



**RECORDS COMMISSION
WEDNESDAY JUNE 17, 2020**

MEETING

**PLACE: COUNCIL CHAMBERS
7232 EAST MAIN STREET, REYNOLDSBURG, OH 43068**

1. Call to Order

PRESENT: Prasher (Remote), Cicak (Remote), Piek (Remote), Shook (Remote), Begeny (Remote)
ABSENT:

2. Approval of Agenda

The agenda was approved as submitted.

3. Approval of Minutes

The February 26, 2019 and August 27, 2019 minutes were approved as submitted.

a. Records Commission – Meeting – February 26, 2019

RESULT:	ACCEPTED
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b. Records Commission – Meeting – August 27, 2019

RESULT:	ACCEPTED
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4. Records Destruction Approval

1. A Motion to Approve the 2020 City of Reynoldsburg RC-3 Destruction Schedule

The Commission reviewed the list of items for destruction by department. After a review, Attorney Shook indicated that he would like the zoning department to not destroy previous zoning codes. It would be important to have these documents to refer to when needing to understand zoning code requirements in earlier periods. Additionally, Attorney Shook and Mayor Begeny would also like to add onto Response to Aggression and Vehicle Pursuit records. There was also an error discovered on the Council schedule for recordings with a December 2019 disposal. That disposal should be July, 2019.

Attorney Shook moved to amend the schedule to remove Response to Aggression and Vehicle Pursuit from the police department schedule, Zoning Codes on the zoning schedule, and change the Council Recordings to July 2019.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chris Shook, City Attorney
SECONDER:	Joe Begeny, Mayor
AYES:	Prasher, Cicak, Piek, Shook, Begeny

5. Approval of New Retention Schedules

1. A Motion to Approve the New Retention Schedule for Council

Clerk Prasher explained the changes in the Council Retention Schedule that included listing the items alphabetically, renumbering the schedule items, deleting un-needed, duplicate and non-record items. She also explained the renaming of Legislative Files to Council Packet with a change in retention periods. The new retention period for Council Packet items will be two years for paper and fifteen years for electronic. She confirmed the Board's agreement with the fifteen year electronic retention period.

Auditor Cicak asked if the historical society would be interested in keeping the recordings. Mr. Piek indicated that they would not. Clerk Prasher explained that the rapid change in technology would make it difficult or expensive for the Society to maintain the play-ability of a recording or incur the cost of upgrading the format.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe Begeny, Mayor
SECONDER:	Stephen M. Cicak, City Auditor
AYES:	Prasher, Cicak, Piek, Shook, Begeny

2. A Motion to Approve the Updated Retention Schedule for the Reynoldsburg Police Department

Clerk Prasher explained that the police department was adding additional items to their existing retention schedule - Body/Cruiser Cams and K 9 Records. The other changes were to put the items in alphabetical order and renumber the items.

Attorney Shook had concerns about the retention period for the Body/Cruiser Cameras, Suspicious Vehicles/Persons, and Traffic Warnings, Traffic Citations, Traffic Accidents from the current proposed periods to six months until a new police chief is hired, new body cams are purchased, and IT can determine how much storage space is available to retain videos. The retention schedule can be reviewed later in the year and a new retention period established.

Mayor Begeny moved to change the retention periods on the police schedule for Body/Cruiser Cams for Cameras, Suspicious Vehicles/Person, and Traffic Warnings, Traffic Citations, Traffic Accidents.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe Begeny, Mayor
SECONDER:	Chris Shook, City Attorney
AYES:	Prasher, Cicak, Piek, Shook, Begeny

6. Adjournment

As there was no further business, the meeting was adjourned.



**RECORDS COMMISSION - BRAD MCCLOUD
TUESDAY FEBRUARY 26, 2019**

MEETING: 10:30 A.M.

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

I. Call to Order

PRESENT: Beggerow, McCloud, Hood, Cicak

ABSENT: Peik

II. Discussion

1. Discussion on Moving Off Site Records from Iron Mountain to Fireproof Records

Members of the Commission asked about the cost differences between Iron Mountain and Fireproof. Mrs. Boller, HR Director stated that Iron Mountain was running 700-800 a month whereas Fireproof had quoted about \$130.00 per month for the first 350 boxes. Mrs. Boller informed the Commission that there would be a shred at Iron Mountain prior to the moving of boxes to Fireproof. Mrs. Boller also stated that there would be additional costs from Iron Mountain to pull the remaining boxes and close out service.

Mr. Hood asked the location of storage for the new service, Mrs. Boller answered Grove City, vs. Iron Mountain in Obetz.

Mr. Hood made the motion to authorize the move to Fireproof, Mr. Cicak Second. Unanimous approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jed Hood, City Attorney
SECONDER:	Stephen M. Cicak, City Auditor
AYES:	McCloud, Hood, Cicak

2. Discussion on SMS/MMS/Instant Messaging Records

The question for the Commission presented is do the SMS/MMS messages need a separate notation on the RC2 or do officer's just need training on how to apply these messages to current RC2 record series. The Commission determined that the Officers need to apply the messages as they fit their RC2- so records of value will be placed into the Officers' reports. Other messages will be destroyed as per RC2.

3. Motion to Accept RC3 Presented by City Council Office

Minutes Acceptance: Minutes of Feb 26, 2019 10:30 AM (Approval of Minutes)

The Clerk of Council has an RC3 to submit to the Historical society for approval do destroy. These records consist of Legislative files (back up material) for ordinances from 1989-1990 consisting of daily operations. Zoning and Annexation files have been pulled to retain. Motion from Mr. Hood to approve RC3, Second by Mr. Cicak. Unanimous approval.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	McCloud, Hood, Cicak

Minutes Acceptance: Minutes of Feb 26, 2019 10:30 AM (Approval of Minutes)

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

DATE: February 26, 2019**TO: Records Commission****RE: Discussion on Moving Off Site Records from Iron Mountain to
Fireproof Records**

Approval:

Brad McCloud	Jed Hood	Stephen Cicak
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See attached Quote from Fireproof Records

A Shred will need to be scheduled to coincide with this move.

Minutes Acceptance: Minutes of Feb 26, 2019 10:30 AM (Approval of Minutes)



SECURE OFFSITE STORAGE SOLUTION

prepared for City of Reynoldsburg - April Beggerow
by Michael Sweet

12/6/2018

Minutes Acceptance: Minutes of Feb 26, 2019 10:30 AM (Approval of Minutes)

EXECUTIVE SUMMARY

Records management is a consistent and ever-changing challenge. Maintaining physical file storage is costly and opens your business up to multiple potential compliance and security risks. Secure Offsite Storage solutions from FIREPROOF allow you to ensure safety and security of your physical files and documents and focus your efforts on your first priority - the success of your business.

KEY FIREPROOF SOLUTION BENEFITS

With a national presence and local strength, partnering with FIREPROOF means leveraging the experience of an industry expert. From safe, easily accessible offsite storage to retention schedules, and compliance programs; the professionals at FIREPROOF have your information security and storage needs covered.

