



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

Page 1 of \_\_\_\_

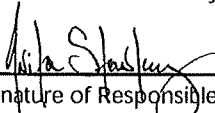
JULY 29 2025

STATE AND LOCAL  
GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

### Section A: Local Government Unit

City of Wilmington, Ohio (Municipality)	All City Departments		
(Local Government Entity)	(Unit)		
	Anita Stanley	Records Manager	7/15/2025
(Signature of Responsible Official)	(Name)	(Title)	(Date)

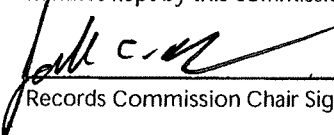
### Section B: Records Commission

City of Wilmington, Ohio	Records Commission	937-382-6509	
		(Telephone Number)	
69 N. South Street	Wilmington	45177	Clinton
(Address)	(City)	(Zip Code)	(County)

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

[astanley@wilmingtonohio.gov](mailto:astanley@wilmingtonohio.gov), [jmckay@wilmingtonohio.gov](mailto:jmckay@wilmingtonohio.gov)

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

	7/15/2025
Records Commission Chair Signature	Date

### Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	7/31/2025
Signature	Title	Date

### Section D: Auditor of State

	Records Manager	
Signature	Title	Date

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

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

# **CITY OF WILMINGTON, OHIO RECORDS RETENTION SCHEDULE**

*Revised Edition - July 2025*  
(Records Commission Approval: July 15, 2025)

Approved by:

## **CITY OF WILMINGTON RECORDS COMMISSION**

City of WILMINGTON  
69 N. South Street  
Wilmington, Ohio 45177  
[www.wilmingtonohio.gov](http://www.wilmingtonohio.gov)

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## **THE OHIO HISTORICAL SOCIETY**

State Archives of Ohio  
Local Government Records Program  
1982 Velma Avenue  
Columbus, Ohio 43211-2497  
[www.ohiohistory.org](http://www.ohiohistory.org)  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)

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## **OHIO AUDITOR OF STATE**

Office of Auditor of State  
88 East Broad Street, 5th Floor  
Columbus, OH 43215  
[www.auditor.state.oh.us](http://www.auditor.state.oh.us)

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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 (LGRP). The LGRP will then send the forms to the Ohio Auditor of State. The Auditor of State returns the approved forms to the 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), 1982 Velma Avenue, 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/resource/lgr/> or by requesting that copies be mailed. A properly approved Schedule of Records Retention and Destruction (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. It is absolutely 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.

Before the disposal of any municipal records can occur, a Certificate of Records Disposal (RC-3) must be filed with the OHS Local Government Records Program, which in turn, will send the RC-3 to the Auditor of State's Records Officer in Columbus. The Certificate of Disposal (RC-3) should be filed a minimum of fifteen (15) business days before the proposed disposal or destruction date. 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 E - Mail 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 (LGRP). The LGRP works with municipalities to develop a practical records management program. The Ohio Historical Society has designated eight 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. Center for Archival Collections  
Jerome Library - 5th Floor  
Bowling Green State University  
Bowling Green, OH 43403-0175  
(419) 372-2411
3. Archives & Rare Books Department  
Blegen Library - 8th Floor  
University of Cincinnati  
Cincinnati, OH 45221-0113  
(513) 556-1959
4. Local Government Records Program (LGRP)  
Ohio Historical Society - State Archives  
1982 Velma Avenue  
Columbus, OH 43211-2497  
(614) 297-2553
5. Archives and Special Collections  
Ohio University - Alden Library  
Athens, OH 45701-2978  
(740) 593-2710
6. Western Reserve Historical Society Library  
10825 East Blvd.  
Cleveland, OH 44106-1788  
(216) 721-5722
7. Archives and Special Collections  
Wright State University - Dunbar Library  
Dayton, OH 45435-0001  
(937) 775-2092
8. Youngstown Historical Center of Industry and Labor  
151 West Wood Street  
PO Box 533  
Youngstown, OH 44501-0533  
(330) 743-5934

## Records Retention Schedule for WILMINGTON, OHIO MUNICIPAL RECORDS

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
<b>Section 1 - General Administrative Records:</b> 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.					
25-1	Accident Reports \ Files				
25-1a	Employee Injury Report	Place in personnel file	Paper/Digital		
25-1b	Bodily Injury to non-employee	6 years provided no action pending	Paper/Digital		
25-1c	Damage to Municipal Vehicle or Property	6 years provided no action pending	Paper/Digital		
25.2	Activity Reports - All types	2 years	Paper/Digital		
25.3	Agendas	5 years	Paper/Digital		
25.4	Annual Departmental Budget	5 years	Paper/Digital		
25.5	Annual Departmental Report	Permanent - at 50 years appraise for historical value	Paper/Digital		✓
25.6	Annual Municipal Budget	Permanent - at 50 years appraise for historical value	Paper/Digital		✓
25-7	Annual Municipal Report	Permanent – at 50 years appraise for historical value	Paper/Digital		✓
25-8	Attendance Reports \ Records	3 years	Paper/Digital		
25-9	Audiovisual, PR & Training Materials	Until information is superseded, obsolete, or replaced, then appraise for historical value	Paper/Digital		
25-10	Badges and ID's	Turn in upon termination – NO RC-3 REQUIRED	Paper/Digital		
25-11	Blank Forms	Until obsolete or superseded – NO RC-3 REQUIRED	Paper/Digital		
25-12	Blueprints \ Vellums	Until updated, superseded or obsolete, appraise for historical value	Paper/Digital		✓
25-13	Budget Preparation Documents (Working Papers)	4 years	Paper/Digital		



Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-14	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary – NO RC-3 REQUIRED	Paper/Digital		
25-15	Calibration Records - All types	5 years	Paper/Digital		
25-16	City Manager's / Mayor's Journal	Permanent	Paper/Digital		✓
25-17	Compliance Reports - All Types	5 years	Paper/Digital		
25-18	Continuing Education Certifications \ Class \ Seminar \ Training Attendance Records	Place in personnel file	Paper/Digital		
25-19	Contracts and Agreements	15 years after expiration or termination	Paper/Digital		
25-20	Copies - All media		Paper/Digital		
25-20a	Official File copy	Use applicable records series retention period	Paper/Digital		
25-20b	Reading \ Informational \ Reference Copy	Until no longer administratively necessary – NO RC-3 REQUIRED	Paper/Digital		
25-21	Correspondence		Paper/Digital		
25-21a	Routine <sup>1</sup>	1 year	Paper/Digital		
25-21b	General <sup>2</sup>	2 years	Paper/Digital		
25-21c	With Legislative Branch	3 years	Paper/Digital		
25-22d	Executive <sup>3</sup>	5 years	Paper/Digital		
25-22e	Transient <sup>4</sup>	Until no longer administratively necessary – NO RC-3 REQUIRED	Paper/Digital		
25-23	Delivery Slips \ Packing Slips	2 years	Paper/Digital		
25-24	Disaster Plans	Until updated or superseded	Paper/Digital		
25-25	Dispatcher Radio/Phone Calls Audio Recordings	30 days erase and reuse provided no action pending	Paper/Digital		
25-26	Drafts - All Media	Until no longer administratively needed – NO RC-3 REQUIRED	Paper/Digital		

<sup>1</sup> Routine – Referral letters, form letters, requests for routine information or publications provided to the public and are answered by standard form letters.

