



Mayor Joe Begeny, Chair
Clerk Mollie Prasher, Secretary
Attorney Chris Shook
Auditor Stephen Cicak
Neal Piek

Records Commission

7232 East Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Mollie Prasher, Clerk of Council
614-322-6836

Tuesday, April 9, 2024

3:00 PM

Council Chambers

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. Regular Minutes of May 10, 2023

C. UNFINISHED BUSINESS

1. Review of Retention Period Conflicts between Building, Development, Planning, and Streets Departments

D. NEW BUSINESS

1. Retention Schedules
 1. Updated Events & Communications Retention Schedule
 2. Clerk of Courts
 3. Tax Administrator
2. Destruction Schedules
 1. 2024 Destruction Schedule

E. OTHER BUSINESS

F. ADJOURNMENT

ADJOURNMENT



**MINUTES REGULAR MINUTES
REYNOLDSBURG RECORDS COMMISSION
May 10, 2023**

CALL TO ORDER

APPROVAL OF AGENDA

Auditor Cicak moved to approve the agenda as submitted. Second by Attorney Shook. Motion carried.

APPROVAL OF MINUTES

Auditor Cicak moved to approve the minutes of May 10, 2022. Second by Attorney Shook. Motion carried.

NEW BUSINESS

Update of Civil Service Retention Schedule

Clerk Prasher explained that the Civil Service Department requested that a number of items be removed from their retention schedule that were records not held by that department. Those records are permanent and held by the Human Resource Department.

Attorney Shook moved to approve the Civil Service retention schedule. Second by Auditor Cicak. Motion carried.

Departmental Destruction Schedule May 2023

Clerk Prasher presented the destruction requests for various City departments.

Attorney Shook moved to approve the 2023 destruction schedule. Second by Auditor Cicak. Motion carried.

ADJOURNMENT

As there was no further business, Attorney Shook moved to adjourn the meeting.
Second by Auditor Cicak. Motion carried.

Mollie Prasher, Records Commission Clerk



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

APR 28 2021

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form

Section A: Local Government Unit

City of Reynoldsburg Building Department
(local government entity) (unit)

 William Dorman Director
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Reynoldsburg Records Commission 614-322-6800

7232 East Main Street Reynoldsburg 43068 Franklin
(address) (city) (zip code) (county)

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

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.

 4-27-2021
Records Commission Chair Signature Date

Section C: Ohio Historical Society – State Archives

Local Government Records Archivist 5/12/2021

Signature Title Date

Section D: Auditor of State

Signature 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.

**Reynoldsburg Retention Schedule
Building Department**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
BD-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving city employees, property & equipment	2 years unless pending action	paper/electronic	☐	☐
BD-02	Administrative, Fiscal Files & Reports non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
BD-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	☐	☐
BD-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic	☐	☐
BD-05	Annual Report report of annual functions of the department	25 years, then appraise for historical value	paper/electronic	☐	☒
BD-06	Awards & Certificates	Permanent	multi	☐	☒
BD-07	Building Code code book governing city building guidelines	Until superseded, but retain one copy permanently	paper/electronic	☐	☐
BD-08	Building Complaints & Violations Case Files complaints & violations, citations	2 years after complaint is resolved or violations corrected	paper/electronic	☐	☐
BD-09	Building Inspection Reports inspection reports of all properties	3 years	paper/electronic	☐	☐
BD-10	Building Permit Applications applications for building permits	Permanent	paper/electronic	☐	☒
	Building Plans design & construction plans, additional documents				
BD-11	Commercial	180 days from issuance of Certificate of Occupancy or completion	paper/electronic	☐	☐
BD-12	Residential	180 days from issuance of Certificate of Occupancy or completion	paper/electronic	☐	☐

			Auditor of State	OHS-LGRP
BD-13	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐
BD-14	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	☐
BD-15	Calendars - Council & Committee/Boards	1 year & no longer of administrative value, then destroy	paper/electronic	☐
BD-16	Condemnation & Demolition Records reports by property of demolition/condemnation	10 years, then appraise for historical value	paper/electronic	☐
BD-17	Contractor Registration, Performance Bonds, Surety Bonds / Contractors bonds & registration applications from contractors	4 years	paper/electronic	☐
Correspondence				
BD-18	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	☐
BD-19	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	☐
BD-20	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	☐
BD-21	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐
BD-22	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	☐
BD-23	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	☐
BD-24	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	☐

			Auditor of State	OHS-LGRP
BD-25	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices automatic reports showing copiers & fax use	Retain until no longer of administrative value, then destroy	paper	☐
BD-26	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper/electronic	☐
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations			
BD-27	County, State or Federal	Until superseded, then destroy	paper/electronic	☐
BD-28	City of Reynoldsburg	6 years after revised, superceded or discontinued	paper/electronic	☐
	Grant Applications			
BD-29	Funded	6 years after expiration and audited	paper/electronic	☐
BD-30	Not Funded	1 year	paper/electronic	☐
BD-31	Inspection Cards field inspections	2 years	paper/electronic	☐
BD-32	Inspection Department Database inspection results & comments	10 years	paper/electronic	☐
BD-33	Management & Operational Reports monthly & yearly reports - OBBS	5 years	paper/electronic	☐
BD-34	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	☐
BD-35	Monthly Census Reports Census information provided monthly	3 years	paper/electronic	☐
BD-36	Monthly Permit Activity Summary monthly reports containing permit information	3 years	paper/electronic	☐
BD-37	Nuisance Abatement Files	4 years & no actions or claims pending	paper/electronic	☐
BD-38	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	☐
BD-39	Certificates of Occupancy City issued occupancy permit	Retain permanently	paper/electronic	☐

