



**RECORDS COMMISSION - BRAD MCCLOUD
TUESDAY DECEMBER 20, 2016**

MEETING: 10:30 A.M.

**PLACE: CITY ATTORNEY'S CONFERENCE ROOM
7232 E. MAIN STREET, 2ND FLOOR, REYNOLDSBURG, OH 43068**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Records Commission – Meeting – May 4, 2016
4. Discussion
 - a. RC-2 Update for Mayor's Court (Clerk of Courts)
 - b. Clerk of Council RC2 Update



**RECORDS COMMISSION - BRAD MCCLOUD
WEDNESDAY MAY 4, 2016**

MEETING: 10:00 A.M.

**PLACE: COUNCIL CONFERENCE ROOM
7232 E. MAIN STREET, 1ST FLOOR, REYNOLDSBURG, OH 43068**

1. Call to Order

PRESENT: McCloud, Hood, Beggerow, Clemens

ABSENT: Harris, Martin

2. Approval of Minutes

a. Motion to Accept the Minutes from the September 2, 2015 Records Commission Meeting

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brad McCloud, Mayor
SECONDER:	Jed Hood, City Attorney
AYES:	McCloud, Hood
ABSENT:	Harris, Martin

3. Discussion

a. Discussion on Public Records RC2 Schedules

1. Motion to approve the Amended RC2 Statements

Amended RC2 statements were presented for the following Offices: Auditor, Development and Police Department. These will need to be approved by the State of Ohio and Ohio Historical Society before they can be used for Records Retention.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brad McCloud, Mayor
SECONDER:	Jed Hood, City Attorney
AYES:	McCloud, Hood
ABSENT:	Harris, Martin

2. Motion to Authorize a Shred

City Departments are requesting a shred day. Once the amended RC2s have been returned by the State of Ohio and Ohio Historical Society, a shred day will be scheduled.

Minutes Acceptance: Minutes of May 4, 2016 10:00 AM (Approval of Minutes)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Brad McCloud, Mayor
SECONDER: Jed Hood, City Attorney
AYES: McCloud, Hood
ABSENT: Harris, Martin

4. Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]
MOVER: Brad McCloud, Mayor
SECONDER: Jed Hood, City Attorney
AYES: McCloud, Hood
ABSENT: Harris, Martin

Minutes Acceptance: Minutes of May 4, 2016 10:00 AM (Approval of Minutes)

Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 phone****Memo**

DATE: December 20, 2016
TO: Records Commission
CC:
RE: RC-2 Update for Mayor's Court (Clerk of Courts)

I've attached both the old version of the Clerk of Court's records retention schedule and the proposed revision. The changes requested are to change from "Paper", to "Multi" to reflect both paper and electronic records. It is their desire to transition to a more electronic format and this will be helpful in that process.



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>Mayor's Court</u>		
(local government entity)	(unit)		
<u>Leslie Clark</u>	<u>Clerk of Courts</u>	<u>12/20/2016</u>	
(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>	<u>Franklin</u>
(address)	(city)	(zip code)	(county)

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

<u>Records Commission Chair Signature</u>	<u>Date</u>
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Section C: Ohio Historical Society – State Archives

<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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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.

Attachment: 2016 Mayors Court RC2 (1603 : RC-2 Update Mayor's Court)

City of Reynoldsburg

Mayor's Court

(Local government entity)

(unit)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130001	Executive Correspondence	Relates to the administration of Capital Projects and Purchases, Land and Building Acquisitions and Dispositions, the Decision making of Public Officials and Personnel Actions involving Employees and Public Officials.	1 Year(s) Minimum After the receipt or creation of the correspondence. Maintain within related Project or Topic files and retain according to this Retention Schedule	Multi		
130002	General Correspondence	Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the city.	30 Day(s) and no longer of an Administrative, Legal or Fiscal value. Appraise for historical value. File according to content.	Multi		
130003	Unsolicited Correspondence	Unsolicited Mail/Unsolicited Email and similar unsolicited communications.	Retain until no longer of Administrative value	Multi		
130004	Transient Correspondence & Communication Records		Retain until no longer of Administrative value	Multi		
130005	Drafts, Informal Notes, Reminder Notes, Videos in Progress, Out Takes & Not Used Footage		Retain until no longer of Administrative value	Multi		
130006	Blank Forms	Those created by the City of Reynoldsburg	Retain until no longer of Administrative value	Multi		
130007	Bulletins, Posters, General Notices & Displays		Retain until no longer of Administrative value	Multi		
130008	Computer generated administrative & fiscal reports	Non-specific and Periodic	Retain until no longer of Administrative value	Multi		
130009	Facsimile logs/Cover sheets, Confirmation notices & buffer printouts		Retain until no longer of Administrative value	Multi		
130010	Awards, Significant Newspaper Articles, Clippings & Photographs	City of Reynoldsburg Historical Archives	3 Years and no longer of a historical value	Multi		
130011	General Administrative Files		Maintain until no longer of Administrative, Fiscal, Legal or Historical value.	Multi		
130012	Press & News Releases		3 Years and no longer of a historical value	Multi		