- Ensure unparalleled security of your physical files and boxes in a 24 hour monitored, highly-secure FIREPROOF facility
- Maintain a strict and enforceable chain-of-custody with GPS tracked vehicles and individual item barcode scanning for every pickup and delivery
- Have 24/7/365 access to retrieve, schedule a pickup, and generate reports for your physical inventory with the FIREPROOF Online Portal
- Maximize office space, protect against theft, and environmental risks and stay compliant by storing your physical inventory offsite at a secure FIREPROOF facility
- Request your items and have them physically delivered at any time or request Scan-on-Demand secure electronic delivery
- Leverage the expertise of a proven partner with over 100 years of experience



Minutes Acceptance: Minutes of Feb 26, 2019 10:30 AM (Approval of Minutes)

PROJECT OUTLINE

Based on review of the project, we have developed a project outline to identify the steps we will take to accomplish your goals. Please review the itemized details below.

Project Details

- FIREPROOF staff will arrive at Iron Mountain to retrieve 350 boxes from their inventory
- FIREPROOF staff will load inventory on to an authorized FIREPROOF vehicle and transport to our secure facility
- Upon arrival, FIREPROOF staff will scan each box identification number and upload data to our secure system

Minutes Acceptance: Minutes of Feb 26, 2019 10:30 AM (Approval of Minutes)

PROJECT OUTLINE

Continued

Minutes Acceptance: Minutes of Feb 26, 2019 10:30 AM (Approval of Minutes)

YOUR PROJECT PRICING

FIREPROOF will provide **CITY OF REYNOLDSBURG - ICI06** a safe, secure, and reliable offsite records storage. Protecting your confidential and sensitive information is our business. FIREPROOF is Privacy + certified and conducts rigorous security and compliance training for all our employees to ensure regulatory compliance.

One-Time Charges

Description	Qty.	Rate	Total
Large Pickup			
Transportation and Labeling	3.00	\$52.00	\$ 156.00
Match and Merge File Upload	2.00	\$35.00	\$ 70.00
Inventory	350.00	\$1.85	\$ 647.50
Data Entry	350.00	\$0.45	\$ 157.50
Project Total			\$1,031.00

Monthly Ongoing Charges

Description	Qty.	Rate	Total
Hardcopy Storage (1.0)	350.00	\$0.33	\$ 115.50
CSR Breach Reporting	1.00	\$14.95	\$ 14.95
Monthly Ongoing Total			\$ 130.45

SIGNATURE

Signature

Date

Print Name

Taxes not included in this proposal. Invoices will reflect the actual times and services performed. Hourly rates are calculated on the ¼ hour. Changes in scope may result in additional fees. Quote is good for 30 days. Confidential.

Minutes Acceptance: Minutes of Feb 26, 2019 10:30 AM (Approval of Minutes)

-  Document Scanning Services
-  Workflow and Electronic Forms
-  Data Protection and Backup
-  Secure Offsite Storage
-  Certified Shredding and Destruction
-  Litigation Support and eDiscovery

FIREPROOF
614.299.2122
sales@fireproof.com
www.fireproof.com

P.O. Box 1150
Grove City, OH 43123



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

DATE: February 26, 2019**TO: Records Commission****RE: Discussion on SMS/MMS/Instant messaging records**

Approval:

Brad McCloud	Jed Hood	Stephen Cicak
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Minutes Acceptance: Minutes of Feb 26, 2019 10:30 AM (Approval of Minutes)

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

DATE: February 26, 2019**TO: Records Commission****RE: Motion to Accept RC3 presented by City Council Office**

Approval:

Brad McCloud	Jed Hood	Stephen Cicak
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Minutes Acceptance: Minutes of Feb 26, 2019 10:30 AM (Approval of Minutes)

CITY OF REYNOLDSBURG

RECORDS COMMISSION TUESDAY AUGUST 27, 2019

MEETING

**PLACE: MAYOR'S CONFERENCE ROOM
7232 EAST MAIN STREET, SECOND FLOOR, REYNOLDSBURG, OH 43068**

I. Call to Order

Present: McCloud, Cicak, Prasher

Absent, Hood, Peik

II. Discussion

Clerk Prasher stated that there were no specific items that needed to be discussed, but a second meeting of the Records Commission was need in order to comply with the Ohio Revised Code.

Clerk Prasher advised that she would be reviewing Council's Record Retention schedule and making updates. She inquired about any specific policies or procedures used by the City of Reynoldsburg for setting retention periods.

Mayor McCloud indicated that the City utilized recommendations from the state.

As no further business, the Records Commission meeting was adjourned.

III. Adjournment

Minutes Acceptance: Minutes of Aug 27, 2019 11:30 AM (Approval of Minutes)

Clerk of Council**Mollie Prasher****7232 East Main Street****Reynoldsburg OH 43068****614-322-6836 Phone****MOTION REQUEST**

DATE: June 17, 2020**TO:****RE: Destruction Schedule**

Approval:

Skipped Joe Begeny	Skipped Chris Shook	Skipped Stephen Cicak
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This schedule represents a request from the following departments to destroy records per each departments Retention Schedules for 2020.

Civil Service

Council

Human Resources

Planning & Zoning

Police Department

Stormwater Department

Street Department

RC-3

CERTIFICATE OF RECORDS DISPOSAL

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

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

<u>Mayor</u>	<u>614-322-6800</u>
Signature of Responsible Official	Telephone Number

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained				
Civil Service Department								
Purchase Orders, Invoices	1300104		Paper/electronic		Jan. 2011	Dec. 2013	August 2020	
Application Exams								
Hired	1300105		Paper/electronic		Jan. 2010	Dec. 2013		
Not Hired	1300106		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Exam Forms, Tests, Scores	1300107		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Eligibility Lists	1300108		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Classified Employee List	1300109		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Employment Information	1300110		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Recruitment Brochures & Activities	1300114		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Applications								
Hired	1300114		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Not Hired	1300115		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Polygraph & CVSA Exams	1300116		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Resumes & Letter of Interest								
Hired	1300117		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Not Hired	1300118		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Background Investigations	1300119		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	
Public Notice of Employment	1300120		Paper/electronic		Jan. 2010	Dec. 2013	August 2020	

