

# CITY OF REYNOLDSBURG

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**RECORDS COMMISSION  
TUESDAY APRIL 19, 2022  
MEETING  
COUNCIL CONFERENCE ROOM**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
  - a. Records Commission – Meeting – May 4, 2021
4. Discussion
  - a. *Approval of Updated Retention Schedules*
    1. A Motion to Approve Various Department Retention Schedules for 2022
  - b. *Approval of Destruction Schedules*
    1. A Motion to Approve the Departmental Destruction Schedule for 2022
  - c. *Citywide Minute Taking*
5. Adjourn

# *R* CITY OF REYNOLDSBURG

**RECORDS COMMISSION  
TUESDAY MAY 4, 2021  
3:00PM  
VIRTUAL MEETING**

1. Call to Order

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

2. Approval of Agenda

Auditor Cicak moved to approve the agenda as submitted. Second by Clerk Prasher. Motion carried.

3. Approval of Minutes

a. Records Commission – Meeting – April 20, 2021

Auditor Cicak moved to approve the minutes of April 20, 2021 as submitted. Second by Clerk Prasher. Motion carried.

**RESULT: ACCEPTED**

4. Discussion

a. *Destruction Schedule*

1. Attorney Destruction Schedule

There was an addition of the year 2015 for AT-09 Case Files.

**RESULT: ADOPTED [UNANIMOUS]**  
**MOVER:** Stephen M. Cicak, City Auditor  
**SECONDER:** Mollie Prasher, Clerk of Council  
**AYES:** Prasher, Cicak, Shook, Begeny  
**ABSENT:** Piek

Minutes Acceptance: Minutes of May 4, 2021 3:00 PM (Approval of Minutes)

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

## MOTION REQUEST

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**DATE:** April 19, 2022  
**TO:**  
**RE:** Updated Retention Schedules

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Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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**Reynoldsburg Retention Schedule  
Development Department**

(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		
ED-01	<b>Accident/Incident Reports</b> reports of accidents, thefts, vandalism, etc. involving city employees, property & equipment	2 years unless pending action	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-02	<b>Administrative, Fiscal Files &amp; Reports</b> non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-03	<b>Annual Departmental Budget</b> list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-04	<b>Annual Budget Departmental Documents &amp; Work Papers</b> list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-05	<b>Annual Report</b> report of annual functions of the department	25 years, then appraise for historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-06	<b>Awards &amp; Certificates</b>	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
ED-07	<b>Bulletins, Posters &amp; Notices</b> signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-08	<b>Business Cards/Rotary/Rolodex Files</b> address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-09	<b>Calendars - Council &amp; Committee/Boards</b>	1 year & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-10	<b>Commercial Tax Abatement Records</b> minutes, correspondents	7 years after expiration of abatement	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Correspondence</b>					
ED-11	<b>Executive</b> - 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	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Development (Updated Retention Schedules)

			Auditor of State	OHS-LGRP	
<b>ED-12</b>	<b>General</b> - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-13</b>	<b>Transient</b> - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-14</b>	<b>Unsolicited</b> - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Development Project Files</b>					
	plans, correspondants, emails, packets				
<b>ED-15</b>	<b>Implemented</b>	10 years after completion & no longer of administrative, fiscal or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-16</b>	<b>Proposed/Not Implemented</b>	3 years and no longer of administrative value after denial	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-17</b>	<b>Proposed/Unsolicited</b>	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-18</b>	<b>Drafts and Informal Notes</b> materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-19</b>	<b>Electronic Mail (Email) &amp; Attachments</b> 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	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-20</b>	<b>Equipment Operating &amp; Maintenance Manuals</b> manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-21</b>	<b>Fax &amp; Copier Journal Reports / Cover Sheets / Confirmation Notices</b> automatic reports showing copiers & fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-22</b>	<b>Fixed Asset Inventory</b> list of department assets and value	Until superseded, retain one copy until audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>General Orders, Directives, Rules, Regulations</b>					
	codes, memos, personnel policies, procedures administrative policies & regulations				
<b>ED-23</b>	<b>County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-24</b>	<b>City of Reynoldsburg</b>	6 years after revised, superceded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Development (Updated Retention Schedules)

