

ORDINANCE 2019-08
VILLAGE OF NEW RICHMOND, OHIO

Council for the Village of New Richmond, Ohio met in regular session this 13 day of August, 2019 with the following members present:

Richard Feldkamp, *yes*
Melanie Slade *yes*

Mary Allen, *yes*
Rebecca Ploucha *yes*

Paul Vanderbosch, *yes*
Gary Skeene *yes*

Councilperson Skeene moved for adoption of the following:

**ORDINANCE AMENDING AND ADDING SCHEDULE NUMBERS TO
THE NEW RICHMOND RECORDS RETENTION MANUAL**

WHEREAS, the Council of the Village of New Richmond, Ohio, established the *Village of New Richmond Records Retention Manual* via Ordinance No. 2018-09 for the consistent management and retention of Village public records; and

WHEREAS, the Village Council believes it is in the best interest of the citizens and administration of the Village and its operations to amend and supplement the below-referenced portions of the *Village of New Richmond Records Retention Manual* upon the recommendation of the New Richmond Records Retention Commission.

NOW, THEREFORE, BE IT ORDAINED, that the Council of the Village of New Richmond, Ohio, with 6 of its members concurring:

1. Amends the following portions of the *Village of New Richmond Records Retention Manual* in the following manner (amendments set forth in red italicized font):.

ADMIN-33	<i>Drafts/notes of Meeting Minutes, Ordinances, Resolutions, etc.</i>	<i>Until hard copy of minutes is approved</i>	<i>Paper</i>	<input type="checkbox"/>
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FEMS-21	<i>Patient Insurance Claim file</i>	<i>10 years after final settlement</i>	<i>Paper and/or electronic</i>	<input type="checkbox"/>
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PD-12	<i>Office Log Sheets & Reports</i>	<i>3 years</i>	<i>Paper</i>	<input type="checkbox"/>
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2. Supplements the *Village of New Richmond Records Retention Manual* in the following manner with the following portions and schedule numbers:

F-44	Bids - successful	15 years after completion of project	Paper	<input type="checkbox"/>
F-45	Bids - rejected	2 years after the awarding of the bid	Paper	<input type="checkbox"/>

PD-27	Offense Reports - misdemeanors and felonies except homicides	6 years, providing no action pending	Paper	<input type="checkbox"/>
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3. That Council finds and determines that all formal actions relative to the passage of this ordinance were taken in an open meeting and that all deliberations of Council which resulted in the passage of this Ordinance were taken in meetings open to the public, in full compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Councilperson Feldkamp seconded the motion to adopt the foregoing Ordinance and upon roll call the vote was as follows:

Richard Feldkamp	<u>yes</u>
Mary Allen	<u>yes</u>
Paul Vanderbosch	<u>yes</u>
Melanie Slade	<u>yes</u>
Rebecca Ploucha	<u>yes</u>
Gary Skeene	<u>yes</u>

First Reading	<u>07-09-2019</u>
Second Reading	<u>07-23-2019</u>
Third Reading	<u>08-13-2019</u>

Adopted: 08-13-2019
Date

ATTEST:

Theresa Leigh
CLERK OF COUNCIL, Theresa Leigh

Ramona Carr
MAYOR, Ramona Carr

Approved as to form:

Scott Sollmann
SOLICITOR, Scott Sollmann



RECORDS RETENTION MANUAL

ADOPTED JUNE 25, 2018 per ORD. 2018-09

AMENDED AUGUST 13, 2019 per ORD. 2019-08

RECORDS RETENTION MANUAL

Table of Contents

Administrative (General)	3
Administrative (Legal)	9
Building, Planning, and Zoning Records	10
Cemetery Records	16
Council	17
Engineering and Street Records	18
Fire and EMS	20
Fiscal Office	22
Mayors Court	27
Parks and Recreation	28
Police	33
Water and Sewer Records	37

Audited Means: the years encompassed by the records have been audited by the Auditor of State and audit report has been released pursuant to Sec. 117.26 O.R.C.

Each department is responsible to keep track of all document/documents destroyed and the date they were destroyed. Unless an RC-3 is required. If an RC-3 is required please contact the Clerk of Council.

Administrative (General)