City of Reynoldsburg

(Local government entity)

Mayor's Court

(unit)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130013	General Photographs, Negatives, Electronic & digital images		Retain images that have significant Administrative, Legal, fiscal or historical value. Maintain according to content value. Maintain until no longer of Administrative value	Multi		
130014	Business Cards, address books		Maintain until no longer of Administrative value	Multi		
130015	Hourly/Daily/Weekly/Monthly/Annual appointment books, Records, Calendars, Schedules, Organizer & Planner		1 year and no longer of Administrative value	Multi		
130016	Lists/Rosters/Informational Directories containing employee contact information		1 year(s) after revised or superseded	Multi		
130017	Professional Organizations & Association Files		1 year and no longer of Administrative value	Multi		
130018	Equipment Operating & Maintenance Manuals		Until equipment is sold or disposed of	Multi		
130019	Equipment Maintenance & Repair Records		1 year(s) after equipment is sold or disposed of	Multi		
130020	Laws, regulations & rules	County, State and Federal	Retain until revised or superseded then destroy	Multi		
130021	Policies, procedures, rules & regulations	City of Reynoldsburg administrative personnel management	6 year(s) after revised, superseded or discontinued	Multi		
130022	Public Records requests forms		2 Years	Multi		
130023	Ohio Public Records compliance folder		Retain Permanently	Multi		
130024	Public Record Request Log	per Ohio Auditor of State	2 Years	Multi		
130025	Security & surveillance videos (Loop System)		30 day(s) Continually updated	Digital		
130026	Copies	Reading, informational and reference	Retain until no longer of Administrative value	Multi		
130027	Professional & Trade magazines, catalogs, reference publications & directories		Retain until no longer of Administrative value	Multi		
130028	Grant Applications- Not Funded		1 year(s) after decision rendered	Multi		
130029	Grant Applications- Funded		6 year(s) after expiration of Grant Provided Audited	Multi		
130030	Annual Department Budget	Copy	3 Years	Multi		

City of Reynoldsburg

(Local government entity)

Mayor's Court

(unit)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130031	Annual Department Budget	Preparation documents and worksheets	Maintain until no longer of Administrative or Fiscal value	Multi		
130032	Inventory of Fixed Assets		1 year after revised or superseded, provided audited	Multi		
130033	Purchase Orders	Purchase Orders, Invoices (Departmental Copy)	2 Years Provided Audited	Multi		
130034	Receipt Books		3 Years provided audited	Multi		
130035	Annual Reports	Mayor's Court	15 Years appraise for historical value	Multi		
130036	B& Account Transaction Listing	Monthly	3 Years provided audited	Multi		
130037	Bank Account Detail Report	Monthly	3 Years provided audited	Multi		
130038	Bank Balance Versus Bonds Held	Monthly	3 Years provided audited	Multi		
130039	Bank Reconciliation Sheet	Monthly	3 Years provided audited	Multi		
130040	BMV Abstract of Convictions by Case	Major Cases only- Four (4) points or higher	7 Years after case closed	Multi		
130041	BMV Declaration of Forfeiture		7 Years after case closed	Multi		
130042	BMV License Forfeiture Court Certification Document		3 Years provided audited	Multi		
130043	BMV Release of Forfeiture		7 Years after case closed	Multi		
130044	Bond Forfeiture Report	Monthly	3 Years provided audited	Multi		
130045	Bond Refund Report	Monthly	3 Years provided audited	Multi		
130046	Bond Schedule & Fee Schedule		3 Years after revised or superseded provided audited	Multi		
130047	Case Files	Traffic (M1-M4)	25 Years and no actions or claims pending	Multi		
130048	Case Files	Criminal (M1-M4)	50 Years and no actions or claims pending	Multi		
130049	Case Files	Traffic (MM)	50 Years and no actions or claims pending	Multi		
130050	Case Files	OVI (Traffic)	50 Years and no actions or claims pending	Multi		
130051	Case Files	Criminal (MM)	5 Years and no actions or claims pending	Multi		
130052	Case Statistics	Supreme Court	5 Years	Multi		
130053	Cash Books- Detailed Reports	Monthly	3 Years provided audited	Multi		
130054	Cash Books- Summary by Agency	Monthly	3 Years provided audited	Multi		
130055	Checking Account	Cancelled and Voided Checks, Check Stubs, Deposit Slips, Monthly Statements and Reconciliation	3 Years provided Audited	Multi		

