



# RECORDS RETENTION MANUAL

# RECORDS RETENTION MANUAL

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**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.**

**Departments may request permission to destroy records twice per year. The Records Commission meets prior to the first Council meeting in May and the first Council meeting in November. Please fill out a request form and return it to the Clerk of Council prior to these scheduled meetings. Documents may not be destroyed until approved by the Records Commission.**

## 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,	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
	transitory messages, informational 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ADMIN-13	Mailing lists	Until updated, superseded or obsolete	Paper and/or electronic	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ADMIN-14	Disaster Plans	Until updated or superseded	Paper	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"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
ADMIN-19	General orders, directives, polices, 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"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
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/notes	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"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
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)



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

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>BPZ-5</b>	<b>Board of Zoning Adjustments Case Files</b>	<b>10 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-6</b>	<b>Board of Zoning Adjustments Journal</b>	<b>Permanent</b>	<b>Paper</b>	<input checked="" type="checkbox"/>
<b>BPZ-7</b>	<b>Building Applications</b>	<b>25 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-8</b>	<b>Building Folders</b>	<b>Review at 5 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-9</b>	<b>Building Inspection Reports</b>	<b>5 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-10</b>	<b>Building Permit Record</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-11</b>	<b>Building Plans- Residential</b>	<b>15 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-12</b>	<b>Building Plans-Commercial</b>	<b>25 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-13</b>	<b>Building Plans- Municipal Owned</b>	<b>Life of structure</b>	<b>Paper</b>	<input checked="" type="checkbox"/>
<b>BPZ-14</b>	<b>Building Sign Inspection Files</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>BPZ-15</b>	<b>Case Files-Board of Building Standards and Appeals</b>	<b>10 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-16</b>	<b>Case Files-Board of Zoning Appeals</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-17</b>	<b>Certification of Insurance</b>	<b>2 years after expiration, provided no claims pending</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-18</b>	<b>Zoning Code</b>	<b>Until superseded: retain 1 copy permanently</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>BPZ-19</b>	<b>Community Development Reports</b>	<b>Until no longer of administrative value</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-20</b>	<b>Complaints</b>	<b>2 years, provided no action pending</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-21</b>	<b>Condemnation and Demolition Records</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-22</b>	<b>Demolition Permits</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-23</b>	<b>House Number Record</b>	<b>Permanent</b>	<b>Paper and/or electronic</b>	<input checked="" type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>BPZ-24</b>	<b>Housing, Land Use, Population, and other studies</b>	<b>Until no longer of administrative value</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-25</b>	<b>Index to Board of Zoning Adjustments Case Files</b>	<b>25 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-26</b>	<b>Index to Variance Record</b>	<b>25 years</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>BPZ-27</b>	<b>Index to Zoning Case Record</b>	<b>25 years</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>BPZ-28</b>	<b>Industrial Use Permit Reviews</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-29</b>	<b>Legislative Research Files/Drafts</b>	<b>Until no longer of administrative value</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-30</b>	<b>Loan and Grant Applications</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-31</b>	<b>Occupancy Permit Record</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-32</b>	<b>Performance Bonds- Contractors</b>	<b>10 years after expiration</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-33</b>	<b>Planning Briefs</b>	<b>25 years</b>	<b>Paper</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>BPZ-34</b>	<b>Planning Commission Case Files</b>	<b>10 years, provided no action pending</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-35</b>	<b>Project Planning Files</b>	<b>5 years after completion of final report</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-36</b>	<b>Project Reports</b>	<b>25 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-37</b>	<b>Rezoning Applications</b>	<b>Until final action is taken and 25 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-38</b>	<b>Rezoning Case Files</b>	<b>Permanent</b>	<b>Paper</b>	<input checked="" type="checkbox"/>
<b>BPZ-39</b>	<b>Street Name Change Record</b>	<b>Permanent</b>	<b>Paper</b>	<input checked="" type="checkbox"/>
<b>BPZ-40</b>	<b>Street/Alley Vacation Case Files</b>	<b>Permanent</b>	<b>Paper</b>	<input checked="" type="checkbox"/>
<b>BPZ-41</b>	<b>Subdivision Files</b>	<b>Permanent</b>	<b>Paper</b>	<input checked="" type="checkbox"/>
<b>BPZ-42</b>	<b>Violations</b>	<b>10 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-43</b>	<b>Zoning Case Log</b>	<b>25 years</b>	<b>Paper</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>BPZ-44</b>	<b>Zoning Certificate for Occupancy and Use of Land and Buildings</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-45</b>	<b>Zoning Change Request</b>	<b>25 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-46</b>	<b>Zoning Permit Applications</b>	<b>25 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-47</b>	<b>Zoning Permit Records</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>BPZ-48</b>	<b>Zoning Variance Case Files</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>

