



**RECORDS COMMISSION - BRAD MCCLLOUD
TUESDAY JULY 25, 2017**

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 – December 20, 2016
4. Discussion
 - a. Records Retention Schedule Updates



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

MEETING: IMMEDIATELY FOLLOWING THE PREVIOUS MEETING

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

1. Call to Order

PRESENT: Beggerow, McCloud, Harris, Hood, Clemens

ABSENT: Martin

2. Approval of Agenda

Agenda stands approved.

3. Approval of Minutes

a. Records Commission – Meeting – May 4, 2016

Minutes stand approved.

4. Discussion

a. RC-2 Update for Mayor's Court (Clerk of Courts)

This item was presented to enable the Clerk of Courts to transition their records to an electronic format. The request was to change items listed as "Paper" on the RC-2 to "Multi" to factor in the new electronic records formats.

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

b. Clerk of Council RC2 Update

2 Items added to the Council RC-2 will add ordinance support items both paper and electronic to be disposed of after 10 years depending on the items. Mr. Hood stated that we need to be sure that the department from which the item originated would still have their copy of the document. Mrs. Beggerow stated that the items would be scrutinized and reviewed for historical value and that most likely the Historical Society will request further documentation before allowing these records to be destroyed.

Minutes Acceptance: Minutes of Dec 20, 2016 10:30 AM (Approval of Minutes)

Additional discussion:

HB 9 Training for new Employees

Scheduling the next Records Commission meeting following the March 28, 2017 TIB meeting.

Also to let it be known that agendas and minutes are available on the City's online platform reynoldsbουργcityoh.iqm2.com

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

5. Motion to Adjourn

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

Minutes Acceptance: Minutes of Dec 20, 2016 10:30 AM (Approval of Minutes)

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

DATE: **July 25, 2017**

TO: **Records Commission**

CC:

RE: **Records Retention Schedule Updates**



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>Council</u>		
(local government entity)	(unit)		
<u>April Beggerow</u>	<u>Clerk of Council</u>	<u>7/25/2017</u>	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

<u>City of Reynoldsburg</u>	<u>Records Commission</u>	<u>614/322-6836</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: _____

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 Council (1849 : Records Retention Schedule Updates)

City of Reynoldsburg
(Local government entity)

Council
(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
130025	Security & surveillance videos (Loop System)		30 day(s) Continually updated	Digital		
130032	Inventory of Fixed Assets		1 year after revised or superseded, provided audited	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, superceded or discontinued	Multi		
130022	Public Records requests forms		2 Years	Multi		
130017	Professional Organizations & Association Files		1 year and no longer of Administrative value	Multi		
130024	Public Record Request Log	per Ohio Auditor of State	2 Years	Multi		
130016	Lists/Rosters/Informational Directories containing employee contact information		1 year(s) after revised or superceded	Multi		
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		

City of Reynoldsburg
(Local government entity)

Council
(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
130030	Annual Department Budget	Copy	3 Years	Multi		
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		
130023	Ohio Public Records compliance folder		Retain Permanently	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		
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		

Attachment: 2017 Council (1849 : Records Retention Schedule Updates)

City of Reynoldsburg
(Local government entity)

Council
(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
170005	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, draft legislative files, other supporting documents	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		
130018	Equipment Operating & Maintenance Manuals		Until equipment is sold or disposed of	Multi		
130008	Computer generated administrative & fiscal reports	Non-specific and Periodic	Retain until no longer of Administrative value	Multi		
130033	Purchase Orders	Purchase Orders, Invoices (Departmental Copy)	2 Years Provided Audited	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		

City of Reynoldsburg
(Local government entity)

Council
(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
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		
130007	Bulletins, Posters, General Notices & Displays		Retain until no longer of Administrative value	Multi		
130034	Receipt Books		3 Years provided audited	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		
130031	Annual Department Budget	Preparation documents and worksheets	Maintain until no longer of Administrative or Fiscal value	Multi		
130059	Telephone Messages		Retain until no longer of Administrative value	Multi		
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		
130056	Reports, Motions & Communications		Current year plus 5 years	Multi		
130049	Oaths of Office	For Councilmembers	10 year(s) after leaving Office	Paper		
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		

City of Reynoldsburg
(Local government entity)

Council
(unit)