				Auditor of State	OHS-LGRP
BD-40	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi	☐	☐
BD-41	Plan Review Addendum & Certificate of Plan Approval construction plans/approvals	180 days from issuance of Certificate of Occupancy or completion	paper/electronic	☐	☐
BD-42	Planning, Scheduling, Calendar & Training calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	☐	☐
BD-43	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	☐	☐
BD-44	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
BD-45	Public Record Requests and Log public records requests (forms & records)	2 years until no longer of administrative value	paper/electronic	☐	☐
BD-46	Receipt Books / Transaction Receipts receipt books for payment of fees	3 years, provided audit	paper	☐	☐
BD-47	Records Retention Documents RC 1, RC 2, RC 3	25 years	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. paper/electronic	☐	☐
BD-48	Reference Publications & Directories information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
BD-49	Requisitions / Purchase Orders	3 years, provided audited	electronic	☐	☐
BD-50	Security & Surveillance Videos (Loop System) contact information, brochures, etc.	30 days, continually updated	electronic	☐	☐
BD-51	Special Flood Hazard Area Development Permits permits for flood districts	Permanent	paper/electronic	☐	☒
BD-52	Vendor & Supplier Catalogues & Files	Until no longer of administrative or fiscal value	paper/electronic	☐	☐
BD-53	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	☐	☐

JULY 14 2023

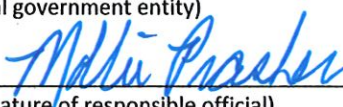
STATE AND LOCAL
GOVERNMENT RECORDS

Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form

Section A: Local Government Unit

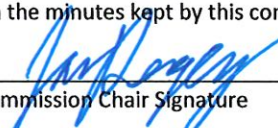
<u>City of Reynoldsburg</u>	<u>Development</u>		
(local government entity)			(unit)
	Mollie Prasher	Clerk of Council	7/12/23
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

<u>City of Reynoldsburg</u>	<u>Records Commission</u>	<u>614-322-6836</u>
<u>7232 East Main Street</u>	<u>Reynoldsburg</u>	<u>43068</u>
(address)	(city)	(zip code)
	<u>Franklin</u>	
	(county)	

To have this form returned to the Records Commission electronically, email address: mprasher@ci.reynoldsburg.oh.us

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


Records Commission Chair Signature

7/14/23
Date

Section C: Ohio Historical Society – State Archives

Government Records Archivist 8/3/2023

<u>Signature</u>	<u>Title</u>	<u>Date</u>
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Section D: Auditor of State

<u>Signature</u>	<u>Date</u>
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**Reynoldsburg Retention Schedule
Development Department**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
ED-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving city employees, property & equipment	2 years unless pending action	paper/electronic	☐	☐
ED-02	Administrative, Fiscal Files & Reports non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
ED-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	☐	☐
ED-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic	☐	☐
ED-05	Annual Report report of annual functions of the department	25 years, then appraise for historical value	paper/electronic	☐	☐
ED-06	Awards & Certificates	Permanent	multi	☐	☒
ED-07	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
ED-08	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	☐	☐
ED-09	Calendars - Council & Committee/Boards	1 year & no longer of administrative value, then destroy	paper/electronic	☐	☐
ED-10	Commercial Tax Abatement Records minutes, correspondents	7 years after expiration of abatement	paper/electronic	☐	☐
	Correspondence				
ED-11	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	☐	☐

Grant Applications				
ED-25	Funded	6 years after expiration and audited	paper/electronic	☐
ED-26	Not Funded	1 year	paper/electronic	☐
ED-27	Incentive Proposals minutes, correspondents	Retain until no longer of administrative or fiscal value	paper/electronic	☐
Joint Economic Development Districts each JEDD has its own retention schedule and the City will follow those schedules				
ED-28	Agendas and Notices	5 years	paper/electronic	☐
ED-29	Minutes	Permanent	paper/electronic	☒
ED-30	Procedures	10 years after superceded	paper/electronic	☐
ED-31	Reports	5 years	paper/electronic	☐
ED-32	Rosters - Members	10 years after superceded	paper/electronic	☐
ED-33	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic	☐
ED-34	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	☐
ED-35	Periodic Council Reports reports regarding potential development projects	Appraise for historic value, then destroy	paper/electronic	☒ (Historical)
ED-36	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi	☐
ED-37	Plans and Project Drawings plans, documents, flash drives	Maintain according to project	paper/electronic	☐
ED-38	Planning, Scheduling, Calendar & Training calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	☐
ED-39	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	☐
ED-40	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	☐

			Auditor of State	OHS-LGRP
ED-41	Public Record Requests and Log public records requests (forms & records)	2 years until no longer of administrative value	paper/electronic	☐
ED-42	Receipt Books / Transaction Receipts receipt books for payment of fees	3 years, provided audit	paper/electronic	☐
ED-43	Reference Publications & Directories information used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	☐
ED-44	Requisitions / Purchase Orders	3 years, provided audited	electronic	☐
ED-45	Special Studies contact information, brochures, etc.	5 years, then appraise for historic value	paper/electronic	☐
ED-46	Tax Abatement Fee Receipts	7 years, provided audited	paper/electronic	☐
	Tax Incentive Review Commission			
ED-47	Agendas and Notices	2 years	paper/electronic	☐
ED-48	Minutes	30 years, then appraise for historic value	paper/electronic	☒ (Historical)
ED-49	Procedures	10 years after superceded	paper/electronic	☐
ED-50	Reports	2 years	paper/electronic	☐
ED-51	Rosters - Members	10 years after superceded	paper/electronic	☐
ED-52	Tax Increment Files (TIF) minutes, agendas, 30-year projects	7 years, after project completed	paper/electronic	☐
ED-53	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	☐