Attachment: 2020 RC3 Records Disposal (2020 Destruction Schedule)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained				
Council								
Annual Budget	130030		Paper/Electronic		Jan. 2011	Dec. 2016	August 2020	
Annual Budget Prep Documents	130031		Paper/Electronic		Jan. 2011	Dec. 2019	August 2020	
Bulletins, Posters & Notices	130007		Paper/Electronic		Jan. 2010	Dec. 2019	August 2020	
Calendars/Schedules/Appt. Book	130015		Paper/ Electronic		Jan. 2010	Dec. 2018	August 2020	
Computer Admin & Fiscal Rep.	130008		Paper/Electronic		Jan. 2017	Dec. 2019	August 2020	
Copies	130026		Paper		Jan. 2010	Dec. 2019	August 2020	
Council/Committee Agendas	130042		Paper		Jan. 2010	Dec. 2014	August 2020	
Council/Committee Recordings	130039		Paper/Electronic		Jan. 2017	Dec. 2019	August 2020	
Drafts/Working Records	130067		Paper/Electronic		Jan. 2010	Dec. 2019	August 2020	
Equipment Manuals	130018		Paper		Jan. 2010	Dec. 2019	August 2020	
Executive Correspondence	130001		Paper/Electronic		Jan. 1984	Dec. 2018	August 2020	
Fixed Assets	130032		Paper/Electronic		Jan. 2010	Dec. 2018	August 2020	
General Administrative Files	130011		Paper/Electronic		Jan. 2010	Dec. 2019	August 2020	
General Correspondence	130002		Paper/Electronic		Jan. 1984	Dec. 2019	August 2020	
Legislative Supporting Files	160064		Paper		Jan. 1985	July 2010	August 2020	
Liquor License Request	130045		Paper		Jan. 2010	Dec. 2016	August 2020	
Lists/Rosters/Directories	130016		Paper/Electronic		Jan. 2010	Dec. 2018	August 2020	
Meeting Notices	130047		Paper/Electronic		Jan. 2010	Dec. 2019	August 2020	
Motions/Reports/Communication	130056		Paper/Electronic		Jan. 2010	Dec. 2014	August 2020	
Petitions	130051		Paper/Electronic		Jan. 2010	Dec. 2014	August 2020	
Policies/Procedures/Rules – REY	130021		Paper/Electronic		Jan. 2010	Dec. 2013	August 2020	
Professional/Trade Publications	130027		Paper/Electronic		Jan. 2010	Dec. 2019	August 2020	
Press Releases/PSA	130012		Paper/Electronic		Jan. 2010	Dec. 2016	August 2020	
Proof of Publications	130044		Paper/Electronic		Jan. 2010	Dec. 2013	August 2020	
Public records Requests	130022		Paper/Electronic		Jan. 2010	Dec. 2017	August 2020	
Public Record Request Log	130024		Paper/Electronic		Jan. 2010	Dec. 2017	August 2020	
Receipt Books	130034		Paper		Jan. 1985	Dec. 2015	August 2020	
Requisitions/Purchase Orders	130033		Paper		Jan. 2013	Dec. 2016	August 2020	
Reports to Council	130055		Paper/Electronic		Jan. 2015	Dec. 2017	August 2020	

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained				
Street Department								
General Correspondence	1300002		Paper/electronic		Jan. 1999	Dec. 2019	August 2020	
Professional & Trade Publications	1300027		Paper/electronic		Jan. 2009	Dec. 2019	August 2020	
Computer Admin & Fiscal Reports	1300008		Paper/electronic		Jan. 2008	Dec. 2019	August 2020	
Appt. Books, Records, Calendars	1300015		Paper/electronic		Jan. 2009	Dec. 2018	August 2020	
List/Rosters Employee Contact	1300016		Paper/electronic		Jan. 2010	Dec. 2018	August 2020	
General Administrative Files	1300009		Paper/electronic		Jan. 2009	Dec. 2019	August 2020	
Receipt Books	1300100		Paper/electronic		Jan. 2006	Dec. 2016	August 2020	
Annual Department Budget	1300101		Paper/electronic		Jan. 2005	Dec. 2016	August 2020	
Annual Budget Prep Documents	1300102		Paper/electronic		Jan. 2005	Dec. 2019	August 2020	
Purchase Orders/Invoices	1300104		Paper/electronic		Jan. 2004	Dec. 2016	August 2020	
Copies	1300026		Paper/electronic		Jan. 2008	Dec. 2019	August 2020	
Statistical & Operational Reports	1300107		Paper/electronic		Jan. 2007	Dec. 2019	August 2020	
Work Orders	1300111		Paper/electronic		Jan. 2006	Mar. 2016	August 2020	
Sign Shop - Locations & Types	1300112		Paper/electronic		Jan. 2006	Dec. 2016	August 2020	
Annual Sign Replacement	1300113		Paper/electronic		Jan. 2006	Mar. 2015	August 2020	
Annual Street Sign Replacement	1300114		Paper/electronic		Jan. 2007	Dec. 2017	August 2020	
Snow Storm Reports	1300116		Paper/electronic		Jan. 2006	Dec. 2016	August 2020	
Street Inventory Records	1300117		Paper/electronic		Jan. 2001	Dec. 2013	August 2020	
Street Light Records	1300118		Paper/electronic		Jan. 2008	Dec. 2013	August 2020	
Mowing Records	1300126		Paper/electronic		Jan. 2006	Dec. 2016	August 2020	
Database – Gas Diesel Usage	1300127		Paper/electronic		Jan. 2006	Dec. 2016	August 2020	
Recycling Bin Program	1300128		Paper/electronic		Jan. 2004	Dec. 2016	August 2020	
Parking Permits	1300129		Paper/electronic		Jan. 2004	Dec. 2018	August 2020	
Traffic Count Reports	1300130		Paper/electronic		Jan. 2004	Dec. 2015	August 2020	
Wheelchair & Sidewalk Info.			Paper/electronic				August 2020	
Electronic Mail			Electronic				August 2020	

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained				
Stormwater Department								
General Correspondence	1300002		Paper/Electronic		Jan. 1999	Dec. 2019	August 2020	
Professional & Trade Publications	1300027		Paper/Electronic		Jan. 2009	Dec. 2019	August 2020	
Computer Admin & Fiscal Reports	1300008		Paper/Electronic		Jan. 2008	Dec. 2019	August 2020	
Appt. Books, Records, Calendars	1300015		Paper/Electronic		Jan. 2009	Dec. 2018	August 2020	
List/Rosters Employee Contact	1300016		Paper/Electronic		Jan. 2009	Dec. 2018	August 2020	
General Administrative Files	1300009		Paper/Electronic		Jan. 2009	Dec. 2019	August 2020	
Receipt Books	1300100		Paper/Electronic		Jan. 2006	Dec. 2016	August 2020	
Annual Department Budget	1300101		Paper/Electronic		Jan. 2005	Dec. 2016	August 2020	
Annual Budget Prep Documents	1300102		Paper/Electronic		Jan. 2005	Dec. 2019	August 2020	
Purchase Orders/Invoices	1300104		Paper/Electronic		Jan. 2004	Dec. 2016	August 2020	
Copies	1300026		Paper/Electronic		Jan. 2008	Dec. 2019	August 2020	
Statistical & Operational Reports	1300107		Paper/Electronic		Jan. 2009	Dec. 2019	August 2020	
Work Orders	1300110		Paper/Electronic		Jan. 2006	Dec. 2017	August 2020	
Memos	1300111		Paper/Electronic		Jan. 2006	Mar. 2019	August 2020	
Rain Fall Reports	1300113		Paper/Electronic		Jan. 2006	Dec. 2016	August 2020	
Fuel & Diesel Usage	1300115		Paper/Electronic		Jan. 2009	Dec. 2015	August 2020	
OH EPA Periodic Testing	1300116		Paper/Electronic		Jan. 2008	Dec. 2016	August 2020	
NPDES	1300117		Paper/Electronic		Jan. 2008	Dec. 2016	August 2020	
Commercial/Residential Permit File	1300118		Paper/Electronic		Jan. 2001	Dec. 2016	August 2020	

