

Cynthia Spikell  
Mayor Ben Garlich  
Nick Giardina  
Tom Lee

**AGENDA**  
**RECORDS COMMISSION**  
**July 26, 2020**  
**12:00 PM**  
**By Teleconference**

1. AGENDA-ADDITIONS/DELETIONS
2. MINUTES- December 5, 2019

**NEW BUSINESS**

1. Bi-Yearly Review of Retention Schedule. – Shred Day 9-18 from 12p-4p

**Records Commission  
December 5, 2019**

The meeting was called to order at 9:30 a.m. with the following members present: Nick Gardnia, Fiscal Officer, and Cynthia Spikell, citizen representative, Mayor Ben Garlich - excused, Tom Lee-Village Solicitor – excused

Tisha Stupka - Village Archivist

Leslie McCoy – Village Administrator

Agenda – To review retention schedule for Income Tax record disposal.

Minutes of 7/30/18 were presented for approval.

**NEW BUSINESS**

- 1. Review retention schedule for Income Tax.** *Cynthia Spikell moved to approve the RC2 for IT disposal, seconded by Mr. Giardina. All in favor: All Yeas (3).*

Being no further business at this time, the meeting adjourned at 9:35 a.m.

**OHIO MUNICIPAL RECORDS MANUAL**  
**Suggested Records Retention Periods**

**Third Revised Edition - January 2000**

**THE OHIO HISTORICAL SOCIETY**  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Ave.  
Columbus, Ohio 43211-2497  
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[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)

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## Ohio's Municipal Records Program

Government cannot function without the records that serve as an institutional memory. If they are created, maintained, and disposed of in an orderly manner, the records will serve their purpose well and be an asset to the public office that created them. If, on the other hand, they are created, maintained, or disposed of in a haphazard manner, the same records will become a legal liability, waste valuable space, increase operating expenses, and squander staff time.

The purpose of this manual is to provide a foundation for Ohio municipal officials who wish to establish and maintain a basic records management program. Although many municipal record series are listed, some are not. To establish a retention period for a record series, use the four values listed under Appraisal. The retention periods found in this manual are only suggestions. Before any municipal records may be disposed of in any manner, the municipal records commission must approve the action in an open meeting (Sec. 121.22 ORC) and submit the approved forms to the Ohio Historical Society's Local Government Records Program (OHS-LGRP). The OHS-LGRP will then send the forms to the Ohio Auditor of State. The Auditor of State returns the approved forms to the OHS-LGRP, which retains the original and sends a copy back to the municipal records commission. The commission should send a copy to the originating office. Questions about this manual or records retention and disposition should be addressed to Ohio Historical Society, State Archives of Ohio, Local Government Records Program (LGRP), 800 E. 17<sup>th</sup> Ave., Columbus, Ohio 43211-2497, (614-297-2553), or [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org).

### ESTABLISHING A RECORDS PROGRAM

*There are five basic steps in establishing a sound record management program.*

**1) Inventory.** The ideal is to inventory all the records found in each municipal office. The reality is that a total inventory is difficult unless a full-time records manager does it. However, it can be done if you divide up the work by office and each office completes a records inventory. The basic unit of the inventory is the records series. A records series is a sequence of records classified and filed as a single filing system. Examples of separate record series are checks, vouchers, minutes, and leave requests. A records inventory should include all records series whether they are located in an office or storage area.

**2) Appraisal.** This second step is difficult and generally raises the most questions. Appraisal is the determination of the appropriate retention period of each record series, based on its administrative, legal, fiscal, and historical value to the municipality or the State of Ohio.

A record has administrative value if it is needed to conduct the current business of the public office that creates it. Administrative value diminishes over time because it is no longer needed for current business.

A record has legal value if it documents or protects the legal rights of the public entity that created it. Records possessing legal value should be retained until the legal rights or obligations to which they pertain expire.

A record has fiscal value if it is used in accounting for public funds. Records having fiscal value must be retained at least until the accounts have been audited. Records of local activities funded with combinations of state and federal funds might have to be retained longer than records pertaining solely to local funds.

A record has historical (archival) value if it has continuing historical value to the State of Ohio and its citizens. The Ohio Historical Society Local Government Records Program staff makes this determination.

The retention periods suggested in this manual are based upon the application of each of the four values of records to each records series. Records often possess more than one value; retention periods are based on satisfying the value with the longest retention need. For example, a records series having administrative value of one month may be required to be retained for two years to be audited; therefore, the retention period should be three years. A city may adopt retention periods different from those suggested in this

manual. Please contact the OHS Local Government Records Program (LGRP) if you have questions concerning these suggested retention periods or the disposal process.

**3) Adopt Retention Schedules.** Municipal records may be disposed of only through the process mandated in section 149.39 Ohio Revised Code. Only three forms are used in the LGR Program. Master copies can be found on our website at <http://www.ohiohistory.org/lgrforms>. A properly approved Records Retention Schedule (RC-2) constitutes continuing authority to dispose of records when the scheduled retention period has expired.

An Application for One-Time Record Disposal of Obsolete Records (RC-1) is used for the one-time disposition of obsolete records, and does not represent continuing authority to destroy records. Obsolete means that the records were only created once or are no longer created and were never properly scheduled on an RC-2. The RC-1 is valid for only the obsolete records listed on the form and can only be used for one disposal.

Retention periods may be expressed in one of three ways:

- 1) As a specific time period (e.g., retain five years, then destroy);
- 2) In relation to an event (e.g., destroy after audited by the Auditor of State and audit report is released);
- 3) As a combination of both of these (e.g., retain five years after audited, then destroy).

Retention periods should always be clearly stated to avoid confusion or improper disposal. The best retention period is one that everyone can follow. Therefore, a specific time period is probably the safest one to use.

**4) Disposal.** Once a records retention schedule has been properly approved for a municipal department it should be followed and reviewed annually. Following an approved schedule is a good business practice that will prevent an unwanted accumulation of useless records that have outlived their value.

During the review process for RC-2 forms, the OHS-LGRP will mark which records series require a Certificate of Records Disposal (RC-3) prior to disposal. Records not marked can be disposed once they meet their retention period. The OHS-LGRP strongly suggests that an internal and permanent record of all public records disposals be maintained by the municipal records commission. If a records series has met the appropriate retention period and requires an RC-3 form, please file it at least fifteen (15) business days before the proposed disposal or destruction date. RC-3 forms should be mailed, emailed, or faxed to the OHS-LGRP. They are no longer reviewed by the Auditor of State's office. These procedures only apply to RC-2 forms signed on or after September 29, 2011 by the municipal records commission. To prevent improper records disposal, all municipal employees involved with records retention or disposition activities should be familiar with Sections 149.31, 149.351, and 149.39 of the Ohio Revised. Errors can cost the municipality both money and embarrassment. Consult your legal counsel if you have any doubts concerning records disposal. To safeguard and protect public records, Section 149.31 ORC requires a written agreement between the Ohio Historical Society and certain entities concerning the transfer of records.