Schedule Number	Record Title	Record Description	Retention Period	Media Type	For use by Audit or of State or OHS-LGRP	RC-3 Required by OHS-LGRP
130062	Zoning Map & Plots		Retain Permanently	Paper		
160063	Legislative Supporting Documentation Files	Electronic Legislative Requests-supporting materials prepared by City Staff, not including staff/departmental 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/departmental reports -paper copies	10 years Appraise for Historic Value	Paper		
130057	Resolutions		Retain Permanently	Multi		
130050	Ordinances		Retain Permanently	Multi		
130048	Municipal Publications, Educational Pamphlets & Information		Retain until revised or superseded then destroy	Multi		
130047	Meeting Notices (Sec. 121.22 ORC)		Current year	Multi		
130045	Liquor License Requests		Current year plus 3 years	Multi		
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		
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		
130051	Petitions	Miscellaneous, not filed elsewhere	Current year plus 5 years	Multi		

Attachment: 2017 Council (1849 : Records Retention Schedule Updates)



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

City of Reynoldsburg Human Resources
 (local government entity) (unit)

Sandra Boller HR Director 7/25/2017
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Reynoldsburg Records Commission 614/322-6868

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: _____

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 Date

Section C: Ohio Historical Society – State Archives

 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.

City of Reynoldsburg
(Local government entity)

Human Resources
(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		
170005	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, draft legislative files, other supporting documents	Retain until obsolete, superceded or 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		

City of Reynoldsburg
(Local government entity)

Human Resources
(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
130010	Awards, Significant NewsMulti 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		
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		

City of Reynoldsburg
(Local government entity)

Human Resources
(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
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		
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	Affirmative Action Plan		7 Years after revised or rescinded	Multi		
130036	Annual EEOC Report	OCRC if Required	15 Years appraise for historical value	Multi		
130037	Annual Report	BWC	6 Years and no longer of Legal or Fiscal Value	Multi		
130038	Annual Report		6 Years and no longer of Legal or Fiscal Value	Multi		

City of Reynoldsburg
(Local government entity)

Human Resources
(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
130039	Anonymous & Unfounded Complaints Against Employees		Retain until no longer of Administrative or Legal value	Multi		
130040	Application for Employment	Hired	7 Years after employee leaves employment	Multi		
130041	Application for Employment	Not Hired	7 Years after position filled or list expires	Multi		
130042	Arbitration & Mediation Case Files & Reports		7 Years after final decision rendered and no actions or appeals pending	Multi		
130043	Background Investigations	Hired & Not Hired	7 Years after position filled or list expires	Multi		
130044	Civil Service Commission	Classified Employees List	7 Years after superseded	Multi		
130045	Civil Service Commission	Employment Information	7 Years after superseded	Multi		
130046	COBRA (Consolidated Budget Reconciliation Act of 1986)	Initial Notice	7 Years after date of issuance	Multi		
130047	COBRA (Consolidated Budget Reconciliation Act of 1986)	Notice & Election when qualifying event occurs	7 Years after date of issuance	Multi		
130048	COBRA (Consolidated Budget Reconciliation Act of 1986)	Termination of Coverage Notice	7 Years after date of issuance	Multi		
130049	Complaints of Employee Misconduct	External	7 Years and no longer of an Administrative or Legal Value	Multi		
130050	Compliance Log (OSHA)		10 Years	Multi		
130051	Conditional Offer of Employment	Not Hired	7 Years	Multi		
130052	Conditional Offer of Employment	Hired	7 Years after employee leaves employment	Multi		
130053	Controlled Substance Testing		7 Years	Multi		
130054	Department of Transportation	CDL Substance Abuse Program Files & Testing Results	Retain until no longer of Administrative or Legal value	Multi		
130055	EEOC Compliance File	Annual Termination, Resignation, Dismissal, Retirement, Promotion, Commendation, Discipline Summaries	25 Years and no longer of an Administrative or Legal value	Multi		

City of Reynoldsburg
(Local government entity)