## **Cemetery**

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>CEM-1</b>	<b>Burial Fee Receipts</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>CEM-2</b>	<b>Burial Transit Permits</b>	<b>5 years</b>	<b>Paper</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>CEM-3</b>	<b>Burial Permit</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>CEM-4</b>	<b>Deposit Record- Maintenance Fee</b>	<b>Permanent</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>CEM-5</b>	<b>Deed Book</b>	<b>Permanent</b>	<b>Paper</b>	<input checked="" type="checkbox"/>
<b>CEM-6</b>	<b>Index to Burial Plots</b>	<b>Permanent</b>	<b>Paper and/or electronic</b>	<input checked="" type="checkbox"/>
<b>CEM-7</b>	<b>Minutes</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>CEM-8</b>	<b>Plat Maps</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>CEM-9</b>	<b>Record of lot sales</b>	<b>Permanent</b>	<b>Paper and/or electronic</b>	<input checked="" type="checkbox"/>
<b>CEM-10</b>	<b>Register of Interments</b>	<b>Permanent</b>	<b>Paper and/or electronic</b>	<input checked="" type="checkbox"/>
<b>CEM-11</b>	<b>Rules and Regulations</b>	<b>Until updated/superseded retain one electronic copy</b>	<b>Paper and/or electronic</b>	<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	

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
				<input checked="" type="checkbox"/>
VC-10	Subject and Administrative Files	5 years	Paper and/or 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"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
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"/>
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	

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
				<input type="checkbox"/>
<b>FEMS-3</b>	<b>Above and Underground Storage Tank Records</b>	<b>10 years after tank is out of service or removed</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-4</b>	<b>Alarm Response Reports</b>	<b>5 years</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-5</b>	<b>Annexation Files</b>	<b>Until superseded</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-6</b>	<b>Arson reports</b>	<b>50 years</b>	<b>Paper and/or electronic</b>	<input checked="" type="checkbox"/>
<b>FEMS-7</b>	<b>Burning complaint file</b>	<b>1 year</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-8</b>	<b>Daily Alarm Log</b>	<b>5 years</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-9</b>	<b>Dispatch Sheets/Logs</b>	<b>3 years</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-10</b>	<b>Disaster Plan</b>	<b>Until updated or superseded</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-11</b>	<b>EPA Burning Violation Record</b>	<b>5 years after violation is corrected</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>FEMS-12</b>	<b>Fire Code</b>	<b>Until superseded</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-13</b>	<b>Fire Incident Reports</b>	<b>5 years</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-14</b>	<b>Fire investigation Files/Index</b>	<b>50 years</b>	<b>Paper and/or electronic</b>	<input checked="" type="checkbox"/>
<b>FEMS-15</b>	<b>Fire and Loss Record</b>	<b>Permanent</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-16</b>	<b>Fireworks Applications and Permits</b>	<b>5 years after expiration</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-17</b>	<b>Gas/Oil Disbursement Record</b>	<b>1 year provided audited</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-18</b>	<b>Hydrant Location Record</b>	<b>Permanent</b>	<b>Paper and/or electronic</b>	<input checked="" type="checkbox"/>
<b>FEMS-19</b>	<b>Hydrant Maintenance Record</b>	<b>2 years after test date</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-20</b>	<b>Inspection Reports/Cards all types</b>	<b>3 years</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>
<b>FEMS-21</b>	<b>Insurance Claim file</b>	<b>10 years after final settlement</b>	<b>Paper and/or electronic</b>	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
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"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>F-2</b>	<b>Returned Deposit Items</b>	<b>2 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-3</b>	<b>Bank Statements</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-4</b>	<b>Check Stubs w/invoice</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-5</b>	<b>Receipts</b>	<b>3 years, provide audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-6</b>	<b>Revenue Ledger</b>	<b>3 years, provided audited</b>	<b>Electronic</b>	<input type="checkbox"/>
<b>F-7</b>	<b>Voided Checks</b>	<b>Until audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-8</b>	<b>Annual Certificate of Estimated Resources</b>	<b>7 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-9</b>	<b>Annual Report to Auditor of State</b>	<b>5 years</b>	<b>Electronic</b>	<input type="checkbox"/>
<b>F-10</b>	<b>Assessment Record</b>	<b>Until paid and audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-11</b>	<b>Audit Reports- Internal</b>	<b>5 years</b>	<b>Paper</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>F-12</b>	<b>Federal/Auditor of State Reports</b>	<b>5 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-13</b>	<b>Bank account Records</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-14</b>	<b>Chargeback Reports/Records</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-15</b>	<b>Damage Claims</b>	<b>Until settled and all appeals exhausted</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-16</b>	<b>Federal Revenue Sharing Account</b>	<b>7 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-17</b>	<b>Fixed Assets Record</b>	<b>10 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-18</b>	<b>Intergovernmental Tax Receipts</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-19</b>	<b>Investment Records</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-20</b>	<b>Mortgages</b>	<b>Until paid and canceled, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-21</b>	<b>Invoice</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>



