



**RECORDS COMMISSION - BRAD MC CLOUD
TUESDAY DECEMBER 19, 2017**

MEETING: 10:30 A.M.

**PLACE: MAYOR'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 – July 25, 2017
4. Discussion
 - a. Amendment of the RC2 for Income Tax Department
 - b. Amendment of the RC2 for Police Department
 - c. Discussion on Restoring Old Ordinance/Minute Books
5. Other Business

RECORDS COMMISSION - BRAD MCCLOUD
TUESDAY JULY 25, 2017

MEETING: 10:30 AM

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

1. Call to Order

PRESENT: Beggerow, McCloud, Harris, Hood, Clemens, Peik

ABSENT:

2. Approval of Agenda

3. Approval of Minutes

a. Records Commission – Meeting – December 20, 2016

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Richard Harris, City Auditor
SECONDER:	Jed Hood, City Attorney
AYES:	McCloud, Harris, Hood

4. Discussion

a. Records Retention Schedule Updates

3 schedules were brought forward to amend. The Mayor's office, the Human Resources Department and Council office. Motion was made and approved to accept the amended schedules.

Mr. Hood discussed going electronic in the future but that for his office it would be a rather large capital expense.

Mrs. Beggerow pointed out that with the assistance of an intern, ordinances from 1939- 1963 were available electronically on the City Drive and that Council legislative files/supporting materials were also available and hard copies are no longer being printed and saved. Mr. Hood asked if there was a back up plan/disaster recovery and Mrs. Beggerow responded that the items are located in the Cloud via the Council program Accela to begin with, just an alternate copy is saved in the City folder.

Mr. Piek from the Reynoldsburg/Truro Historical Society was in attendance and said that they are currently gathering the information that pertains to just Reynoldsburg and Truro

Minutes Acceptance: Minutes of Jul 25, 2017 10:30 AM (Approval of Minutes)

township and digitizing photographs and that there is a plethora of geneological information that they have made available.

Mr. Hood asked Mr. Piek what information would they want from the city as it pertains to records and Mr. Piek responded to just contact him before disposing old documents and they can let us know if they want the record.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jed Hood, City Attorney
SECONDER:	Richard Harris, City Auditor
AYES:	McCloud, Harris, Hood

- b. Motion to Direct Clerk of Council to check into cost for restoring old/damaged records books

Mrs. Beggerow stated that she was interested in budgeting for restoration of some old records books in her office. They contain ordinances/minutes from the late 1800s. The three books should be restored and rebound.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jed Hood, City Attorney
SECONDER:	Richard Harris, City Auditor
AYES:	McCloud, Harris, Hood

- c. Motion to direct Clerk of Council to check on pricing of binding ordinances

Mrs. Beggerow stated that she was going to look into binding ordinances into book form to remove them from the 3 ring binders they are currently in. This way they are in a more permanent medium and easier to store.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jed Hood, City Attorney
SECONDER:	Richard Harris, City Auditor
AYES:	McCloud, Harris, Hood

5. Adjournment

Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 Phone****MOTION REQUEST**

DATE: December 19, 2017**TO: Records Commission****RE: Amendment of the RC2 for Income Tax Department**

Approval:

Brad McCloud	Skipped Jed Hood	Richard Harris
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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>Income Tax</u>		
(local government entity)	(unit)		
<u>Brenda G. Browning</u>	<u>Tax Administrator</u>	<u>12/1/2017</u>	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

<u>City of Reynoldsburg</u>	<u>Records Commission</u>	<u>614/322-6800</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: _____

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: 2017-12-15 Income Tax (Motion to Amend RC2 for Income Tax)

Schedule Number	Series Title	Description	Retention	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		