**5) Maintenance of Records of Long - Term Value.** Records with retention periods exceeding 10 years are often viewed as being long-term. Providing appropriate storage facilities is essential for the preservation of long-term records. Most municipalities can not afford record storage centers or the latest equipment for controlling temperature and humidity. Nevertheless, it is important to provide a cool, dry, and secure storage area for municipal records, especially records having a long-term value. Exhaust fans, portable dehumidifiers, fire extinguishers, metal shelving, and regular cleaning will go a long way toward increasing the life span of paper records. Storing records in leaky attics, musty basements, and unheated outdoor storage sheds goes against common sense and good business practices. Commercial records storage may provide an alternative economic storage solution for seldom-needed records. However, examine all storage charges and access fees for a complete cost benefit analysis. Microfilm is another storage medium which, when properly utilized, can be a valuable asset in a records program. It can be used to reduce bulk or to provide security copies of vital records. Before beginning a microfilm program, thoroughly evaluate and cost justify it. Be sure to include the cost of a reader-printer if you wish

to use the microfilm in lieu of the original (Sec. 9.01 ORC) or for public access (Sec. 149.43 ORC). All microfilming should meet or exceed American National Standards Institute (ANSI) standards. Currently, there are no ANSI standards for retaining permanent records either on optical disks or in other electronic formats.

The Ohio Historical Society, through the Ohio Network of American History Research Centers (ONAHRC), administers a program for the preservation of local government records that have continuing historical value. Municipalities devoting space to the storage of historical records that have outlived their administrative, legal, and fiscal value should consider transferring these records to the appropriate network center for permanent preservation in a true archival setting at no cost to the municipality and while permitting access to researchers.

#### *Using this Manual*

This manual is presented in a columnar format for quick and easy reference. The chapters correspond to major functional divisions common to municipal governments in Ohio. All municipal departments, boards, commissions should use the General Records Retention Schedules and other entities associated with municipality. The more complex functions are further divided when appropriate. Each entry includes the title of a record series and the suggested retention period. It is extremely difficult to create a comprehensive list of all municipal records therefore some records are not listed. Contact the OHS State Archives Local Government Records Program (614-297-2553) with your constructive comments and suggestions. Our email address is: [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org).

#### *Role of the Ohio Historical Society*

The Ohio Historical Society (OHS) is designated by section 149.31, Ohio Revised Code, as the "archives administration for the State of Ohio and its political subdivisions." It also has the first right to select for historical purposes local records which have continuing historical value to the State of Ohio and its citizens (Sec. 149.39 ORC). To fulfill these responsibilities, OHS administers the Local Government Records Program (OHS-LGRP). The OHS-LGRP works with municipalities to develop a practical records management program. The Ohio Historical Society has designated six Ohio Network of American History Research Centers (Network Centers) as depositories for local government records within their respective regions. Municipal records transferred to the custody of a network center retain their own identity as records belonging to the originating municipality, and are available to the originating municipality should the need arise.

#### **Note:**

**"Audited" and "Provided Audited," when used in this manual and on all RC 1, RC 2 and RC 3s, means: the years encompassed by the records have been audited by the Ohio Auditor of State and the audit report has been released pursuant to Section 117.26 Ohio Revised Code. To confirm audit periods and release dates, contact your fiscal officer or the Ohio Auditor of State's Clerk of the Bureau, Columbus.**

## OHIO NETWORK OF AMERICAN HISTORY RESEARCH CENTERS

1. University of Akron - Archives Services  
Polsky Building  
225 S. Main St.  
Akron, OH 44325-1702  
(330) 972-7670
  
2. Archives & Rare Books Department  
Blegen Library - 8th Floor  
University of Cincinnati  
Cincinnati, OH 45221-0113  
(513) 556-1959
  
3. Local Government Records Program (LGRP)  
Ohio Historical Society - State Archives  
800 E. 17<sup>th</sup> Ave.  
Columbus, OH 43211-2497  
(614) 297-2553
  
4. Western Reserve Historical Society Library  
10825 East Blvd.  
Cleveland, OH 44106-1788  
(216) 721-5722
  
5. Archives and Special Collections  
Wright State University - Dunbar Library  
Dayton, OH 45435-0001  
(937) 775-2092
  
6. Youngstown Historical Center of Industry and Labor  
151 West Wood Street  
PO Box 533  
Youngstown, OH 44501-0533  
(330) 743-5934



## Suggested Records Retention Periods for OHIO MUNICIPAL RECORDS

### Section 1 - General Administrative Records

Records listed in this section are generally found in most municipal offices. These General Administrative and General Financial record retention schedules (Section 8) apply to every municipal department, board, commission or other municipal related entities unless superseded by a specific schedule.

<i>Record Series Title</i>	<i>Suggested Retention Period</i>
1. Accident Reports \ Files Employee Injury Report Bodily Injury to non-employee Damage to Municipal Vehicle or Property	Place in personnel file 6 years provided no action pending 6 years provided no action pending
2. Activity Reports - All types	2 years
3. Agendas	6 years
4. Annual Departmental Budget	5 years
5. Annual Departmental Report	Permanent - at 50 years appraise for historical value
6. Annual Municipal Budget	Permanent - at 50 years appraise for historical value
7. Annual Municipal Report	Permanent – at 50 years appraise for historical value
8. Attendance Reports \ Records	3 years
9. Audiovisual, PR & Training Materials	Until information is superseded, obsolete, or replaced, then appraise for historical value
10. Badges and ID's	Turn in upon termination
11. Blank Forms	Until obsolete or superseded
12. Blueprints \ Vellums	Until updated, superseded or obsolete, appraise for historical value
13. Budget Preparation Documents (Working Papers)	4 years
14. Bulletins, Posters and Notices to Employees	Until no longer administratively necessary
15. Calibration Records - All types	5 years
16. City Manager's / Mayor's Journal	Permanent
17. Compliance Reports - All Types	5 years
18. Continuing Education Certifications \ Class \ Seminar \ Training Attendance Records	Place in personnel file
19. Contracts and Agreements	15 years after expiration or termination