<sup>2</sup> General – Includes internal correspondence (letters, memos). Also, correspondence from various individuals, companies and organizations requesting information pertaining to local and legal interpretations and other miscellaneous inquiries.

<sup>3</sup> Executive – Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel.

<sup>4</sup> Transient – All documents of limited administrative value which serve to convey information of temporary importance in lieu of oral communication.

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-27	Drawings, Tracings, Mylars	Until updated, superseded or obsolete, appraise for historical value	Paper/Digital		✓
25-28	Equipment Inventories	3 years	Paper/Digital		
25-29	Equipment Maintenance Records	Life of the equipment	Paper/Digital		
25-30	Equipment Records - Personal Use Items (E.g. tools weapons, clothing etc.)	Until equipment returned by employee	Paper/Digital		
25-31	Executive Orders	Until superseded, obsolete, or replaced; then appraise for historical value	Paper/Digital		
25-32	Expense Records	3 years	Paper/Digital		
25-33	Facsimile (FAX)		Paper/Digital		
25-33a	Logs	1 year	Paper/Digital		
25-33b	Messages	Treat as correspondence	Paper/Digital		
25-34	Flow Charts - Operations	2 years	Paper/Digital		
25-35	Fuel Usage Records	3 years	Paper/Digital		
25-36	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain one copy until audited	Paper/Digital		
25-37	Grant Files \ Records - Federal \ State	Retain according to specific grant requirements or, if no guidelines mandated, 5 years provided audited and disputes resolved	Paper/Digital		
25-38	Hearings (Not Employee Related)		Paper/Digital		
25-38a	Audio and Video Recordings	1 year	Paper/Digital		
25-38b	Report of Proceedings	Permanent	Paper/Digital		
25-38c	Transcripts	5 years	Paper/Digital		
25-39	Indigent Burial Records	Permanent	Paper/Digital		✓
25-40	Leases		Paper/Digital		
25-40a	Equipment	2 years after expiration	Paper/Digital		
25-40b	Real Estate	5 years after expiration	Paper/Digital		
25-41	Licenses, Permits, Certifications	1 year after expiration	Paper/Digital		
25-42	Mail		Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-42a	Unsolicited Mail (e.g. anonymous \ slanderous letters, groundless complaints, sales materials transitory messages, informational brochures, etc.)	Until no longer administratively necessary – NO RC-3 REQUIRED	Paper/Digital		
25-42b	Postal Records (e.g. Registered \ Certified \ Insured	2 years	Paper/Digital		
25-42c	Logs or Receipts \ Postal Meter Documents) Electronic Mail ( E-Mail)	Retain according to content. See Correspondence	Paper/Digital		
25-43	Mailing Lists	Until updated, superseded or obsolete – NO RC-3 REQUIRED	Paper/Digital		
25-44	Management \ Operations Reports		Paper/Digital		
25-44a	Monthly \ Quarterly \ Semiannual	Until incorporated into an annual report	Paper/Digital		
25-44b	Annual	5 years	Paper/Digital		
25-44c	Consultant	5 years	Paper/Digital		
25-45	Manuals, Handbooks and Directives	Until superseded, obsolete, or replaced. Retain one file copy 5 years	Paper/Digital		
25-46	Maps \ Plats	Until updated, superseded or obsolete, then appraise for historical value	Paper/Digital		✓
25-47	Marriage Certificates	Appraise for historical value	Paper/Digital		✓
25-48	Material Safety Sheets	Until superseded – NO RC-3 REQUIRED	Paper/Digital		
25-49	Meeting Notices (Sec. 121.22 ORC)	1 year	Paper/Digital		
25-50	Memoranda	Use correspondence retention periods	Paper/Digital		
25-51	Minutes of Meetings		Paper/Digital		
25-51a	Approved Hardcopy	Permanent	Paper/Digital		✓
25-51b	Audio and Video Recordings of Meetings	1 year provided information concerning the meeting is substantially transcribed to hard copy; 3 years for non-transcribed meetings.	Paper/Digital		(Permanent)