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

**Reynoldsburg Retention Schedule
Planning Zoning Department**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	Number of State	by
PZ-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving city employees, property & equipment	2 years unless pending action	paper/electronic		
PZ-02	Administrative, Fiscal Files & Reports non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic		
PZ-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic		
PZ-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic		
PZ-05	Annual Report report of annual functions of the department	25 years, then appraise for historical value	paper/electronic		
PZ-06	Awards & Certificates Boards & Commissions various boards set up as needed by the department	Permanent	multi		
PZ-7	Agendas	2 years	paper/electronic		
PZ-8	Case Files	6 years after final action	paper/electronic		
PZ-9	Correspondence	Retain until no longer of administrative value, then destroy	paper/electronic		
PZ-10	Minutes	Permanently	paper/electronic		
PZ-11	Notices	2 years	paper/electronic		
PZ-12	Recordings	1 year	paper/electronic		
PZ-13	Staff Reports	2 years	paper/electronic		
PZ-14	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
PZ-15	Business Cards/Rotary/Rolodex Files	Until obsolete or superseded, then destroy	paper/electronic		

	address and phone number information				
PZ-16	Calendars - Council & Committee/Boards Comprehensive Plans	1 year & no longer of administrative value, then destroy	paper/electronic		
	long range plans & designs for the community				
PZ-17	Administrative Files	6 years	paper/electronic		
PZ-18	Adopted Plan	Permanently	paper/electronic		
PZ-19	Content & Drafts	Retain until no longer of administrative value, then destr	paper/electronic		
	Correspondence				
PZ-20	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic		
PZ-21	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic		
PZ-22	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic		
PZ-23	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
PZ-24	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic		
PZ-25	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic		
PZ-26	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic		
PZ-27	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices automatic reports showing copiers & fax use	Retain until no longer of administrative value, then destroy	paper		

PZ-28	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper/electronic		
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations				
PZ-29	County, State or Federal	Until superseded, then destroy	paper/electronic		
PZ-30	City of Reynoldsburg	6 years after revised, superceded or discontinued	paper/electronic		
	Grant Applications				
PZ-31	Funded	6 years after expiration and audited	paper/electronic		
PZ-32	Not Funded	1 year	paper/electronic		
PZ-33	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic		
PZ-34	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic		
	Permits various permits related to zoning projects				
PZ-35	Database/Case Management System	Permanent	paper/electronic		
PZ-36	Sign Permits	3 years after date of issue	paper/electronic		
PZ-37	Temporary Zoning Certificates	3 years after date of issue	paper/electronic		
PZ-38	Zoning Certificates	Permanent	paper/electronic		
	Site Plans				
PZ-39	Denied/Not Implemented Major/Minor Site Plans	Until no longer of administrative or legal value	paper/electronic		
PZ-40	Constructed Major/ Minor Site Plans (traffic studies, landscape plans, etc.)	Permanent	paper/electronic		
PZ-41	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi		
PZ-42	Planning, Scheduling, Calendar & Training calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic		

PZ-43	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic		
PZ-44	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic		
PZ-45	Public Record Requests and Log public records requests (forms & records)	2 years until no longer of administrative value	paper/electronic		
PZ-46	Receipt Books / Transaction Receipts receipt books for payment of fees	3 years, provided audit	paper/electronic		
PZ-47	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic		
PZ-48	Reference Publications & Directories information used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic		
PZ-49	Requisitions / Purchase Orders	3 years, provided audited	electronic		
PZ-50	Traffic Studies reports showing traffic patterns for projects	6 years after final action	paper/electronic	 	
PZ-51	Utility Plans plot grades for projected projects	Retain until approved & filed with Service Department	paper/electronic		
PZ-52	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic		
Zoning					
PZ-53	Codes	Retain until superseded	paper/electronic		
PZ-54	Maps	Retain official copy permanently	paper/electronic		
PZ-55	Violation Case Files	3 years and no longer of administrative value	paper/electronic		

OHS-LGRP

**Reynoldsburg Retention Schedule
Street Department**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	litor of State	by
ST-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving city employees, property & equipment	2 years unless pending action	paper/electronic		
ST-02	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic		
ST-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic		
ST-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic		
ST-05	Annual Report	Permanent	paper/electronic		
ST-06	Annual Reports - Department Documents preparatory documents for annual report	3 years after revision, update or removal	paper/electronic		
ST-07	Annual Sign Replacement Program program outlining sign replacement process	3 years after revision, update or removal	paper/electronic		
ST-08	Annual Street Sign Name Replacement Program program outlining street sign replacement process	2 years after revision, update or removal	paper/electronic		
ST-09	Awards & Certificates	3 years	multi		
ST-10	Bridge Inspection Reports inspection reports of City bridges	Life of bridge	paper/electronic		
ST-11	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
ST-12	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic		

				Auditor of State	OHS-LGRP
ST-13	Contracts, Service Agreements, Leases	15 years after expiration	paper/electronic	☐	☐
ST-14	Construction Drawings -- Standard drawing designs for building construction	10 years, after completion of project	paper/electronic	☐	☐
Correspondence					
ST-15	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	☐	☐
ST-16	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	☐	☐
ST-17	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
ST-18	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
ST-19	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
ST-20	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	☐	☐
ST-21	Equipment Operating, Maintenance Manuals, Repair manuals provided with equipment & repair records	Life of equipment, then destroy	paper/electronic	☐	☐
ST-22	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	☐	☐
ST-23	Fixed Asset Inventory list of department assets and value	3 years, until revised or superseded provided audit	paper/electronic	☐	☐

			Auditor of State	OHS-LGRP
ST-24	Fuel Logs and Vehicle Usage logs documenting fuel consumption and vehicle usage then destroy	3 years, provided audit	paper/electronic	☐
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations			
ST-25	County, State or Federal	Until superseded, then destroy	paper/electronic	☐
ST-26	City of Reynoldsburg	6 years after revised, superseded or discontinued	paper/electronic	☐
	Grant Applications			
ST-27	Funded	6 years after expiration and audited	paper/electronic	☐
ST-28	Not Funded	1 year	paper/electronic	☐
ST-29	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	☐
ST-30	Mowing locations and man hours for mowing	2 years	paper/electronic	☐
ST-31	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	☐
ST-32	Official Staff Roster master directories of employees, Councilmembers	1 year after superseded or obsolete	paper/electronic	☐
ST-33	Official Thoroughfare Plan Maps / City Maps records of retention and destruction schedules	10 years after, revised, superseded or discontinued and no longer of administrative value	paper/electronic	☐
ST-34	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi	☐
ST-35	Planning, Scheduling, Calendar & Training calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	☐
ST-36	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	☐
ST-37	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	☐