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained				
Human Resource Department								
Executive Correspondence	130001		Paper/Electronic		July 2017	July 2019	August 2020	
General Correspondence	130002		Paper/Electronic		July 2017	July 2020	August 2020	
Unsolicited Correspondence	130003		Paper/Electronic		July 2017	July 2020	August 2020	
Transient Correspondence	130004		Paper/Electronic		July 2017	July 2020	August 2020	
Draft Working Records	130005		Paper/Electronic		July 2017	July 2020	August 2020	
Computer Admin. & Fiscal Reports	130008		Paper/Electronic		July 2017	July 2020	August 2020	
Fax Logs/Cover Sheets/Confirm	130009		Paper/Electronic		July 2017	July 2020	August 2020	
General Administrative Files	130011		Paper/Electronic		July 2017	July 2020	August 2020	
Policies, Procedures, Rules & Reg	130021		Paper/Electronic		July 2011	July 2014	August 2020	
Public Records Request Log	130024		Paper/Electronic		July 2011	July 2018	August 2020	
Annual Department Budget	130031		Paper/Electronic		July 2011	July 2017	August 2020	
Purchase Orders	130033		Paper/Electronic		July 2011	July 2018	August 2020	
Annual Report BWC	130037		Paper/Electronic		July 2011	July 2014	August 2020	
Annual Report	130038		Paper/Electronic		July 2011	July 2014	August 2020	
Complaints Against Employees	130039		Paper/Electronic		July 2011	July 2020	August 2020	
Employment Application Hired	130040		Paper/Electronic		July 2011	July 2013	August 2020	
Employment Application – NH	130041		Paper/Electronic		July 2011	July 2013	August 2020	
Arbitration/Mediation Files	130042		Paper/Electronic		July 2011	July 2013	August 2020	
Background Investigations	130043		Paper/Electronic		July 2011	July 2013	August 2020	
Conditional Emp. Offers – NH	130051		Paper/Electronic		July 2011	July 2013	August 2020	
Conditional Emp. Offers Hired	130052		Paper/Electronic		July 2011	July 2013	August 2020	
Controlled Substance Testing	130053		Paper/Electronic		July 2011	July 2013	August 2020	
Dept. of Transportation CDLs	130054		Paper/Electronic		July 2011	July 2020	August 2020	
Employee Absentee Reports	130056		Paper/Electronic		July 2011	July 2019	August 2020	
Employee Accident Reports	130057		Paper/Electronic		Jan. 2010	July 2010	August 2020	
Employee BWC Claim Files	130058		Paper/Electronic		Jan. 2000	July 2010	August 2020	
Employee Department	130062		Paper/Electronic		July 2017	July 2020	August 2020	
Employee Drug Testing	130063		Paper/Electronic		July 2017	July 2020	August 2020	
Employee Grievance	130066		Paper/Electronic		Jan. 2011	July 2013	August 2020	
Employee Health/Life Claims	130067		Paper/Electronic		Jan. 2011	Jul 2013	August 2020	

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained				
Employee Leave Requests	130070		Paper/Electronic		Jan. 2011	July 2020	August 2020	
Employee Performance Evaluation	130074		Paper/Electronic		Jan. 2011	July 2013	August 2020	
Employee Personal Actions	130075		Paper/Electronic		Jan. 2011	July 2013	August 2020	
Employee Position Request Sheets	130076		Paper/Electronic		Jan. 2011	July 2013	August 2020	
Employee Standards of Conduct	130080		Paper/Electronic		Jan. 2011	July 2013	August 2020	
Employee Unemployment Files	130083		Paper/Electronic		Jan, 2011	July 2013	August 2020	
Family & Medical Leave Act	130088		Paper/Electronic		Jan. 2011	July 2013	August 2020	
I-9 Forms	130089		Paper/Electronic		Jan. 2011	July 2017	August 2020	
Insurance Policies	130090		Paper/Electronic		Jan. 2000	July 2005	August 2020	
Labor & Union Contracts	130093		Paper/Electronic		Jan. 2000	July 2005	August 2020	
Quarterly Reports (BWC)	130010		Paper/Electronic		Jan. 2000	July 2014	August 2020	

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained	From	To		
Police Department								
Executive Correspondence	130001		Multi		Jan. 2017	Dec. 2018	August 2020	
Press & News Releases	130012		Multi		Jan. 2015	Dec. 2016	August 2020	
Calendars/Appt. Books/Records	130015		Multi		Jan. 2015	Dec. 2108	August 2020	
Lists/Rosters/Directories/Planner	130016		Multi		Jan. 2015	Dec. 2018	August 2020	
Professional Organization Files	130017		Multi		Jan. 2015	Dec. 2018	August 2020	
Equipment Repair Records	130019		Multi		Jan. 2015	Dec. 2018	August 2020	
Policies, Procedures, Regulations	130021		Multi		Jan. 2013	Dec. 2013	August 2020	
Public Records Request Forms	130022		Paper		Jan. 2015	Dec. 2018	August 2020	
Grant Applications – Not Funded	130028		Multi		Jan. 2015	Dec. 2018	August 2020	
Grant Applications – Funded	130029		Multi		Jan. 2013	Dec. 2013	August 2020	
Receipt Books	130034		Paper		Jan. 2016	Dec. 2016	August 2020	
Annual Dept. Budget	130035		Multi		Jan. 2016	Dec. 2016	August 2020	
Purchase Orders	130033		Paper		Jan. 2014	Dec. 2017	August 2020	
Incident Reports – Non Criminal	130043		Multi		Jan. 2011	Dec. 2013	August 2020	
Criminal Case Files Misdemeanor	130044		Multi		Jan. 2022	Dec. 2013	August 2020	
Criminal Case Files Felonies	130045		Paper		Jan. 1995	Dec. 1996	August 2020	
Criminal Case Files Felonies	130046		Computer		Jan. 1995	Dec. 1996	August 2020	
OVI Case Files	130049		Paper		Jan. 1995	Dec. 1996	August 2020	
OVI Case Files	130050		Computer		Jan. 1995	Dec. 1996	August 2020	
Traffic Accident Investigations	130051		Multi		Jan. 2011	Dec. 2016	August 2020	
Traffic Citations/Notes	130052		Multi		Jan, 2014	Dec. 2016	August 2020	
Traffic Citations – Voided	130053		Paper		Jan. 2014	Dec. 2016	August 2020	
Traffic Citations – Officer Copy	130054		Paper		Jan. 2014	Dec. 2016	August 2020	
BAC DataMaster Reports	130055		Paper		Jan. 2014	Dec. 2016	August 2020	
Arrest Photos	130062		Multi		Jan. 1980	Dec. 1989	August 2020	
Bicycle License	130063		Paper		Jan. 2014	Dec. 2014	August 2020	
Vehicle Pursuits	130064		Paper		Jan. 2013	Dec. 2013	August 2020	
Response to Aggression	130065		Paper		Jan. 2011	Dec. 2013	August 2020	
Civilian Waiver Forms	130067		Paper		Jan. 2011	Dec. 2017	August 2020	
Towed/Impounded Vehicle Files	130068		Paper		Jan. 2015	Dec. 2015	August 2020	
CCH Logs	130074		Paper		Jan, 2016	Dec. 2016	August 2020	
LEADS/NCIC Validations	130075		Paper		Jan. 2016	Dec. 2016	August 2020	