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
ADMIN-1	Accident reports	6 years no action pending	Paper	<input type="checkbox"/>
ADMIN-2	Employee injury reports	6 years no action pending	Paper	<input type="checkbox"/>
ADMIN-3	Bodily injury to non-employee	6 years no action pending	Paper	<input type="checkbox"/>
ADMIN-4	Damage to municipal vehicle or property	6 years no action pending	Paper	<input type="checkbox"/>
ADMIN-5	Routine form letter	1 year	Paper and/or electronic	<input type="checkbox"/>
ADMIN-6	General correspondence	2 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-7	Correspondence with the Legislative Branch	3 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-8	Correspondence with the Executive Branch	5 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-9	Unsolicited mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational	Until no longer administratively necessary	Paper and/or electronic	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
	brochures, etc.)			
ADMIN-10	Postal records (e.g. registered/certified/insured)	2 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-11	Logs or Receipts /Postal Meter documents	2 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-12	Electronic mail (email)	Retain according to content (see above)	electronic	<input type="checkbox"/>
ADMIN-13	Mailing lists	Until updated, superseded or obsolete	Paper and/or electronic	<input type="checkbox"/>
ADMIN-14	Disaster Plans	Until updated or superseded	Paper	<input type="checkbox"/>
ADMIN-15	Drafts all media	Until no longer administratively needed	All media	<input type="checkbox"/>
ADMIN-16	Drawings, tracings, and mylars	Until updated, superseded or obsolete	Paper	<input checked="" type="checkbox"/>
ADMIN-17	Equipment inventories and equipment records-personal use items (e.g. tools, weapons, clothing etc.)	3 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-18	Fleet/equipment maintenance records	Until vehicle/equipment is sold or disposed of	Electronic and/or paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
ADMIN-19	General orders, directives, policies, rules, regulations or procedures	Until superseded, retain one copy until audited	Paper and/or electronic	<input type="checkbox"/>
ADMIN-20	Grant files/records-Federal/State	5 years provided audited and disputes resolved	Paper and all other types of media	<input type="checkbox"/>
ADMIN-21	Hearings (not employee related) Audio/video recordings	1 year	All media types	<input type="checkbox"/>
ADMIN-22	Hearings (not employee related) Report of proceedings	Permanent	Paper and/or electronic	<input type="checkbox"/>
ADMIN-23	Hearings (not employee related) Transcripts	5 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-24	Equipment leases	2 years after expiration	Paper	<input type="checkbox"/>
ADMIN-25	Real estate leases	5 years after expiration	Paper	<input type="checkbox"/>
ADMIN-26	Licenses, certifications	1 year after expiration	Paper	<input type="checkbox"/>
ADMIN-27	Liquor permit records	5 years	Paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
ADMIN-28	Maps/plats	Until updated, superseded or obsolete	Paper	<input checked="" type="checkbox"/>
ADMIN-29	Material safety sheets	Until superseded	Paper	<input type="checkbox"/>
ADMIN-30	Meeting notices (Sec. 121.22 ORC)	1 year	Paper and/or electronic	<input type="checkbox"/>
ADMIN-31	Approved hard copy of minutes of meetings	Permanent	Paper and/or electronic	<input checked="" type="checkbox"/>
ADMIN-32	Audio and Video recordings of meetings	1 year provided information concerning the meeting is substantially transcribed to hard copy	All media types	<input type="checkbox"/>
ADMIN-33	Drafts of Meeting Minutes, Ordinances, Resolutions, etc. <i>(amended Aug. 2019)</i>	Until hard copy of minutes is approved	Paper	<input type="checkbox"/>
ADMIN-34	Municipal publication	Until superseded or obsolete, retain one copy	Paper and/or electronic	<input type="checkbox"/>
ADMIN-35	Insurance policies	2 years after expiration, provided all claims settled	Paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
ADMIN-36	Oaths of Office of Elected Officials	10 years after leaving office	Paper	<input type="checkbox"/>
ADMIN-37	Photo file (includes prints, slides, negatives, transparencies and related photographic items)	Until no longer current, or saved to digital format.	All media types	<input checked="" type="checkbox"/>
ADMIN-38	Press/news releases	3 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-39	Project plans/drawings/as built	Life of project or obsolete	Paper	<input type="checkbox"/>
ADMIN-40	Receipts/receipt books	Until posted on official village register	Paper and/or electronic	<input type="checkbox"/>
ADMIN-41	Records retention documents RC 1, RC2, RC3	25 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-42	Records request	2 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-43	Purchase orders	3 years	Paper	<input type="checkbox"/>
ADMIN-44	Surveillance Tapes/Videos	30 days then reuse provided no action pending	All media types	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
ADMIN-45	Telephone records (Charges/bills/call detail reports)	2 years provided audited	Paper and/or electronic	<input type="checkbox"/>
ADMIN-46	Vehicle/Fleet Maintenance records	Until vehicle/equipment is sold or disposed of	Paper and/or electronic	<input type="checkbox"/>
ADMIN-47	Voicemail	Until no longer administratively necessary	Electronic	<input type="checkbox"/>
ADMIN-48	Warranties	2 years after expiration	Paper	<input type="checkbox"/>
ADMIN-49	Work orders	2 years	Paper and/or electronic	<input type="checkbox"/>
ADMIN-50	Permits all types	5 years, provided audited	Paper and/or electronic	<input type="checkbox"/>
ADMIN-51	Administrative logs	2 years	Electronic	<input type="checkbox"/>

Administrative (Legal)