City of Reynoldsburg

(Local government entity)

Mayor's Court

(unit)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130056	City of Reynoldsburg Monthly Report from Mayor's Court to City Council		3 Years provided audited	Multi		
130057	Contract Services	Agreements and Leases	15 Years after expiration	Multi		
130058	Court Directed Expungements		Manage records in accordance with Court Order	Multi		
130059	Daily Financial Bath Reports		3 Years provided audited	Multi		
130060	Delinquent Payment Report	Monthly	3 Years provided audited	Multi		
130061	Departmental Work	Time Logs	1 year and no longer of Administrative value	Multi		
130062	Fund Account Detail Report	Monthly	3 Years provided audited	Multi		
130063	License Forfeiture Releases	Monthly	3 Years provided audited	Multi		
130064	Manual Reconciliation Sheet	Monthly	3 Years provided audited	Multi		
130065	Mayor's/Magistrate's Dockets		Retain until no longer of Administrative or Legal value	Multi		
130066	Monthly YTD Index of Defendants		Retain until revised or superseded then retain 1 copy	Multi		
130067	Monthly Case Status Listings	All Pending Cases	Retain until revised or superseded then destroy	Multi		
130068	Monthly Docket for Court		Retain Permanently	Multi		
130069	Ohio Treasurer of State	State Repatriation Fees Report	3 Years provided audited	Multi		
130070	OML Continuing Educational Compliance RC 1905.01	Certificates/Mayor and Magistrates	25 Years	Multi		
130071	Open Bond Listing	Monthly	3 Years provided audited	Multi		
130072	Parking Tickets	Paid, Closed or Voided	3 Years provided audited	Multi		
130073	Payment Schedule Report/Money Owed	Monthly	3 Years provided audited	Multi		
130074	Pre-End of Month/End of Month Report		3 Years provided audited	Multi		
130075	Professional Services Contracts	Magistrates	3 Years provided audited	Multi		
130076	Receipts		3 Years provided audited	Multi		
130077	Weekly Case Status Listings		Retain until no longer of Administrative or Legal value	Multi		
130078	Yearly Index of Defendants	Retain Permanently	Retain Permanently	Multi		

MEMO

TO: APRIL BEGGEROW, CITY COUNCIL
CC: MAYOR MCCLLOUD
FROM: LESLIE CLARK, COURT
RE: RECORDS RETENTION PROPOSED CHANGES
DATE: OCT. 11, 2016

I have attached the Court's current schedule for retention and simply crossed out /wrote in the changes I am proposing as you suggested. You will see that most of the changes occur in the "Media Type" column. I am requesting that we be permitted to store most of our records electronically and/or paper (Multi) in an effort to keep up with the storage of the huge volume of documents that we maintain, to make searching for older records much faster, and also to keep our court storage procedures current with technology that enables us to operate more efficiently.

In addition to the above, I am also proposing a change to Schedule No.: 06-00101. Currently, it reads that the court must keep Checking Account-Cancelled and Voided Checks, Check Stubs, Deposit Slips, Monthly Statements and Reconciliations for 6 years (Provided Audited), however, in the interest of consistency and efficiency, I am requesting that it be changed to 3 years (Provided Audited) instead, with all of the other financial documents and reports. (06-00110-0123). All of these records are all stored together and the deposit slips etc. are a part of the monthly financial reports that are only required to be kept for 3 years. Further, I spoke with Joni Crawford in the Auditor's office to see if this change would be an issue and she stated that as long as the audit has been completed, she does not foresee a problem.