20. Copies - All media Official File copy Reading \ Informational \ Reference Copy	Use applicable records series retention period Until no longer administratively necessary
21. Correspondence Routine Form Letters General With Legislative Branch Executive	1 year 2 years 3 years 5 years
22. Delivery Slips \ Packing Slips	2 years
23. Disaster Plans	Until updated or superseded
24. Dispatcher Radio/Phone Calls Audio Recordings	30 days erase and reuse provided no action pending
25. Drafts - All Media	Until no longer administratively needed
26. Drawings, Tracings, Mylars	Until updated, superseded or obsolete, appraise for historical value
27. Equipment Inventories	3 years
28. Equipment Maintenance Records	Life of the equipment
29. Equipment Records - Personal Use Items (E.g. tools weapons, clothing etc.)	Until equipment returned by employee
30. Executive Orders	Until superseded, obsolete, or replaced; then appraise for historical value
31. Expense Records	3 years
32. Facsimile (FAX) Logs Messages	1 year Treat as correspondence
33. Flow Charts - Operations	2 years
34. Fuel Usage Records	3 years
35. General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain one copy until audited
36. Grant Files \ Records - Federal \ State	5 years provided audited and disputes resolved
37. Hearings (Not Employee Related) Audio and Video Recordings Report of Proceedings Transcripts	1 year Permanent 5 years
38. Leases Equipment Real Estate	2 years after expiration 5 years after expiration
39. Licenses, Permits, Certifications	1 year after expiration

40. Mail	
Unsolicited Mail (e.g. anonymous \ slanderous letters, groundless complaints, sales materials transitory messages, informational brochures, etc.)	Until no longer administratively necessary
Postal Records (e.g. Registered \ Certified \ Insured Logs or Receipts \ Postal Meter Documents)	2 years
41. Mailing Lists	Until updated, superseded or obsolete
42. Management \ Operations Reports	
Monthly \ Quarterly \ Semiannual	Until incorporated into an annual report
Annual	5 years
Consultant	5 years
43. Manuals, Handbooks and Directives	Until superseded, obsolete, or replaced. Retain one file copy 5 years
44. Maps \ Plats	Until updated, superseded or obsolete, then appraise for historical value
45. Material Safety Sheets	Until superseded
46. Meeting Notices (Sec. 121.22 ORC)	1 year
47. Memoranda	Use correspondence retention periods
48. Minutes of Meetings	
Approved Hardcopy	Permanent
Audio and Video Recordings of Meetings	1 year provided information concerning the meeting is substantially transcribed to hard copy
Drafts \ Notes	Until hardcopy of minutes approved
49. Municipal Publications	Until superseded or obsolete, retain one copy
50. 911 System	
Documentation	Life of System
Logs	3 years
Printouts	1 year
Recording Tapes	30 days then reuse provided no action pending
51. Oaths of Office of Elected Officials	10 years after leaving office
52. Photo File (includes prints, slides, negatives, transparencies and related photographic items)	Until information is no longer current, then appraise for historical value
53. Press \ News Releases	3 years
54. Printing Orders	3 years
55. Project Plans \ Drawings \ As Built	Life of project or obsolete then appraise for historical value
56. Receipts/Receipt Books	2 years provided audited
57. Receiving Documents	3 years
58. Records Retention Documents	Permanent

RC 1, RC 2, RC 3

59. Records Requests	2 years
60. Reference \ Library Materials	Until superseded, obsolete or replaced
61. Requisitions	3 years
62. Research Files	5 years
63. Rosters \ Directories	1 year after superseded or obsolete
64. Scrapbooks, Yearbooks	Appraise for historical value
65. Speeches \ Presentations	3 years
66. Statistical Reports Monthly \ Quarterly \ Semiannual Annual Consultant produced	Until incorporated into yearly compilation 5 years 5 Years
67. Surveying - Field Notes	Permanent
68. Surveillance Tapes \ Videos	30 days then reuse provided no action pending
69. Table of Organization \ Organizational Charts	Until superseded
70. Telephone Messages - Telephone Records Charges \ Bills \ Call Detail Records Documentation Messages Service Records System Equipment Inventory	2 years provided audited Life of system Until no longer administratively necessary 2 years Continually updated, retain superseded data 1 year
71. Training Material \ Lesson Plans	Until superseded
72. Uniform Record	3 years, provided audited
73. Vehicle Maintenance Records	Until vehicle sold
74. Vehicle Mileage Records	Until vehicle sold
75. Visitors' Log or Sign-in Sheets	1 year
76. Voice Mail Messages System Documentation	Until no longer administratively necessary Life of system
77. Warranties	2 years after expiration
78. Work Orders	2 years
79. Work Schedules	1 year after schedule changed

## Section 2 - Airport Records

<i>Records Series Title</i>	<i>Suggested Retention Period</i>
1. Air Traffic Reports Monthly Annual	1 year Permanent
2. FAA reports	5 years
3. Parking Lot Receipts and Ticket Stubs	Until audited

## Section 3 - Building, Planning, and Zoning Records

<i>Record Series Title</i>	<i>Suggested Retention Period</i>
1. Annexation Case Files	Permanent
2. Annexation Record	Permanent
3. Appeals on Interpretation of Code	Permanent
4. Area Commission Files	25 years
5. Board of Zoning Adjustments Case Files	10 years
6. Board of Zoning Adjustments Journal	Permanent
7. Building Applications	Until occupancy permit issued
8. Building Cards	Permanent
9. Building Folders	Review at 5 years
10. Building Inspection Reports	5 years
11. Building Permit Record	Permanent
12. Building Plans Residential Commercial Municipal owned	3 years 5 years Life of structure, appraise for historical value
13. Building Sign Inspection Files	Permanent
14. Case Files - Board of Building Standards and Appeals	10 years
15. Case Files - Board of Zoning Appeals	10 years
16. Certificates of Insurance	2 years after expiration, provided no claims pending
17. City Building Code	Until superseded; retain 1 copy permanently

18. Community Development Reports	Until no longer of administrative value
19. Complaints	2 years, provided no action pending
20. Condemnation and Demolition Records	Permanent
21. Contractor's Registration	2 years
22. Demolition Permits	Permanent
23. House Number Record	Permanent
24. Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value; appraise for historical value
25. Index to Board of Zoning Adjustments Case Files	25 years
26. Index to Variance Record	25 years
27. Index to Zoning Case Record	25 years
28. Industrial Use Permit Reviews	Permanent
29. Legislative Research Files \ Drafts	Until no longer of administrative value
30. Loan and Grant Applications (copies)	3 years, provided audited
31. Occupancy Permit Record	Permanent
32. Performance Bonds - Contractors	10 years after expiration
33. Permits - All types	3 years provided audited
34. Planning Briefs	25 years
35. Planning Commission Case Files	10 years, provided no action pending
36. Project Planning Files	5 years after completion of final project report
37. Project Reports	25 years, appraise for historical value
38. Quadrant Files	5 years
39. Rezoning Applications	Until final action taken and recorded
40. Rezoning Case Files	5 years after final decision rendered
41. Street Name Change Record	Permanent
42. Street \ Alley Vacation Case Files	Permanent
43. Subdivision Files	Permanent
44. Transportation Research Files	10 years; appraise for historical value
45. Urban Renewal Files	Obsolete; appraise for historical value