<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>F-22</b>	<b>Phone Quotes/Confirmations</b>	<b>2 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-23</b>	<b>Property Inventories</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-24</b>	<b>Purchase orders</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-25</b>	<b>Receipts and Expenditures Report to the Auditor of State</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-26</b>	<b>Retirement Plan Records</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-27</b>	<b>Street Repair Cost Summary Record</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-28</b>	<b>Tax Settlement Reports</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-29</b>	<b>Municipal Income Tax Records</b>	<b>RITA keeps all records</b>		<input type="checkbox"/>
<b>F-30</b>	<b>Expense Records</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-31</b>	<b>Payroll deductions</b>	<b>4 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>F-32</b>	<b>Time Cards/Sheets</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-33</b>	<b>Unemployment Record</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-34</b>	<b>Uniform Allowance Record</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-35</b>	<b>Project Files</b>	<b>25 years</b>	<b>Paper and all other media</b>	<input type="checkbox"/>
<b>F-36</b>	<b>Sinking Funds Records Bond Issue Ledger</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-37</b>	<b>Bond Transcripts</b>	<b>10 years after issue redeemed</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-38</b>	<b>Bonds Redeemed</b>	<b>2 years after issue is paid off</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-39</b>	<b>Call Notices- Securities</b>	<b>10 years after call</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-40</b>	<b>Coupons (redeemed)</b>	<b>4 years after audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-41</b>	<b>Electronic Fund Transfer Records</b>	<b>10 years</b>	<b>Electronic</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>F-42</b>	<b>Sinking Fund Ledger Journal</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>F-43</b>	<b>Record of Registered Bonds</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>