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
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		
			Retain images that have significant Administrative, Legal, fiscal or historical value.			
130013	General Photographs, Negatives, Electronic & digital images		Maintain according to content	Multi		
130014	Business Cards, address books		Maintain until no longer of Administrative value	Multi		
	Hourly/Daily/Weekly/Monthly/Annual appointment books, Records, Calendars, Schedules, Organizer & Planner		1 year and no longer of Administrative value	Multi		
130015	Lists/Rosters/Informational Directories containing employee contact information		1 year(s) after revised or superceded	Multi		
130016	Professional Organizations & Association Files		1 year and no longer of Administrative value	Multi		
130017	Equipment Operating & Maintenance Manuals		Until equipment is sold or disposed of	Multi		
130018	Equipment Maintenance & Repair Records		1 year(s) after equipment is sold or disposed of	Multi		
130019	Equipment Maintenance & Repair Records		Retain until revised or superceded then destroy	Multi		
130020	County, State and Federal		6 year(s) after revised, superceded or discontinued	Multi		
130021	Policies, procedures, rules & regulations	City of Reynoldsburg administrative personnel management		Multi		
130022	Public Records requests forms		2 Years	Multi		
130023	Ohio Public Records compliance folder		Retain Permanently	Multi		

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
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	Multi		
130030	Annual Department Budget	Copy	Audited	Multi		
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	1099 Forms		6 Years	Multi		
130036	Admission Tax Returns, Receipts and Correspondence		3 Years provided audited	Multi		
130037	Annual Names & Earning Lists		Upon entry into tax system and verified, then dispose of form	Multi		
130038	Application for Automatic Extension of Time to File		Upon entry into tax system and verified, then dispose of form	Multi		
130039	Application for Municipal Income Tax Refund		Upon entry into tax system and verified, then dispose of form	Multi		

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130040	Batch Listing Logs		3 years	Multi		
130041	Cash Receipt Batch Reports		3 Years provided audited	Multi		
130042	Corrections/Updates to Accounts		Maintain until no longer of Administrative or Fiscal value	Multi		
130043	Declaration of Estimated Municipal Income Tax		Retain until Audited	Multi		
130044	Delivery and Receiving Receipts		3 Years provided audited	Multi		
130045	Electronically Filed Returns		Upon entry into tax system and verified, then dispose of form	Multi		
130046	Employer's Municipal Income Tax Withholding Statement	Municipal Income Tax Copy	Retain until Audited	Multi		
130047	Income Tax Deposit Records		6 Years provided Audited	Multi		
130048	Mandatory Occupancy Reports and Correspondence		Upon entry into tax system and verified, then dispose of form	Multi		
130049	Monthly/Quarterly Billing Statement		Retain paper copy until audited	Multi		
130050	Municipal Income Tax Registration Forms		Upon entry into tax system and verified, then dispose of form	Multi		
130051	Municipal Income Tax Return		Retain paper copy 6 years or until Audited	Multi		
130052	Rate Schedule		3 Years after revised, superseded or discontinued and no longer of an Administrative value	Multi		
130053	Receipt Books	Copy of Ordinances	3 Years provided audited	Multi		

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130054	Reconciliation of Returns of Municipal Income Tax Withheld		Retain paper copy 6 years or until Audited	Multi		
130055	Reynoldsburg Enterprise Zone Revenue/Payment Records		6 years Provided Audited	Multi		
130056	Tax Letters	payment Plan & Correction Letters	6 Years after date of final payment	Multi		
130057	Uncollectable or Unable to Locate Income Tax		6 Years and no longer of an Administrative or Fiscal value	Multi		
130058	W-2 Forms	Withholding Statements form Employees	6 Years	Multi		
170059	Joint Economic Development District Revenue/Payment Records		6 years provided audited	Multi		
170060	Income Tax Board of Review Decisions/Minutes/Rules		Retain until no longer of an administrative value	Multi		
170067	Drafts/Working Records	Materials used in developing, compiling, and assembling a final product such as an agency report or database including but not limited to copies of correspondence/memos, circulated drafts, data entry forms, notes, calculations, other supporting documents	Retain until obsolete, superseded or no longer of administrative value	Multi		

Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 Phone****MOTION REQUEST**

DATE: December 19, 2017**TO: Records Commission****RE: Amendment of the RC2 for Income Tax Department**

Approval:

Brad McCloud	Skipped Jed Hood	Richard Harris
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Changing all "Paper" items to "Multi"



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> (local government entity)	<u>Police Department</u> (unit)
<u>Bill Early</u> (signature of responsible official)	<u>Acting Chief</u> (title)
<u>December 15, 2017</u> (date)	

Section B: Records Commission

<u>City of Reynoldsburg</u>	<u>Records Commission</u>	<u>614/322-6800</u>
<u>7232 East Main Street</u> (address)	<u>Reynoldsburg</u> (city)	<u>43068</u> (zip code)
	<u>Franklin</u> (county)	

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

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.
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Attachment: 2017-12-15 Police (Motion to Amend RC2 for Police Department)

4.b.a

Schedule Number	Series Title	Description	Retention	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		

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
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		
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		

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	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		
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 6 year(s) after revised, discontinued or discontinued	Multi		
130021	Policies, procedures, rules & regulations	City of Reynoldsburg administrative personnel management	2 Years	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		

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of Reynoldsburg

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Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130027	Professional & Trade magazines, catalogs, reference publications & directories		Retain until no longer of Administrative value 1 year(s) after decision rendered	Multi		
130028	Grant Applications- Not Funded			Multi		
130029	Grant Applications- Funded		6 year(s) after expiration of Grant Provided Audited	Multi		
130030	Annual Department Budget	Copy	3 Years	Multi		
130031	Annual Department Budget	Preparation documents and worksheets	Maintain until no longer of Administrative or Fiscal value 1 year after revised or superseded, provided audited	Multi		
130032	Inventory of Fixed Assets			Multi		
130033	Purchase Orders	Purchase Orders, Invoices (Departmental Copy)	2 Years Provided Audited	Multi		
130034	Receipt Books		3 Years provided audited	Multi		
130035	Annual Report	Department	50 Years appraise for historical value	Multi		
130036	Monthly & Periodic Reports	Inspectional, Staff, Compliance- Includes UCR & OIBRS	4 Years and no longer of an administrative value	Multi		
130038	Individual Standar Status Reports (ISSR)		25 Years appraise for historical value	Multi		
130039	Annual Compliance Report		25 Years	Multi		
130041	Contracts, Service Agreements, Leases		15 Years after Expiration	Multi		

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130042	Reynoldsburg Police Department Litigation Files		3 Years and no longer of an Administrative or Legal Value	Multi		
130043	Incident Reports	Non-Criminal	6 Years and no actions or claims pending	Multi		
130044	Criminal Case Files & Investigations	Misdemeanor	6 Years & No actions or claims pending	Multi		
130045	Criminal Case Files & Investigations	Felonies (excluding Homicides)	25 years & No actions or claims pending	Multi		
130046	Criminal Case Files & Investigations	Felonies (excluding Homicides)	10 Years	Computer		
130047	Criminal Case Files & Investigations	Felony Homicides	Retain Permanently	Multi		
130048	Criminal Case Files & Investigations	Felony Homicides	10 Years	Computer		
130049	OVI Case Files		25 Years	Multi		
130050	OVI Case Files		10 Years	Computer		
130051	Traffic Accident Investigations		3 Years and no actions or claims pending	Multi		
130052	Traffic Citations/Notes		3 Years and no actions or claims pending	Multi		
130053	Traffic Citations	Voided	3 Years provided audited	Multi		
130054	Traffic Citations	Officer's Copy	Until Data is entered into computer and verified then destroy paper copy	Multi		
130055	BAC DataMaster Instrument Reports & Maintenance Records (to Include Calibration Records)		3 Years and no actions pending	Multi		