Auditor of State OHS-LGRP

Grant Applications

<b>ED-25</b>	<b>Funded</b>	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-26</b>	<b>Not Funded</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-27</b>	<b>Incentive Proposals</b> minutes, correspondants	Retain until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-28</b>	<b>Messages</b> phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-29</b>	<b>Ohio Public Records Compliance File</b> records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-30</b>	<b>Periodic Council Reports</b> reports regarding potential development projects	Appraise for historic value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-31</b>	<b>Photographs, Negatives, Digital Images</b>	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-32</b>	<b>Plans and Project Drawings</b> plans, documents, flash drives	Maintain according to project	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-33</b>	<b>Planning, Scheduling, Calendar &amp; Training</b> calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-34</b>	<b>Press Releases/Public Service Announcements</b> notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-34</b>	<b>Professional Magazines &amp; Publications</b> publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-35</b>	<b>Public Record Requests and Log</b> public records requests (forms & records)	2 years until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-36</b>	<b>Receipt Books / Transaction Receipts</b> receipt books for payment of fees	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-37</b>	<b>Records Retention Documents</b> RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>ED-38</b>	<b>Reference Publications &amp; Directories</b> information used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Development (Updated Retention Schedules)

			Auditor of State	OHS-LGRP
<b>ED-39</b>	<b>Requisitions / Purchase Orders</b>	3 years, provided audited	electronic	<input type="checkbox"/>
<b>ED-40</b>	<b>Special Studies</b> contact information, brochures, etc.	5 years, then appraist for historic value	paper/electronic	<input type="checkbox"/>
<b>ED-41</b>	<b>Tax Abatement Fee Receipts</b>	7 years, provided audited	paper/electronic	<input type="checkbox"/>
	<b>Tax Incentive Review Commission</b>			
<b>ED-42</b>	Agendas and Notices	2 years	paper/electronic	<input type="checkbox"/>
<b>ED-43</b>	Minutes	25 years, then appraise for historic value	paper/electronic	<input type="checkbox"/>
<b>ED-44</b>	<b>Tax Increment Files (TIF)</b> minutes, agendas, 30-year projects	7 years, after project completec	paper/electronic	<input type="checkbox"/>
<b>ED-45</b>	<b>Voice Mail - phone and/or cell phone</b> messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>

Attachment: 2022 Development (Updated Retention Schedules)

**Reynoldsburg Retention Schedule  
Planning Zoning Department**

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

Attachment: 2022 Planning and Zoning (Updated Retention Schedules)

				Auditor of State	OHS-LGRP
<b>PZ-16</b>	<b>Calendars - Council &amp; Committee/Boards</b> <b>Comprehensive Plans</b> long range plans & designs for the community	1 year & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-17</b>	<b>Administrative Files</b>	6 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-18</b>	<b>Adopted Plan</b>	Permanently	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-19</b>	<b>Content &amp; Drafts</b>	Retain until no longer of administrative value, then destr	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Correspondence</b>					
<b>PZ-20</b>	<b>Executive</b> - 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	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-21</b>	<b>General</b> - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-22</b>	<b>Transient</b> - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-23</b>	<b>Unsolicited</b> - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-24</b>	<b>Drafts and Informal Notes</b> materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-25</b>	<b>Electronic Mail (Email) &amp; Attachments</b> 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	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-26</b>	<b>Equipment Operating &amp; Maintenance Manuals</b> manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-27</b>	<b>Fax &amp; Copier Journal Reports / Cover Sheets / Confirmation Notices</b> automatic reports showing copiers & fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Planning and Zoning (Updated Retention Schedules)