46. Violations	Until corrected or adjudicated by a Court
47. Zoning Case Log	25 years
48. Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent
49. Zoning Change Request	5 years, provided no action pending
50. Zoning Permit Applications	1 year after final decision rendered
51. Zoning Permit Record	Permanent
52. Zoning Variance Case Files	5 years after final decision, provided no action pending

### Section 4 - Cemetery Records

<i>Record Series Title</i>	<i>Suggested Retention Period</i>
1. Burial Fee Receipts	3 years, provided audited
2. Burial Transit Permits	5 years
3. Burial Permit	Permanent
4. Deposit Record - Perpetual Care	Permanent
5. Deed Book	Permanent
6. Index to Burial Plots	Permanent
7. Minutes	Permanent
8. Plat Maps	Permanent
9. Record of Lot Sales	Permanent
10. Register of Interments	Permanent
11. Rules and Regulations	Permanent

### Section 5 - Council Records

<i>Record Series Title</i>	<i>Suggested Retention Period</i>
1. Charter and Amendments	Permanent
2. Council Member's Files	Term of Office then appraise for historical value
3. Index to Council Minutes	Permanent
4. Index to Ordinances \ Resolutions	Permanent

5. Liquor License Requests	
Approved	3 years
Denied	1 year
6. Ordinances	Permanent
7. Petitions (Miscellaneous not filed elsewhere)	5 years
8. Proclamations	2 years
9. Reports to Council	5 years
10. Resolutions	Permanent
11. Subject and Administrative Files	5 years

## Section 6 - Court Records

<i>Record Series Title</i>	<i>Suggested Retention Period</i>
<b>A. Justice of Peace</b>	
1. Case Files	Appraise for Historical Value
2. Docket	Appraise for Historical Value
3. Execution and Lien Docket	Appraise for Historical Value
<b>B. Mayor's Court</b>	
1. Annual Statement and Yearly Report	Permanent
2. Case Files	
Criminal	5 years provided audited
OMVI	7 years provided audited
Traffic	5 years provided audited
3. Case Transfers	Transfer all relevant records per 1905.032 ORC
4. Cash Payment Records	4 years provided audited
5. Citations - Parking	Until paid and audited
6. Citations - Traffic	3 years if maintained separately
7. Complaints and Warrants	In case files
8. Docket, Index, Journal	Permanent
9. Expungements	Seal then destroy as Case Files
10. Fine and Fee Record	3 years provided audited



11. Marriage Licenses	5 years after audited, provided Certificate sent to Probate Court per Sec. 3101.13 & 3101.14 ORC
12. Monthly Statements and Reports	3 years provided audited
13. Receipt Books	4 years provided audited

### **C. Municipal Court Records - Effective October 1, 1997**

Municipal Court Administrative and Court Records are governed by the Supreme Court Rules of Superintendence, Rules 26 to 26.05. Please thoroughly read and follow these Supreme Court Rules.

### **D. Police Court Records**

1. Case Files	Appraise for Historical Value
2. Cash Book	Appraise for Historical Value
3. Court Dockets	Appraise for Historical Value

## Section 7 - Engineering and Street Records

<i>Record Series Title</i>	<i>Suggested Retention Period</i>
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### **A. Engineering Records**

1. Aerial Photographs	Until superseded then appraise for historical value
2. Bridge Plans	Life of bridge
3. Bridge Inspection Reports	10 years
4. Change Orders	Place in Project File
5. City Properties File	Permanent
6. City Zoning Maps	Permanent
7. Contractors' Prevailing Wage Records	5 years
8. Day Books	3 years
9. Federal Project Files	5 years after completion of project provided audited
10. House Number Record	Permanent
11. Job Orders	3 years

12. Maintenance Orders	2 years
13. Project Files (Contracts, specifications, change orders, progress reports etc.)	15 years after completion of project
14. Project Inspection Records	Include in project files
15. Sanitary Sewer Records	Permanent
16. Sewer Testing Records	5 years
17. Special Assessments Record	3 years after final payment, provided audited

### ***B. Street Records***

1. Blueprints, Maps, and Plans	Life of Infrastructure then appraise for historical value
2. Haul Tickets	2 years, provided audited
3. Pesticide Application Records	5 years
4. Proposals for Street Improvement	Until approved or proposal rejected
5. Sewer Repair Sheets	10 years
6. Street Lighting Assessment Records Petitions Pole Locations	Until paid off 3 years Until updated
7. Street Opening Permits	3 years
8. Street Repair Cost Summary Record	3 years, provided audited
9. Street Repair Record	3 years
10. Traffic Study Files	Until superseded then appraise for historical value

## Section 8 - Financial Records

*Record Series Title*

*Suggested Retention Period*

### ***A. General Financial Records***

1. Acceptance of Utility Rate Ordinance Notices	Permanent
2. Accounts Ledger	5 years after last entry, provided audited
3. Accounts Payable Record	3 years, provided audited
4. Accounts Receivable Ledger, General	3 years, provided audited

5. Accounts Receivable Ledger, Income Tax	6 years
6. Annual Appropriation Ordinances (copies)	5 years
7. Annual Certificate of Estimated Resources	7 years
8. Annual Municipal Financial Report	Permanent
9. Annual Report to Auditor of State	5 years
10. Appropriation Ledger	5 years, provided audited
11. Assessment Record	Until paid and audited
12. Audit Reports - Internal Federal \ Auditor of State	5 years 5 years
13. Bad Check or Bad Debt Records	2 years after payment or settlement
14. Balance Sheets	3 years
15. Bank Deposit Records (Receipts, Reconciliation, Slips, Statements, etc.)	3 years provided audited
16. Bid Bonds Successful bidder Unsuccessful bidder	Retain until acceptance of project performance bond Return after projected awarded
17. Bids - Successful	15 years after completion of project
18. Bids - Unsuccessful	2 years after letting of the contract
19. Block Grant Documentation	5 years
20. Bond Register	Permanent
21. Canceled Checks	3 years provided audited
22. Canceled Warrants	3 years, provided audited
23. Capital Improvement Bonds	Until paid off and audited, appraise for historical value
24. Cash Books \ Cash Reports	3 years
25. Cash Receipts and Disbursements	3 years, provided audited
26. Cash Register Tapes \ Records	2 years provided internal control established
27. Certificate of Result of Election (Bond Issues)	Until expiration of bond issue
28. Chargeback Reports \ Records	3 years
29. Check Registers \ Stubs \ Carbons	3 years, provided audited
30. Checking Account Statement	3 years, provided audited