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
ADMIN/ LEGAL-1	Case Files/Civil	10 years provided no action pending	Paper	<input type="checkbox"/>
ADMIN/ LEAGL-2	Case Files/Criminal	20 years, provided no action pending	Paper	<input type="checkbox"/>
ADMIN/ LEGAL-3	City Property Files	Permanent	Paper	<input checked="" type="checkbox"/>
ADMIN/ LEGAL-4	Claims for Damages	6 years after case settles and all appeals exhausted	Paper	<input type="checkbox"/>
ADMIN/ LEGAL-5	Court Transcripts	3 years after case settled	Paper	<input type="checkbox"/>
ADMIN/ LEGAL-6	Deeds	Permanent	Paper	<input checked="" type="checkbox"/>
ADMIN/ LEGAL-7	Easements	Permanent	Paper	<input checked="" type="checkbox"/>
ADMIN/ LEGAL-8	Legal notices/proof of publication	5 years	Paper	<input type="checkbox"/>
ADMIN/ LEGAL-9	Legal opinions from Municipal Legal Council	Permanent	Paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
ADMIN/ LEGAL- 10	Liability Waivers	3 years, provided no action pending	Paper	<input type="checkbox"/>
ADMIN/ LEGAL- 11	Settlements	3 years	Paper	<input type="checkbox"/>
ADMIN/ LEGAL- 12	Worker's Compensation Claims	10 years after date of final payment	Paper	<input type="checkbox"/>

Building, Planning and Zoning

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
BPZ- 1	Annexation Case Files	Permanent	Paper	<input checked="" type="checkbox"/>
BPZ-2	Annexation Record	Permanent	Paper	<input checked="" type="checkbox"/>
BPZ-3	Appeals on Interpretation of Code	Permanent	Paper	<input type="checkbox"/>
BPZ-4	Area Commission Files	25 years	Paper	<input type="checkbox"/>
BPZ-5	Board of Zoning Adjustments Case Files	10 years	Paper	<input type="checkbox"/>
BPZ-6	Board of Zoning Adjustments Journal	Permanent	Paper	<input checked="" type="checkbox"/>
BPZ-7	Building Applications	25 years	Paper	<input type="checkbox"/>
BPZ-8	Building Folders	Review at 5 years	Paper	<input type="checkbox"/>
BPZ-9	Building Inspection Reports	5 years	Paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
BPZ-10	Building Permit Record	Permanent	Paper	<input type="checkbox"/>
BPZ-11	Building Plans- Residential	15 years	Paper	<input type="checkbox"/>
BPZ-12	Building Plans-Commercial	25 years	Paper	<input type="checkbox"/>
BPZ-13	Building Plans- Municipal Owned	Life of structure	Paper	<input checked="" type="checkbox"/>
BPZ-14	Building Sign Inspection Files	Permanent	Paper	<input type="checkbox"/>
BPZ-15	Case Files-Board of Building Standards and Appeals	10 years	Paper	<input type="checkbox"/>
BPZ-16	Case Files-Board of Zoning Appeals	Permanent	Paper	<input type="checkbox"/>
BPZ-17	Certification of Insurance	2 years after expiration, provided no claims pending	Paper	<input type="checkbox"/>
BPZ-18	Zoning Code	Until superseded: retain 1 copy permanently	Paper and/or electronic	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
BPZ-19	Community Development Reports	Until no longer of administrative value	Paper	<input type="checkbox"/>
BPZ-20	Complaints	2 years, provided no action pending	Paper	<input type="checkbox"/>
BPZ-21	Condemnation and Demolition Records	Permanent	Paper	<input type="checkbox"/>
BPZ-22	Demolition Permits	Permanent	Paper	<input type="checkbox"/>
BPZ-23	House Number Record	Permanent	Paper and/or electronic	<input checked="" type="checkbox"/>
BPZ-24	Housing, Land Use, Population, and other studies	Until no longer of administrative value	Paper	<input type="checkbox"/>
BPZ-25	Index to Board of Zoning Adjustments Case Files	25 years	Paper	<input type="checkbox"/>
BPZ-26	Index to Variance Record	25 years	Paper and/or electronic	<input type="checkbox"/>
BPZ-27	Index to Zoning Case Record	25 years	Paper and/or electronic	<input type="checkbox"/>
BPZ-28	Industrial Use Permit Reviews	Permanent	Paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
BPZ-29	Legislative Research Files/Drafts	Until no longer of administrative value	Paper	<input type="checkbox"/>
BPZ-30	Loan and Grant Applications	Permanent	Paper	<input type="checkbox"/>
BPZ-31	Occupancy Permit Record	Permanent	Paper	<input type="checkbox"/>
BPZ-32	Performance Bonds- Contractors	10 years after expiration	Paper	<input type="checkbox"/>
BPZ-33	Planning Briefs	25 years	Paper	<input type="checkbox"/>
BPZ-34	Planning Commission Case Files	10 years, provided no action pending	Paper	<input type="checkbox"/>
BPZ-35	Project Planning Files	5 years after completion of final report	Paper	<input type="checkbox"/>
BPZ-36	Project Reports	25 years	Paper	<input type="checkbox"/>
BPZ-37	Rezoning Applications	Until final action is taken and 25 years	Paper	<input type="checkbox"/>
BPZ-38	Rezoning Case Files	Permanent	Paper	<input checked="" type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
BPZ-39	Street Name Change Record	Permanent	Paper	<input checked="" type="checkbox"/>
BPZ-40	Street/Alley Vacation Case Files	Permanent	Paper	<input checked="" type="checkbox"/>
BPZ-41	Subdivision Files	Permanent	Paper	<input checked="" type="checkbox"/>
BPZ-42	Violations	10 years	Paper	<input type="checkbox"/>
BPZ-43	Zoning Case Log	25 years	Paper	<input type="checkbox"/>
BPZ-44	Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent	Paper	<input type="checkbox"/>
BPZ-45	Zoning Change Request	25 years	Paper	<input type="checkbox"/>
BPZ-46	Zoning Permit Applications	25 years	Paper	<input type="checkbox"/>
BPZ-47	Zoning Permit Records	Permanent	Paper	<input type="checkbox"/>
BPZ-48	Zoning Variance Case Files	Permanent	Paper	<input type="checkbox"/>