		Auditor of State		OHS-LGRP	
<b>PZ-28</b>	<b>Fixed Asset Inventory</b> list of department assets and value	Until superseded, retain one copy until audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>General Orders, Directives, Rules, Regulations</b> codes, memos, personnel policies, procedures administrative policies & regulations				
<b>PZ-29</b>	<b>County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-30</b>	<b>City of Reynoldsburg</b>	6 years after revised, superceded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Grant Applications</b>				
<b>PZ-31</b>	<b>Funded</b>	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-32</b>	<b>Not Funded</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-33</b>	<b>Messages</b> phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-34</b>	<b>Ohio Public Records Compliance File</b> records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Permits</b> various permits related to zoning projects				
<b>PZ-35</b>	<b>Database/Case Management System</b>	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-36</b>	<b>Sign Permits</b>	3 years after date of issue	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-37</b>	<b>Temporary Zoning Certificates</b>	3 years after date of issue	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-38</b>	<b>Zoning Certificates</b>	3 years after date of issue	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Site Plans</b>				
<b>PZ-39</b>	<b>Denied/Not Implemented Major/Minor Site Plans</b>	3 years after project submitted	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-40</b>	<b>Constructed Major/ Minor Site Plans</b>	6 months after COO is issued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-41</b>	<b>Related Engineering Reports</b> (traffic studies, landscape plans, etc.)	3 years after project completion	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-42</b>	<b>Photographs, Negatives, Digital Images</b>	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-43</b>	<b>Planning, Scheduling, Calendar &amp; Training</b> calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Planning and Zoning (Updated Retention Schedules)

			Auditor of State	OHS-LGRP	
<b>PZ-44</b>	<b>Press Releases/Public Service Announcements</b> notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-45</b>	<b>Professional Magazines &amp; Publications</b> publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-46</b>	<b>Public Record Requests and Log</b> public records requests (forms & records)	2 years until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-47</b>	<b>Receipt Books / Transaction Receipts</b> receipt books for payment of fees	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-48</b>	<b>Records Retention Documents</b> RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-49</b>	<b>Reference Publications &amp; Directories</b> information used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-50</b>	<b>Requisitions / Purchase Orders</b>	3 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-51</b>	<b>Traffic Studies</b> reports showing traffic patterns for projects	6 years after final action	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-52</b>	<b>Utility Plans</b> plot grades for projected projects	Retain until approved & filed with Service Department	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-53</b>	<b>Voice Mail - phone and/or cell phone</b> messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Zoning</b>					
<b>PZ-54</b>	<b>Codes</b>	Retain until superceded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-55</b>	<b>Maps</b>	Retain official copy permanently	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PZ-56</b>	<b>Violation Case Files</b>	3 years and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Planning and Zoning (Updated Retention Schedules)

**Reynoldsburg Retention Schedule  
Parks and Recreation**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
PR-01	<b>Accident/Incident Reports</b> reports of accidents, thefts, vandalism, etc. involving village employees or village property and/or equipment	2 years unless pending action	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PR-02	<b>Administrative Reports &amp; Fiscal Files - General</b> non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PR-03	<b>Annual Budget</b> list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PR-04	<b>Annual Budget Departmental Documents &amp; Work Papers</b> list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PR-05	<b>Annual Reports</b> record of City's annual functions and finances	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PR-06	<b>City Department</b>	25 years, then appraise for historic value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PR-07	<b>Bulletins, Posters &amp; Notices</b> signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PR-08	<b>Business Cards/Rotary/Rolodex Files</b> address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PR-09	<b>Calendars, Appointment Books, Planners</b>	1 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PR-10	<b>Complaints</b> letters of complaint	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Parks & Recreation Retention Schedule (Updated Retention Schedules)