				Auditor of State	OHS-LGRP
ST-38	Receipt Books receipt books for payment of fees	2 years, provided audit	paper	☐	☐
ST-39	Record Requests and Log public records requests (forms & records)	3 years until no longer of administrative value	paper/electronic	☐	☐
ST-40	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	☐	☐
ST-41	Reference Publications & Directories information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
ST-42	Requisitions / Purchase Orders / Paid Bills	2 years, provided audited	electronic	☐	☐
ST-43	Security & Surveillance Videos (Loop System) contact information, brochures, etc.	30 days, continually updated	electronic	☐	☐
ST-44	Snow Storm Reports track hours, pay, salt usage, general information	3 years & no longer of administrative value	paper/electronic	☐	☐
ST-45	Statistical & Operational Reports reports to show collected different information	Until no longer of administrative or fiscal value	paper/electronic	☐	☐
ST-46	Street Inventory Records records documenting street work completed	6 years after revised, superseded or discontinued & no longer of administrative value	paper/electronic	☐	☐
ST-47	Street Light Checklists new subdivisions	4 years	paper/electronic	☐	☐
ST-48	Street Light Records records of completion, date & man hours	3 years after revised, superseded or discontinued & no longer of administrative value	paper/electronic	☐	☐
ST-49	Traffic Count Reports volume, speed & area counts	5 years & no longer of administrative value	paper/electronic	☐	☐
ST-50	Traffic Control Devices - Signs location, types of devices & number assignments	3 years after program discontinued, revised or superseded & no longer of administrative value	paper/electronic	☐	☐
ST-51	Vendor & Supplier Catalogues & Files	Until no longer of administrative or fiscal value	paper/electronic	☐	☐
ST-52	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	☐	☐

ST-53 Work Orders
record of all jobs to be completed

3 years, after disposition

paper/electronic

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**Reynoldsburg Retention Schedule
Events Communications**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	lit or of State	by
EV-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving village employees or village property and/or equipment	2 years unless pending action	paper/electronic		
EV-02	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic		
EV-03	Annual Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic		
EV-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic		
	Annual Reports record of City's annual functions and finances				
EV-05	City	Permanent	paper/electronic		
EV-06	Department	25 years, then appraise for historic value	paper/electronic		
EV-07	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
EV-08	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic		
EV-09	Calendars, Appointment Books, Planners	1 years	paper/electronic		
	Community Guide				
EV-10	residential community information booklet	3 years	paper		
EV-11		1 year	electronic		
EV-12	Community Survey	10 years	paper/electronic		

				Auditor of State	OHS-LGRP
community wide surveys and responses					
EV-13	Complaints letters of complaint	Retain until no longer of administrative/legal value	paper/electronic		
Correspondence					
EV-14	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic		
EV-15	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic		
EV-16	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic		
EV-17	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
EV-18	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic		
EV-19	Electronic Mail (Email) & Attachments email messages, Tweets, Facebook, recorded conversations, or other social media formats	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic		
Events - Citywide Activities					
records and documents related to various City events including Tomato Festival, Pride, Diwali, Juneteenth					
EV-20	Event Applications	1 year, until superceded	paper/electronic		
EV-21	Event Layouts/Map	1 year, until superceded	paper/electronic		
EV-23	Financial Reports	10 years, provided audit	paper/electronic		
EV-24	Receipt Books	3 years	paper/electronic		
EV-25	Equipment Operating & Maintenance Manuals	Life of equipment, then destroy	paper/electronic		

				Auditor of State	OHS-LGRP
	manuals provided with equipment purchases				
EV-26	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper		
EV-27	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper		
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations				
EV-28	County, State or Federal	Until superseded, then destroy	paper/electronic		
EV-29	City of Reynoldsburg	Until superseded, then destroy	paper/electronic		
	Grant Applications				
EV-30	Funded	6 years after expiration and audit	paper/electronic		
EV-31	Not Funded	1 year	paper/electronic		
EV-32	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper		
EV-33	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic		
EV-34	Official Staff & Committee Rosters master directories of employees, Councilmembers & board/commission members	1 year after superseded or obsolete	paper/electronic		
EV-35	Photographs, Awards, Certificates	3 years and no longer of historical value	multi		
EV-36	Planning, Scheduling, Calendar & Training calendars, planners, software programs (such as MS Outlook), appointment books	Continually updated, revised or erased	paper/electronic		
EV-37	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative value, then destroy	paper/electronic		
EV-38	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic		

			Auditor of State OHS-LGRP	
EV-39	Record Requests public records requests (forms & records)	2 years	paper/electronic	
EV-40	Reference Publications & Directories information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	
EV-41	Requisitions / Purchase Orders	2 years, provided audited	electronic	
EV-42	Social Media Postings City notices posted on Facebook, Twitter, and other social media formats	3 years, provided audit	electronic	
EV-43	Vendor Agreements agreements with groups, contractors, vendors	3 years, provided audit	paper/electronic	
EV-44	Vendor & Suppliers Information contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	
EV-45	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	
	Website - reynoldsburg.gov City website short-term and ongoing information			
EV-46	Announcement Posting	Continually updated, revised or erased	electronic	
EV-47	Department Information	Retain until no longer of administrative value or superceded	electronic	