31. Checks - Voided	Until audited
32. Client Payment Files	3 years
33. Computer Generated Financial Reports Monthly, Quarterly, Semiannual Annual	Until replaced by next printout or annual report printed out 5 years
34. Cost Control Reports	3 years
35. Report of Cash Received	3 years, provided audited
36. Damage Claims	Until settled and all appeals exhausted
37. Deposit Refund Requests	Until deposit is refunded and account audited
38. Encumbrance Documents	3 years
39. Encumbrance and Expenditure Journal	7 years, provided audited
40. Federal Revenue Sharing Account	7 years, provided audited
41. Fixed Assets Record	10 years
42. General Ledger	25 years
43. Indebtedness Statement	Permanent
44. Insurance Policies	2 years after expiration, provided all claims settled
45. Intergovernmental Tax Receipts	3 years provided audited
46. Investment Records	3 years provided audited
47. Invitation to Bid (ITB)	2 years
48. Invoices and Supporting documents	3 years
49. Licenses	Term of license plus 1 year
50. Monthly Report of Municipal Court	3 years, provided audited
51. Monthly Statement of Balances	3 years, provided audited
52. Mortgages	Until paid and canceled, provided audited
53. Oil and Gas Drilling Permit	Permanent
54. Pay-In Records	3 years, provided audited
55. Performance Bonds	After project successfully completed and accepted
56. Permits	3 years, provided audited
57. Personal or Professional Services Invoice or Statement of Services	3 years

58. Petty Cash Record	3 years provided audited
59. Phone Quotes \ Confirmations	2 years
60. Posting Sheets and Cards for Paid Bills	3 years, provided audited
61. Prevailing Wage Records	3 years
62. Property Inventories	3 years
63. Purchase Orders Original Copies	3 years Until no longer administratively necessary
64. Receipts and Expenditures Report to Auditor Of State	3 years
65. Receiving Documents	3 years
66. Reconciliation Sheets, Bank Accounts	3 years, provided audited
67. Record of Funds Received	3 years, provided audited
68. Refund Check Ledger	5 years provided audited
69. Remittance Advice	3 years
70. Request for Proposals (RFPs)	2 years
71. Retirement System Payments \ Records	Permanent
72. Retirement System Exemption Record (Waiver)	Permanent
73. Sales Tax Records	4 years
74. Settlement Sheet or Tax Distribution from County Auditor	10 years
75. Solicitor's or Peddler's Permit	1 year after expiration
76. Special Assessments	Until paid off and audited
77. Surety Bonds - Special	10 years after expiration
78. Surety Bonds of Officials or Employees	10 years after termination of officer or employee
79. Tax Abatement Records	Duration of the abatement plus 1-year
80. Tax Settlement Reports	3 years, provided audited
81. Trial Balance Records	3 years
82. Transmittal of Ohio Wage and Tax Statement	6 years, provided audited
83. Travel Expense Records	3 years
84. Treasury Investment Board Report	10 years

85. Unemployment Compensation Records	3 years, provided audited
86. Uniform Allowance Record	3 years, provided audited
87. Vouchers Original Copies	3 years, provided audited Until no longer administratively necessary

### ***B. Municipal Income Tax Records***

1. Accounts Receivable	6 years
2. Annual Summary of Cash Collected,	3 years, provided audited
3. Business Income Tax Reconciliation Form	6 years
4. Closed Account	6 years
5. Control Sheet	6 years
6. Corporate Partnership Fiduciary Income Tax Return	6 years
7. Daily Posting Recapitulation	3 years, provided audited
8. Detailed Cash Receipt Record	6 years
9. Delinquent Account Records	Until paid and audited
10. Declaration of Estimated Income Tax, Business and Individual	6 years
11. Final Return for the Year	6 years
12. Individual's Tax Return	6 years
13. Quarterly Notice of Installment Due	6 years
14. Quarterly Payment Statement	6 years
15. Refund Voucher	6 years
16. Uncollectible Income Tax Accounts	6 years

### ***C. Sinking Fund Records***

1. Bond Issue Ledger	Permanent
2. Bond Transcripts	10 years after issue redeemed

3. Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value
4. Call Notices - Securities	10 years after call
5. Cash Journal	10 years, provided audited
6. Coupons (Redeemed)	4 years after audited then appraise for historical value
7. Electronic Fund Transfer Records	10 years
8. Monthly Financial Statement	Until incorporated in annual report
9. Record of Registered Bonds	Permanent
10. Sinking Fund Ledger or Journal	Permanent

## Section 9 - Fire and Police Records

<i>Record Series Title</i>	<i>Suggested Retention Period</i>
<b>A. Fire Department Records</b>	
1. Above and Underground Storage Tank Records	10 years after tank is out of service or removed
2. Alarm Response Reports	5 years
3. Annexation Files	Until superseded
4. Arson Reports	50 years appraise for historical value
5. Burning Complaint File	1 year
6. Daily Alarm Log	5 years
7. Dispatch Sheets \ Logs	3 years
8. Disaster Plan	Until Superseded
9. Emergency Medical Services Records	7 Years
10. EPA Burning Violation Record	5 years after violation corrected
11. Fire Code	Until superseded
12. Fire Incident Reports	10 years
13. Fire Investigation Files and Index	50 years appraise for historical value
14. Fire and Loss Record	Permanent
15. Fireworks Application and Permits	1 year after expiration
16. Gas and Oil Disbursement Record	1 year, provided audited

17. Hydrant Location Record	Permanent
18. Hydrant Maintenance Record	2 years after test date
19. Inspection Reports \ Cards - all types	3 years
20. Insurance Claim File	10 years after final settlement
21. Master Run Reports	3 years
22. Mutual Aid Agreements	10 years after superseded
23. Radio/Phone Calls Audio Recordings	30 days then erase and reuse provided no action pending
24. Standpipe Test	3 years
25. Station House Daily Logs	10 years appraise for historical value
26. Violation Notices	1 year after violation corrected
27. Water Surveys	3 years