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained	From	To		
Warrants & Wanted Persons	130076		Paper		Jan. 2016	Dec. 2016	August 2020	
LEADS Newsletter	130077		Paper		Jan. 2016	Dec. 2016	August 2020	
LEADS Audit Reports	130078		Paper		Jan. 2016	Dec. 2016	August 2020	
Special Duty Request	130081		Paper		Jan. 2017	Dec. 2017	August 2020	
DARE Curriculum	130084		Paper		Jan. 2015	Dec. 2015	August 2020	
DARE Role Models Program	130085		Paper		Jan. 2015	Dec. 2015	August 2020	
DARE Graduates	130086		Paper		Jan. 2015	Dec. 2015	August 2020	
DARE Order/Sales Promotional	130087		Paper		Jan. 2015	Dec. 2015	August 2020	
DARE Parent Permissions	130088		Paper		Jan. 2015	Dec. 2015	August 2020	
Staff Meeting Agendas	130092		Paper		Jan. 2017	Dec. 2017	August 2020	
Federal Firearms License Apps	130092		Paper		Jan. 2017	Dec. 2017	August 2020	
Special Permits	130094		Multi		Jan. 2011	Dec. 2017	August 2020	
Parking Violations/Warnings	130098		Paper		Jan. 2011	Dec. 2016	August 2020	
Dispatch Center Radio Logs	130100		Computer		Jan. 2017	Dec. 2017	August 2020	
U10-100 Arrest Record	130104		Paper		Jan. 2011	Dec. 2017	August 2020	
Release Cards - Unlock	130105		Paper		Jan. 2015	Dec. 2018	August 2020	
Courtesy Warnings	130106		Paper		Jan. 2015	Dec. 2018	August 2020	
Parking Passes Sign-out Logs	130110		Paper		Jan. 2015	Dec. 2018	August 2020	
Lost & Found Animals Logs	130111		Paper		Jan. 2015	Dec. 2018	August 2020	
Permission Slips	130115		Paper		Jan. 2014	Dec. 2015	August 2020	
Speaker Request Form	130117		Paper		Jan. 2015	Dec. 2016	August 2020	
Detention	130118		Paper		Jan. 2012	Dec. 2012	August 2020	
Cross Cards	130124		Paper		Jan. 1977	Dec. 1999	August 2020	
Jail Inspections	130125		Paper		Jan. 2012	Dec. 2012	August 2020	
Grand Jury Summary	130126		Paper		Jan. 2016	Dec. 2016	August 2020	
BMV Transcript Requests	130128		Paper		Jan. 2017	Dec. 2017	August 2020	
Jail Cards	130129		Paper		Jan. 1994	Dec. 1994	August 2020	
Pawn Slips	130133		Paper		Jan. 2016	Dec. 2016	August 2020	
WebCheck Records	130137		Multi		Jan. 2018	Dec. 2018	August 2020	

Attachment: 2020 RC3 Records Disposal (2020 Destruction Schedule)

Record Series Title	Authorization for Disposal		Media	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained	From	To		
Zoning/Planning Department								
Administrative Permits – Certs.	130035		Paper		Jan. 2000	Dec. 2016	August 2020	
Administrative Permits – Sign	130036		Paper		Jan. 2000	Dec. 2016	August 2020	
Administrative Permits – Temp.	130037		Paper		Jan. 2000	Dec. 2016	August 2020	
Design Review Board								
Case Files	130039		Paper		Jan. 2000	Dec. 2013	August 2020	
Notices	130040		Paper		Jan. 2000	Dec. 2013	August 2020	
Agendas	130041		Paper		Jan. 2000	Dec. 2013	August 2020	
Recordings	130043		Paper		Jan. 2000	Dec. 2013	August 2020	
Staff Reports	130044		Paper		Jan. 2000	Dec. 2013	August 2020	
Correspondence	130045		Paper		Jan. 2000	Dec. 2013	August 2020	
Planning Commission								
Case Files	130046		Paper		Jan. 2000	Dec. 2013	August 2020	
Notices	130047		Paper		Jan. 2000	Dec. 2013	August 2020	
Agendas	130048		Paper		Jan. 2000	Dec. 2013	August 2020	
Recordings	130050		Paper		Jan. 2000	Dec. 2013	August 2020	
Staff Reports	130051		Paper		Jan. 2000	Dec. 2013	August 2020	
Correspondence	130052		Paper		Jan. 2000	Dec. 2013	August 2020	
BZBA								
Case Files	130053		Paper		Jan. 2000	Dec. 2013	August 2020	
Notices	130054		Paper		Jan. 2000	Dec. 2013	August 2020	
Agendas	130055		Paper		Jan. 2000	Dec. 2013	August 2020	
Recordings	130057		Paper		Jan. 2000	Dec. 2013	August 2020	
Staff Reports	130058		Paper		Jan. 2000	Dec. 2013	August 2020	
Correspondence	130059		Paper		Jan. 2000	Dec. 2013	August 2020	
Zoning Codes	130062		Paper		Jan. 2000	Dec. 2020	August 2020	
Plot Grade Utility Plans	130060		Paper		Jan. 2000	Dec. 2019	August 2020	

Clerk of Council**Mollie Prasher****7232 East Main Street****Reynoldsburg OH 43068****614-322-6836 Phone****MOTION REQUEST**

DATE: June 17, 2020**TO:****RE: New Updated Council Retention Schedule**

Approval:

Skipped Joe Begeny	Skipped Chris Shook	Skipped Stephen Cicak
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This schedule is to replace the existing Council retention schedule. A copy of the previous schedule is attached with items marked that were deleted and changes made to retention periods.