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-51c	Drafts \ Notes	Until hardcopy of minutes approved. NO RC-3 REQUIRED	Paper/Digital		
25-52	Municipal Publications	Until superseded or obsolete, retain one copy permanently	Paper/Digital		
25-53	911 System		Paper/Digital		
25-53a	Documentation	Life of System	Paper/Digital		
25-53b	Logs	3 years	Paper/Digital		
25-53c	Printouts	1 year	Paper/Digital		
25-53d	Recording Tapes	30 days then reuse provided no action pending	Paper/Digital		
25-54	Oaths of Office of Elected Officials	10 years after leaving office	Paper/Digital		
25-55	Photo File (includes prints, slides, negatives, transparencies and related photographic items)	Until information is no longer current, then appraise for historical value	Paper/Digital		✓
25-56	Press \ News Releases	3 years	Paper/Digital		
25-57	Printing Orders	3 years	Paper/Digital		
25-58	Project Plans \ Drawings \ As Built	Life of project or obsolete then appraise for historical value	Paper/Digital		
25-59	Receipts/Receipt Books	2 years provided audited	Paper/Digital		
25-60	Receiving Documents	3 years	Paper/Digital		
25-61	Records Retention Documents RC 1, RC 2, RC 3	25 years	Paper/Digital		
25-62	Records Requests	2 years	Paper/Digital		
25-63	Reference \ Library Materials	Until superseded, obsolete or replaced	Paper/Digital		
25-64	Requisitions	3 years	Paper/Digital		
25-65	Research Files	5 years	Paper/Digital		
25-66	Rosters \ Directories	1 year after superseded or obsolete	Paper/Digital		
25-67	Speeches \ Presentations	3 years	Paper/Digital		
25-68	Statistical Reports		Paper/Digital		
25-68a	Monthly \ Quarterly \ Semiannual	Until incorporated into yearly compilation	Paper/Digital		
25-68b	Annual	5 years	Paper/Digital		
25-68c	Consultant produced	5 Years	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-69	Surveying - Field Notes	Permanent	Paper/Digital		✓
25-70	Surveillance Tapes \ Videos	30 days then reuse provided no action pending – NO RC-3 REQUIRED	Paper/Digital		
25-71	Table of Organization \ Organizational Charts	Until superseded	Paper/Digital		
25-72	Telephone Messages - Telephone Records		Paper/Digital		
25-72a 25-72b 25-72c	Charges \ Bills \ Call Detail Records Documentation Messages	2 years provided audited Life of system Until no longer administratively necessary – NO RC-3 REQUIRED	Paper/Digital Paper/Digital Paper/Digital		
25-72d 25-72e	Service Records System Equipment Inventory	2 years Continually updated, retain superseded data 1 year	Paper/Digital Paper/Digital		
25-73	Training Material \ Lesson Plans	Until superseded	Paper/Digital		
25-74	Uniform Record	3 years, provided audited	Paper/Digital		
25-75	Vehicle Maintenance Records	Until vehicle sold	Paper/Digital		
25-76	Vehicle Mileage Records	Until vehicle sold	Paper/Digital		
25-77	Visitors' Log or Sign-in Sheets	1 year	Paper/Digital		
25-78	Voice Mail		Paper/Digital		
25-78a	Messages	Until no longer administratively necessary – NO RC-3 REQUIRED	Paper/Digital		
25-78b	System Documentation	Life of system	Paper/Digital		
25-79	Warranties	2 years after expiration	Paper/Digital		
25-80	Work Orders	2 years	Paper/Digital		
25-81	Work Schedules	1 year after schedule changed	Paper/Digital		
<b>Section 2 - Building, Planning and Zoning Records</b>					
25-01	Annexation Case Files	Permanent	Paper/Digital		✓
25-02	Annexation Record	Permanent	Paper/Digital		✓
25-03	Appeals on Interpretation of Code	Permanent	Paper/Digital		✓
25-04	Area Commission Files	25 years	Paper/Digital		
25-05	Board of Zoning Adjustments Case Files	10 years	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-06	Board of Zoning Adjustments Journal	Permanent	Paper/Digital		✓
25-07	Building Applications	Until occupancy permit issued	Paper/Digital		
25-08	Building Cards	Permanent	Paper/Digital		✓
25-09	Building Folders	Review at 5 years	Paper/Digital		
25-10	Building Inspection Reports	5 years	Paper/Digital		
25-11	Building Permit Record	Permanent	Paper/Digital		✓
25-12	Building Plans		Paper/Digital		
25-12a 25-12b 25-12c	Residential Commercial Municipal owned	3 years 5 years Life of structure, appraise for historical value	Paper/Digital Paper/Digital Paper/Digital		(Municipal Owned) ✓
25-13	Building Sign Inspection Files	Permanent	Paper/Digital		
25-14	Case Files - Board of Building Standards and Appeals	10 years	Paper/Digital		
25-15	Case Files - Board of Zoning Appeals	10 years	Paper/Digital		
25-16	Certificates of Insurance	2 years after expiration, provided no claims pending	Paper/Digital		
25-17	City Building Code	Until superseded; retain 1 copy permanently	Paper/Digital		
25-18	Community Development Reports	Until no longer of administrative value	Paper/Digital		
25-19	Complaints	2 years, provided no action pending	Paper/Digital		
25-20	Condemnation and Demolition Records	Permanent	Paper/Digital		✓
25-21	Contractor's Registration	2 years	Paper/Digital		
25-22	Demolition Permits	Permanent	Paper/Digital		✓
25-23	House Number Record	Permanent	Paper/Digital		✓
25-24	Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value; appraise for historical value	Paper/Digital		
25-25	Index to Board of Zoning Adjustments Case Files	25 years	Paper/Digital		✓
25-26	Index to Variance Record	25 years	Paper/Digital		✓
25-27	Index to Zoning Case Record	25 years	Paper/Digital		✓
25-28	Industrial Use Permit Reviews	Permanent	Paper/Digital		✓
25-29	Legislative Research Files \ Drafts	Until no longer of administrative value	Paper/Digital		
25-30	Loan and Grant Applications (copies)	3 years, provided audited	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-31	Occupancy Permit Record	Permanent	Paper/Digital		✓
25-32	Performance Bonds – Contractors	10 years after expiration	Paper/Digital		
25-33	Permits - All types	3 years provided audited	Paper/Digital		
25-34	Planning Briefs	25 years	Paper/Digital		
25-35	Planning Commission Case Files	10 years, provided no action pending	Paper/Digital		
25-36	Project Planning Files	5 years after completion of final project report	Paper/Digital		
25-37	Project Reports	25 years, appraise for historical value	Paper/Digital		✓
25-38	Quadrant Files	5 years	Paper/Digital		
25-39	Rezoning Applications	Until final action taken and recorded	Paper/Digital		
25-40	Rezoning Case Files	5 years after final decision rendered	Paper/Digital		
25-41	Street Name Change Record	Permanent	Paper/Digital		✓
25-42	Street \ Alley Vacation Case Files	Permanent	Paper/Digital		✓
25-43	Subdivision Files	Permanent	Paper/Digital		✓
25-44	Transportation Research Files	10 years; appraise for historical value	Paper/Digital		
25-45	Urban Renewal Files	Obsolete; appraise for historical value	Paper/Digital		
25-46	Violations	Until corrected or adjudicated by a Court	Paper/Digital		
25-47	Zoning Case Log	25 years	Paper/Digital		✓
25-48	Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent	Paper/Digital		✓
25-49	Zoning Change Request	5 years, provided no action pending	Paper/Digital		
25-50	Zoning Permit Applications	1 year after final decision rendered	Paper/Digital		
25-51	Zoning Permit Record	Permanent	Paper/Digital		✓
25-52	Zoning Variance Case Files	5 years after final decision, provided no action pending	Paper/Digital		
<b>Section 3 - Council Records</b>					
25-01	Charter and Amendments	Permanent	Paper/Digital		✓
25-02	Council Member's Files	Term of Office then appraise for historical value	Paper/Digital		
25-03	Index to Council Minutes	Permanent	Paper/Digital		✓
25-04	Index to Ordinances \ Resolutions	Permanent	Paper/Digital		✓
25-05	Liquor License Requests		Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-05a	Approved	3 years	Paper/Digital		
25-05b	Denied	1 year	Paper/Digital		
25-06	Ordinances	Permanent	Paper/Digital		✓
25-07	Petitions (Miscellaneous not filed elsewhere)	5 years	Paper/Digital		
25-08	Proclamations	2 years	Paper/Digital		
25-09	Reports to Council	5 years	Paper/Digital		
25-10	Resolutions	Permanent	Paper/Digital		✓
25-11	Subject and Administrative Files	5 years	Paper/Digital		
<b>Section 4. Court Records</b>					
<i>Municipal Court Records- Effective October 1, 1997</i>					
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.					
<b>Section 5 - Engineering and Street Records</b>					
<b>A. Engineering Records</b>					
25A-01	Aerial Photographs	Until superseded then appraise for historical value	Paper/Digital		✓
25A-02	Bridge Plans	Life of bridge	Paper/Digital		
25 A-03	Bridge Inspection Reports	10 years	Paper/Digital		
25 A-04	Change Orders	Place in Project File	Paper/Digital		
25A-05	City Properties File	Permanent	Paper/Digital		✓
25A-06	City Zoning Maps	Permanent	Paper/Digital		✓
25A-07	Contractors' Prevailing Wage Records	5 years	Paper/Digital		
25A-08	Day Books	3 years	Paper/Digital		
25A-09	Federal Project Files	5 years after completion of project provided audited	Paper/Digital		
25A-10	House Number Record	Permanent	Paper/Digital		✓
25A-11	Job Orders	3 years	Paper/Digital		
25A-12	Maintenance Orders	2 years	Paper/Digital		
25A-13	Project Files (Contracts, specifications, change orders, progress reports etc.)	15 years after completion of project	Paper/Digital		
25A-14	Project Inspection Records	Include in project files	Paper/Digital		



Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25A-15	Sanitary Sewer Records	Permanent	Paper/Digital		✓
25A-16	Sewer Testing Records	5 years	Paper/Digital		
25A-17	Special Assessments Record	3 years after final payment, provided audited	Paper/Digital		
<b>B. Street Records</b>					
25B-01	Blueprints, Maps and Plans	Life of Infrastructure then appraise for historical value	Paper/Digital		✓
25B-02	Haul Tickets	2 years, provided audited	Paper/Digital		
25B-03	Pesticide Application Records	5 years	Paper/Digital		
25B-04	Proposals for Street Improvement	Until approved or proposal rejected	Paper/Digital		
25B-05	Sewer Repair Sheets	10 years	Paper/Digital		
25B-06	Street Lighting		Paper/Digital		
25B-06a	Assessment Records	Until paid off	Paper/Digital		
25B-06b	Petitions	3 years	Paper/Digital		
25B-06c	Pole Locations	Until updated	Paper/Digital		
25B-07	Street Opening Permits	3 years	Paper/Digital		
25B-08	Street Repair Cost Summary Record	3 years, provided audited	Paper/Digital		
25B-09	Street Repair Record	3 years	Paper/Digital		
25B-10	Traffic Study Files	Until superseded then appraise for historical value	Paper/Digital		✓
<b>Section 6 Financial Records</b>					
<b>A. General Financial Records</b>					
25A-01	Acceptance of Utility Rate Ordinance Notices	Permanent	Paper/Digital		
25A-02	Accounts Ledger	5 years after last entry, provided audited	Paper/Digital		
25A-03	Accounts Payable Record	3 years, provided audited	Paper/Digital		
25A-04	Accounts Receivable Ledger, General	3 years, provided audited	Paper/Digital		
25A-05	Accounts Receivable Ledger, Income Tax	6 years	Paper/Digital		
25A-06	Annual Appropriation Ordinances (copies)	5 years	Paper/Digital		
25A-07	Annual Certificate of Estimated Resources	7 years	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25A-08	Annual Municipal Financial Report	Permanent	Paper/Digital		✓
25A-09	Annual Report to Auditor of State	5 years	Paper/Digital		
25A-10	Appropriation Ledger	5 years, provided audited	Paper/Digital		
25A-11	Assessment Record	Until paid and audited	Paper/Digital		
25A-12	Audit Reports		Paper/Digital		
25A-12a	Internal	5 years	Paper/Digital		
25A-12b	Federal \ Auditor of State	5 years	Paper/Digital		
25A-13	Bad Check or Bad Debt Records	2 years after payment or settlement	Paper/Digital		
25A-14	Balance Sheets	3 years	Paper/Digital		
25A-15	Bank Deposit Records (Receipts, Reconciliation, Slips, Statements etc.)	3 years provided audited	Paper/Digital		
25A-16	Bid Bonds		Paper/Digital		
25A-16a	Successful bidder	Retain until acceptance of project performance bond	Paper/Digital		
25A-16b	Unsuccessful bidder	Return after projected awarded	Paper/Digital		
25A-17	Bids - Successful	15 years after completion of project	Paper/Digital		
25A-18	Bids - Unsuccessful	2 years after letting of the contract	Paper/Digital		
25A-19	Block Grant Documentation	5 years	Paper/Digital		
25A-20	Bond Register	Permanent	Paper/Digital		✓
25A-21	Canceled Checks	3 years provided audited	Paper/Digital		
25A-22	Canceled Warrants	3 years, provided audited	Paper/Digital		
25A-23	Capital Improvement Bonds	Until paid off and audited, appraise for historical value	Paper/Digital		✓
25A-24	Cash Books \ Cash Reports	3 years	Paper/Digital		
25A-25	Cash Receipts and Disbursements	3 years, provided audited	Paper/Digital		
25A-26	Cash Register Tapes \ Records	2 years provided internal control established	Paper/Digital		
25A-27	Certificate of Result of Election (Bond Issues)	Until expiration of bond issue	Paper/Digital		
25A-28	Chargeback Reports \ Records	3 years	Paper/Digital		
25A-29	Check Registers \ Stubs \ Carbons	3 years, provided audited	Paper/Digital		
25A-30	Checking Account Statement	3 years, provided audited	Paper/Digital		
25A-31	Checks - Voided	Until audited	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25A-32	Checks-Customer, per Financial Agreement	45 days	Digital		
25A-33	Client Payment Files	3 years	Paper/Digital		
25A-34	Computer Generated Financial Reports		Paper/Digital		
25A-34a	Monthly, Quarterly, Semiannual	Until replaced by next printout or annual report printed out. NO RC-3 REQUIRED	Paper/Digital		
25A-34b	Annual	5 years	Paper/Digital		
25A-35	Computer Records	Create Separate Schedule	Paper/Digital		
25A-36	Report of Cash Received	3 years, provided audited	Paper/Digital		
25A-37	Damage Claims	Until settled and all appeals exhausted	Paper/Digital		
25A-38	Deposit Refund Requests	Until deposit is refunded and account audited	Paper/Digital		
25A-39	Encumbrance Documents	3 years	Paper/Digital		
25A-40	Encumbrance and Expenditure Journal	7 years, provided audited	Paper/Digital		
25A-41	Federal Revenue Sharing Account	7 years, provided audited	Paper/Digital		
25A-42	Fixed Assets Record	10 years	Paper/Digital		
25A-43	General Ledger	25 years	Paper/Digital		
25A-44	Indebtedness Statement	Permanent	Paper/Digital		✓
25A-45	Insurance Policies	2 years after expiration, provided all claims settled	Paper/Digital		
25A-46	Intergovernmental Tax Receipts	3 years provided audited	Paper/Digital		
25A-47	Investment Records	3 years provided audited	Paper/Digital		
25A-48	Invitation to Bid (ITB)	2 years	Paper/Digital		
25A-49	Invoices and Supporting documents	3 years	Paper/Digital		
25A-50	Licenses	Term of license plus 1 year	Paper/Digital		
25A-51	Monthly Report of Municipal Court	3 years, provided audited	Paper/Digital		
25A-52	Monthly Statement of Balances	3 years, provided audited	Paper/Digital		
25A-53	Mortgages	Until paid and canceled, provided audited	Paper/Digital		
25A-54	Oil and Gas Drilling Permit	Permanent	Paper/Digital		✓
25A-55	Pay-In Records	3 years, provided audited	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25A-56	Performance Bonds	After project successfully completed and accepted	Paper/Digital		
25A-57	Permits	3 years, provided audited	Paper/Digital		
25A-58	Personal or Professional Services Invoice or Statement of Services	3 years	Paper/Digital		
25A-59	Petty Cash Record	3 years provided audited	Paper/Digital		
25A-60	Phone Quotes \ Confirmations	2 years	Paper/Digital		
25A-61	Posting Sheets and Cards for Paid Bills	3 years, provided audited	Paper/Digital		
25A-62	Prevailing Wage Records	3 years	Paper/Digital		
25A-63	Property Inventories	3 years	Paper/Digital		
25A-64	Purchase Orders		Paper/Digital		
25A-64a 25A-64b	Original Copies	3 years Until no longer administratively necessary – NO RC-3 REQUIRED	Paper/Digital Paper/Digital		
25A-65	Receipts and Expenditures Report to Auditor Of State	3 years	Paper/Digital		
25A-66	Receiving Documents	3 years	Paper/Digital		
25A-67	Reconciliation Sheets, Bank Accounts	3 years, provided audited	Paper/Digital		
25A-68	Record of Funds Received	3 years, provided audited	Paper/Digital		
25A-69	Refund Check Ledger	5 years provided audited	Paper/Digital		
25A-70	Remittance Advice	3 years	Paper/Digital		
25A-71	Requests for Qualifications/Request for Proposals (RFQs/RFPs)	2 years unless contract awarded; otherwise retention schedule	Paper/Digital		
25A-72	Retirement System Payments \ Records	Permanent	Paper/Digital		
25A-73	Retirement System Exemption Record (Waiver)	Permanent	Paper/Digital		
25A-74	Sales Tax Records	4 years	Paper/Digital		
25A-75	Settlement Sheet or Tax Distribution from County Auditor	10 years	Paper/Digital		
25A-76	Solicitor's or Peddler's Permit	1 year after expiration	Paper/Digital		
25A-77	Special Assessments	Until paid off and audited	Paper/Digital		
25A-78	Surety Bonds - Special	10 years after expiration	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25A-79	Surety Bonds of Officials or Employees	10 years after termination of officer or employee	Paper/Digital		
25A-80	Tax Abatement Records	Duration of the abatement plus 1-year	Paper/Digital		
25A-81	Tax Settlement Reports	3 years, provided audited	Paper/Digital		
25A-82	Trial Balance Records	3 years	Paper/Digital		
25A-83	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited	Paper/Digital		
25A-84	Travel Expense Records	3 years	Paper/Digital		
25A-85	Treasury Investment Board Report	10 years	Paper/Digital		
25A-86	Unemployment Compensation Records	3 years, provided audited	Paper/Digital		
25A-87	Uniform Allowance Record	3 years, provided audited	Paper/Digital		
25A-88	Vouchers		Paper/Digital		
25A-88a 25A-88b	Original Copies	3 years, provided audited Until no longer administratively necessary – NO RC-3 REQUIRED	Paper/Digital Paper/Digital		
<b><i>B. Municipal Income Tax Records</i></b>					
25B-01	Accounts Receivable	6 years	Paper/Digital		
25B-02	Annual Summary of Cash Collected	3 years, provided audited	Paper/Digital		
25B-03	Business Income Tax Reconciliation Form	6 years	Paper/Digital		
25B-04	Closed Account	6 years	Paper/Digital		
25B-05	Control Sheet	6 years	Paper/Digital		
25B-06	Corporate Partnership Fiduciary Income Tax Return	6 years	Paper/Digital		
25B-07	Daily Posting Recapitulation	3 years, provided audited	Paper/Digital		
25B-08	Detailed Cash Receipt Record	6 years	Paper/Digital		
25B-09	Delinquent Account Records	Until paid and audited	Paper/Digital		
25B-10	Declaration of Estimated Income Tax, Business and Individual	6 years	Paper/Digital		
25B-11	Final Return for the Year	6 years	Paper/Digital		
25B-12	Individual's Tax Return	6 years	Paper/Digital		
25B-13	Quarterly Notice of Installment Due	6 years	Paper/Digital		
25B-14	Quarterly Payment Statement	6 years	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25B-15	Refund Voucher	6 years	Paper/Digital		
25B-16	Uncollectible Income Tax Accounts	6 years	Paper/Digital		
<b>C. Sinking Fund Records</b>					
25C-01	Bond Issue Ledger	Permanent	Paper/Digital		✓
25C-02	Bond Transcripts	10 years after issue redeemed	Paper/Digital		
25C-03	Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value	Paper/Digital		
25C-04	Call Notices - Securities	10 years after call	Paper/Digital		
25C-05	Cash Journal	10 years, provided audited	Paper/Digital		
25C-06	Coupons (Redeemed)	4 years after audited then appraise for historical value	Paper/Digital		
25C-07	Electronic Fund Transfer Records	10 years	Paper/Digital		
25C-08	Monthly Financial Statement	Until incorporated in annual report	Paper/Digital		
25C-09	Record of Registered Bonds	Permanent	Paper/Digital		✓
25C-10	Sinking Fund Ledger or Journal	Permanent	Paper/Digital		✓
<b>Section 7 - Fire and Police Records</b>					
<b>A. Fire Department Records</b>					
25A-01	Above and Underground Storage Tank Records	10 years after tank is out of service or removed	Paper/Digital		
25A-02	Alarm Response Reports	5 years	Paper/Digital		
25A-03	Annexation Files	Until superseded	Paper/Digital		✓
25A-04	Arson Reports	50 years appraise for historical value	Paper/Digital		✓
25A-05	Burning Complaint File	1 year	Paper/Digital		
25A-06	Daily Alarm Log	5 years	Paper/Digital		
25A-07	Dispatch Sheets \ Logs	3 years	Paper/Digital		
25A-08	Disaster Plan	Until Superseded	Paper/Digital		
25A-09	Emergency Medical Services Records	7 Years	Paper/Digital		
25A-10	EPA Burning Violation Record	5 years after violation corrected	Paper/Digital		
25A-11	Fire Code	Until superseded	Paper/Digital		
25A-12	Fire Incident Reports	10 years	Paper/Digital		
25A-13	Fire Investigation Files and Index	50 years appraise for historical value	Paper/Digital		✓
25A-14	Fire and Loss Record	Permanent	Paper/Digital		✓