### ***B. Police Department Records***

1. Accident Reports Property Damage, Bodily Injury and Traffic	3 years
2. Alcohol Breath Testing Records Operator Permits Breath Test Result Forms Calibration Records Radio Frequency Interference Survey	Until renewed 3 years 3 years Until the machine is moved
3. Animal Complaints	2 years
4. Arrest Cards \ Records (Non - Traffic)	15 years
5. Arrest Cards \ Records (Traffic)	10 years
6. Arrest Cards \ Records \ Reports (Juvenile)	Until person turns 18 years of age or when Expungement order received from a Court
7. Arrest Reports (Adult)	50 years
8. Assignment Schedules \ Sheets	3 years
9. Bicycle License Receipts	3 years, provided audited
10. Bicycle License Register	7 years
11. Bicycle Theft Log	3 years
12. Block Watch Records	1 year
13. Business Security Records	Until superseded, review annually



14. Child Abuse Case Records	7 years after case closed
15. Citizen Complaints	4 years provided no action pending
16. Compliance Reports	5 years, provided no action pending
17. Criminal Case Files - Felonies (Except Homicide)	6 years, provided no action pending
18. Criminal Case files - Misdemeanors	2 years, provided no action pending
19. Daily Slating Records	1 year
20. Dispatch Sheet \ Log (Record of Runs)	3 years
21. Expunged Records per Expungement Orders	Destroy all files, records and computer references when Expungement order received from a Court
22. FBI \ BCI Investigation Reports	3 years
23. Field Interrogation Cards	6 months
24. Fingerprints	50 years
25. Firearm Records and Inventories	3 years, provided audited
26. Homicide Reports & Evidence (Closed cases)	30 years after all appeals exhausted
27. House \ Business Alarm Records	90 days
28. Incident Log \ Reports	5 years
29. Investigations	
Homicide & Rape including evidence (Pending)	Permanent
Homicide including evidence (Closed)	10 years after all appeals exhausted
Internal Affairs	4 years
30. Jail Daily Book - In Records	3 years
31. Jail Inmate Records	
Commissary records	2 years
Intake \ Discharge Records	6 years
Medical Records	6 years
Personal Property Returned	2 years
32. Jail Register \ Log Book	25 years
33. Junk Vehicle Records	2 years after sale or other disposition
34. Juvenile Records	Until person turns 18 year old or when Expungement order received from a Court
35. Law Enforcement Automatic Data System Records	
Logs	2 years
Printouts	Destroy when no longer administratively necessary
36. Liquor Permit Records	3 years

37. Master Name Index	Permanent
38. Missing Person Reports	20 years, or until found
39. Offense Reports, Felonies Except Homicide	6 years, provided no action pending
40. Offense Reports, Misdemeanors	2 years, provided no action pending
41. Parking Citations \ Infractions	3 years
42. Parking Meter Collection Record	Until audited
43. Prisoner Booking Video Recording Tape	30 days erase and reuse provided no action pending
44. Property Room Log	25 years
Records (Releases, Transfers, Disposals etc.)	5 years
45. Radio \ Phone Calls Audio Recordings	30 days erase and reuse, provided no action pending
46. Radio and Telephone Log	2 years
47. Records (Background) Check Requests	2 years
48. Recovered Property Record	2 years after disposal of property
49. Ride Along Forms	3 years
50. Seizure Log \ Record	6 years
51. State of Ohio Traffic Crash Reports (OH-1)	3 years
52. Stolen Property Hot List or Cards	3 years
53. Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn
54. Tow Tickets	3 years after paid, provided audited
55. Traffic Citations	3 years, provided audited
56. Type of Crime File	Permanent
57. Uniform Crime Reports (UCR)	3 years
58. Vacation House Check Records	30 days after owners return
59. Wanted Posters	Until person apprehended

## Section 10 - Health Records

<i>Record Series Title</i>	<i>Suggested retention period</i>
1. Affidavits (Birth)	Permanent
2. Animal Bite	

Notifications	3 years
Reports	3 years
3. Applications	
Birth Certificate	6 months after audit
Death Certificate	6 months after audit
License \ or permit	6 months after audit
4. Biohazards Waste Destruction Records	5 years
5. Birth Certificates \ Index	Permanent
6. Burial Transit Permits	5 years
7. Case Reports - AIDS & Selected Class A \ Reportable Disease Log	50 years
8. Certifications	5 Years
9. Chronic Disease Records	1 year after final disposition of case
10. Client Index File	20 years
11. Client Records	
Clinical Care - Adults	5 years
Children	Until 18 years old
Syphilis and HIV STD Records	50 years
12. Communicable Disease Records	Permanent
13. Dairy Farm Records - All Types	5 years
14. Dairy Producers Records - All Types	5 years
15. Death Certificates \ Index	Permanent
16. Disease / Diagnosis Index	10 years
17. Disease Statistics	10 Years
18. Environmental Monitoring Records	5 years
19. Environmental Site Assessment	30 years
20. Epidemiological Case Records	5 years after case closed
21. Family Case Files	5 years after last contact
22. Family Index Cards	5 years after last contact
23. Flu / Vaccine/ Immunization Records	10 years
24. Food Handler's Permit	While food handler employed
25. Food Service \ Establishment Records	5 years, provided audited
26. Hazardous Materials Emergency Response \	

Requests \ Logs	30 years
27. Health Insurance Claims	5 years
28. Health Services Reports	Permanent
29. HIV Counseling and Test Report Forms	5 years
30. Immunization Cards	10 years after date of last entry
31. Inspection Records - All Types	5 years after date of inspection, provided all violations corrected
32. Laboratory Records	5 years
33. License Renewals	5 years
34. Medicaid Records - All Types	5 years after last contact with patient
35. Medicare Records - All types	5 years after last contact with patient
36. Milk Plant Records - All Types	5 years
37. Not - Admit Log \ Referral Forms	1 year
38. Note Books - Field Visits \ Inspections	2 years
39. Nuisance Investigation Reports	5 years
40. Nuisance Investigation Summary Records	5 years after situation is corrected
41. Nursing Service Cards	5 years after last contact with patient
42. OSHA Logs \ Records	5 years
43. Registry Information	50 years
44. Rheumatic Fever Enrollment Records	5 years after last contact
45. Sanitation Orders	1 year after compliance
46. Sewage Disposal System Applications	1 year after date of final approval
47. Solid Waste Site Record	10 years after site ceases operation
48. Stillbirth Certificates \ Index	Permanent
49. Swimming Pool Operation Reports	1 year
50. Swimming Pool Sanitation Records	5 years after pool ceases operation
51. Test Logs	5 years
52. Test Results - Computer Reports	5 years
53. Treated Sanitary Flow Agreements	Until audited