Correspondence				Auditor of State	OHS-LGRP
<b>PR-11</b>	<b>Executive</b> - 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	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-12</b>	<b>General</b> - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-13</b>	<b>Transient</b> - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-14</b>	<b>Unsolicited</b> - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-15</b>	<b>Drafts and Informal Notes</b> materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-16</b>	<b>Education &amp; Public Service Programs</b> descriptions & brochures of available programming	Retain until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-17</b>	<b>Electronic Mail (Email) &amp; Attachments</b> email messages, Tweets, Facebook, recorded conversations, or other social media formats	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-18</b>	<b>Equipment Operating &amp; Maintenance Manuals</b> manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-19</b>	<b>Fax &amp; Copier Journal Reports / Cover Sheets / Confirmation Notices</b> reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-20</b>	<b>Fixed Asset Inventory</b> list of department assets and value	Until superseded, retain one copy until audited	paper	<input type="checkbox"/>	<input type="checkbox"/>
	<b>General Orders, Directives, Rules, Regulations</b> codes, memos, personnel policies, procedures administrative policies & regulations				
<b>PR-21</b>	<b>County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Parks & Recreation Retention Schedule (Updated Retention Schedules)

				Auditor of State	OHS-LGRP
<b>PR-22</b>	<b>City of Reynoldsburg</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Grant Applications</b>				
<b>PR-23</b>	<b>Funded</b>	6 years after expiration and audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-24</b>	<b>Not Funded</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-25</b>	<b>Maps &amp; Plans of City Owned Park Lands</b>	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	aerial maps, plan lay-outs of city park lands				
<b>PR-26</b>	<b>Messages</b>	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
	phone or visitor messages				
<b>PR-27</b>	<b>Ohio Public Records Compliance File</b>	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	records of retention and destruction schedules				
<b>PR-28</b>	<b>Official Staff &amp; Committee Rosters</b>	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	master directories of employees, Councilmembers & board/commission members				
<b>PR-29</b>	<b>Parks &amp; Recreation Refunds</b>	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	record of refunds issued annually				
<b>PR-30</b>	<b>Permits</b>	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	rental permits (gazebo, field, senior center)				
<b>PR-31</b>	<b>Personal Service Agreements</b>	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	agreements with officials, instructors, program leads				
<b>PR-32</b>	<b>Photographs, Awards, Certificates</b>	3 years and no longer of historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-33</b>	<b>Planning, Scheduling, Calendar &amp; Training</b>	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	calendars, planners, software programs (such as MS Outlook), appointment books				
<b>PR-34</b>	<b>Plans &amp; Drawings</b>	retain until no longer of administrative value, then destr	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	plans and drawings for park improvement projects				
<b>PR-35</b>	<b>Press Releases/Public Service Announcements</b>	3 years or no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	notices sent via mail & electronic regarding general information, reminders				
<b>PR-36</b>	<b>Professional Magazines &amp; Publications</b>	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	publications from outside sources				

Attachment: 2022 Parks & Recreation Retention Schedule (Updated Retention Schedules)

			Auditor of State	OHS-LGRP	
<b>PR-37</b>	<b>Program &amp; Participant Rules &amp; Regulations</b> description of expectations & policies	2 years after revised or rescinded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Proposals</b>				
<b>PR-38</b>	<b>Not Funded</b>	Retain until no longer of administrative value, then destr	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-39</b>	<b>Not Approved</b>	Retain until no longer of administrative value, then destr	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-40</b>	<b>Receipt/Receipt Books</b> receipts or ledgers for payment of fees	3 years or until audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-41</b>	<b>Record Requests</b> public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-42</b>	<b>Records Retention Documents</b> RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Recreation Commission</b>				
<b>PR-43</b>	<b>Agendas</b>	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-44</b>	<b>Meeting Notices</b>	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-45</b>	<b>Minutes</b>	25 years, then appraise for historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-46</b>	<b>Recreation Program Files</b> schedules, rules, rosters, uniform quotes	3 years, after superseded/discontinue & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-47</b>	<b>Reference Publications &amp; Directories</b> information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Registration Files - Participants</b>				
	rosters of program participants				
<b>PR-48</b>	<b>Adult</b>	3 years, then destroy unless of legal value then retain 3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-49</b>	<b>Juvenile</b>	3 years, then dstroy unless of legal value, retain to age 21	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-50</b>	<b>Requisitions / Purchase Orders</b>	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-51</b>	<b>Security &amp; Surveillance Videos</b> summary of department head staff meetings	30 days, continually updated	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-52</b>	<b>Team Rosters &amp; Scorecards</b> team rosters, scorecards submitted by officials	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-53</b>	<b>Tracking Sheets</b> staff hours worked per task item	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Parks & Recreation Retention Schedule (Updated Retention Schedules)