Human Resources
(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	Employee Absentee Reports		Retain until no longer of Administrative or Fiscal value	Multi		
130057	Employee Accident Reports	Work related Incidents	10 Years and no longer of an Administrative or Legal Value	Multi		
130058	Employee Assistance Program	Employee Records	7 Years and no longer of an Administrative or Legal Value	Multi		
130059	Employee Bureau of Worker Compensation Claim Files		10 Years after final decision rendered & no actions or appeals pending	Multi		
130060	Employee Classification Descriptions	Originals-Human Resources	7 Years after revised or rescinded	Multi		
130061	Employee Data Sheets	FLSA Compliance Annual Updates, To include full name or identifying number, complete home address, date of birth (if under 19) sex and occupation, date of hire, date of separation	7 Years after superseded	Multi		
130062	Employee Development Files (First Line Management or Supervision)	Documents, Performance and Merit Pay Program, Dat to Day Training & the direct management and supervision of employees.	Until information is summarized and transferred to Human Resources or is no longer of an Administrative Value	Multi		
130063	Employee Drug Testing Results		Retain until no longer of Administrative or Legal value	Multi		
130064	Employee Earning Record		Continually updated by fiscal office until employee leaves municipal employment then information maintained until employee exercises all pension rights and benefits.	Multi		

Attachment: 2017 Human Resources RC2 (1849 : Records Retention Schedule Updates)

City of Reynoldsburg
(Local government entity)

Human Resources
(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
130065	Employee Exposure to Hazardous Chemicals & Biological Hazards or Infections Disease Reports/Investigations		30 Years after employee leaves employment	Multi		
130066	Employee Grievances		7 Years after final decision rendered and no actions or appeals pending	Multi		
130067	Employee Health & Life Insurance Claims		7 Years and no longer of an Administrative or Legal Value	Multi		
130068	Employee Insurance & Enrollment Records		7 Years after employee leaves municipal employment provided policy has expired and no claims or appeals pending	Multi		
130069	Employee Leave Balances		Continually updated by fiscal office until employee leaves municipal employment then information maintained until employee exercises all pension rights and benefits.	Multi		
130070	Employee Leave Requests	Sick Leave, Vacation, Compensatory Time-Off	7 Years Provided Audited	Multi		
130071	Employee Merit Evaluation Supporting Documentation		90 days after final decision rendered and no actions or appeals pending	Multi		

City of Reynoldsburg
(Local government entity)

Human Resources
(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
130072	Employee Overtime Authorizations		7 Years Provided Audited	Multi		
130073	Employee Overtime Reports		Retain until no longer of Administrative or Fiscal value	Multi		
130074	Employee Performance Evaluations		7 Years after employee leaves municipal employment	Multi		
130075	Employee Personnel Actions	Commendations, Discipline, Pay, Adjustments, Promotions, Demotions, etc...	Retain until no longer of Administrative or Legal value	Multi		
130076	Employee Position & Job Bid Requests or Sheets		7 Years	Multi		
130077	Employee Predisciplinary Hearing Case Files		7 Years after final decision rendered and no actions or appeals pending	Multi		
130078	Employee Rosters & Lists		Until revised or discontinued	Multi		
130079	Employee Sick Leave Affidavits		7 Years	Multi		
130080	Employee Standards of Conduct	Investigations	7 Years and no longer of an Administrative or Legal Value	Multi		
130081	Employee Status Forms	Retirement, Resignation, Dismissal, Termination, Leave of Absence	Retain Permanently	Multi		
130082	Employee Time Sheets		7 Years Provided Audited	Multi		
130083	Employee Unemployment Compensation Case Files		7 Years after date of final payment	Multi		

City of Reynoldsburg
(Local government entity)

Human Resources
(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
130084	Employee Uniform, Clothing & Equipment Records		3 Years after revised or superseded provided audited	Multi		
130085	Employee Work & Assignment Schedules		4 Years after revised or rescinded	Multi		
130086	Employee Work & Assignment Schedules	Mark & Wipe Planning Boards	Continually Updated	Multi		
130087	Fact Finder Reports		7 Years after final decision rendered and no actions or appeals pending	Multi		
130088	Family & Medical Leave Act	Requests for Leave, Medical Certification, Continuation of Health Care Insurance and Related Correspondence	7 Years After date of issuance	Multi		
130089	I-9 Forms (Immigration Reform & Control Act) Completed	All new hires since 11/06/1996	3 Years from Date of hire or 1 Year after termination whichever is later	Multi		
130090	Insurance Policies	Benefits, Property and Casualty	15 Years after expiration, provided no claims pending	Multi		
130091	Job & Position Description	Original-Human Resources	7 Years after revised or rescinded	Multi		
130092	Labor & Union Contracts & Agreements		15 Years after expiration, provided no claims pending	Multi		
130093	Labor & Union Contracts & Agreements	Negotiation Notes and Working Files	6 Years after expiration	Multi		
130094	Leave Balances Reports	Per Pay Period and/or YTD by Department, Unit or Function	Retain until revised or superseded then destroy	Multi		
130095	Letters of Appointment		Retain Permanently	Multi		