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**Retention Schedule
Clerk of Court Department**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	lit or of State	by
CC-01	Annual Departmental Budget Documents & Work Papers	Retain until no longer of administrative/fiscal value	paper/electronic		
	information related to preparation and submission of the City budget				
CC-02	Annual Report	15 years, then appraise for historic value	paper/electronic		
	report of annual functions of the department				
CC-03	Awards, Certificates, News Articles	3 years & no longer of a historical value	multi		
	items that depict happenings in the department				
Bank Account Records					
	various reports documenting financial transactions				
CC-04	Balance Versus Bonds Held	3 years following audit	electronic		
		2 years after scanning	paper		
CC-05	Detail Report	3 years following audit	electronic		
		2 years after scanning	paper		
CC-06	Reconciliation Sheet	3 years following audit	electronic		
		2 years after scanning	paper		
CC-07	Transaction Listing	3 years following audit	electronic		
		2 years after scanning	paper		
Bonds					
CC-08	Forfeiture Report	3 years following audit	electronic		
		2 years after scanning	paper		
CC-09	Refund Report	3 years following audit	electronic		
		2 years after scanning	paper		
CC-10	Bond & Fee Schedules	3 years after revised or superseded, provided audit	electronic		
		2 years after scanning	paper		
CC-11	Release of Forfeiture	7 years after case closed	electronic		

			Auditor of State	OHS-LGRP	
		2 years after scanning	paper	☐	☐
CC-12	Bulletins, Poster, General Notices, & Displays signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
Bureau of Motor Vehicles					
CC-13	Abstract of Convictions by Case - Major Case Files	7 years after case closed	electronic	☐	☐
		2 years after scanning	paper	☐	☐
CC-14	Declaration of Forfeiture	7 years after case closed	electronic	☐	☐
		2 years after scanning	paper	☐	☐
CC-15	License Forfeiture Court Certification	3 years following audit	electronic	☐	☐
		2 years after scanning	paper	☐	☐
CC-16	Business Cards/Rotary/Rolodex Files address and phone number information	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
CC-17	Calendar, Planning, Scheduling, & Organizers calendars, planners, software programs (such as MS Outlook), appointment books	1 year & no longer of administrative value	paper/electronic	☐	☐
Case Files					
	records of specific violations				
CC-18	Criminal (M1-M4)	25 years no actions or claims pending	electronic	☐	☐
		2 years no actions or claims pending	paper	☐	☐
CC-19	Traffic (M1-M4)	25 years no actions or claims pending	electronic	☐	☐
		2 years no actions or claims pending	paper	☐	☐
CC-20	Criminal (MM)	5 years no actions or claims pending	electronic	☐	☐
		2 years no actions or claims pending	paper	☐	☐
CC-21	Traffic (MM)	5 years no actions or claims pending	electronic	☐	☐
		2 years no actions or claims pending	paper	☐	☐
CC-22	OVI (Traffic)	50 years no actions or claims pending	electronic	☐	☐
		2 years no actions or claims pending	paper	☐	☐
CC-23	Case Statistics	5 years	electronic		
	aggregate summaries of the numbers of cases	2 years after scanning	paper	☐	☐

Case Status Listing

	listings of case court dates, meetings, and filings				
CC-24	Monthly	Retain until revised or supercedde, then destroy	electronic/paper		
CC-25	Weekly	Retain until revised or supercedde, then destroy 2 years after scanning	electronic/paper paper	 	
Cash Book					
CC-26	Detailed Reports - Monthly	3 years following audit 2 years after scanning	electronic paper	 	
CC-27	Summary by Agency - Monthly	3 years following audit 2 years after scanning	electronic paper	 	
Checking Account					
	check stubs, deposit slips, statements, cancelled checks				
CC-28		3 years following audit	electronic		
CC-29		2 years after scanning	paper		
CC-30	Computer Administrative & Fiscal Reports non-specific & periodic	Retain until no longer of administrative value	paper/electronic		
CC-31	Contracts (non-fiscal), Service Agreements & Memorandums of Understandings (MOU) contracts & agreements for construction, services, equipment, supplies, projects & programs	15 years after expiration or termination	paper/electronic		
Correspondence					
CC-32	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative/legal value, then destroy	paper/electronic		
CC-33	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value, then destroy	paper/electronic		
CC-34	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic		
CC-35	Unsolicited - Generic mail, advertisements,	Retain until no longer of administrative value, destroy	paper/electronic		
Court Directed Expungements					

CC-36	removal of charges from records	in Accordance with Court Orders	multi		
Daily Financial Batch Reports					
CC-37	report of previous day's financial statistics	3 years following audit	electronic		
CC-38		2 years after scanning	paper		
Delinquent Payment Report					
	monthly uncollected fees				
CC-39		3 years following audit	electronic		
CC-40		2 years after scanning	paper		
CC-41	Departmental Work				
	time logs	1 years & no longer of administrative value	paper/electronic		
CC-42	Drafts and Informal Notes	Retain until no longer of administrative value,	paper/electronic		
	notes used to support accuracy of documentation	then destroy			
CC-43	Electronic Mail (Email) & Attachments	Within 30-days, print a paper copy & file according to	electronic		
	contains email messages, Tweets, recorded	content or save to electronic folder using			
	conversations, instant message created or received	Correspondence as retention period. Following this			
		procedure, emails may be deleted after 30-days			
CC-44	Equipment Operating, Maintenance Manuals, Repairs	Life of equipment, then destroy	paper/electronic		
	manuals provided with equipment & repair records				
CC-45	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices	Retain until no longer of administrative value	paper/electronic		
	reports generated automatically showing				
	copier and fax use				
CC-46	Fixed Asset Inventory	1 year until superseded, retain one copy until	paper/electronic		
	list of department assets and value	audited			
Fund Account Detail Report					
	monthly accounting reports				

