of Oxford	Human Resources	Kim Newton	513-524-5211
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)
15 S. College Avenue	Oxford	45056	Butler
(Address)	(City)	(Zip Code)	(County)
			(Date Submitted to LGRP)

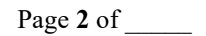
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(Signature of Responsible Official)

Human Resources Manager
(Title)

513-524-5211
(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: knewton@cityofoxford.org



City of Oxford

Human Resources

(Unit/Department)

SAO/LGRP-RC3 (Part 1 & 2), Revised May 2024



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YES

NO

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

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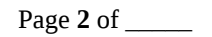
<u>Oxford Parks and Recreation Department</u>	<u>Deanna Barbour</u>	<u>513-523-6314</u>		
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)	
<u>6025 Fairfield Road</u>	<u>Oxford</u>	<u>45056</u>	<u>Butler</u>	
(Address)	(City)	(Zip Code)	(County)	(Date Submitted to LGRP)

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<u>Deanna Barbour</u>	<u>Office Manager</u>	<u>513-523-6314</u>
(Signature of Responsible Official)	(Title)	(Telephone number)

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See instructions before completing this form. Must be submitted with Part 1

(Unit/Department)

[illegible]



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Items requested for transfer:

YES

NO

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

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

City of Oxford Division of Police

John A. Jones

513-524-5252

(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)
101 E. High Street	Oxford	45056	Butler
(Address)	(City)	(Zip Code)	(County)
			(Date Submitted to LGRP)

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	<i>Police Chief</i>	<i>513-524-5247</i>
(Signature of Responsible Official)	(Title)	(Telephone number)

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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

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(Local Government Name)			(Unit/Department)					
(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		
Administrative Citations	PD-01	10172023	Paper		Through 2023			
Administrative Reports	PD-02	10172023	All Media		Through 2021			
Attendance Sheets	PD-05	10172023	Paper		Through 2021			
Auction	PD-06	10172023	All Media		Through 2021			
Breath Testing Calibration Records	PD-08	10172023	All Media		Through 2021			
Damaged/Missing Equipment & Vehicle Accident Report	PD-14	10172023	Paper		Through 2023			
Display of Force Reports	PD-15	10172023	Paper		Through 2019			
Parking Citations	PD-39	10172023	Paper		Through 2021			
Parking Citation Appeals	PD-40	10172023	Paper		Through 2021			
Parking Reports	PD-42	10172023	All Media		Through 2021			
Ride Along Forms	PD-47	10172023	Paper		Through 2022			
Shift Trade Request/Time Off Request	PD-48	10172023	Paper		Through 2023			



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

Tow Sheets	PD-52	10172023	Paper		Through 2021		
Traffic Citations	PD-53	10172023	Paper		Through 2021		
Use of Force Reports	PD-55	10172023	Paper		Through 2019		
Solicitor Permits	PD-75	10172023	Paper		Through 2023		
Meter Rental	PD-76	10172023	All Media		Through 2023		
72-hour Parking Log	PD-77	10172023	Paper		Through 2023		
Weather Siren Assignments	PD-78	10172023	Electronic		Through 2023		
Citizen Observer Patrol Intern Logs	PD-79	10172023	Paper		Through 2023		
Public Safety Cadets attendance sheets	PD-80	10172023	Paper		Through 2023		
Internal Affairs Investigations	PD-24	10172023	Paper		No Action Taken: 2022		



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

(Local Government Name)			(Unit/Department)					
(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		
Lockout Waivers	PD-33		Paper		Through 2022			
Misdemeanor Citations	PD-34		Paper		Through 2021			
Incident Reports/Offense Reports/Criminal Case Files (except Homicide & Sexual Assault files)	PD-35		Paper		1/1986 – 12/2000			
Property Room	PD-45		All Media		Through 2021			
Ride Along Forms	PD-47		Paper		Through 2022			
Public Records Release Log	PD-87		Electronic		Through 2023			