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25A-15	Fireworks Application and Permits	1 year after expiration	Paper/Digital		
25A-16	Gas and Oil Disbursement Record	1 year, provided audited	Paper/Digital		
25A-17	Hydrant Location Record	Permanent	Paper/Digital		✓
25A-18	Hydrant Maintenance Record	2 years after test date	Paper/Digital		
25A-19	Inspection Reports \ Cards - all types	3 years	Paper/Digital		
25A-20	Insurance Claim File	10 years after final settlement	Paper/Digital		
25A-21	Master Run Reports	3 years	Paper/Digital		
25A-22	Mutual Aid Agreements	10 years after superseded	Paper/Digital		
25A-23	Radio/Phone Calls Audio Recordings	30 days, then erase and reuse provided no action pending	Paper/Digital		
25A-24	Standpipe Test	3 years	Paper/Digital		
25A-25	Station House Daily Logs	10 years appraise for historical value	Paper/Digital		
25A-26	Violation Notices	1 year after violation corrected	Paper/Digital		
25A-27	Water Surveys	3 years	Paper/Digital		
<b><i>B. Police Department Records</i></b>					
25B-01	Accident Reports		Paper/Digital		
25B-01a	Property Damage, Bodily Injury and Traffic	2 years, unless fatality occurs, then 6 years	Paper/Digital		
25B-02	Alcohol Breath Testing Records		Paper/Digital		
25B-02a	Operator Permits	Until renewed	Paper/Digital		
25B-02b	Breath Test Result Forms	3 years	Paper/Digital		
25B-02c	Calibration Records	3 years	Paper/Digital		
25B-02d	Radio Frequency Interference Survey	Until the machine is moved	Paper/Digital		
25B-03	Animal Complaints	2 years	Paper/Digital		
25B-04	Arrest Cards\Records (Non-Traffic)	15 years	Paper/Digital		
25B-05	Arrest Cards \ Records (Traffic)	10 years	Paper/Digital		
25B-06	Arrest Cards \ Records \Reports (Juvenile)	Until person turns 18 years of age or when expungement order received from a Court	Paper/Digital		
25B-07	Arrest Reports (Adult)	50 years	Paper/Digital		
25B-08	Assignment Schedules \ Sheets	3 years	Paper/Digital		
25B-09	Bicycle License Receipts	3 years, provided audited	Paper/Digital		
25B-10	Bicycle License Register	7 years	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25B-11	Bicycle Theft Log	3 years	Paper/Digital		
25B-12	Block Watch Records	1 year	Paper/Digital		
25B-13	Business Security Records	Until superseded, review annually	Paper/Digital		
25B-14	Child Abuse Case Records	7 years after case closed	Paper/Digital		
25B-15	Citizen Complaints	4 years provided no action pending	Paper/Digital		
25B-16	Compliance Reports	5 years, provided no action pending	Paper/Digital		
25B-17	Criminal Case Files - Felonies Except Homicide	6 years, provided no action pending	Paper/Digital		
25B-18	Criminal Case files - Misdemeanors	2 years, provided no action pending	Paper/Digital		
25B-19	Daily Slating Records	1 year	Paper/Digital		
25B-20	Dispatch Sheet \ Log (Record of Runs)	3 years	Paper/Digital		
25B-21	Expunged Records per Expungement Orders	Destroy all files, records and computer references when expungement order received from a Court	Paper/Digital		
25B-22	FBI \ BCI Investigation Reports	3 years	Paper/Digital		
25B-23	Field Interrogation Cards	6 months	Paper/Digital		
25B-24	Fingerprints	50 years	Paper/Digital		
25B-25	Firearm Records and Inventories	3 years, provided audited	Paper/Digital		
25B-26	Homicide Reports & Evidence (Closed cases)	30 years after all appeals exhausted	Paper/Digital		
25B-27	House \ Business Alarm Records	90 days	Paper/Digital		
25B-28	Incident Log \ Reports	5 years	Paper/Digital		
25B-29	Investigations		Paper/Digital		
25B-29a	Homicide & Rape including evidence (Pending)	Permanent	Paper/Digital		✓
25B-29b	Homicide including evidence (Closed)	10 years after all appeals exhausted	Paper/Digital		
25B-29c	Internal Affairs	4 years	Paper/Digital		
25B-30	Jail Daily Book - In Records	3 years	Paper/Digital		
25B-31	Jail Inmate Records		Paper/Digital		
25B-31a	Commissary records	2 years	Paper/Digital		
25B-31b	Intake \ Discharge Records	6 years	Paper/Digital		
25B-31c	Medical Records	6 years	Paper/Digital		
25B-31d	Personal Property Returned	2 years	Paper/Digital		



Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25B-32	Jail Register \ Log Book	25 years	Paper/Digital		
25B-33	Junk Vehicle Records	2 years after sale or other disposition	Paper/Digital		
25B-34	Juvenile Records	Until person turns 18 year old or when expungement order received from a Court	Paper/Digital		
25B-35	Law Enforcement Automatic Data System Records		Paper/Digital		
25B-35a	Logs	2 years	Paper/Digital		
25B-35b	Printouts	Destroy when no longer administratively necessary	Paper/Digital		
25B-36	Liquor Permit Records	3 years	Paper/Digital		
25B-37	Master Name Index	Permanent	Paper/Digital		
25B-38	Missing Person Reports	20 years, or until found	Paper/Digital		
25B-39	Mobile Video Recordings	90 days provided no action pending; otherwise, transfer to evidence file	Hard Drive		
25B-40	Offense Reports, Felonies Except Homicide	6 years, provided no action pending	Paper/Digital		
25B-41	Offense Reports, Misdemeanors	2 years, provided no action pending	Paper/Digital		
25B-42	Parking Citations \ Infractions	3 years	Paper/Digital		
25B-43	Parking Meter Collection Record	Until audited	Paper/Digital		
25B-44	Prisoner Booking Video Recording Tape	30 days, erase and reuse provided no action pending	Paper/Digital		
25B-45	Property Room		Paper/Digital		
25B-45a	Log	25 years	Paper/Digital		
25B-45b	Records (Releases, Transfers, Disposals etc	5 years	Paper/Digital		
25B-46	Radio/Phone Calls Audio Recordings	30 days erase and reuse, provided no action pending	Paper/Digital		
25B-47	Radio and Telephone Log	2 years	Paper/Digital		
25B-48	Records (Background) Check Requests	2 years	Paper/Digital		
25B-49	Recovered Property Record	2 years after disposal of property	Paper/Digital		
25B-50	Ride Along Forms	3 years	Paper/Digital		
25B-51	Seizure Log \ Record	6 years	Paper/Digital		
25B-52	State of Ohio Traffic Crash Reports (OH-1)	3 years	Paper/Digital		
25B-53	Stolen Property Hot List or Cards	3 years	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25B-54	Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn	Paper/Digital		
25B-55	Tow Tickets	3 years after paid, provided audited	Paper/Digital		
25B-56	Traffic Citations	3 years, provided audited	Paper/Digital		
25B-57	Type of Crime File	Permanent	Paper/Digital		✓
25B-58	Uniform Crime Reports (UCR)	3 years	Paper/Digital		
25B-59	Vacation House Check Records	30 days after owners return	Paper/Digital		
25B-60	Wanted Posters	Until person apprehended	Paper/Digital		
<b>Section 8 – Legal Records</b>					
25-01	Case Files, Civil	10 years, provided no action pending	Paper/Digital		
25-02	Case Files, Criminal	20 years, provided no action pending	Paper/Digital		
25-03	City Property Files	Permanent	Paper/Digital		✓
25-04	Claims for Damages	2 years after case settled and all appeals exhausted	Paper/Digital		
25-05	Court Transcripts	3 years after case settled	Paper/Digital		
25-06	Deeds	Permanent	Paper/Digital		✓
25-07	Easements	Permanent	Paper/Digital		✓
25-08	Legal Notices		Paper/Digital		
25-08a	Tear Sheets	2 years	Paper/Digital		
25-08b	Proof of Publication	5 years	Paper/Digital		
25-09	Legal Opinions from Municipal Legal Counsel	Permanent	Paper/Digital		
25-10	Liability Waivers	3 years provided no action pending	Paper/Digital		
25-11	Settlements	3 years	Paper/Digital		
25-12	Worker's Compensation Claims	10 years after date of final payment	Paper/Digital		
<b>Section 9 - Parks and Recreation Records</b>					
25-01	Fee Books	3 years, provided audited	Paper/Digital		
25-02	Plans of Park Property	Permanent	Paper/Digital		✓
25-03	Permission Slips/Participation	2 years provided no action pending	Paper/Digital		
25-04	Shelter House Permits	2 years	Paper/Digital		
25-05	Team Rosters and Score Books	1 year	Paper/Digital		
<b>Section 10 - Payroll \ Personnel Records</b>					