			Auditor of State	OHS-LGRP	
<b>PR-54</b>	<b>Vendor &amp; Suppliers Information</b> contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-55</b>	<b>Voice Mail - phone and/or cell phone</b> messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-56</b>	<b>Utility Costs &amp; Usage Records</b> utility bills log	1 year, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

**Reynoldsburg Retention Schedule  
Human Resources**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
HR-01	<b>Administrative Reports &amp; Fiscal Files - General</b> non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-02	<b>Annual Departmental Budget</b> list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-03	<b>Annual Budget Departmental Documents &amp; Work Papers</b> list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Annual Report</b>	report of previous years facts, figures & tasks			<input type="checkbox"/>	<input type="checkbox"/>
HR-04	<b>Department</b>	6 years and no longer of legal/fiscal value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-05	<b>BWC - Bureau of Workman's' Compensation</b>	6 years and no longer of legal/fiscal value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-06	<b>EEOC - Equal Employment Opportunity Commission</b>	15 years, then appraise for historic value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Application for Employment</b>	employment applications & associated documents			<input type="checkbox"/>	<input type="checkbox"/>
HR-07	<b>Hired</b>	7 years after employee leaves municipal employment	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-08	<b>Not Hired</b>	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-09	<b>Arbitration &amp; Mediation Case Files &amp; Reports</b>	7 years after final decision & no actions/appeals pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
address and phone number information					
HR-10	<b>Awards, Certificates, Photographs</b>	3 years and not longer of historic value	multi	<input type="checkbox"/>	<input type="checkbox"/>
<b>Background Investigations</b>	confidential results from reports & reports	7 years after employee leaves municipal employment		<input type="checkbox"/>	<input type="checkbox"/>
HR-11	<b>Hired</b>	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-12	<b>Not Hired</b>	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Human Resources Retention Schedule (Updated Retention Schedules)

			Auditor of State	OHS-LGRP
<b>HR-13</b>	<b>Bulletins, Posters &amp; Notices</b> signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
<b>HR-14</b>	<b>Business Cards/Rotary/Rolodex Files</b> address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>
<b>HR-15</b>	<b>Calendars, Appointment Books, Planners</b>	1 year & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
<b>Civil Service Commission</b>				
<b>HR-16</b>	<b>Classified Employees List</b>	7 years after superseded	paper/electronic	<input type="checkbox"/>
<b>HR-17</b>	<b>Employment Information</b>	7 years after superseded	paper/electronic	<input type="checkbox"/>
<b>COBRA (Consolidated Budget Reconciliation Act of 1986)</b>				
<b>HR-18</b>	<b>Initial Notice</b>	7 years after date of issuance	paper/electronic	<input type="checkbox"/>
<b>HR-19</b>	<b>Notice &amp; Election - when qualifying event occurs</b>	7 years after date of issuance	paper/electronic	<input type="checkbox"/>
<b>HR-20</b>	<b>Termination of Coverage Notice</b>	7 years after date of issuance	paper/electronic	<input type="checkbox"/>
<b>Complaints</b>				
	letters or documents regarding employee issues	Retain until no longer of administrative/legal value		
<b>HR-21</b>	<b>Anonymous &amp; Unfounded Against Employees</b>	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>
<b>HR-22</b>	<b>Employee Misconduct - External</b>	7 years & not longer of administrative/legal value	paper/electronic	<input type="checkbox"/>
	<b>Conditional Employment Offers</b>	7 years after employees leaves employment		<input type="checkbox"/>
	letters offering employment with any benefits			
<b>HR-23</b>	<b>Hired</b>	7 years after employee leaves employment	paper/electronic	<input type="checkbox"/>
<b>HR-24</b>	<b>Not Hired</b>	7 years	paper/electronic	<input type="checkbox"/>
<b>HR-25</b>	<b>Controlled Substance Testing</b> records from employee drug testing	7 years	paper/electronic	<input type="checkbox"/>
<b>Correspondence</b>				
<b>HR-26</b>	<b>Executive</b> - 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	<input type="checkbox"/>
<b>HR-27</b>	<b>General</b> - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>