Attachment: Mayors Court Memo and old RC2 (1603 : RC-2 Update Mayor's Court)

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

CITY OF REYNOLDSBURG

Records Commission (614) 866-9609

Telephone Number

7232 East Main Street

Reynoldsburg

43068

Franklin

(Address)

(City)

(Zip Code)

(County)

CITY OF REYNOLDSBURG

MAYOR'S COURT

(Political Subdivision Name)

(Unit)

Mike Kozanecki

Clerk of Courts

6/9/2009

(Date)

Signature Of Responsible Official)

(Name)

(Title)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on 06/09/2009 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature

Date

Subject to selection upon receipt of a
Certificate of Records Disposal (RC-3)

For the Ohio Historical Society

Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06-00001	Policies, Procedures, Rules & Regulations (City of Reynoldsburg Administrative & Personnel Management)	6 Year(s) After Revised, Superceded or Discontinued	Multi	
06-00002	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	25 Year(s) After Revised, Superceded or Discontinued	Paper	
06-00003	Vital Correspondence: Correspondence that documents or records the administration of Capital Projects & Purchases, Land & Building Aquisitions and Dispositions, the decision making by Public Officials and Personnel Actions involving City personnel.	1 Year(s) Minimum after the receipt or creation of the correspondence. Maintain within or associated with Project or Topic Files and retain according to this schedule.	Multi	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: CITY OF REYNOLDSBURG MAYOR'S COURT
(Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
06-00004	General Correspondence: Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the city.	30 Days And no longer of an administrative, legal or fiscal value. Appraise for historical value. File according to content.	Multi	
06-00005	Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and similar unsolicited communications	Retain until no longer of an Admin. Value, then dispose. (RC-3 not required)	Multi	
06-00006	Transient Correspondence & Communication Records	Retain until no longer of an Admin. Value, then dispose. (RC-3 not required)	Multi	
06-00007	Drafts, Informal Notes, Reminder Notes, Videos in Progress, Out Takes & Not used footage.	Retain until no longer of an Admin. Value, then dispose. (RC-3 not required)	Multi	
06-00008	Bulletins, Posters, General Notices and Displays	Retain until no longer of an Admin. Value, then dispose. (RC-3 not required)	Multi	
06-00009	Blank Forms (Created by the City of Reynoldsburg)	Retain until no longer of an Admin. Value, then dispose. (RC-3 not required)	Multi	
06-00010	Awards, Significant Newspaper Articles, Clippings & Photographs (City of Reynoldsburg Historical Archives)	25 Year(s) And no longer of a historical value.	Multi	

Attachment: Mayors Court Memo and old RC2 (1603 : RC-2 Update Mayor's Court)

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

from: CITY OF REYNOLDSBURG MAYOR'S COURT
(Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
06-00011	Professional & Trade Magazines, Catalogs, Reference Publications & Directories	Retain until no longer of an Admin. Value. then dispose. (RC-3 not required)	Multi	
06-00012	Professional Organizations & Association Files	1 Year(s) And no longer of an Admin. value	Multi	
06-00013	Electronic Mail System (E-mail)	Retain E-Mail that has significant Administrative, Fiscal , Legal or Historical value. Maintain according to content (Refer to RC-2) Erase E-Mail that has no significant value. (RC-3 Not Required)	Computer	
06-00014	Equipment Operating & Maintenance Manuals	Until equipment is sold or disposed of. (RC-3 Not Required)	Multi	
06-00015	Equipment Maintenance & Repair Records	1 Year(s) After Equipment is sold or disposed it.	Paper	
06-00016	Computer Generated Administrative & Fiscal Reports (Non-Specific and Periodic)	Maintain until no longer of an Administrative Value (RC-3 Not Required)	Multi	
06-00017	Voice Mail, Test Messages, Caller ID Logs, Pagers, Activity Logs and related IT Issues	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Computer	

Attachment: Mayors Court Memo and old RC2 (1603 : RC-2 Update Mayor's Court)

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: CITY OF REYNOLDSBURGMAYOR'S COURT

(Political Subdivision Name)

(Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
06-00018	Business Cards - Rotary, Rolodex and applicable software files	Maintain until no longer of an Administrative Value (RC-3 Not Required)	Multi	
06-00019	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase boards, Chalkboards, Easel Pads and electronic media	Continually Updated, Revised or Erased (RC-3 Not Required)	Multi	
06-00020	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Retin until no longer of an Administrative value	Multi	
06-00021	Lists / Rosters / Informational Directories containing employee contact information	Continually Maintained, Purged and Updated	Multi	
06-00022	Facsimile Logs / Cover Sheets, Confirmation Notices and Buffer Printouts	Retin until no longer of an Administrative value	Multi	
06-00023	Backup Data (Not Duplicated) on Desktops, Laptops and PDA's	Retain for 3 system backup cycles, then destroy (Erase and reuse tapes) RC-3 not required	Multi	
06-00024	Anonymous or Unfounded Complaints.	Retain until no longer of an Administrative or Legal value	Multi	
06-00025	Press and News Releases	3 Year(s) then appraise for administrative or historical value	Multi	

Attachment: Mayors Court Memo and old RC2 (1603 : RC-2 Update Mayor's Court)

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 Form: CITY OF REYNOLDSBURG
 (Political Subdivision Name)

MAYOR'S COURT
 (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor or State or OHS-LGRP
06-00026	General Photographs, Negatives and Electronic Images	Retain images that have significant Administrative, Legal, Fiscal or Historical Value. Maintain according to content. (Refer to RC-2) Dispose of images that have no significant value. (RC-3 Not Required)	Multi	
06-00027	Material Safety Data Sheets	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi	
06-00028	Public Records Request Forms	1 Year(s)	multi Paper	
06-00029	Laws, Regulations & Rules (County, State & Federal)	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi	
06-00030	General Administrative Files	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value.	Multi	
06-00031	Grant Applications - Not Funded	1 Year(s) After decision rendered	Multi	
06-00032	Grant Applications - Funded	6 Year(s) After expiration of Grant, Provided Audited	Multi	
06-00033	Receipt Books	3 Year(s) Provided Audited	Multi Paper	
06-00034	Annual Department Budget (Copy)	3 Year(s)	Multi	
06-00035	Annual Department Budget - Preparation Documents & Worksheets	Maintain until no longer of an Administrative or Fiscal Value.	Multi	

Audited means: two years encompassed by the year have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 137.20 O.R.C.

Attachment: Mayors Court Memo and old RC2 (1603 : RC-2 Update Mayor's Court)

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 from: CITY OF REYNOLDSBURG
 (Political Subdivision Name)

MAYOR'S COURT
 (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
06-00036	Inventory of Fixed Assets	1 Year(s) After revised or superseded, provided audited	Paper multi	
06-00037	Requisition for Purchase Orders, Purchase Orders, Invoices (Departmental Copy)	2 Year(s) Provided Audited	Paper multi	
06-00038	Copies - Reading, Informational and Reference	Retain until no longer of an Admin. Value, then dispose. (RC-3 not required)	Paper multi	
06-00100	Case Statistics - Supreme Court	5 Year(s)	Multi	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. * Sched. # 06-00101 for consistency w/ receipts (06-00101) and Bank account Reports (06-00112 - 00120)
06-00101	Checking Account - Cancelled and Voided Checks, Check Stubs, Deposit Slips, Monthly Statements and Reconciliation	3 6 Year(s) Provided Audited * See Note on side	Paper Multi	
06-00102	Receipts	3 Year(s) Provided Audited	Paper multi	
06-00103	Contract Services, Agreements, Leases	15 Year(s) After expiration	Paper	
06-00104	Monthly Docket for Court	Permanent	multi Paper	
06-00105	Monthly Case Status Listings - All Pending Cases	Retain until revised or superseded, then destroy (RC-3 Not Required)	Paper multi	
06-00106	Monthly YTD Index of Defendants	Retain until revised or superseded, then destroy (RC-3 Not Required)	Paper multi	
06-00107	Inventory of Fixed Assets	3 Year(s) after revised, superseded or discontinued and no longer of an Admin. value	multi Paper	
06-00108	Open Bond Listing - Monthly	3 Year(s) Provided Audited	multi Paper	
06-00109	Bond Refund Report - Monthly	3 Year(s) Provided Audited	multi Paper	

Attachment: Mayors Court Memo and old RC2 (1603 : RC-2 Update Mayor's Court)