Cemetery

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
CEM-1	Burial Fee Receipts	3 years, provided audited	Paper	<input type="checkbox"/>
CEM-2	Burial Transit Permits	5 years	Paper	<input type="checkbox"/>
CEM-3	Burial Permit	Permanent	Paper	<input type="checkbox"/>
CEM-4	Deposit Record- Maintenance Fee	Permanent	Paper and/or electronic	<input type="checkbox"/>
CEM-5	Deed Book	Permanent	Paper	<input checked="" type="checkbox"/>
CEM-6	Index to Burial Plots	Permanent	Paper and/or electronic	<input checked="" type="checkbox"/>
CEM-7	Minutes	Permanent	Paper	<input type="checkbox"/>
CEM-8	Plat Maps	Permanent	Paper	<input type="checkbox"/>
CEM-9	Record of lot sales	Permanent	Paper and/or electronic	<input checked="" type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
CEM-10	Register of Interments	Permanent	Paper and/or electronic	<input checked="" type="checkbox"/>
CEM-11	Rules and Regulations	Until updated/superseded retain one electronic copy	Paper and/or electronic	<input type="checkbox"/>

Council

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
VC-1	Council Member's Files	Term of Office	Paper	<input type="checkbox"/>
VC-2	Index to Ordinances and Resolutions	Permanent	Paper	<input checked="" type="checkbox"/>
VC-3	Liquor License Approved Requests	3 years	Paper	<input type="checkbox"/>
VC-4	Liquor License Denied Requests	1 year	Paper	<input type="checkbox"/>
VC-5	Ordinances	Permanent	Paper	<input checked="" type="checkbox"/>
VC-6	Petitions (Miscellaneous not filed anywhere)	5 years	Paper	<input type="checkbox"/>
VC-7	Proclamations	2 years	Paper	<input type="checkbox"/>
VC-8	Reports to Council	5 years	Paper	<input type="checkbox"/>
VC-9	Resolutions	Permanent	Paper	<input checked="" type="checkbox"/>
VC-10	Subject and Administrative Files	5 years	Paper and/or	

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
			electronic	<input type="checkbox"/>
VC-11	Administrative Logs	1 year	Electronic	<input type="checkbox"/>

Engineering and Street Records

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
STREET -1	Bridge Plans	Life of Bridge	Paper	<input checked="" type="checkbox"/>
STREET -2	Bridge Inspection Reports	10 years	Paper	<input type="checkbox"/>
STREET -3	Change Orders	Place in Project File	Paper	<input type="checkbox"/>
STREET -4	Village Properties File	Permanent	Paper	<input checked="" type="checkbox"/>
STREET -5	Village Zoning Maps	Permanent	Paper	<input checked="" type="checkbox"/>
STREET -6	Project Files	15 years after completion of project, provided audited	Paper	<input type="checkbox"/>
STREET -7	Street Blueprints, maps and plans	Life of infrastructure	Paper	<input checked="" type="checkbox"/>
STREET -8	Pesticide application records/vegetation control log	5 years	Paper	<input type="checkbox"/>
STREET -9	Proposals for Street Improvement	Until approved or rejected	Paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
STREET -10	Street opening permits	5 years	Paper	<input type="checkbox"/>