			Auditor of State	OHS-LGRP
CC-47		3 years following audit	electronic	
CC-48		2 years after scanning	paper	
CC-49	General Administrative Files	Retain until no longer of administrative, legal or fiscal value	paper/electronic	
Grant Applications				
CC-50	Funded	6 years after expiration & audited, then destroy	paper/electronic	
CC-51	Not Funded	1 year after decision is rendered	paper/electronic	
Index of Defendants				
list of defendants				
CC-52	Monthly	retain until superseded	paper/electronic	
CC-53	Yearly	permanent	paper/electronic	
Laws, General Orders, Directives, Rules, Regulations				
codes, memos, personnel policies, procedures				
administrative policies & regulations				
CC-54	County, State or Federal	Until superseded, then destroy	paper/electronic	
CC-55	City of Reynoldsburg	6 years after superseded or discontinued	paper/electronic	
License Forfeiture Releases				
monthly forfeiture reports				
CC-56		3 years following audit	electronic	
CC-57		2 years after scanning	paper	
CC-58	Lists/Rosters/Informational Directories	1 year after superseded or obsolete	paper/electronic	
master directories of employees				
Manual Reconciliation Sheet				
monthly reconcillation reports				
CC-59		5 years following audit	electronic	
CC-60		2 years after scanning	paper	
Mayor/Magistrate Dockets				
list of daily cases				
CC-61		Retain until no longer of administrative value	paper/electronic	

Mayor's Court Monthly Report

monthly financial report presented to City Council

CC-62	Council	3 years following audit	electronic		
CC-63		2 years after scanning	paper		
CC-64	Pre-End of Month	3 years following audit	electronic		
CC-65		2 years after scanning	paper		
CC-66	End of Month	3 years following audit	electronic		
CC-67		2 years after scanning	paper		
CC-68	Monthly Court Docket	permanent	paper/electronic		
CC-69	Ohio Public Records & Destruction Schedule	Permanent	paper/electronic		
	records of record retention and destruction schedules - RC 1, RC 2 & RC 3				

Ohio Treasurer Report

state reparation fees report

CC-70		3 years following audit	electronic		
CC-71		2 years after scanning	paper		

OML Continuting Education Compliance

certificates for magistrate training

CC-72		25 years	electronic		
CC-73		2 years after scanning	paper		

Open Bond Listing

list of individuals jailed without bond

CC-74		3 years following audit	electronic		
CC-75		2 years after scanning	paper		

Parking Tickets

report of citations issued

CC-76		3 years following audit	electronic		
CC-77		2 years after scanning	paper		

Payment Schedule Report

monthly report of monies owned

CC-78		3 years following audit	electronic		
CC-79		2 years after scanning	paper		
CC-80	Photographs, Logs, Negatives, Digital Images	Retain until no longer of administrative/legal value	paper/electronic		
CC-81	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years and no longer of historical value	paper/electronic		
CC-82	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic		
CC-83	Professional Organization Files documents related to membership in professional organizations	1 year & no longer of administrative value, then destroy	paper/electronic		
CC-84	Professional Services Contracts magistrates contracts	3 years provided audit	paper/electronic		
Public Records					
CC-85	Request Forms	2 years	paper/electronic		
CC-86	Request Log	2 years			
CC-87	Purchase Orders/Requisitions requisition requests issued for goods & services	2 years provided audit, then destroy	paper/electronic		
CC-88	Receipt Books requisition requests issued for goods & services	3 years provided audit, then destroy	paper/electronic		
CC-89	Voice Mail - phone and/or cell phone voice mail or answering machines messages	Erase when no longer of administrative/legal value	electronic		

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**Reynoldsburg Retention Schedule
Income Tax and JEDD**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	litor of State	by
TJ-01	1099 Form documentation of non-employer income	6 years	paper/electronic		
TJ-02	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic		
TJ-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic		
TJ-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic		
	Annual Report report of previous years facts, figures & tasks				
	Admission Tax				
TJ-05	Correspondence	3 years, provided audit	paper/electronic		
TJ-06	Receipts	3 years, provided audit	paper/electronic		
TJ-07	Returns	3 years, provided audit	paper/electronic		
TJ-08	Annual Names & Earning Lists	Upon entry into tax system & verified, then destroy	paper/electronic		
TJ-09	Automatic Extension to File completed forms requesting tax filing extension	Upon entry into tax system & verified, then destroy	paper/electronic		
TJ-10	Awards, Certificates, Photographs	3 years and not longer of historic value	multi		
TJ-11	Batch Listing Logs	3 years	paper/electronic		

				Auditor of State	OHS-LGRP
TJ-12	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
TJ-13	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic		
TJ-14	Calendars, Appointment Books, Planners	1 year & no longer of administrative value, then destroy	paper/electronic		
TJ-15	Cash Receipts Batch Reports	3 years, provided audit	paper/electronic		
TJ-16	Corrections & Updates to Accounts	Retain until no longer of administrative/fiscal value	paper/electronic		
Correspondence					
TJ-17	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic		
TJ-18	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic		
TJ-19	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic		
TJ-20	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
TJ-21	Declaration of Estimated Tax	Retain until audit	paper/electronic		
TJ-22	Delivery and Receiving Receipts	3 years, provided audit	paper/electronic		
TJ-23	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic		
TJ-24	Electronically Filed Returns	Upon entry into tax system & verified, then destroy	electronic		

				Auditor of State	OHS-LGRP
	income tax filed electronically				
TJ-25	Electronic Mail (Email) & Attachments email messages, Tweets, Facebook, recorded conversations, or other social media formats	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic		
TJ-26	Employer's Withholding Tax Statement	Retain until audit	paper/electronic		
	Enterprise Zone				
TJ-27	Payments	6 years, provided audit	paper/electronic		
TJ-28	Revenues	6 years, provided audit	paper/electronic		
TJ-29	Equipment Manuals - Maintenance & Repair manuals provided with equipment & repair records	Life of equipment, then destroy	paper/electronic		
TJ-30	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper		
TJ-31	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper		
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations				
TJ-32	County, State or Federal	Until superseded, then destroy	paper/electronic		
TJ-33	City of Reynoldsburg	6 years after revised, superseded or discontinued	paper/electronic		
	Grant Applications				
TJ-34	Funded	6 years after expiration and audited	paper/electronic		
TJ-35	Not Funded	1 year	paper/electronic		
	Income Tax Board of Review				
TJ-36	Decisions	Retain until no longer of administrative value	paper/electronic		
TJ-37	Minutes	Retain until no longer of administrative value	paper/electronic		
TJ-38	Rules	Retain until no longer of administrative value	paper/electronic		