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

from: CITY OF REYNOLDSBURG MAYOR'S COURT
(Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06-00110	Bond Forfeiture Report - Monthly	3 Year(s) Provided Audited	Paper <i>multi</i>	Audited means: the year 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.
06-00111	License Forfeiture Releases - Monthly	3 Year(s) Provided Audited	<i>multi</i> Paper	
06-00112	Cash Books - Detailed Report - Monthly	3 Year(s) Provided Audited	<i>multi</i> Paper	
06-00113	Cash Books - Summary by Agency - Monthly	3 Year(s) Provided Audited	<i>multi</i> Paper	
06-00114	Bank Account - Detail Report - Monthly	3 Year(s) Provided Audited	<i>multi</i> Paper	
06-00115	Fund Account - Detail Report - Monthly	3 Year(s) Provided Audited	<i>multi</i> Paper	
06-00116	Manual Reconciliation Sheet - Monthly	3 Year(s) Provided Audited	Multi	
06-00117	Bank Reconciliation Sheet - Monthly	3 Year(s) Provided Audited	Multi	
06-00118	Bank Balance versus Bonds Held - Monthly	3 Year(s) Provided Audited	Multi	
06-00119	Bank Account Transaction Listing - Monthly	3 Year(s) Provided Audited	<i>multi</i> Paper	
06-00120	Fund Account Transaction Listing - Monthly	3 Year(s) Provided Audited	<i>multi</i> Paper	
06-00121	Payment Schedule Report / Money Owed - Monthly	3 Year(s) Provided Audited	<i>multi</i> Paper	
06-00122	Delinquent Payment Report - Monthly	3 Year(s) Provided Audited	Multi	
06-00123	Pre-End of Month, End of Month Report	3 Year(s) Provided Audited	Multi	
06-00124	BMV - Abstract of Convictions by Case (Major Cases only - Four (4) points or higher)	7 Year(s) After case closed	Multi	
06-00125	BMV - Declaration of Forfeiture	7 Year(s) After case closed	<i>multi</i> Paper	
06-00126	BMV - Release of Forfeiture	7 Year(s) After case closed	<i>multi</i> Paper	
06-00127	BMV - License Forfeiture Court Certification Document	3 Year(s) Provided Audited	<i>multi</i> Paper	

Attachment: Mayors Court Memo and old RC2 (1603 : RC-2 Update Mayor's Court)

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 om: CITY OF REYNOLDSBURG
(Political Subdivision Name)

 MAYOR'S COURT
(Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
06-00128	Ohio Treasurer of State - State Repiration Fees Report	3 Year(s) Provided Audited	Paper multi	Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been filed and pursuant to RC 117.26 O.R.C.
06-00129	City of Reynoldsburg Monthly Report from Mayor's Court to City Council	3 Year(s) Provided Audited	Multi	
06-00130	Case Files - Criminal (M1-M4)	50 Year(s) and no actions or claims pending	Paper multi	
06-00131	Case Files - Traffic (M1-M4)	25 Year(s) and no actions or claims pending	Paper multi	
06-00132	Case Files - Criminal (MM)	5 Year(s) and no actions or claims pending	Paper multi	
06-00133	Case Files - Traffic (MM)	5 Year(s) and no actions or claims pending	Paper multi	
06-00134	Case Files - OVI (Traffic)	50 Year(s) and no actions or claims pending	Multi multi	
06-00135	Yearly Index of Defendants	Permanent	Paper multi	
06-00136	Court Directed Expungements	Manage records in accordance with Court Order (RC-3 Not Required)	Paper multi	
06-00137	Bond Schedule & Fee Schedule	3 Year(s) After revised or superseded, provided audited	multi Paper	
06-00138	Weekly Case Status Listings	Until no longer of Administrative Value, then destroy (RC-3 Not Required)	Paper multi	
06-00139	Mayor's / Magistrate's Dockets	Until no longer of an Admin. or Legal Value, then Destroy (RC-3 Not Required)	multi Paper	

Attachment: Mayors Court Memo and old RC2 (1603 : RC-2 Update Mayor's Court)

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

m: CITY OF REYNOLDSBURG
(Political Subdivision Name)