City of Reynoldsburg
(Local government entity)

Human Resources
(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
130096	Letters of Appreciation & Commendation		7 Years after employee leaves municipal employment	Multi		
130097	Municipal Publications, Educational Pamphlets & Information		Retain until superceded or obsolete	Multi		
130098	Oaths of Office		7 Years after employee leaves employment	Multi		
130099	Occupational Health Examinations	Hired	7 Years after employee leaves employment	Multi		
130100	Occupational Health Examinations	Not Hired	7 Years after position filled	Multi		
130101	Organizational Charts & Tables	Personnel & Functional, Personnel Allocation Charts and Tables	7 Years after revised or rescinded	Multi		
130102	Payroll Jorنال	Annual Cumulative	50 Years	Multi		
130103	Payroll Journal	Per Pay Period	3 Years provided audited	Multi		
130104	Photographs & Fingerprints	Not Hired	7 Years	Multi		
130105	Photographs & Fingerprints	Hired	7 Years after employee leaves employment	Multi		
130106	Pre-Employment Interview Notes	Hired & Not Hired	7 Years after position filled	Multi		
130107	Psychological Examinations	Not Hired	7 Years after date of examination	Multi		
130108	Psychological Examinations	Hired	7 Years after date of hire	Multi		
130109	Public Notice	Employment Opportunities	7 Years after date of hire	Multi		
130110	Quarterly Report	BWC	6 Years and no longer of Legal or Fiscal Value	Multi		
130111	Quarterly Report	Health Insurance	6 Years and no longer of Legal or Fiscal Value	Multi		
130112	Reports to Bureau of Employment Services		7 Years	Multi		

City of Reynoldsburg
(Local government entity)

Human Resources
(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
130113	Resumes & Letters of Reference	Not Hired	7 Years	Multi		
130114	Resumes & Letters of Reference	Hired	7 Years after hired	Multi		
130115	Retirement Brochures & Activities		7 Years	Multi		
130116	Rules, Regulations, Policies & Procedures	Original-Human Resources Employee Directed	6 Years after revised or rescinded	Multi		
130117	State & Federal Retirement systems	Payments, Waivers, Requests for Refunds and Related Documentation	Retain Permanently	Multi		
130118	Training	Employee Training Records (May be summarized annually)	7 Years after employee leaves municipal service (may be transferred to Employee at that time)	Multi		
130119	Training	Employee In-Service Examinations, Score Sheets, Evaluations, etc... Documents may be summarized annually	7 Years after employee leaves municipal service (may be transferred to Employee at that time)	Multi		
130120	Training	Employee Training Programs, Publications, Curriculums, Manuals	7 Years after revised or rescinded	Multi		
130121	Union & Labor Contracts & Agreements	To include Modifications & Addendums	15 Years After expiration of Labor Contract or Agreement	Multi		
130122	Union & Labor Contracts & Agreements	Negotiator Records & Notes	3 Years after expiration of Labor Contract or Agreement	Multi		

Attachment: 2017 Human Resources RC2 (1849 : Records Retention Schedule Updates)



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 Office</u>		
(local government entity)	(unit)		
<u>Brad McCloud</u>	<u>Mayor</u>	<u>7/25/2017</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.

_____ Records Commission Chair Signature	_____ Date
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Section C: Ohio Historical Society – State Archives

_____ Signature	_____ Title	_____ Date
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Section D: Auditor of State

_____ Signature	_____ Date
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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.

City of Reynoldsburg
(Local government entity)

Mayors Office
(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		
170005	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, draft legislative files, other supporting documents	Retain until obsolete, superceeded or 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		

City of Reynoldsburg
(Local government entity)

Mayors Office
(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
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		
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		

City of Reynoldsburg
(Local government entity)

Mayors Office
(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
130021	Policies, procedures, rules & regulations	City of Reynoldsburg administrative personnel management	6 year(s) after revised, superceded 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		
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	Departments	25 Years appraise for historical value	Multi		
130036	Annual Reports	City	Retain Permanently	Paper		
130037	Audio Tapes		Retain until no longer of Administrative or Legal value	Electronic		
130038	City Holidays	Declaration by Mayor, Certificates of Recognition, Proclamations	Retain Permanently	Paper		