				Auditor of State	OHS-LGRP
TJ-39	Income Tax Deposit Records records showing the tax dollars received	6 years, provided audit	paper/electronic		
TJ-40	Informational Directories/Lists/Rosters lists of contact information for employees	1 year after revised or superseded	paper/electronic		
JEDDs Joint Economic Development District records					
TJ-41	Revenue Records	6 years, provided audit	paper/electronic		
TJ-42	Payment Records	6 years, provided audit	paper/electronic		
Individual JEDDs have separate schedules attached					
Mandatory Occupancy					
TJ-43	Correspondence	Upon entry into tax system & verified, then destroy	paper/electronic		
TJ-44	Reports	Upon entry into tax system & verified, then destroy	paper/electronic		
TJ-45	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic		
TJ-46	Monthly/Quarterly Billing Statement	Retain paper copy until audit	paper/electronic		
Municipal Tax Forms variety of tax forms - individual & business					
TJ-47	Registration	Upon entry into tax system & verified, then destroy	paper/electronic		
TJ-48	Refunds	Upon entry into tax system & verified, then destroy	paper/electronic		
TJ-49	Return	Upon entry into tax system & verified, then destroy	paper/electronic		
TJ-50	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic		
TJ-51	Photographs & Negatives photos - both and paper	Retain until no longer of administrative, legal, fiscal, or historical value	paper/electronic		
TJ-52	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic		

				Auditor of State	OHS-LGRP
TJ-53	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic		
TJ-54	Rate Schedule	3 years after superseded, discontinued and no longer of administrative value	paper/electronic		
TJ-55	Receipt Books receipt books for payment of fees	3 years, provided audit	paper/electronic		
TJ-56	Reconciliation of Returns - Withheld	6 years, provided audit	paper		
TJ-57	Record Requests and Log public records requests (forms & records)	2 years	paper/electronic		
TJ-58	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic		
TJ-59	Reference Publications & Directories information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic		
TJ-60	Requisitions / Purchase Orders	2 years, provided audited	electronic		
TJ-61	Tax Letters payment plan and ocrrection letters	6 years after date of final payment	paper/electronic		
TJ-62	Uncollectable/Unable to Locate Income Tax	6 years and no longer of administrative fiscal value	paper/electronic		
TJ-63	W-2 Forms	6 years	paper/electronic		
TJ-64	Vendor & Suppliers Information contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic		
TJ-65	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic		

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CERTIFICATE OF RECORDS DISPOSAL

City of Reynoldsburg	City	Mollie Prasher	614-322-6836	7232 East Main Street, Reynoldsburg, OH	43068
Name of Political Subdivision	Unit	Contact Person	Telephone	Location of Records	
7232 East Main Street	Reynoldsburg	43068	Franklin, Licking and Fairfield		
Address	City	Zip Code	County		

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

Signature of Responsible Official	Mayor	614-322-6800
	Title	Telephone Number

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained	From	To		
Council								
Audio/Video Files of Meetings	AD-06		Electronic		Jan. 2022	Dec. 2022	April 2024	
Calendars/Schedules/Appt. Book	AD-09		Paper/ Electronic		Jan. 2022	Dec. 2022	April 2024	
Certifications of Legal Notice	AD-11		Paper/ Electronic		Jan. 2021	Dec. 2021	April 2024	
Executive Correspondence	AD-14		Paper/Electronic		Jan. 2022	Dec. 2022	April 2024	
General Correspondence	AD-15		Paper/Electronic		Jan. 2022	Dec. 2022	April 2024	
Council/Committee Agendas	AD-19		Paper		Jan. 2021	Dec. 2021	April 2024	
Council/Comm. Board Packets	AD-22		Paper		Jan. 2021	Dec. 2021	April 2024	
Legal Public Notices	AD-37		Paper/Electronic		Jan. 2021	Dec. 2021	April 2024	
Liquor License Approvals	AD-38		Paper		Jan. 2022	Dec. 2022	April 2024	
Motions	AD-46		Paper/Electronic		Jan. 2018	Dec. 2018	April 2024	
Oaths of Office	AD-49		Paper		Jan. 1975	Dec. 2010	April 2024	
Press Releases/Public Service	AD-56		Paper/Electronic		Jan. 2021	Dec. 2021	April 2024	
Proclamations/Recognitions	AD-57		Paper/Electronic		Jan. 2013	Dec. 2013	April 2024	
Records Requests	AD-61		Paper/Electronic		Jan. 2021	Dec. 2021	April 2024	
Requisitions/Purchase Orders	AD-64		Paper/Electronic		Jan. 2021	Dec. 2021	April 2024	
Reports to Council	AD-66		Paper/Electronic		Jan. 2021	Dec. 2021	April 2024	
Visitor Logs/Speaker Forms	AD-71		Paper		Jan. 2021	Dec. 2021	April 2024	