54. Tuberculin Test Records	Positive results permanent; negative results 3 years
55. Tuberculosis Case Records	Lifetime of patient
56. Tuberculosis Register Records	Lifetime of patient
57. Venereal Disease Case Records	Permanent
58. Venereal Disease Case Register or Index	Permanent
59. Venereal Disease Laboratory Reports	1 year
60. Vital Statistics Reports	5 years after date of filing
61. Water Bacteriological Examinations	2 years
62. Water Sample Cards	1 year after date of test, provided test is negative; if positive; 1 year after problem is corrected or well closed
63. Water Supply Records	5 years after well is closed
64. Well Logs	10 years
65. X - Ray Film (Employee)	20 years

## Section 11 - Legal Records

<i>Record Series Title</i>	<i>Suggested Retention Period</i>
1. Case Files, Civil	10 years, provided no action pending
2. Case Files, Criminal	20 years, provided no action pending
3. City Property Files	Permanent
4. Claims for Damages	2 years after case settled and all appeals exhausted
5. Court Transcripts	3 years after case settled
6. Deeds	Permanent
7. Easements	Permanent
8. Legal Notices	
Tear Sheets	2 years
Proof of Publication	5 years
9. Legal Opinions from Municipal Legal Counsel	Permanent
10. Liability Waivers	3 years provided no action pending
11. Settlements	3 years
12. Worker's Compensation Claims	10 years after date of final payment

## Section 12 - Parks and Recreation Records

<i>Record Series Title</i>	<i>Suggested Retention Period</i>
1. Fee Books	3 years, provided audited
2. Golf Course Membership Cards	2 years
3. Golf Course Use Records	3 years
4. Plans of Park Property	Permanent
5. Permission Slips	2 years provided no action pending
6. Shelter House Permits	2 years
7. Swimming Pool Records	2 years
8. Team Rosters and Score Books	1 year

## Section 13 - Payroll \ Personnel Records

<i>Record Series Title</i>	<i>Suggested Retention Period</i>
<b>A. Payroll Records</b>	
1. Application for PERS Refund or Waiver	Permanent
2. Court Orders for Payroll Deduction	Until employee terminates or Order rescinded
3. Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly
4. Employee Income Tax Withholding Certificate Withholding Payment Record	3 years after termination of employment, provided audited 6 years, provided audited
5. Employee Pay Records	Continually updated until termination then place into personnel file or enter data onto Employee History Card
6. Employee Withholding Requests	Until replaced or revoked by employee
7. Employer Quarterly Federal Tax Return	4 years, provided audited
8. Garnishment Orders	Until employee terminates or Order rescinded
9. Leave Balances \ Reports BI-weekly Report of Leave Use and Balances Annual Employee Leave Use \ Balances Report Annual Leave Use and Balances by Muni Unit Individual Employee	Until incorporated in annual leave balances report 5 years 25 years Continually maintained and updated in personnel file. Purge 2 years after termination provided no outstanding balances

10. Notification of Pay \ Pay Step Increase	Until superseded. Copy in personnel file
11. Overtime authorization	2 years provided
12. Overtime Reports	2 years, provided audited
13. Payroll Journal \ Record Annual Cumulative Printout Weekly \ Monthly Payroll Journal	50 years 3 years, provided audited and cumulative employee payroll data retained in personnel file
14. Reports to Retirement Systems	50 years
15. State Income Tax Report	25 years
16. Tax Withholding Reports	6 years, provided audited
17. W-2 Forms	6 years, provided audited
18. W-4 Forms	Until superseded or employee terminates

## **B. Personnel Records**

1. Application for Employment Person Hired Person not hired Copies	Place in Personnel File Destroy after 2 years Until no longer administratively needed.
2. Commendations, Promotions	Place in personnel file
3. Employee Exposure to Hazardous Chemicals \ Biological Hazards or Infectious Diseases Reports	Place in Personnel File
4. Employee Performance Evaluation	5 years
5. Employee Sick Leave and Vacation Balances	Continually updated by fiscal office until employee terminates. Balances verified yearly and recorded in personnel file.
6. Employee Time Cards \ Sheets	3 years
7. Employee Training Records	Place in Personnel file
8. Employment History Record Card	Permanent, in lieu of personnel files
9. Grievance Hearing Records	1 year after resolved
10. Insurance Enrollment Record	1 year after employee leaves municipal employment
11. Job \ Position Descriptions	One year after superseded
12. Labor Union Agreements	15 years after termination
13. Leave Requests - All Types (Sick, Vacation, Overtime etc.)	3 years provided balances journalized

14. Letter of Appointment	Place in personnel file
15. Letters of Reference	2 years after hired
16. Letter of Resignation	Place in Personnel file
17. Personnel Actions	Place in Personnel File
18. Personnel File \ Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.
19. Promotion Action	Place in Personnel File
20. Record of Disciplinary Action	4 years
21. Reports to Bureau of Employment Services	2 years
22. Unemployment Compensation Case Files	4 years after date of final payment
23. Worker's Compensation Case Files	10 years after date of final payment

### **C. Civil Service Commission Records**

1. Background Investigations	2 years after position eligibility lists expires
2. Civil Service Examination Forms, Tests, Booklets. Score Sheets, Answer Sheets etc.	2 years after position eligibility lists expires
3. Classified Employees List	Until superseded
4. Eligibility List	Until list expires
5. Employment Information Files	Until superseded
6. Hearing Case Files	10 years
7. Job Classification List	Until superseded
8. Job \ Position Descriptions	One year after superseded
9. Polygraph \ Voice Analysis Exams	2 years after the eligibility list expires
10. Substance Reports	2 years after the eligibility list expires

## **Section 14 - Water and Sewer Records**

*Record Series Title*

*Suggested Retention Period*



### **A. Billing and Administration Records**

1. Applications for Service	Until service terminated
2. Application for Water or Sewer Tap Permits	1 year after final decision rendered
3. Billing Adjustment Books	Until audited
4. Billing Ledger Cards	3 years after date of final entry, provided audited
5. Cost Control Data	Until no longer of administrative value
5. Curb Box Location Record	Permanent
6. Customer Meter Reader Cards	2 years
7. Daily Meter Repair Sheets	3 years
8. Daily Over and Short Reports	3 years, provided audited
9. Daily Work Orders	3 years
10. Dam Inspection Reports	Permanent
11. House Service Cards	Permanent
12. Industrial Waste Records	Permanent
13. Meter and Valve Location Record	Permanent
14. Meter Reading Records	4 years
15. Meter Test Records	3 years
16. Monthly Account Register	10 years
17. Monthly Collection Report	3 years, provided audited
18. Project Files	Until project completed and final report issued
19. Project Final Reports	Permanent
20. Property Records (Deeds, Rights-of-Way, Annexations, Vacations, Easements)	Permanent
21. Rate Schedules	Until superseded
22. Security Deposit Records	Until refunded to the Depositor
23. Security Deposit Refund Requests	Until audited
24. Sewer Rent Record	3 years, provided audited
25. Sewer \ Water Billing Stubs	3 years provided audited
26. Shut-Off Lists	3 years