4.b.a
 tion L. Review Department Vehicle
 of Reynoldsburg

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Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130056	Property Records	Property & Evidence, Tags, Release Slips, Property Supplements	Incorporate into and maintain same as case files	Multi		
130057	Property Room Register		Retain Permanently	Multi		
130058	Evidence Submission Requests		Incorporate into and maintain same as case files	Multi		
130059	Photographic Logs, Photographs & Negatives		Until no longer of an Administrative or Legal Value	Multi		
130060	Arrest Photos ("Mug Shots")		25 Years after last entry	Multi		
130061	Video & Audio Tapes	Administration	Until no longer of an Administrative or Legal Value	Multi		
130062	CVSA Test Results (Criminal Investigations)		Incorporate into and maintain same as case files	Multi		
130063	Bicycle Licenses		2 Years after date of issuance	Multi		
130064	Vehicle Pursuit Review Reports		6 Years and no longer of an Administrative or Legal Value	Multi		
130065	Use of Force/Response to Aggression Review Reports		6 Years and no longer of an Administrative or Legal Value	Multi		
130066	Domestic Violence Dispute Summary Reports (BCI&I)		2 Years Incorp. Into Annual Report	Multi		
130067	Civilian Waiver Forms (Ride Along Program)		2 Years and no actions or claims	Multi		

4.b.a
Schedule of Reynolds

Reynolds

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130068	Towed and Impounded Vehicle Files (includes Immobilizations & Junk Vehicles)		4 years after disposition	Multi		
130069	Emergency & Special Response Protocols		6 Years after revised, superseded or discontinued and no longer of an Administrative Value	Multi		
130070	Daily Log Sheets	Officer	4 Years	Multi		
130071	Mutual Aid Requests		2 Years and no actions or claims pending	Multi		
130072	Community Service & Crime Prevention Programs	Including Publications, Newsletters & Handouts	2 years After Expiration or Modification of Program	Multi		
130073	False Alarm Files/Alarm Holder Violations & Warnings		2 Years and no actions or claims pending	Multi		
130074	CCH Logs		3 Years provided audited	Multi		
130075	LEADS/NCIC Validations		3 Years provided audited	Multi		
130076	LEADS Entries for Missing Juveniles, Missing Persons, Stolen Articles & Property, Warrants & Wanted Persons		3 Years provided audited	Multi		
130077	LEADS Newsletters		3 Years	Multi		
130078	LEADS Audit Reports		3 Years	Multi		
130079	LEADS/NCIC Teletype Messages		Retain until no longer of an Administrative value	Multi		

4.b.a
of Reynoldsburg

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130080	Special Account Ledger & Receipt Books		3 Years provided audited	Multi		
130081	Special Duty Requests		2 Years Provided Audited	Multi		
130082	Labor Contract Negotiation Notes		3 Years after expiration of Labor Contract or Agreement	Multi		
130083	Union & Labor Contracts & Agreements		15 Years After expiration of Labor Contract or Agreement	Multi		
130084	DARE Curriculum		4 Years after revised, superseded or discontinued and no longer of an Administrative Value	Multi		
130085	DARE Role Models Program		4 Years and no longer of an Administrative Value	Multi		
130086	DARE Participant/Student Graduates		4 years and no longer of an Administrative Value	Multi		
130087	DARE Offers & Sales	Promotional Items	4 Years provided Audited	Multi		
130088	DARE Participants	Permission Letters Signed by Parents	4 Years and no longer of an Administrative or Legal Value	Multi		
130089	Crime Prevention (Information Received-Logs)		3 Years provided audited	Multi		
130090	Reynoldsburg Police Department Auction Files		10 Years	Multi		