Fire/EMS

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
FEMS-1	Patient Care Reports/Run Reports	7 years	Paper and/or electronic	<input type="checkbox"/>
FEMS-2	Daily Slating Records-(EMS, Fire, Drug Boxes etc...)	1 year	Paper and/or electronic	<input type="checkbox"/>
FEMS-3	Above and Underground Storage Tank Records	10 years after tank is out of service or removed	Paper and/or electronic	<input type="checkbox"/>
FEMS-4	Alarm Response Reports	5 years	Paper and/or electronic	<input type="checkbox"/>
FEMS-5	Annexation Files	Until superseded	Paper and/or electronic	<input type="checkbox"/>
FEMS-6	Arson reports	50 years	Paper and/or electronic	<input checked="" type="checkbox"/>
FEMS-7	Burning complaint file	1 year	Paper and/or electronic	<input type="checkbox"/>
FEMS-8	Daily Alarm Log	5 years	Paper and/or electronic	<input type="checkbox"/>
FEMS-9	Dispatch Sheets/Logs	3 years	Paper and/or electronic	<input type="checkbox"/>
FEMS-10	Disaster Plan	Until updated	Paper and/or	

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
		or superseded	electronic	<input type="checkbox"/>
FEMS-11	EPA Burning Violation Record	5 years after violation is corrected	Paper and/or electronic	<input type="checkbox"/>
FEMS-12	Fire Code	Until superseded	Paper and/or electronic	<input type="checkbox"/>
FEMS-13	Fire Incident Reports	5 years	Paper and/or electronic	<input type="checkbox"/>
FEMS-14	Fire investigation Files/Index	50 years	Paper and/or electronic	<input checked="" type="checkbox"/>
FEMS-15	Fire and Loss Record	Permanent	Paper and/or electronic	<input type="checkbox"/>
FEMS-16	Fireworks Applications and Permits	5 years after expiration	Paper and/or electronic	<input type="checkbox"/>
FEMS-17	Gas/Oil Disbursement Record	1 year provided audited	Paper and/or electronic	<input type="checkbox"/>
FEMS-18	Hydrant Location Record	Permanent	Paper and/or electronic	<input checked="" type="checkbox"/>
FEMS-19	Hydrant Maintenance Record	2 years after test date	Paper and/or electronic	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
FEMS-20	Inspection Reports/Cards all types	3 years	Paper and/or electronic	<input type="checkbox"/>
FEMS-21	Patient Insurance Claim file <i>(amended Aug. 2019)</i>	10 years after final settlement	Paper and/or electronic	<input type="checkbox"/>
FEMS-22	Master Run Reports	3 years	Paper and/or electronic	<input type="checkbox"/>
FEMS-23	Mutual Aid Agreements	10 years after superseded	Paper and/or electronic	<input type="checkbox"/>
FEMS-24	Radio/Phone Calls Audio Recordings	30 days then erase and reuse provided no action pending	All media types	<input type="checkbox"/>
FEMS-25	Standpipe Test	3 years	Paper and/or electronic	<input type="checkbox"/>
FEMS-26	Station House Daily Logs	10 years	Paper and/or electronic	<input type="checkbox"/>
FEMS-27	Violation Notices	1 year after violation corrected	Paper and/or electronic	<input type="checkbox"/>
FEMS-28	Water Surveys	3 years	Paper and/or electronic	<input type="checkbox"/>

Fiscal Office

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
F-1	Appropriations Ledger	5 years, provided audited	Electronic	<input type="checkbox"/>
F-2	Returned Deposit Items	2 years, provided audited	Paper	<input type="checkbox"/>
F-3	Bank Statements	3 years, provided audited	Paper	<input type="checkbox"/>
F-4	Check Stubs w/invoice	3 years, provided audited	Paper	<input type="checkbox"/>
F-5	Receipts	3 years, provide audited	Paper	<input type="checkbox"/>
F-6	Revenue Ledger	3 years, provided audited	Electronic	<input type="checkbox"/>
F-7	Voided Checks	Until audited	Paper	<input type="checkbox"/>
F-8	Annual Certificate of Estimated Resources	7 years	Paper	<input type="checkbox"/>
F-9	Annual Report to Auditor of State	5 years	Electronic	<input type="checkbox"/>
		Until paid and		