Attachment: 2022 Human Resources Retention Schedule (Updated Retention Schedules)

				Auditor of State	OHS-LGRP
HR-28	<b>Transient</b> - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-29	<b>Unsolicited</b> - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-30	<b>Department of Transportation</b> CDL substance abuse program & testing results file	retain until no longer of administrative/legal value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-31	<b>Drafts and Informal Notes</b> materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-32	<b>EEOC Compliance File</b> complaints, compliance, reports regarding EEOC	25 years & no longer of administrative/legal value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-33	<b>Electronic Mail (Email) &amp; Attachments</b> email messages, Tweets, Facebook, recorded conversations, or other social media formats	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employee Employment Records</b>					
HR-34	<del>Absentee Reports</del>	<del>Retain until no longer of administrative/legal value</del>	<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
HR-34	<b>Accident Reports</b>	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-35	<b>Assistance Program</b>	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-36	<b>Bureau of Workers Compensation Claim Files</b>	10 years after final decision & no pending actions/appeal	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-37	<b>Classification Descriptions</b>	7 years after revised or rescinded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-38	<b>Data Sheets</b> FLSA compliance annual updates	7 years after superseded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-39	<b>Development Files</b> trainings, performance, merit pay, documents	Until information is summarized & given to HR and then no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-40	<b>Drug Testing Results</b>	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-41	<b>Earning Records</b>	Updated continually until pension benefits exercised	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-42	<b>Hazardous/Biological/ Infectious Disease Exposur</b>	30 years after employee leaves employment	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-43	<b>Grievances</b>	7 years after final decision & no actions/appeals pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-44	<b>Health &amp; Life Insurance Claims</b>	7 years & no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-45	<b>Insurance &amp; Enrollment Records</b>	7 years employee leavers service, provided policy is expired & no claims/appeals pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-46	<b>Merit Evaluation Documentation</b>	90 days after final decision rendered, no appeals pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

				Auditor of State	OHS-LGRP	
<del>HR-47</del>	<del>Overtime Reports</del>	Retain until no longer of administrative/legal value		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-47	Performance Evaluations	7 years after separation from municipality		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-48	Personnel Actions commendations, discipline, demotions, pay changes	Retain until no longer of administrative/legal value		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-49	Position & Job Bid Requests or Sheets	7 years		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-50	Pre-disciplinary Hearing Case Files	7 years after final decision & no actions/appeals pending		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-51	Rosters & Lists	Until revised or rescinded		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<del>HR-53</del>	<del>Sick Leave Affidavits</del>	<del>7 years</del>		<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
HR-52	Standards of Conduct	7 years & no longer of administrative/legal value		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-53	Status Forms	Permanent		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<del>HR-56</del>	<del>Time Sheets</del>	<del>7 years, provided audit</del>		<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
HR-54	Unemployment Compensation Case Files	7 years after date of final payment		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-55	Uniform, Clothing & Equipment Records	3 years after revised or superseded, provided audit		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-56	Work & Assignment Schedules	4 years after revised or rescinded		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<del>HR-60</del>	<del>Work &amp; Assignment Schedules - White Board</del>	<del>Continually updated</del>		<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
HR-57	Equipment Operating, Maintenance Manuals, Repair manuals provided with equipment & repair records	Life of equipment, then destroy		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-58	Fact finder Reports phone or visitor messages	7 years after final decision & no actions/appeals pending		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-59	Family & Medical Leave Act - FLMA requests for FMLA & related documents	7 years after date of issuance		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-60	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	<input type="checkbox"/>	<input type="checkbox"/>
HR-61	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited		paper	<input type="checkbox"/>	<input type="checkbox"/>
	<b>General Orders, Directives, Rules, Regulations</b> codes, memos, personnel policies, procedures administrative policies & regulations					
HR-62	County, State or Federal	Until superseded, then destroy		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-63	City of Reynoldsburg	6 years after revised, superseded or discontinued		paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Human Resources Retention Schedule (Updated Retention Schedules)