Reynoldsburg Retention Schedule City Council

(1)	(2)	(3)	(4)	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
ID #	Record Title and Description	Retention Period	Media Type		
AD-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving village employees or village property and/or equipment	2 years unless pending action	paper/electronic		
AD-02	Administrative & Fiscal Files & Reports non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic		
AD-03	Annexation Files maps, petitions, filings, legislation, correspondence	Permanent	paper		
AD-04	Annual Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic		
AD-05	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic		
AD-06	Audio/Video Files of Meetings record of Council or Committee proceedings	1 year, then destroy	electronic		
AD-07	Bulletins, Posterds & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
AD-08	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic		
AD-09	Calendars - Council & Committee/Boards	1 years	paper/electronic		
AD-10	Certificates of Council Election Results certificates verifying election results	Permanent	paper/electronic		

Attachment: New Council Retention Schedule (New Council Retention Schedule)

			Auditor of State	OHS-LGRP
AD-11	Certifications of Legal Notices certification forms from newspapers documenting publication of legal notices	3 years	paper/electronic	☐
AD-12	City Charter and Amendments City Charter, amendments Charter Review Commission reports and meeting minutes	Permanent	paper/electronic	☐
AD-13	Codified Ordinances Replacement Pages pages being replaced in Code book	Continually updated, revised or superseded Maintain copies of removed pages for 50 years	paper/electronic	☐
Correspondence				
AD-14	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	☐
AD-15	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	☐
AD-16	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	☐
AD-17	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐
AD-18	Council Appeal Hearings & Transcripts packets of evidence submitted & transcripts of appeal hearings to Council	Permanent	paper/electronic	☐
AD-19	Council / Committee Agendas record of items to be presented & approved	2 years 15 years	paper electronic	☐ ☐
AD-20	Council Memos memos explaining projects, legislation or other information being presented to Council	2 years 15 years	paper electronic	☐ ☐

				Auditor of State	OHS-LGRP
AD-21	Council/Committee/Commission/Board Packets information submitted to groups-agendas, minutes, legislation, presentations, monthly reports	2 years	paper		
		15 years	electronic		
AD-22	Deeds & Easements recorded easement & deed documents	Permanent	paper		
AD-23	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic		
AD-24	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic		
AD-25	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic		
AD-26	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper		
AD-27	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper		
AD-28	Flow / Organization Chart chart showing management structure or diagram of a process	Continually updated, revised or erased	paper/electronic		
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations				
AD-29	County, State or Federal	Until superseded, then destroy	paper/electronic		
AD-30	City of Reynoldsburg	Until superseded, then destroy	paper/electronic		
	Grant Applications				
AD-31	Funded	6 years after expiration and audited	paper/electronic		
AD-32	Not Funded	1 year	paper/electronic		
AD-33	Index to Ordinances & Resolutions	Permanent	paper/electronic		

			Auditor of State	OHS-LGRP
AD-34	Job Descriptions	Until superseded	paper/electronic	
AD-35	Legal Opinions - form all legal counselors information received from legal counsel	Permanent	paper/electronic	
AD-36	Legislative/Legal/Public Notices information submitted to newspapers & residents regarding public hearing, legislation adopted, and legal notices including electronic emails	2 years	paper/electronic	
Liquor License Information				
AD-37	License Approvals by State Liquor Board	3 years	paper	
AD-38	License Denials by State Liquor Board	1 year	paper	
AD-39	Liquor Fee Reimbursements	1 year	paper	
AD-40	Liquor Request Forms	1 year and after disposition	paper	
AD-41	List of Previous Mayors, Council, Managers, Law Directors, Clerks lists of former individuals who served the Village	Permanent	paper/electronic	
AD-42	Mailing Lists lists of resident addresses and/or email addresses	Until updated, superseded or obsolete	paper/electronic	
AD-43	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	
Minutes - summary of meetings				
AD-44	Village Council	Permanent	paper/electronic	
AD-45	Committees/Commissions/Board Minutes	Permanent	paper/electronic	
AD-46	Motions formal non-legislative proposal for Council approval	5 years	paper/electronic	
AD-47	Municipal Publications newsletters, flyers, email notices to residents	Until superseded or obsolete, retain one copy	paper/electronic	
AD-48	Name Plates	Until no longer of administrative value, then destroy	plastic	
AD-49	Oaths of Office	10 years after leaving office	paper	
AD-50	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	

				Auditor of State	OHS-LGRP
AD-51	Official Staff & Committee Rosters master directories of employees, Councilmembers & board/commission members	1 year after superseded or obsolete	paper/electronic	☐	☐
AD-52	Ordinances laws of the Village	Permanent	paper/electronic	☐	☐
AD-53	Petitions petitions for recall, initiative & referendum	5 years	paper	☐	☐
AD-54	Photographs, Awards, Certificates	Permanent	multi	☐	☐
AD-55	Planning, Scheduling, Calendar & Training calendars, planners, software programs (such as MS Outlook), appointment books	Continually updated, revised or erased	paper/electronic	☐	☐
AD-56	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	2 years or no longer of admintrative/historical value	paper/electronic	☐	☐
AD-57	Proclamations	10 year	paper	☐	☐
AD-58	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
AD-59	Receipt Books receipt books for payment of fees	3 years or until audit	paper	☐	☐
AD-60	Receipt for Certified Mail post office verification of delivery	Retain until no longer of administrative value, then destroy	paper	☐	☐
AD-61	Record Requests public records requests (forms & records)	2 years	paper/electronic	☐	☐
AD-62	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	☐	☐
AD-63	Reference Publications & Directories information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
AD-64	Requisitions / Purchase Orders	2 years, provided audited	electronic	☐	☐
AD-65	Resolutions	Permanent	paper/electronic	☐	☐

				Auditor of State	OHS-LGRP
AD-66	Reports to Council reports from departments on monthly status	2 years	paper/electronic		
AD-67	Rules of Council document developed by Council outlining Council procedures and policies	Permanent	paper/electronic		
AD-68	Surveys & Questionnaires	5 years & no longer of an administrative/legal value	paper/electronic		
AD-69	Vendor & Suppliers Information contact information, brochures, etc. Contact information	Until obsolete or superseded, then destroy	paper/electronic		
AD-70	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic		
AD-71	Visitor Logs / Speaker Forms	2 years	paper		

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 <i>delete</i>	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 <i>delete</i>	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 <i>not a public record</i>	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 <i>delete for review</i>	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	Applied 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.	
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/GRP	RC-A Required by OHS/GRP
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.	2 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.	1 year 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: Changes to Existing Council Retention Schedule (New Council Retention Schedule)

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 delete	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 permanent	3 Years and no longer of a historical value	Multi		✓
130011 delete	General Administrative Files		Maintain until no longer of Administrative, Fiscal, Legal or Historical value.	Multi		
130012 ✓	Press & News Releases		2 3 Years and no longer of a historical value	Multi		
130013 ✓	General Photographs, Negatives, Electronic & digital images	permanent	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 <i>duplicate</i>	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 <i>Duplicate</i>	Press/News Releases		Current year plus 2 years 2	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	<i>removed 5 years</i>	Current year plus 5 years	Multi		
130049 ✓	Oaths of Office	For Councilmembers	10 year(s) after leaving Office	Paper		
130060 <i>delete</i>	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-LOGP	RG-3 Required by OHS-LOGP
130062 <i>Delete</i>	Zoning Map & Plots		Retain Permanently	Paper		✓
160063	Legislative Supporting Documentation Files <i>15 years electronic</i>	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 <i>Paper 2 years</i>	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	<i>2 years</i>	Current year plus 3 years	Multi		
130044	Legal publications & proof of publications	<i>3 years</i>	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	<i>2 1/2 years</i>	5 Years Paper	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 <i>1</i>	Multi		
130038	Charter & Amendments to Charter		Retain Permanently	Paper		✓
130037	Annual Reports		Retain Permanently	Paper		✓
130036	Annexation Files & Records		Retain Permanently	Multi		✓
130035	Agendas	<i>2 years 15 years</i>	Current year plus 6 Years	Multi		
130051	Petitions	Miscellaneous, not filed elsewhere	Current year plus 5 years	Multi		

Attachment: Changes to Existing Council Retention Schedule (New Council Retention Schedule)

Clerk of Council**Mollie Prasher****7232 East Main Street****Reynoldsburg OH 43068****614-322-6836 Phone****MOTION REQUEST**

DATE: June 17, 2020**TO:****RE: Update to the RPD Retention Schedule**

Approval:

Skipped Joe Begeny	Skipped Chris Shook	Skipped Stephen Cicak
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The RPD asked for an update to their Retention Schedule to include new classifications of department records.