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
F-10	Assessment Record	audited	Paper	<input type="checkbox"/>
F-11	Audit Reports- Internal	5 years	Paper	<input type="checkbox"/>
F-12	Federal/Auditor of State Reports	5 years	Paper	<input type="checkbox"/>
F-13	Bank account Records	3 years, provided audited	Paper	<input type="checkbox"/>
F-14	Chargeback Reports/Records	3 years	Paper	<input type="checkbox"/>
F-15	Damage Claims	Until settled and all appeals exhausted	Paper	<input type="checkbox"/>
F-16	Federal Revenue Sharing Account	7 years, provided audited	Paper	<input type="checkbox"/>
F-17	Fixed Assets Record	10 years	Paper	<input type="checkbox"/>
F-18	Intergovernmental Tax Receipts	3 years, provided audited	Paper	<input type="checkbox"/>
F-19	Investment Records	3 years, provided audited	Paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
F-20	Mortgages	Until paid and canceled, provided audited	Paper	<input type="checkbox"/>
F-21	Invoice	3 years	Paper	<input type="checkbox"/>
F-22	Phone Quotes/Confirmations	2 years	Paper	<input type="checkbox"/>
F-23	Property Inventories	3 years	Paper	<input type="checkbox"/>
F-24	Purchase orders	3 years	Paper	<input type="checkbox"/>
F-25	Receipts and Expenditures Report to the Auditor of State	3 years	Paper	<input type="checkbox"/>
F-26	Retirement Plan Records	Permanent	Paper	<input type="checkbox"/>
F-27	Street Repair Cost Summary Record	3 years, provided audited	Paper	<input type="checkbox"/>
F-28	Tax Settlement Reports	3 years, provided audited	Paper	<input type="checkbox"/>
F-29	Municipal Income Tax Records	RITA keeps all records		<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
F-30	Expense Records	3 years	Paper	<input type="checkbox"/>
F-31	Payroll deductions	4 years, provided audited	Paper	<input type="checkbox"/>
F-32	Time Cards/Sheets	3 years, provided audited	Paper	<input type="checkbox"/>
F-33	Unemployment Record	3 years, provided audited	Paper	<input type="checkbox"/>
F-34	Uniform Allowance Record	3 years, provided audited	Paper	<input type="checkbox"/>
F-35	Project Files	25 years	Paper and all other media	<input type="checkbox"/>
F-36	Sinking Funds Records Bond Issue Ledger	Permanent	Paper	<input type="checkbox"/>
F-37	Bond Transcripts	10 years after issue redeemed	Paper	<input type="checkbox"/>
F-38	Bonds Redeemed	2 years after issue is paid off	Paper	<input type="checkbox"/>
F-39	Call Notices- Securities	10 years after call	Paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
F-40	Coupons (redeemed)	4 years after audited	Paper	<input type="checkbox"/>
F-41	Electronic Fund Transfer Records	10 years	Electronic	<input type="checkbox"/>
F-42	Sinking Fund Ledger Journal	Permanent	Paper	<input type="checkbox"/>
F-43	Record of Registered Bonds	Permanent	Paper	<input type="checkbox"/>
F-44	Bids – successful <i>(added Aug. 2019)</i>	15 years after completion of project	Paper	<input type="checkbox"/>
F-45	Bids – rejected <i>(added Aug. 2019)</i>	2 years after the awarding of the bid	Paper	<input type="checkbox"/>

Mayors Court

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
MC-1	Bank Statements	3 years, provided audited	Paper	<input type="checkbox"/>
MC-2	Case Files Minor Misdemeanor	7 years, provided audited	Paper	<input type="checkbox"/>
MC-3	Case Files DUI	Permanent	Paper	<input type="checkbox"/>
MC-4	Case Files Criminal	20 years	Paper	<input type="checkbox"/>
MC-5	Monthly Reports	3 years, provided audited	Paper	<input type="checkbox"/>
MC-6	Receipt Books	Until posted on official village register	Paper	<input type="checkbox"/>
MC-7	Annual Statement and Yearly Report	Permanent	Electronic	<input checked="" type="checkbox"/>
MC-8	Docket, Index, and Journal	Permanent	Electronic	<input checked="" type="checkbox"/>
MC-9	Expungements	Seal, permanent	paper	<input type="checkbox"/>

Parks and Recreation

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
PARK-1	Plans of Park Property	Permanent	Paper	<input checked="" type="checkbox"/>
PARK-2	Shelter House Permits/Hold	5 years	Paper	<input type="checkbox"/>
PARK-3	Park reservation log	2 years	Electronic	<input type="checkbox"/>