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
<b>A. Payroll Records</b>					
25A-01	Application for PERS Refund or Waiver	Permanent	Paper/Digital		
25A-02	Court Orders for Payroll Deduction	Until employee terminates or Order rescinded	Paper/Digital		
25A-03	Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly	Paper/Digital		
25A-04	Employee Income Tax		Paper/Digital		
25A-04a	Withholding Certificate	3 years after termination of employment, provided audited	Paper/Digital		
25A-04b	Withholding Payment Record	6 years, provided audited	Paper/Digital		
25A-05	Employee Pay Records	Continually updated until termination then place into personnel file or enter data onto Employee History Card	Paper/Digital		
25A-06	Employee Withholding Requests	Until replaced or revoked by employee	Paper/Digital		
25A-07	Employer Quarterly Federal Tax Return	4 years, provided audited	Paper/Digital		
25A-08	Garnishment Orders	Until employee terminates or Order rescinded	Paper/Digital		
25A-09	Leave Balances \ Reports		Paper/Digital		
25A-09a	Bi-weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report	Paper/Digital		
25A-09b	Annual Employee Leave Use and Balances	Report 5 years	Paper/Digital		
25A-09c	Annual Leave Use and Balances by Muni Unit	25 years	Paper/Digital		
25A-09d	Individual Employee	Continually maintained and updated in personnel file. Purge 2 years after termination provided no outstanding balances	Paper/Digital		
25A-10	Notification of Pay \ Pay Step Increase	Until superseded. Copy in personnel file	Paper/Digital		
25A-11	Overtime authorization	2 years provided	Paper/Digital		
25A-12	Overtime Reports	2 years, provided audited	Paper/Digital		
25A-13	Payroll Journal \ Record		Paper/Digital		
25A-13a	Annual Cumulative Printout	50 years	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25A-13b	Weekly \ Monthly Payroll Journal	3 years, provided audited and cumulative employee payroll data retained in personnel file	Paper/Digital		
25A-14	Reports to Retirement Systems	50 years	Paper/Digital		
25A-15	State Income Tax Report	25 years	Paper/Digital		
25A-16	Tax Withholding Reports	6 years, provided audited	Paper/Digital		
25A-17	W-2 Forms	6 years, provided audited	Paper/Digital		
25A-18	W-4 Forms	Until superseded or employee terminates	Paper/Digital		
<b><i>B. Personnel Records</i></b>					
25B-01	Application for Employment		Paper/Digital		
25B-01a 25B-01b 25B-01c	Person Hired Person not hired Copies	Place in Personnel File Destroy after 2 years Until no longer administratively needed.	Paper/Digital Paper/Digital Paper/Digital		
25B-02	Commendations, Promotions	Place in personnel file	Paper/Digital		
25B-03	Employee Exposure to Hazardous Chemicals\Biological Hazards or Infectious Diseases Reports	Place in Personnel File	Paper/Digital		
25B-04	Employee Performance Evaluation	5 years	Paper/Digital		
25B-05	Employee Sick Leave and Vacation Balances	Continually updated by fiscal office until employee terminates. Balances verified yearly and recorded in personnel file.	Paper/Digital		
25B-06	Employee Time Cards \ Sheets	3 years	Paper/Digital		
25B-07	Employee Training Records	Place in Personnel file	Paper/Digital		
25B-08	Employment History Record Card	Permanent, in lieu of personnel file	Paper/Digital		
25B-09	Grievance Hearing Records	1 year after resolved	Paper/Digital		
25B-10	Insurance Enrollment Record	1 year after employee leaves municipal employment	Paper/Digital		
25B-11	Job \ Position Descriptions	One year after superseded	Paper/Digital		
25B-12	Labor Union Agreements	15 years after termination	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25B-13	Leave Requests - All Types Sick, Vacation, Overtime etc.	3 years provided balances journalized	Paper/Digital		
25B-14	Letter of Appointment	Place in personnel file	Paper/Digital		
25B-15	Letters of Reference	2 years after hired	Paper/Digital		
25B-16	Letter of Resignation	Place in Personnel file	Paper/Digital		
25B-17	Personnel Actions	Place in Personnel File	Paper/Digital		
25B-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.	Paper/Digital		
25B-19	Pre-Employment Background Screening/Polygraph	2 years from screening	Paper/Digital		
25B-20	Promotion Action	Place in Personnel File	Paper/Digital		
25B-21	Record of Disciplinary Action	4 years	Paper/Digital		
25B-22	Reports to Bureau of Employment Services	2 years	Paper/Digital		
25B-23	Unemployment Compensation Case Files	4 years after date of final payment	Paper/Digital		
25B-24	Worker's Compensation Case Files	10 years after date of final payment	Paper/Digital		
<b>C. Civil Service Commission Records</b>					
25-01	Background Investigations	2 years after position eligibility lists expires	Paper/Digital		
25-02	Civil Service Examination Forms, Tests, Booklets. Score Sheets, Answer Sheets etc.	2 years after position eligibility lists expires	Paper/Digital		
25-03	Classified Employees List	Until superseded	Paper/Digital		
25-04	Eligibility List	Until list expires	Paper/Digital		
25-05	Employment Information Files	Until superseded	Paper/Digital		
25-06	Hearing Case Files	10 years	Paper/Digital		
25-07	Job Classification List	Until superseded	Paper/Digital		
25-08	Job \ Position Descriptions	One year after superseded	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-09	Polygraph \ Voice Analysis Exams	2 years after the eligibility list expires	Paper/Digital		
25-10	Substance Reports	2 years after the eligibility list expires	Paper/Digital		
<b>Section 11 – Water, Sewer and Sanitation Records</b>					
<b>A. Billing and Administration Records</b>					
25A-01	Applications for Service	Until service terminated	Paper/Digital		
25A-02	Application for Water or Sewer Tap Permits	1 year after final decision rendered	Paper/Digital		
25A-03	Billing Adjustment Books	Until audited	Paper/Digital		
25A-04	Billing Ledger Cards	3 years after date of final entry, provided audited	Paper/Digital		
25A-05	Cost Control Data	Until no longer of administrative value	Paper/Digital		
25A-06	Curb Box Location Record	Permanent	Paper/Digital		✓
25A-07	Customer Meter Reader Cards	2 years	Paper/Digital		
25A-08	Daily Over and Short Reports	3 years, provided audited	Paper/Digital		
25A-09	Daily Work Orders	3 years	Paper/Digital		
25A-10	Dam Inspection Reports	Permanent	Paper/Digital		✓
25A-11	Delinquent Billing Journals				
25A-12	House Service Cards	Permanent	Paper/Digital		
25A-13	Industrial Waste Records	Permanent	Paper/Digital		✓
25A-14	Meter and Valve Location Record	Permanent	Paper/Digital		✓
25A-15	Meter Reading Records	4 years	Paper/Digital		
25A-16	Meter Test Records	3 years	Paper/Digital		
25A-17	Monthly Account Register	10 years	Paper/Digital		
25A-18	Monthly Collection Report	3 years, provided audited	Paper/Digital		
25A-19	Project Files	Until project completed and final report issued	Paper/Digital		
25A-20	Project Final Reports	Permanent	Paper/Digital		✓
25A-21	Property Records (Deeds, Rights-of-Way, Annexations, Vacations, Easements)	Permanent	Paper/Digital		✓
25A-22	Rate Schedules	Until superseded	Paper/Digital		
25A-23	Security Deposit Records	Until refunded to the Depositor	Paper/Digital		
25A-24	Security Deposit Refund Requests	Until audited	Paper/Digital		
25A-25	Sewer Rent Record	3 years, provided audited	Paper/Digital		
25A-26	Sewer \ Water Billing Stubs	3 years provided audited	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25A-27	Shut-Off Lists	3 years	Paper/Digital		
25A-28	Special Sewer Authorizations or Hookups	Permanent	Paper/Digital		✓
25A-29	Suspense Account Record	Until account settled, provided audited	Paper/Digital		
25A-30	Test Boring Record	Permanent	Paper/Digital		✓
25A-31	Water, Sewer and Sanitation Receipt Books	2 years, provided audited	Paper/Digital		
25A-32	Water and Sewer Tap Record	Permanent	Paper/Digital		✓
25A-33	Water Main Location Record	Permanent	Paper/Digital		✓
25A-34	Water Usage Reports	3 years	Paper/Digital		
<b><i>B. Plant Operation Records</i></b>					
25B-01	Analytical Data, Chemical Analyses, Monitoring Records, EPA Reports, Water Quality Reports, Operating Logs, Monthly Reports - All types	10 years	Paper/Digital		
25B-02	Laboratory Testing Records	5 years	Paper/Digital		
25B-03	Monthly Laboratory Testing Summary Reports	25 years	Paper/Digital		
25B-04	Rainfall Statistics	5 years	Paper/Digital		
25B-05	Well Maintenance and Field Logs	10 years after well is capped	Paper/Digital		
<b>Section 12 – Transit Records</b>					
25-01	Accident Reports-involving vehicle	6 years	Paper/Digital		
25-02	Incident Reports-involving employee/passenger	5 years	Paper/Digital		
25-03	Contracts/Agreements	8 years after completion	Paper/Digital		
25-04	Daily Trip Logs	Paper records -4years, Electronic-indefinitely (if applicable)	Paper/Digital		
25-05	Drug and Alcohol Program Management Records				
25-05a	Alcohol test results of 0.02 or greater, verified positive drug results, documentation of refusals	5 years	Paper/Digital		
25-05b	Education and Training records, drug and alcohol collection process records	2 years	Paper/Digital		

Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-05c	Negative Drug results and alcohol results less than 0.02	1 year	Paper/Digital		
25-05d	Employee evaluation/referral to SAPs, annual MIS reports	5 years	Paper/Digital		
25-05e	Follow-up tests/schedules, program administration records, testing policy and procedures	5 years	Paper/Digital		
25-06	Fuel Usage Statement	4 years	Paper/Digital		
25-07	Grants Records	Maintain as required by grant. If no requirement, maintain 5 years after completion	Paper/Digital		
25-08	Management & Operations Reports	10 years	Paper/Digital		
25-09	Statistical Reports	Maintain until no longer of administrative, fiscal or legal value	Paper/Digital		
25-10	Vehicle Maintenance Records	1 year after sold or disposed	Paper/Digital		
25-11	Passenger Fares reports/Records	3 years provided audited	Paper/Digital		
<b>Section -13 Cemetery Records</b>					
25-01	Burial Fee Receipts	3 years, provided audited	Paper/Digital		
25-02	Burial Transit Permits	5 years	Paper/Digital		
25-03	Burial Permit	Permanent	Paper/Digital		✓
25-04	Burial Rights/Grave Designations	Permanent	Paper/Digital		✓
25-05	Deposit Record – Perpetual Care	Permanent	Paper/Digital		✓
25-06	Deed Book	Permanent	Paper/Digital		✓
25-07	Event Permits and Information	3 years after event	Paper/Digital		
25-08	Foundations – Orders	10 years	Paper/Digital		
25-08a	Foundations – Construction Records	20 years	Paper/Digital		
25-09	Grave Swap/Deed Transfers	Permanent	Paper/Digital		✓
25-10	Index to Burial Plots	Permanent	Paper/Digital		✓
25-11	Mausoleum/Private Columbarium Plans and Construction Records	Permanent	Paper/Digital		✓
25-12	Minutes	Permanent	Paper/Digital		✓



Schedule No.	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	<b><u>For use by LGRP only</u></b> RC3 Required
25-13	Plat Maps	Permanent	Paper/Digital		✓
25-14	Record of Lot Sales	Permanent	Paper/Digital		✓
25-15	Register of Interments	Permanent	Paper/Digital		✓
25-16	Rules and Regulations	Permanent	Paper/Digital		

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

## Appendix 1

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

### Microfilm Targets for Each Roll

	Target	Explanation
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. CT. 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. Once the RC -1 has been approved and signed by all parties, a completed Certificate of Records Disposal (RC-3) should be filed before the actual disposal takes place.

#### **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) and a copy to their municipal records commission. The RC-3 certificate serves as the official notification of the proposed intent to dispose of municipal records. Complete all the columns accurately so the LGRP can send the RC-3 to the Auditor of State for possible compliance verification.

#### **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.

### **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), 1982 Velma Avenue, 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 (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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