PD -01	Acknowledgemtn Confirmation	Prosecutors Office	Incorporate into Case Files	Multi
PD -02	Annual Compliance Report		25 Years	Multi
	Annual Department Budget			
	Copy	copies	3 Years	Multi
	Preparation documents and worksheets		Maintain until no longer of Administrative or Fiscal value	Multi
PD -03	Annual Report	Department	50 Years appraise for historical value	Multi
PD -04	Arrest Photos ("Mug Shots")		25 Years after last entry	Multi
PD -05	Auction Files		10 Years	Multi
PD -06	Awards, Significant Newspaper Articles, Clippings & Photographs	City of Reynoldsburg Historical Archives	3 Years and no longer of a historical value	Multi
PD -07	BAC DataMaster Instrument Reports & Maintenance Records	Include Calibration Records	3 Years and no actions pending	Multi
PD -08	Bicycle Licenses		2 Years after date of issuance	Multi
PD -09	Blank Forms	Those created by the City of Reynoldsburg	Retain until no longer of Administrative value	Multi
PD -10	BMV Form 2255		Incorporated into Case Files	Multi
PD -11	BMV Transcript Requests		2 Years	Multi
	Body/Cruiser Cameras			
PD-12	Arrests		2 years	Multi
PD-13	Assault, Drugs, DUI, DV, etc.		1 year	Multi
PD-14	Body/Cruiser Cameras		30 days and no longer of administrative/legal value	Multi
PD-15	Evading/Pursuit		2 years	Multi
PD-16	Interview		1 year	Multi
PD-17	Protest, Riot, Large Group Gatherings		2 years and no legal actions or claims	Multi
PD-18	Suspicious Vehicle/persons		90 days and no longer of administrative or legal value	Multi
PD-19	Traffic Warnings, Traffic Citations, Traffic Accidents		90 days	Multi
PD-20	Bulletins, Posters, General Notices & Displays		Retain until no longer of Administrative value	Multi
PD-21	Business Cards, address books		Maintain until no longer of Administrative value	Multi
PD-22	Business Crime Alert	Signatures for Participation	2 Years	Multi
PD-23	Calendars, Appointment books, Records, Schedules, Organizer & Planner		1 year and no longer of Administrative value	Multi
PD-24	CCH Logs		3 Years provided audited	Multi
PD-25	Civilian Waiver Forms (Ride Along Program)		2 Years and no actions or claims	Multi
PD-26	Community Service & Crime Prevention Programs	Including Publications, Newsletters & Handouts	2 years After Expiration or Modification of Program	Multi
PD-27	Community Surveys		1 Years Incorp. Into Annual Report	Multi
PD-28	Computer generated administrative & fiscal reports	Non-specific and Periodic	Retain until no longer of Administrative value	Multi
PD-29	Contracts, Service Agreements, Leases		15 Years after Expiration	Multi
PD-30	Copies	Reading, informational and reference	Retain until no longer of Administrative value	Multi
	Correspondence			
PD-31	Executive Correspondence	Relates to the administration of Capital Projects and Purchases, Land a	1 Year(s) Minimum After the receipt or creation of the correspondence. n	Multi
PD-32	General Correspondence	Non-specific correspondence related to the general administration, fur	30 Day(s) and no longer of an Administrative, Legal or fiscal value. Apprais	Multi
PD-33	Unsolicited Correspondence	Unsolicited Mail/Unsolicited Email and similar unsolicited communicat	Retain until no longer of Administrative value	Multi
PD-34	Transient Correspondence & Communication Records		Retain until no longer of Administrative value	Multi
PD-35	Court Bailiff Record (04-00132)		2 Years	Multi
PD-36	Courtesy Warnings		1 Year	Multi

PD-37	Crime Prevention (Information Received-Logs)		3 Years provided audited	Multi
	Criminal Case Files & Investigations			
PD-38	Misdemeanor		6 Years & No actions or claims pending	Multi
PD-39	Felonies (excluding homicides)		25 years & No actions or claims pending	Multi
PD-40	Felonies (excluding homicides)		10 Years	Computer
PD-41	Felony Homicides		Retain Permanently	Multi
PD-42	Felony Homicides		10 Years	Computer
PD-43	Cross Cards		20 Years	Multi
PD-44	CVSA Test Results (Criminal Investigations)		Incorporate into and maintain same as case files	Multi
PD-45	Daily Activity Log	All Reports Taken	1 Year	Multi
PD-46	Daily Log Sheets	Officer	4 Years	Multi
	DARE			
PD-47	Curriculum		4 Years after revised, superseded or discontinued and no longer of an Adm	Multi
PD-48	Offers and Sales	Promotional Items	4 Years provided Audited	Multi
PD-49	Participant/Student Graduates		4 years and no longer of an Administrative Value	Multi
PD-50	Participants	Permission Letters Signed by Parents	4 Years and no longer of an Administrative or Legal Value	Multi
PD-51	Role Models Program		4 Years and no longer of an Administrative Value	Multi
PD-52	Dispatch Center Radio Logs		2 Years	Multi
PD-53	Dispatch Center Radio/Phone Tapes		30 Days & No longer of an Administrative or Legal Value	Multi
PD-54	Diversion Files	Juveniles	4 Years After Respondent reach the age of majority and no longer of an ad	Multi
PD-55	Domestic Violence Dispute Summary Reports (BCI&I)		2 Years Incorp. Into Annual Report	Multi
PD-56	Drafts, Informal Notes, Reminder Notes, Videos in Progress, Out Takes & Not Used Footage		Retain until no longer of Administrative value	Multi
PD-57	Emergency & Special Response Protocols		6 Years after revised, superseded or discontinued and no longer of an Adm	Multi
PD-58	Equipment Maintenance & Repair Records		1 year(s) after equipment is sold or disposed of	Multi
PD-59	Equipment Operating & Maintenance Manuals		Until equipment is sold or disposed of	Multi
PD-60	Evidence Submission Requests		Incorporate into and maintain same as case files	Multi
PD-61	Expunged Case Files		As Directed by a Court of Record	Multi
PD-62	Facsimile logs/Cover sheets, Confirmation notices & buffer printouts		Retain until no longer of Administrative value	Multi
PD-63	False Alarm Files/Alarm Holder Violations & Warnings		2 Years and no actions or claims pending	Multi
PD-64	Federal Firearms License Applications		2 Years	Multi
PD-65	Felon Registration		10 Years	Multi
PD-66	Field Interrogation Card		6 Years	Computer
PD-67	Field Investigation Cards		Until Information entered into computer system & information verified	Multi
PD-68	Firearms Training	Targets	Until no longer of an Administrative or Legal Value	Multi
PD-69	Fixed Assets		1 year after revised or superseded, provided audited	Multi
PD-70	General Administrative Files		Maintain until no longer of Administrative, Fiscal, Legal or Historical value.	Multi
PD-71	General Photographs, Negatives, Electronic & digital images		Retain images that have significant Administrative, Legal, fiscal or historic	Multi
PD-72	Grand Jury Summary		2 Years	Multi
PD-73	Grant Applications- Funded		6 year(s) after expiration of Grant Provided Audited	Multi
PD-74	Grant Applications- Not Funded		1 year(s) after decision rendered	Multi
PD-75	Incident Reports	Non-Criminal	6 Years and no actions or claims pending	Multi