Payroll/Personnel Records

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
PAY-1	OHIO POLICE AND FIRE AND OHIO PUBLIC EMPLOYEES RETIREMENT RECORDS	PERMANENT	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-2	COURT ORDERS FOR PAYROLL DEDUCTION	UNTIL EMPLOYEE TERMINATES OR ORDER RESCINDED	PAPER	<input type="checkbox"/>
PAY-3	EMPLOYEE EARNING RECORD	CONTINUALLY COMPILED AND UPDATED UNTIL TERMINATION	ELECTRONIC/PAPER	<input type="checkbox"/>
PAY-4	EMPLOYEE PAY RECORDS	CONTINUALLY UPDATED UNTIL TERMINATION	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-5	EMPLOYEE WITHHOLDING REQUESTS	UNTIL REPLACED OR REVOKED BY EMPLOYEE	PAPER	<input type="checkbox"/>
PAY-6	EMPLOYER QUARTERLY TAX RETURNS/REPORTS AND W-2'S	6 YEARS, PROVIDED AUDITED	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-7	GARNISHMENT ORDERS	UNTIL EMPLOYEE TERMINATES OR ORDER RESCINDED	PAPER/ELECTRONIC	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
PAY-8	LEAVE BALANCES	25 YEARS	PAPER/ ELECTR ONIC	<input type="checkbox"/>
PAY-9	TIME SHEETS	3 YEARS	PAPER	<input type="checkbox"/>
PAY-10	PAYROLL JOURNAL/RECORDS/POSTINGS	50 YEARS	PAPER/ ELECTR ONIC	<input type="checkbox"/>
PAY-11	W-4 FORMS	UNTIL SUPERSEDED OR EMPLOYEE TERMINATES	PAPER/ ELECTR ONIC	<input type="checkbox"/>
PAY-12	EMPLOYMENT APPLICATION/RESUME	PLACE IN PERSONNEL FILE	PAPER	<input type="checkbox"/>
PAY-13	COMMENDATIONS, PROMOTIONS	PLACE IN PERSONNEL FILE	PAPER	<input type="checkbox"/>
PAY-14	EMPLOYEE EXPOSURE TO HAZARDOUS CHEMICALS/BIOLOGICAL HAZARDS OR INFECTIOUS DISEASES REPORTS	PLACE IN PERSONNEL FILE	PAPER	<input type="checkbox"/>
PAY-15	EMPLOYEE PERFORMANCE EVALUATION	5 YEARS	PAPER	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
PAY-16	EMPLOYEE TRAINING RECORDS	PLACE IN PERSONNEL FILE	PAPER	<input type="checkbox"/>
PAY-17	EMPLOYMENT HISTORY RECORD CARD	PERMANENT, IN LIEU OF PERSONNEL FILES	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-18	GRIEVANCE HEARING RECORDS	1 YEAR AFTER RESOLVED	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-19	INSURANCE ENROLLMENT RECORD	1 YEAR AFTER EMPLOYEE LEAVES MUNICIPAL EMPLOYMENT	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-20	JOB/POSITION DESCRIPTIONS	ONE YEAR AFTER SUPERSEDED	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-21	LABOR UNION AGREEMENTS	15 YEARS AFTER TERMINATION	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-22	LEAVE REQUESTS- ALL TYPES	3 YEARS PROVIDED BALANCES JOURNALIZED	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-23	LETTER OF APPOINTMENT	PLACE IN PERSONNEL FILE	PAPER	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
PAY-24	LETTERS OF REFERENCE	2 YEARS AFTER HIRED	PAPER	<input type="checkbox"/>
PAY-25	LETTER OF RESIGNATION	PLACE IN PERSONNEL FILE	PAPER	<input type="checkbox"/>
PAY-26	PERSONNEL ACTIONS	PLACE IN PERSONNEL FILE	PAPER	<input type="checkbox"/>
PAY-27	PERSONNEL FILE/RECORDS	<p>Purge 2 Years After Employee Leaves Municipal Service.</p> <p>RETAIN PERMANENT RECORD OF:</p> <ul style="list-style-type: none"> -Service time -Salary History -Leave Balances -Taxes Paid -Resignation Letter -Retirement Information & Waivers. <p>*In Lieu of these Documents, use a Duly Certified Employment History Card.</p> <p>RETAIN OSHA RELATED RECORDS 20 YEARS</p>	PAPER/ELECTRONIC	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
PAY-28	PROMOTION ACTION	PLACE IN PERSONNEL FILE	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-29	RECORD OF DISCIPLINARY ACTION	4 YEARS	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-30	UNEMPLOYMENT COMPENSATION CASE FILES	4 YEARS AFTER DATE OF FINAL PAYMENT	PAPER/ELECTRONIC	<input type="checkbox"/>
PAY-31	WORKERS COMPENSATION CASE FILES	10 YEARS AFTER DATE OF FINAL PAYMENT	PAPER/ELECTRONIC	<input type="checkbox"/>

Police

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
PD-1	Accident Reports	6 years, no action pending	Paper	<input type="checkbox"/>
PD-2	Animal Complaints/Bites	3 years	Paper	<input type="checkbox"/>
PD-3	Arrest Reports (Adult)	50 years	Paper	<input type="checkbox"/>
PD-4	Case Files (except homicide)	7 years	Paper	<input type="checkbox"/>
PD-5	Citizen Complaints/incident reports	5 years, provided no action pending	Paper	<input type="checkbox"/>
PD-6	Expunged Records per Expungement Orders	Permanent	Paper/electronic	<input type="checkbox"/>
PD-7	Firearm Records and Inventories	3 years, provided audited	Paper	<input type="checkbox"/>
PD-8	Homicide Reports and Evidence (closed cases)	30 years after all appeals exhausted	Paper/electronic/physical	<input type="checkbox"/>
PD-9	Homicide and Rape investigations including evidence (pending)	Permanent	Paper/electronic/physical	<input type="checkbox"/>
PD-10	Homicide investigations including evidence (closed cases)	10 years after all appeals	Paper/electronic/physical	

