

2
12/3/18

For Records Commission Use Only	
Date Approved: <u>12/3/18</u>	
Date of Destruction: <u>5/11/19</u>	
Historical Value: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

FAIRVIEW PARK CERTIFICATE OF RECORDS DISPOSAL (RC-3)

Fairview Park Police	Angela Bernhardt	440-356-4415	Police Department
(Department)	(Contact Person)	(Telephone Number)	(Location of Records)

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)**. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request.

<u>Eric V. Apperman</u>	<u>Chief of Police</u>	<u>440-356-4415</u>
(Signature of Responsible Official)	(Title)	(Telephone Number)

RC2- Approval Date: March 21, 2016

Code: (P) Paper (E) Electronic (N) None

Record Title & Description	Schedule Number	Media Type To be destroyed (circle one)		Media Type To be retained (circle one)		Inclusive Dates of Records		Proposed date of destruction (At least 15 business days from approval)
		P	E	P	E	From	To	
Breath Test Result Form	14010	(P)	E	P	E	(N)	2015	May 2019
Calibration Records	14014	(P)	E	P	E	(N)	2015	May 2019
Bicycle License Register	14060	(P)	E	P	E	(N)	2015	May 2019
Criminal Case Files Misdemeanor	14085	(P)	(E)	P	E	(N)	2015	May 2019
Intake/Discharge Inmate Records	14150	(P)	(E)	P	E	(N)	2012	May 2019
Medical Inmate Records	14152	(P)	E	P	E	(N)	2012	May 2019
Personal Property Returned	14154	(P)	E	P	E	(N)	2016	May 2019

Record Title & Description	Schedule Number	P E	P E N	Inclusive Dates of Records		Proposed date of destruction (At least 15 business days from approval)
		Media Type To be destroyed (circle one)	Media Type To be retained (circle one)	From	To	
		Liquor Permit	14180	P E	P E N	
Parking Tickets	14210	P E	P E N	2015	May 2019	
Ride Along Forms	14240	P E	P E N	2015	May 2019	
Tow Logs	14260	P E	P E N	2015	May 2019	
Traffic Citations	14265	P E	P E N	2015	May 2019	
Offense Reports	14205	P E	P E N	2013	May 2019	
Activity Reports	01030	P E	P E N	2010-2016	May 2019	
Payroll Journal	10170	P E	P E N	2015	May 2019	
Background Investigation	11000E	P E	P E N	2016	May 2019	
Work Schedule	011020	P E	P E N	2011-2017	May 2019	
Firearm Records and Inventories	14115	P E	P E N	2007-2015	May 2019	
Accident Reports (OH-1)	14250	P E	P E N	2014-2015	May 2019	
Receipt Books	01720	P E	P E N	2015-2016	May 2019	
Junk Vehicle Records	14165	P E	P E N	2016	May 2019	
		P E	P E N			
		P E	P E N			
		P E	P E N			
		P E	P E N			
		P E	P E N			