MAYOR'S COURT
(Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06-00140	Departmental Work - Time Logs	1 Year(s) And no longer of an Admin. value	Paper <i>multi</i>	
06-00141	Professional Services Contracts - Magistrates	3 Year(s) Provided Audited	Paper <i>multi</i>	
06-00142	OML Continuing Educational Compliance RC 1905.01 - Certificates / Mayor & Magistrates	25 Year(s)	Paper <i>multi</i>	
06-00143	Daily Financial Bath Reports	3 Year(s) Provided Audited	Paper <i>multi</i>	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.
06-00144	Parking Tickets (Paid, Closed or Voided)	3 Year(s) Provided Audited	Paper <i>multi</i>	
06-00145	Annual Reports (Mayors Court)	15 Year(s) Appraise for Historical Value	Multi	

Attachment: Mayors Court Memo and old RC2 (1603 : RC-2 Update Mayor's Court)

Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 phone****Memo**

DATE: **December 20, 2016**

TO: **Records Commission**

CC:

RE:

Changes in the Clerk of Council RC2 are the addition of Records number 160063 and 160064 that pertain to legislative supporting documentation. I suspect these will require RC-3 for disposal but it allows us to go through old Legislative files and dispose of those that are no longer relevant nor historical.



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>City Council</u>
(local government entity)	(unit)
<u>April Beggerow</u>	<u>Clerk of Council</u>
(signature of responsible official)	(title)
<u>12/20/2016</u>	
	(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, include an email address: abeggerow@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.

<u>Records Commission Chair Signature</u>	<u>Date</u>
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Section C: Ohio Historical Society – State Archives

<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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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.

Attachment: Council RC2 (1604 : Council RC2 Update)

City of Reynoldsburg

Council
(unit)

(Local government entity)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	Auditor of State	RC-3 Required by OHS-LGRP
130015	Hourly/Daily/Weekly/Monthly/Annual appointment books, Records, Calendars, Schedules, Organizer & Planner		1 year and no longer of Administrative value	Multi		
130030	Annual Department Budget	Copy	3 Years	Multi		
130029	Grant Applications- Funded		6 year(s) after expiration of Grant Provided Audited	Multi		
130028	Grant Applications- Not Funded		1 year(s) after decision rendered	Multi		
130027	Professional & Trade magazines, catalogs, reference publications & directories		Retain until no longer of Administrative value	Multi		
130026	Copies	Reading, informational and reference	Retain until no longer of Administrative value	Multi		
130024	Public Record Request Log	per Ohio Auditor of State	2 Years	Multi		
130023	Ohio Public Records compliance folder		Retain Permanently	Multi		
130022	Public Records requests forms		2 Years	Multi		
130021	Policies, procedures, rules & regulations	City of Reynoldsburg administrative personnel management	6 year(s) after revised, superseded or discontinued	Multi		
130020	Laws, regulations & rules	County, State and Federal	Retain until revised or superseded then destroy	Multi		
130019	Equipment Maintenance & Repair Records		1 year(s) after equipment is sold or disposed of	Multi		
130018	Equipment Operating & Maintenance Manuals		Until equipment is sold or disposed of	Multi		

City of Reynoldsburg

(Local government entity)

Council

(unit)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	Auditor of State	RC-3 Required by OHS-LGRP
130001	Executive Correspondence	Relates to the administration of Capital Projects and Purchases, Land and Building Acquisitions and Dispositions, the Decision making of Public Officials and Personnel Actions involving Employees and Public Officials.	1 Year(s) Minimum After the receipt or creation of the correspondence. Maintain within related Project or Topic files and retain according to this Retention Schedule	Multi		
130009	Facsimile logs/Cover sheets, Confirmation notices & buffer printouts		Retain until no longer of Administrative value	Multi		
130002	General Correspondence	Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the city.	30 Day(s) and no longer of an Administrative, Legal or fiscal value. Appraise for historical value. File according to content	Multi		

City of Reynoldsburg

(Local government entity)