PD-76	Individual Standar Status Reports (ISSR)		25 Years appraise for historical value	Multi
PD-77	Informants	Liquor, Juvenile information including permission slips from Parents	4 Years & no longer of an Administrative or Legal Value	Multi
PD-78	Interns & Mentorship Program	including background information	4 Years from date of creation	Multi
PD-79	Jail Cards		25 Years and no longer of an administrative or legal value	Multi
PD-80	Jail Inspections		6 Years and no actions or claims pending	Multi
PD-81	Jail Standards	Ohio Bureau of Adult Detention	6 Years & no longer of an Administrative or Legal Value	Multi
PD-82	K-9 Records	Training, vet, K-9 reports	5 years after canine is out of service	Multi
PD-83	Labor & Union Contracts & Agreements		15 Years After expiration of Labor Contract or Agreement	Multi
PD-84	Labor Contract Negotiation Notes		3 Years after expiration of Labor Contract or Agreement	Multi
PD-85	Laws, regulations & rules	County, State and Federal	Retain until revised or superseded then destroy	Multi
	LEADS			
PD-86	Audit Reports		3 Years	Multi
PD-87	Missing Juveniles, Missing Persons, Stolen Articles,		3 Years provided audited	Multi
PD-88	Property, Warrants & Wanted Persons			
PD-89	Newsletters		3 Years	Multi
PD-90	LEADS/NCIC Teletype Messages		Retain until no longer of an Administrative value	Multi
PD-91	LEADS/NCIC Validations		3 Years provided audited	Multi
PD-92	Liquor Permits	Copy	Until expired or superceded	Multi
PD-93	Lists/Rosters/Informational Directories	containing employee contact information	1 year(s) after revised or superceded	Multi
PD-94	Litigation Files		3 Years and no longer of an Administrative or Legal Value	Multi
PD-95	Lost and Found Animals Log		1 Year	Multi
PD-96	Montly & Periodic Reports	Insptional, Staff, Compliance- Includes UCR & OIBRS	4 Years and no longer of an administrative value	Multi
PD-97	Mutual Aid Agreements		15 Years after expiration	Multi
PD-98	Mutual Aid Requests		2 Years and no actions or claims pending	Multi
PD-99	Ohio Public Records compliance folder		Retain Permanently	Multi
PD-100	OVI Case Files		25 Years	Multi
PD-101	OVI Case Files		10 Years	Computer
PD-102	Parking Passes-Sign out Log		1 Year	Multi
PD-103	Parking Ticket Records		Entered into computer, Data Verified & Backed up. Multi copy destroyed,	Multi
PD-104	Parking Violations	Warnings	3 Years	Multi
PD-105	Pawn Slips (04-00130)		2 Years	Multi
PD-106	Permission Slips- Various types		4 Years from date of creation	Multi
PD-107	Photographic Logs, Photographs & Negatives		Until no longer of an Administraitve or Legal Value	Multi
PD-108	Policies, procedures, rules & regulations	City of Reynoldsburg administrative personnel management	6 year(s) after revised, superceded or discontinued	Multi
PD-109	Press & News Releases		3 Years and no longer of a historical value	Multi
PD-110	Professional & Trade magazines, catalogs, reference publications & directories		Retain until no longer of Administrative value	Multi
PD-111	Professional Organizations & Association Files		1 year and no longer of Administrative value	Multi
PD-112	Property Records	Property & Evidence, Tags, Release Slips, Property Supplements	Incorporate into and maintain same as case files	Multi
PD-113	Property Room Register		Retain Permanently	Multi
PD-114	Public Record Request Log	per Ohio Audtor of State	2 Years	Multi
PD-115	Public Records requests forms		2 Years	Multi

PD-116	Purchase Orders	Purchase Orders, Invoices (Departmental Copy)	2 Years Provided Audited	Multi
PD-117	Receipt Books		3 Years provided audited	Multi
PD-118	Records Room Access Log (05-00136)		2 Years	Multi
PD-119	Release Cards-Unlock		1 Year	Multi
PD-120	Security & surveillance videos (Loop System)		30 day(s) Continually updated	Digital
PD-121	Sex Offender Information & Registration		As Directed by a Court of Recorc	Multi
PD-122	Speaker Request forms		2 Years	Multi
PD-123	Special Account Ledger & Receipt Books		3 Years provided audited	Multi
PD-124	Special Duty Requests		2 Years Provided Audited	Multi
PD-125	Special Permits File		2 Years After Expiration	Multi
PD-126	Special Studies		4 Years Apprais for Historical Value	Multi
PD-127	Staff Meeting Agendas		2 Years	Multi
PD-128	Temporary & Civil Protection Orders	Immobilizations & Junk Vehicle	Until served or until withdrawn or cancelled by issuing court	Multi
PD-129	Towed and Impounded Vehicle Files		4 years after disposition	Multi
PD-130	Toxicology Reports		Incorporate into Case Files	Multi
PD-131	Traffic Accident Investigations		3 Years and no actions or claims pending	Multi
	Traffic Citations			
PD-132	Notes		3 Years and no actions or claims pending	Multi
PD-133	Officer's Copy		Until Data is entered into computer and verified then destroy Multi copy	Multi
PD-134	Voided		3 Years provided audited	Multi
PD-135	U-10-100/Arrest Record		2 Years Provided Audited	Multi
PD-136	Use of Force/Response to Agression Review Reports		6 Years and no longer of an Administrative or Legal Value	Multi
PD-137	Vacation House Checks		Retain until no longer of an Administrative Value	Multi
PD-138	Vehicle Pursuit Review Reports		6 Years and no longer of an Administrative or Legal Value	Multi
PD-139	Video & Audio Tapes	Administration	Until no longer of an Administraitve or Legal Value	Multi
PD-140	Visitor Logs (05-00133)		2 Years	Multi
PD-141	Warrants, Subpoenas, Foreign Writs & Warrants		Until served or until withdrawn or canceled by the Issuing court	Multi
PD-142	WebCheck Records		1 Year	Multi

Attachment: 2020 Update to PD Retention Schedule (RPD Retention Schedule Update)