**Grant Applications**

<b>HR-64</b>	<b>Funded</b>	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-65</b>	<b>Not Funded</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-66</b>	<b>I-9 forms</b> Immigration Reform & Control Act requirement	3 years from date of hire or 1 years after termination	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-67</b>	<b>Insurance Policies</b> benefits, property & casualty	15 years after expiration, provided no claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-68</b>	<b>Job &amp; Position Descriptions</b> description of all job positions	7 years after revised or rescinded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-69</b>	<b>Leave Balance Reports</b> documentation of employee leave benefits	Retain until revised or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-70</b>	<b>Letters of Appointment</b> document of employee appointments	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-71</b>	<b>Letters of Appreciation &amp; Commendation</b> letters praising employee performance	7 years after employee leaves employments	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-72</b>	<b>Municipal Publications - Educational &amp; Informatio</b> phone or visitor messages	Retain until superseded or obsolete, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-73</b>	<b>Messages</b> phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-74</b>	<b>Oaths of Office</b>	7 years after employee leaves employment	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>Occupational Health Examinations</b>					
<b>HR-75</b>	<b>Hired</b>	7 years after employee leaves employment	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-76</b>	<b>Not Hired</b>	7 years after position filled	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-77</b>	<b>Ohio Public Records Compliance File</b> records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-78</b>	<b>OSHA Compliance Log</b> records of serious occupational injuries & illnesses	10 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-79</b>	<b>Organizational Charts &amp; Tables</b> personnel function, allocation charts and tables	7 years after revised or rescinded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payroll Journal</b>					
<b>HR-80</b>	<b>Annual Cumulative</b>	50 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-81</b>	<b>Per Pay Period</b>	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Human Resources Retention Schedule (Updated Retention Schedules)

**Photographs & Fingerprints**

<b>HR-82</b>	<b>Hired</b>	7 years after employee leaves employment	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-83</b>	<b>Not Hired</b>	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-84</b>	<b>Pre-Employment Interview Notes</b> hired & not hired notes	7 years after position filled	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

**Psychological Examinations**

<b>HR-85</b>	<b>Hired</b>	7 years after date of hire	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-86</b>	<b>Not Hired</b>	7 years after date of examination	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-87</b>	<b>Press Releases/Public Service Announcements</b> notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-88</b>	<b>Professional Magazines &amp; Publications</b> publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-89</b>	<b>Public Notices</b> ads for employment opportunities	7 years after date of hire	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

**Quarterly Report**

<b>HR-90</b>	<b>BWC</b>	6 years & no longer of legal/fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-91</b>	<b>Health Insurance</b>	6 years & no longer of legal/fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-92</b>	<b>Receipt Books</b> receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-93</b>	<b>Record Requests and Log</b> public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-94</b>	<b>Records Retention Documents</b> RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-95</b>	<b>Reference Publications &amp; Directories</b> information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-96</b>	<b>Reports to Jobs and Family Services</b> records of employment related issue sent to JFS	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-97</b>	<b>Requisitions / Purchase Orders</b>	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Human Resources Retention Schedule (Updated Retention Schedules)