Council

(unit)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	Auditor of State	RC-3 Required by OHS-LGRP
130003	Unsolicited Correspondence	Unsolicited Mail/Unsolicited Email and similar unsolicited communication	Retain until no longer of Administrative value	Multi		
130004	Transient Correspondence & Communication Records		Retain until no longer of Administrative value	Multi		
130005	Drafts, Informal Notes, Reminder Notes, Videos in Progress, Out Takes & Not Used Footage		Retain until no longer of Administrative value	Multi		
130006	Blank Forms	Those created by the City of Reynoldsburg	Retain until no longer of Administrative value	Multi		
130017	Professional Organizations & Association Files		1 year and no longer of Administrative value	Multi		
130008	Computer generated administrative & fiscal reports	Non-specific and Periodic	Retain until no longer of Administrative value	Multi		
130016	Lists/Rosters/Informational Directories containing employee contact information		1 year(s) after revised or superseded	Multi		
130010	Awards, Significant Newspaper Articles, Clippings & Photographs.	City of Reynoldsburg Historical Archives	3 Years and no longer of a historical value	Multi		
130011	General Administrative Files		Maintain until no longer of Administrative, Fiscal, Legal or Historical value.	Multi		
130012	Press & News Releases		3 Years and no longer of a historical value	Multi		

City of Reynoldsburg
(Local government entity)

Council
(unit)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	Auditor of State	RC-3 Required by OHS-LGRP
130013	General Photographs, Negatives, Electronic & digital images		Retain images that have significant Administrative, Legal, fiscal or historical value. Maintain according to content	Multi		
130014	Business Cards, address books		Maintain until no longer of Administrative value	Multi		
130033	Purchase Orders	Purchase Orders, Invoices (Departmental Copy)	2 Years Provided Audited	Multi		
130007	Bulletins, Posters, General Notices & Displays		Retain until no longer of Administrative value	Multi		
130032	Inventory of Fixed Assets		1 year after revised or superseded, provided audited	Multi		
130034	Receipt Books		3 Years provided audited	Multi		
130031	Annual Department Budget	Preparation documents and worksheets	Maintain until no longer of Administrative or Fiscal value	Multi		
130058	Speaker Request forms		Current year	Paper		
130051	Petitions	Miscellaneous, not filed elsewhere	Current year plus 5 years	Paper		
130052	Press/News Releases		Current year plus 3 years	Multi		
130053	Proclamations		15 Years appraise for historical value	Multi		
130054	Receipts		Current year plus 3 years	Multi		
130055	Reports to Council	Department Reports	Current year plus 2 years	Multi		

City of Reynoldsburg

(Local government entity)

Council

(unit)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	Auditor of State	RC-3 Required by OHS-LGRP
130057	Resolutions		Retain Permanently	Multi		
130050	Ordinances		Retain Permanently	Multi		
130048	Municipal Publications, Educational Pamphlets & Information		Retain until revised or superseded then destroy	Multi		
130059	Telephone Messages		Retain until no longer of Administrative value	Multi		
130060	Traffic & Land Use Special Studies		15 Years appraise for historical value	Multi		
130061	Voice Mail Messages		Retain until no longer of Administrative value	Electronic		
130062	Zoning Map & Plots		Retain Permanently	Paper		
130056	Reports, Motions & Communications		Current year plus 5 years	Multi		
130049	Oaths of Office	For Council-members	10 year(s) after leaving Office	Paper		
130047	Meeting Notices (Sec. 121.22 ORC)		Current year	Multi		
130045	Liquor License Requests Approved		Current year plus 3 years	Paper		
130044	Legal publications & proof of publications		6 year(s) and no actions or claims pending	Multi		
130043	Original Deeds & Easements		Retain Permanently	Multi		
130042	City of Reynoldsburg Records Commission Notices & Agendas		5 Years	Multi		
130041	City of Reynoldsburg Records Commission Meeting Minutes		Retain Permanently	Multi		
130040	City of Reynoldsburg Council & Committee Meeting Minutes		Retain Permanently	Multi		
130039	City of Reynoldsburg Council & Committee Meeting audio recordings of meetings		Current year	Multi		

City of Reynoldsburg
(Local government entity)

Council
(unit)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	Auditor of State	RC-3 Required by OHS-LGRP
130038	Charter & Amendments to Charter		Retain Permanently	Paper		
130037	Annual Reports		Retain Permanently	Paper		
130036	Annexation Files & Records		Retain Permanently	Multi		
130035	Agendas		Current year plus 6 Years	Multi		
160063	Legislative Supporting Documentation Files	Electronic Legislative Requests- supporting materials prepared by City Staff, not including staff/departmen tal reports	Retain until no longer of Administrative value	Multi		
160064	Legislative Supporting Documentation Files	Legislative Requests- supporting materials prepared by City Staff, not including staff/departmen tal reports - paper copies	10 years Appraise for Historic Value	Paper		