



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497



For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Miami Valley Regional Crime Laboratory

(local government entity)

(unit)


(signature of responsible official)

Kenneth Betz

(name)

Director

(title)

9/11/12

(date)

Section B: Records Commission

Montgomery County Records Commission

(937) 225-6366

Records Commission

(telephone number)

117 S. Main St.

Dayton

45422

Montgomery

(address)

(city)

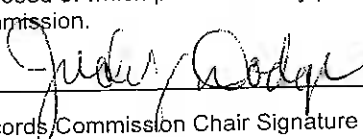
(zip code)

(county)

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

ratcliff@mcohio.org


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

9-24-12

Date

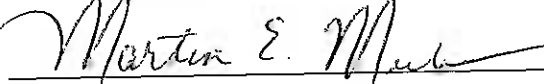
Section C: Ohio Historical Society - State Archives


Signature

Electronic Records Assistant
Title

10/03/2012
Date

Section D: Auditor of State


Signature

10-26-12

Date

Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

Miami Valley Regional Crime Laboratory

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS/LGRP	(6) RC-3 Required by OHS LGRP
12-1	Annual Case Log: Chronological record of cases. Obsolete. Replaced by Laboratory Information Management System (LIMS).	Permanent	Paper		
12-2	Case Files—Misdemeanors, Forgeries, Narcotics, CCW and DUI: Basic folder for each investigation. Contains lab reports, requests, analyst notes, photographs, property room receipts, etc.	5 years	Paper/ Electronic		
12-3	Case Files—Homicides: Basic folder for each investigation. Contains lab reports, requests, analyst notes, photographs, property room receipts, etc.	Permanent	Paper/ Electronic		
12-4	Case Files—All Others: Basic folder for each investigation. Contains lab reports, requests, analyst notes, photographs, property room receipts, etc.	20 years	Paper/ Electronic		
12-5	Instrument Log Books: Maintenance and calibration records for scientific instruments.	5 years	Paper/ Electronic		
12-6	Laboratory Information Management System (LIMS): Chronological record of cases.	Permanent	Electronic		