4.b.a
Junction of Reynoldsburg and Reynoldsburg Police Station 51-21-7102

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130091	Staff Meeting Agendas		2 Years	Multi		
130092	Applications for Federal Firearms Licenses		2 Years	Multi		
130093	Special Studies	Traffic, Use & Population	4 Years Apprais for Historical Value	Multi		
130094	Special Permits File	to include Solicitors	2 Years After Expiration	Multi		
130095	Liquor Permits	Copy	Until expired or superceded	Multi		
130096	Community Surveys		1 Years Incorp. Into Annual Report	Multi		
130097	Parking Ticket Records		Entered into computer, Data Verified & Backed up. Paper copy destroyed, Electronic record maintained for 3 Years provided audited	Multi		
130098	Parking Violations	Warnings	3 Years	Multi		
130099	Vacation House Checks		Retain until no longer of an Administrative Value	Multi		
130100	Dispatch Center Radio Logs		2 Years	Multi		
130101	Dispatch Center Radio/Phone Tapes		30 Days & No longer of an Administrative or Legal Value	Multi		
130102	Receipt Books		3 Years provided audited	Multi		
130103	Toxicology Reports		Incorporate into Case Files	Multi		

4.b.a
Schedule Number Series Title Description Retention Type For Use by Auditor of State or OHS-LGRP RC-3 Required by OHS-LGRP

130107	Temporary & Civil Protection Orders		Until served or until withdrawn or cancelled by issuing court	Multi		
130108	Expunged Case Files		As Directed by a Court of Record	Multi		
130109	Felon Registration		10 Years	Multi		
130110	Parking Passes-Sign out Log		1 Year	Multi		
130111	Lost and Found Animals Log		1 Year	Multi		
130112	Daily Activity Log	All Reports Taken	1 Year	Multi		
130113	Informants	Liquor, Juvenile information including permission slips from Parents	4 Years & no longer of an Administrative or Legal Value	Multi		
130114	Interns & Mentorship Program including background information		4 Years from date of creation	Multi		
130115	Permission Slips- Various types		4 Years from date of creation	Multi		
130116	Business Crime Alert	Signatures for Participation	2 Years	Multi		
130117	Speaker Request forms		2 Years	Multi		
130118	Jail Standards	Ohio Bureau of Adult Detention	6 Years & no longer of an Administrative or Legal Value	Multi		
130119	BMV Form 2255		Incorporated into Case Files	Multi		

Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Require by OHS-LGRP
130120	Diversion Files	Juveniles	4 Years After Respondent reach the age of majority and no longer of an administrative or Legal Value	Multi		
130121	Warrants, Subpoenas, Foreign Writs & Warrants		Until served or until withdrawn or canceled by the Issuing court	Multi		
130122	Sex Offender Information & Registration		As Directed by a Court of Recorc	Multi		
130123	Acknowledgemetn Confirmation	Prosecutors Office	Incorporate into Case Files	Multi		
130124	Cross Cards		20 Years	Multi		
130125	jail Inspections		6 Years and no actions or claims pending	Multi		
130126	Grand Jury Summary		2 Years	Multi		
130127	Mutual Aid Agreements		15 Years after expiration	Multi		
130128	BMV Transcript Requests		2 Years	Multi		
130129	Jail Cards		25 Years and no longer of an administrative or legal value	Multi		
130130	Field Investigation Cards		Until Information entered into computer system & information verified	Multi		
130131	Field Interrogation Card		6 Years	Computer		

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Schedule Number	Series Title	Description	Retention	Type	For Use by Auditor of State or OHS-LGRP	RC-3 Require by OHS-LGRP
130132	Firearms Training	Targets	Until no longer of an Administrative or Legal Value	Multi		
130133	Pawn Slips (04-00130)		2 Years	Multi		
130134	Court Bailiff Record (04-00132)		2 Years	Multi		
130135	Visitor Logs (05-00133)		2 Years	Multi		
130136	Records Room Access Log (05-00136)		2 Years	Multi		
130137	WebCheck Records		1 Year	Multi		
170067	Drafts/Working Records	Materials used in developing, compiling, and assembling a final product such as an agency report or database including but not limited to copies of correspondence/memos, circulated drafts, data entry forms, notes, calculations, other supporting documents	Retain until obsolete, superceded or no longer of administrative value	Multi		