27. Special Sewer Authorizations or Hookups	Permanent
28. Suspense Account Record	Until account settled, provided audited
29. Test Boring Record	Permanent
30. Water and Sewer Receipt Books	2 years, provided audited
31. Water and Sewer Tap Record	Permanent
32. Water Main Location Record	Permanent
33. Water Usage Reports	3 years

### ***B. Plant Operation Records***

1. Analytical Data \ Chemical Analyses \ Monitoring Records \ EPA Reports \ Water Quality Reports \ Operating Logs \ Monthly Reports - All types	10 years
2. Flow-Charts - Fluids	5 years
3. Laboratory Testing Records	5 years
4. Lime Sale Tickets	3 years, provided audited
5. Monthly Laboratory Testing Summary Reports	25 years
6. Rainfall Statistics	5 years
7. Septic Tank Hauler Record	3 years, provided audited
8. Well Maintenance and Field Logs	10 years after well is capped

## Appendix 1

Targets suggested for use in municipal planetary camera microfilm programs. (See ANSI Standards)

### Microfilm Targets for Each Roll

<u>Target</u>	<u>Explanation</u>
1. BEGIN ROLL #	Must be eye-legible; begin each record series anew with roll #1.
2. TITLE BOARD	Must be eye-legible; for example: Akron City Council Ordinances, 1945 - 1947
3. UNIT CONTINUED FROM PREVIOUS ROLL (if applicable)	Must be eye-legible.
4. PUBLIC OFFICIAL'S CERTIFICATION	Certifies microfilm is an official record of a public office and complies with Section 9.01 ORC
5. NOTES TO RESEARCHERS	Typed on white paper providing user with information such as where original the material is located, who filmed records, and where copies are available.
6. TECHNICAL TARGETS	Include the five (5) standard resolution charts and state the reduction ratio being used
7. CERTIFICATION BY MICROFILM CAMERA OPERATOR OR VENDOR	Certifies the date microfilm created and type of work performed by camera operator and vendor.
8. SPECIAL NOTATIONS MATERIAL MISSING PAGES MISNUMBERED RETAKE INSERTED HERE	Other eye-legible targets may be made up on white paper as needed.
9. UNIT CONTINUES ON NEXT ROLL	Must be eye-legible. (If applicable)
10. END OF ROLL REWIND	Must be eye-legible

### ANSI STANDARDS

For copies of ANSI/AIIM Standards which cover microfilm, microfiche, and computer output microfilm (COM), contact The Association for Information and Image Management International (AIIM), 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910-5603. Printed copies of the ANSI standards and technical reports are not inexpensive. Professionals creating or processing microfilm should know and comply with ANSI standards especially if the micrographic image is replacing an original record pursuant to Section 9.01 ORC.

After microfilming, do not destroy any public record unless you have an approved RC-2 which clearly states that the records will be destroyed after microfilming and a properly completed RC-3 submitted fifteen business days prior to the disposal. Municipal Courts should dispose of their records pursuant to Sup. Rule 26(E), of the Supreme Court of Ohio Rules of Superintendence.

## Appendix 2

### 1. Local Government Records Forms:

#### **Application for One-Time Records Disposal of Obsolete Records (RC-1)**

This form is used to request authorization to dispose of obsolete records series or record series no longer being created. Only the specific records listed on the application may be disposed of.

#### **Schedule of Records Retention and Disposition (RC-2)**

This form is used to request continuing authority to dispose of records after the end of the approved record retention period. Each records series must be listed separately, given a unique schedule number, and assigned a retention period. Use the retention period suggested in this manual or one based upon the administrative, fiscal, or legal value of the records to your municipality. Once a RC-2 form has been properly approved it is in effect and should be followed. Before a disposal takes place, it is not necessary for a Municipal Records Commission to review or re-approve the RC-2 that authorized the disposal.

#### **Certificate of Records Disposal (RC-3)**

Fifteen business days before a disposal takes place, the originating office should send an original Certificate of Records Disposal (RC-3) to the Ohio Historical Society's Local Government Records Program (LGRP), if required, and a copy to their municipal records commission. The RC-3 certificate serves as official notification of the proposed intent to dispose of municipal records.

#### **Records Inventory Form**

This form is for use when conducting a municipal records inventory. It is designed to allow for the recording of all pertinent information about each record series inventoried, and is suitable for use as a worksheet for records appraisal. Use a separate sheet for each record series. It does not need to be sent to the OHS-LGRP.

### **2. Supreme Court Rules of Superintendence - Rules 26 - 26.05.      Effective October 1, 1997**

The following Rules of Superintendence for the Courts of Ohio, adopted by the Ohio Supreme Court on July 7, 1997, apply to municipal and county court records:

- Rule 26            Court Records Management and Retention
- Rule 26.01        Retention Schedule for the Administrative Records of the Courts
- Rule 26.05        Municipal and County Courts - Records Retention Schedule

Consult the Ohio Bar Journal, August 11, 1997, issue for the complete rules or contact the Ohio Supreme Court (614-466-4199) or the Supreme Court Website at: [www.state.oh.us](http://www.state.oh.us)

These rules of superintendence concern court records management and retention. Sup. Rule 26 (E)(2) requires that a written notice be sent to the Ohio Historical Society at least Sixty (60) Days prior to the destruction of a court record having a retention period greater than 10 years old or created prior to 1960. This written notice should be sent to: The Ohio Historical Society, State Archives of Ohio, Local Government Records Program (LGRP), 800 E. 17<sup>th</sup> Ave., Columbus, OH 43211-2497. During the sixty (60) day review period, the OHS - LGRP will notify the Court if any of the records set for disposal have continuing historical value. Transfer or disposition of court records to entities other than to the OHS-LGRP are subject to Section 149.31 ORC which requires a signed agreement between the Ohio Historical Society (OHS-LGRP) and the entity receiving the record. Currently, there are no American National Standards Institute (ANSI) standards for the long-term preservation of electronic data.

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