## **Mayors Court**

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>MC-1</b>	<b>Bank Statements</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>MC-2</b>	<b>Case Files Minor Misdemeanor</b>	<b>7 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>MC-3</b>	<b>Case Files DUI</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>MC-4</b>	<b>Case Files Criminal</b>	<b>20 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>MC-5</b>	<b>Monthly Reports</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
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"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>PAY- 7</b>	<b>GARNISHMENT ORDERS</b>	<b>UNTIL EMPLOYEE TERMINATES OR ORDER RESCINDED</b>	<b>PAPER/ELECTRONIC</b>	<input type="checkbox"/>
<b>PAY-8</b>	<b>LEAVE BALANCES</b>	<b>25 YEARS</b>	<b>PAPER/ELECTRONIC</b>	<input type="checkbox"/>
<b>PAY-9</b>	<b>TIME SHEETS</b>	<b>3 YEARS</b>	<b>PAPER</b>	<input type="checkbox"/>
<b>PAY-10</b>	<b>PAYROLL JOURNAL/RECORDS/POSTINGS</b>	<b>50 YEARS</b>	<b>PAPER/ELECTRONIC</b>	<input type="checkbox"/>
<b>PAY-11</b>	<b>W-4 FORMS</b>	<b>UNTIL SUPERSEDED OR EMPLOYEE TERMINATES</b>	<b>PAPER/ELECTRONIC</b>	<input type="checkbox"/>
<b>PAY-12</b>	<b>EMPLOYMENT APPLICATION/RESUME</b>	<b>PLACE IN PERSONNEL FILE</b>	<b>PAPER</b>	<input type="checkbox"/>
<b>PAY-13</b>	<b>COMMENDATIONS, PROMOTIONS</b>	<b>PLACE IN PERSONNEL FILE</b>	<b>PAPER</b>	<input type="checkbox"/>
<b>PAY-14</b>	<b>EMPLOYEE EXPOSURE TO HAZARDOUS CHEMICALS/BIOLOGICAL HAZARDS OR INFECTIOUS DISEASES REPORTS</b>	<b>PLACE IN PERSONNEL FILE</b>	<b>PAPER</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>PAY-15</b>	<b>EMPLOYEE PERFORMANCE EVALUATION</b>	<b>5 YEARS</b>	<b>PAPER</b>	<input type="checkbox"/>
<b>PAY-16</b>	<b>EMPLOYEE TRAINING RECORDS</b>	<b>PLACE IN PERSONNEL FILE</b>	<b>PAPER</b>	<input type="checkbox"/>
<b>PAY-17</b>	<b>EMPLOYMENT HISTORY RECORD CARD</b>	<b>PERMANENT, IN LIEU OF PERSONNEL FILES</b>	<b>PAPER/ELECTRONIC</b>	<input type="checkbox"/>
<b>PAY-18</b>	<b>GRIEVANCE HEARING RECORDS</b>	<b>1 YEAR AFTER RESOLVED</b>	<b>PAPER/ELECTRONIC</b>	<input type="checkbox"/>
<b>PAY-19</b>	<b>INSURANCE ENROLLMENT RECORD</b>	<b>1 YEAR AFTER EMPLOYEE LEAVES MUNICIPAL EMPLOYMENT</b>	<b>PAPER/ELECTRONIC</b>	<input type="checkbox"/>
<b>PAY-20</b>	<b>JOB/POSITION DESCRIPTIONS</b>	<b>ONE YEAR AFTER SUPERSEDED</b>	<b>PAPER/ELECTRONIC</b>	<input type="checkbox"/>
<b>PAY-21</b>	<b>LABOR UNION AGREEMENTS</b>	<b>15 YEARS AFTER TERMINATION</b>	<b>PAPER/ELECTRONIC</b>	<input type="checkbox"/>
<b>PAY-22</b>	<b>LEAVE REQUESTS- ALL TYPES</b>	<b>3 YEARS PROVIDED BALANCES JOURNALIZED</b>	<b>PAPER/ELECTRONIC</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>PAY-23</b>	<b>LETTER OF APPOINTMENT</b>	<b>PLACE IN PERSONNEL FILE</b>	<b>PAPER</b>	<input type="checkbox"/>
<b>PAY-24</b>	<b>LETTERS OF REFERENCE</b>	<b>2 YEARS AFTER HIRED</b>	<b>PAPER</b>	<input type="checkbox"/>
<b>PAY-25</b>	<b>LETTER OF RESIGNATION</b>	<b>PLACE IN PERSONNEL FILE</b>	<b>PAPER</b>	<input type="checkbox"/>
<b>PAY-26</b>	<b>PERSONNEL ACTIONS</b>	<b>PLACE IN PERSONNEL FILE</b>	<b>PAPER</b>	<input type="checkbox"/>



Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
PAY-27	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 SULLY CERTIFIED EMPLOYMENT HISTORY CARD. RETAIN OSHA RELATED RECORDS 20 YEARS	PAPER/ELECTRONIC	<input type="checkbox"/>
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"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
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"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>PD-6</b>	<b>Expunged Records per Expungement Orders</b>	<b>Permanent</b>	<b>Paper/electronic</b>	<input type="checkbox"/>
<b>PD-7</b>	<b>Firearm Records and Inventories</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>PD-8</b>	<b>Homicide Reports and Evidence (closed cases)</b>	<b>30 years after all appeals exhausted</b>	<b>Paper/electronic/physical</b>	<input type="checkbox"/>
<b>PD-9</b>	<b>Homicide and Rape investigations including evidence (pending)</b>	<b>Permanent</b>	<b>Paper/electronic/physical</b>	<input type="checkbox"/>
<b>PD-10</b>	<b>Homicide investigations including evidence (closed cases)</b>	<b>10 years after all appeals exhausted</b>	<b>Paper/electronic/physical</b>	<input type="checkbox"/>
<b>PD-11</b>	<b>Internal Affairs investigations</b>	<b>4 years</b>	<b>Paper/electronic/physical</b>	<input type="checkbox"/>
<b>PD-12</b>	<b>Log Sheets</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>PD-13</b>	<b>Law Enforcement Automatic Data System Records Logs</b>	<b>2 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>PD-14</b>	<b>Law Enforcement Automatic Data System Records Printouts</b>	<b>Destroy when no longer administratively necessary</b>	<b>Paper</b>	<input type="checkbox"/>
<b>PD-15</b>	<b>Master name Index</b>	<b>Permanent</b>	<b>Electronic</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>PD-16</b>	<b>Missing Person Reports</b>	<b>20 years, or until found</b>	<b>Paper</b>	<input type="checkbox"/>
<b>PD-17</b>	<b>Citations/Infractions</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>PD-18</b>	<b>Prisoner Booking Video Recording</b>	<b>7 days erase and reuse, provided no action pending</b>	<b>Tape/electronic</b>	<input type="checkbox"/>
<b>PD-19</b>	<b>Property Room Log</b>	<b>25 years</b>	<b>Electronic</b>	<input type="checkbox"/>
<b>PD-20</b>	<b>Property Room Records (releases, transfers, disposals etc...)</b>	<b>5 years</b>	<b>Electronic</b>	<input type="checkbox"/>
<b>PD-21</b>	<b>Ride along forms</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>PD-22</b>	<b>Seizure Log/Record</b>	<b>6 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>PD-23</b>	<b>State of Ohio Traffic Crash Reports (OH-1)</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>PD-24</b>	<b>Subpoenas, Summonses, or Warrants</b>	<b>Until Served, discharged, answered or withdrawn</b>	<b>Paper</b>	<input type="checkbox"/>
<b>PD-25</b>	<b>Tow Tickets</b>	<b>3 years after paid, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>PD-26</b>	<b>Vacation House Check Records</b>	<b>30 days after owners return</b>	<b>Paper</b>	<input type="checkbox"/>

## Water and Sewer Records

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>W/S-1</b>	<b>Applications for Service</b>	<b>Until service is terminated</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-2</b>	<b>Application for Water or Sewer Tap Permits</b>	<b>5 years after final decision rendered</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-3</b>	<b>Billing Adjustment Books</b>	<b>Until Audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-4</b>	<b>Biohazards Waste Destruction Records</b>	<b>5 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-5</b>	<b>Daily over and Shor Reports</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-6</b>	<b>Daily Work Orders</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>

Schedule Number	Record Title and Description	Retention Period	Media Type	RC-3 Required by LGRP
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 audited	Paper	<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"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>W/S-17</b>	<b>Security Deposit Refund Requests</b>	<b>Until audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-18</b>	<b>Sewer Rent Record</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-19</b>	<b>Sewer/Water Billing Stubs</b>	<b>3 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-20</b>	<b>Sewer Testing Records</b>	<b>5 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-21</b>	<b>Shut-off Lists</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-22</b>	<b>Special Sewer Authorizations or Hookups</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-23</b>	<b>Test Boring Record</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-24</b>	<b>Water and Sewer Receipt Books</b>	<b>2 years, provided audited</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-25</b>	<b>Water and Sewer Tap Record</b>	<b>Permanent</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-26</b>	<b>Water Main Location Record</b>	<b>Permanent</b>	<b>Paper</b>	<input checked="" type="checkbox"/>

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required by LGRP</b>
<b>W/S-27</b>	<b>Water Usage Reports</b>	<b>3 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-28</b>	<b>Analytical Data/Chemical Analyses/Monitoring Records/EPA Reports/Water Quality Reports/Operating Logs/Monthly Reports All Types</b>	<b>6 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-29</b>	<b>Flow-Charts-Fluids</b>	<b>5 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-30</b>	<b>Monthly Laboratory Testing Summary Reports</b>	<b>6 years</b>	<b>Paper</b>	<input type="checkbox"/>
<b>W/S-31</b>	<b>Well Maintenance and Field Logs</b>	<b>6 years</b>	<b>Paper</b>	<input type="checkbox"/>



# Document Destruction Request Form

<b>Schedule Number</b>	<b>Record Title and Description</b>	<b>Retention Period</b>	<b>Media Type</b>	<b>RC-3 Required ?</b> <input type="checkbox"/>
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