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
		exhausted	cal	<input type="checkbox"/>
PD-11	Internal Affairs investigations	4 years	Paper/electronic/physical	<input type="checkbox"/>
PD-12	Office Log Sheets & Reports <i>(amended Aug. 2019)</i>	3 years	Paper	<input type="checkbox"/>
PD-13	Law Enforcement Automatic Data System Records Logs	2 years	Paper	<input type="checkbox"/>
PD-14	Law Enforcement Automatic Data System Records Printouts	Destroy when no longer administratively necessary	Paper	<input type="checkbox"/>
PD-15	Master name Index	Permanent	Electronic	<input type="checkbox"/>
PD-16	Missing Person Reports	20 years, or until found	Paper	<input type="checkbox"/>
PD-17	Citations/Infractions	3 years	Paper	<input type="checkbox"/>
PD-18	Prisoner Booking Video Recording	7 days erase and reuse, provided no action pending	Tape/electronic	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
PD-19	Property Room Log	25 years	Electronic	<input type="checkbox"/>
PD-20	Property Room Records (releases, transfers, disposals etc. ...)	5 years	Electronic	<input type="checkbox"/>
PD-21	Ride along forms	3 years	Paper	<input type="checkbox"/>
PD-22	Seizure Log/Record	6 years	Paper	<input type="checkbox"/>
PD-23	State of Ohio Traffic Crash Reports (OH-1)	3 years	Paper	<input type="checkbox"/>
PD-24	Subpoenas, Summonses, or Warrants	Until Served, discharged, answered or withdrawn	Paper	<input type="checkbox"/>
PD-25	Tow Tickets	3 years after paid, provided audited	Paper	<input type="checkbox"/>
PD-26	Vacation House Check Records	30 days after owners return	Paper	<input type="checkbox"/>

Water and Sewer Records

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
W/S-1	Applications for Service	Until service is terminated	Paper	<input type="checkbox"/>
W/S-2	Application for Water or Sewer Tap Permits	5 years after final decision rendered	Paper	<input type="checkbox"/>
W/S-3	Billing Adjustment Books	Until Audited	Paper	<input type="checkbox"/>
W/S-4	Biohazards Waste Destruction Records	5 years	Paper	<input type="checkbox"/>
W/S-5	Daily over and Shor Reports	3 years, provided audited	Paper	<input type="checkbox"/>
W/S-6	Daily Work Orders	3 years	Paper	<input type="checkbox"/>
W/S-7	Hazardous Materials emergency Response requests logs	30 years	Paper	<input type="checkbox"/>
W/S-8	Meter and Valve Location Records	Permanent	Paper	<input type="checkbox"/>
W/S-9	Meter Reading Records	4 years	Paper	<input type="checkbox"/>
W/S-10	Monthly Collection Report	3 years, provided	Paper	

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
		audited		<input type="checkbox"/>
W/S-11	OSHA Logs/Records	5 years	Paper	<input type="checkbox"/>
W/S-12	Property Records (Deeds, Rights-of-way, Annexations, Vacations, Easements)	Permanent	Paper	<input checked="" type="checkbox"/>
W/S-13	Rate Schedules	Until Superseded	Paper	<input type="checkbox"/>
W/S-14	Sanitary Sewer Records	Permanent	Paper	<input checked="" type="checkbox"/>
W/S-15	Sanitation Surveys	6 years	Paper	<input type="checkbox"/>
W/S-16	Security Deposit Records	Until refunded to the depositor	Paper	<input type="checkbox"/>
W/S-17	Security Deposit Refund Requests	Until audited	Paper	<input type="checkbox"/>
W/S-18	Sewer Rent Record	3 years, provided audited	Paper	<input type="checkbox"/>
W/S-19	Sewer/Water Billing Stubs	3 years, provided audited	Paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
W/S-20	Sewer Testing Records	5 years	Paper	<input type="checkbox"/>
W/S-21	Shut-off Lists	3 years	Paper	<input type="checkbox"/>
W/S-22	Special Sewer Authorizations or Hookups	Permanent	Paper	<input type="checkbox"/>
W/S-23	Test Boring Record	Permanent	Paper	<input type="checkbox"/>
W/S-24	Water and Sewer Receipt Books	2 years, provided audited	Paper	<input type="checkbox"/>
W/S-25	Water and Sewer Tap Record	Permanent	Paper	<input type="checkbox"/>
W/S-26	Water Main Location Record	Permanent	Paper	<input checked="" type="checkbox"/>
W/S-27	Water Usage Reports	3 years	Paper	<input type="checkbox"/>
W/S-28	Analytical Data/Chemical Analyses/Monitoring Records/EPA Reports/Water Quality Reports/Operating Logs/Monthly Reports All Types	6 years	Paper	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
W/S-29	Flow-Charts-Fluids	5 years	Paper	<input type="checkbox"/>
W/S-30	Monthly Laboratory Testing Summary Reports	6 years	Paper	<input type="checkbox"/>
W/S-31	Well Maintenance and Field Logs	6 years	Paper	<input type="checkbox"/>