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Events/Communications								
Events Applications	EV-20		Paper/Electronic		Jan. 2008	Dec. 2020	April 2024	
Vendor Contract Sheets	EV-44		Paper/Electronic		Jan. 2019	Dec. 2020	April 2024	
Tax / JEDD								
Admin Reports & Fiscal Files	TJ-02		Paper/Electronic		Jan. 2021	Dec. 2023	April 2024	
Annual Budget & Work Papers	TJ-04		Paper/Electronic		Jan. 2014	Dec. 2018	April 2024	
Batch Listing Logs	TJ-11		Paper/Electronic		Jan. 2014	Dec. 2020	April 2024	
Cash Receipts Batch Reports	TJ-15		Paper/Electronic		Jan. 2014	Dec. 2020	April 2024	
Corrections & Updates Accounts	TJ-16		Paper/Electronic		Jan. 2021	Dec. 2023	April 2024	
Correspondence - Executive	TJ-17		Paper/Electronic		Jan. 2021	Dec. 2022	April 2024	
Correspondence - General	TJ-18		Paper/Electronic		Jan. 2021	Dec. 2023	April 2024	
Income Tax Deposit Records	TJ-39		Paper/Electronic		Jan. 2010	Dec. 2017	April 2024	
Municipal Tax Forms								
Registrations	TJ-47		Paper/Electronic		Jan. 2021	Dec. 2023	April 2024	
Refunds	TJ-48		Paper/Electronic		Jan. 2021	Dec. 2023	April 2024	
Returns							April 2024	
Tax Letters							April 2024	
Building								
Monthly Census Reports	BD-35		Paper		Jan. 2018	Dec. 2020	April 2024	
Receipt Books/Transactions	BD-46		Paper		Jan. 2019	Dec. 2020	April 2024	
Clerk of Court								
Case Files – Criminal (M1-M4)	CC-18		Paper		Jan. 1985	Dec. 2021	April 2024	
Case Files - Traffic (M1-M4)	CC-19		Paper		Jan. 1985	Dec. 2021	April 2024	
Case Files – Criminal (MM)	CC-20		Paper		Jan. 1985	Dec. 2021	April 2024	
Case Files – Traffic (MM)	CC-21		Paper		Jan. 1985	Dec. 2021	April 2024	
Case Files – OVI (Traffic)	CC-22		Paper		Jan. 1985	Dec. 2021	April 2024	

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Human Resources								
Annual Budget Work Papers	HR-03		Paper/Electronic		Jan. 2021	Dec. 2022	April 2024	
Correspondence - Executive	HR-26		Paper/Electronic		Jan. 2022	Dec. 2022	April 2024	
Uniform, Clothing, Equip	HR-55		Paper/Electronic		Jan. 2020	Dec. 2021	April 2024	
Requisitions & Purchase Orders	HR-97		Paper/Electronic		Jan. 2021	Dec. 2021	April 2024	
Auditor								
Account Receivable	130035		Paper/Electronic		Jan. 2018	Dec. 2020	April 2024	
Checking Account	130045		Paper/Electronic		Jan. 2018	Dec. 2019	April 2024	
Trial Balance Reports - Annual	130051		Paper/Electronic		Jan. 2010	Dec. 2014	April 2024	
Trial Balance Reports – Monthly	130052		Paper/Electronic		Jan. 2012	Dec. 2016	April 2024	
Attorney								
Annual Budget	AT-03		Paper/Electronic		Jan. 2018	Dec. 2020	April 2024	
Case Dispositions	AT-08		Paper/Electronic		Jan. 2018	Dec. 2020	April 2024	
Case Files	AT-09		Paper/Electronic		Jan. 2018	Dec. 2020	April 2024	
Charge of Case Review	AT-11		Paper/Electronic		Jan. 2018	Dec. 2022	April 2024	
CRB Files (Criminal)	AT-17		Paper/Electronic		Jan. 2018	Dec. 2020	April 2024	
ERB Files (Environmental)	AT-22		Paper/Electronic		Jan. 2018	Dec. 2020	April 2024	
TRD Files (Traffic)	AT-41		Paper/Electronic		Jan. 2018	Dec. 2022	April 2024	
TRC Files (OVI)	AT-43		Paper/Electronic		Jan. 2017	Dec. 2017	April 2024	

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Streets								
Annual Reports-Department Docs	ST-06		Paper/electronic		Jan. 2006	Dec. 2020	April 2024	
Annual Sign Replacement Program	ST-07		Paper/electronic		Jan. 2016	Dec. 2019	April 2024	
Annual Street Sign Name Program	ST-08		Paper/electronic		Jan. 2016	Dec. 2019	April 2024	
Construction Drawings	ST-14		Paper/electronic		Jan. 2010	Dec. 2012	April 2024	
Fuel Logs & Vehicle Usage	ST-24		Paper/electronic		Jan. 2015	Dec. 2020	April 2024	
Mowing	ST-30		Paper/electronic		Jan. 2015	Dec. 2021	April 2024	
Official Staff Roster	ST-32		Paper/electronic		Jan. 2010	Dec. 2021	April 2024	
Photographs, Negatives, Digital	ST-34		Paper/electronic		Jan. 1977	Dec. 2019	April 2024	
Requisitions/Purchase Orders	ST-42		Paper/electronic		Jan. 2015	Dec. 2021	April 2024	
Snow Storm Reports	ST-44		Paper/electronic		Jan. 2006	Dec. 2020	April 2024	
Street Inventory Records	ST-46		Paper/electronic		Jan. 1989	Dec. 2019	April 2024	
Street Light Records	ST-48		Paper/electronic		Jan. 1989	Dec. 2019	April 2024	
Work Orders	ST-53		Paper/electronic		Jan. 2016	Dec. 2019	April 2024	
Stormwater								
Annual Reports-Department Docs	SW-06		Paper/electronic		Jan. 2006	Dec. 2020	April 2024	
Fuel Logs & Vehicle Usage	SW-20		Paper/electronic		Jan. 2015	Dec. 2020	April 2024	
NPDES Control Measures	SW-28		Paper/electronic		Jan. 2015	Dec. 2020	April 2024	
Ohio EPA Periodic Testing	SW-29		Paper/electronic		Jan. 2015	Dec. 2020	April 2024	
Official Staff Roster	SW-31		Paper/electronic		Jan. 2010	Dec. 2021	April 2024	
Photographs, Negative, Digital	SW-34		Paper/electronic		Jan. 1977	Dec. 2019	April 2024	
Requisitions/Purchase Orders	SW-34		Paper/electronic		Jan. 2015	Dec. 2021	April 2024	
Work Orders	SW-46		Paper/electronic		Jan. 2010	Dec. 2017	April 2024	