**Resume & Letters of Reference**

<b>HR-98</b>	<b>Hired</b>	7 years after date of hire	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-99</b>	<b>Not Hired</b>	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-100</b>	<b>Retirement Brochures &amp; Activities</b> employee information concerning retirement	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-101</b>	<b>State &amp; Federal Retirement Systems</b> payments, waiver, refunds, related documentation	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

**Training - Employee**

<b>HR-102</b>	<b>Employee In-Service</b> examinations, score sheets, evaluations, etc.	7 years after employee leaves municipal service	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-103</b>	<b>Employee Training Programs</b> programs, publications, curriculum, manuals	7 years after revised or rescinded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-104</b>	<b>Employee Training Records</b>	7 years after employee leaves municipal service	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

**Union & Labor**

<b>HR-105</b>	<b>Addendums &amp; Modifications</b> FOP, OBPA, FOP Dispatchers	15 years after expiration of contract or agreement	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-106</b>	<b>Contracts &amp; Agreements</b>	15 years after expiration, provided no pending claims	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-107</b>	<b>Negotiation Notes &amp; Working Files</b>	6 years after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-108</b>	<b>Negotiator Records &amp; Notes</b>	3 years after expiration of contract or agreement	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-109</b>	<b>Vendor &amp; Suppliers Information</b> contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>HR-110</b>	<b>Voice Mail - phone and/or cell phone</b> messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Human Resources Retention Schedule (Updated Retention Schedules)

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

## MOTION REQUEST

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**DATE:** April 19, 2022  
**TO:**  
**RE:** Destruction Schedules for 2022

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Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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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		
<b>Economic Development</b>								
Annual Departmental Budget	ED-03		Paper/Electronic		Jan. 2000	Dec. 2018	May 2022	
Development Project Files Imple	ED-15		Paper/Electronic		Jan. 2001	Dec. 2002	May 2022	
Incentive Proposals	ED-27		Paper/Electronic		Jan. 2000	Aug. 2003	May 2022	
<b>Planning &amp; Zoning</b>								
Boards & Commissions Agendas	PZ-07		Paper/Electronic		Jan. 2000	Dec. 2019	May 2022	
Boards & Comm. Recordings	PZ-12		Paper/Electronic		Jan. 2000	Dec. 2020	May 2022	
Board & Comm. Staff Reports	PZ-13		Paper/Electronic		Jan. 2000	Dec. 2019	May 2022	
Permits - Signs	PZ-36		Paper/Electronic		Jan. 2015	Dec. 2018	May 2022	
Permits – Temporary Zoning	PZ-37		Paper/Electronic		Jan. 2018	Dec. 2018	May 2022	
Permits – Zoning Certificates	PZ-38		Paper/Electronic		Jan. 2003	Dec. 2018	May 2022	
Site Plans - Denied	PZ-39		Paper/Electronic		Jan. 2000	Dec. 2018	May 2022	
Site Plans - Constructed	PZ-40		Paper/Electronic		Jan. 2000	Dec. 2020	May 2022	
Site Plans – Related Engineering	PZ-41		Paper/Electronic		Jan. 2000	Dec. 2018	May 2022	
<b>Auditor</b>								
Accounts Receivable	130035		Paper		Jan. 2016	Dec. 2017	May 2022	
Cumulative Trial Balance Report	130051		Paper		Jan. 2011	Dec. 2016	May 2022	
Purchase Orders	130060		Paper		Jan. 2016	Dec. 2017	May 2022	
<b>Civil Service</b>								
Appointments – Eligibility Lists	CS-19		Paper		Jan. 2015	Dec. 2015	May 2022	
Resumes & References – Hired	CS-54		Paper		Jan. 2015	Dec. 2015	May 2022	
Resumes & References – NH	CS-55		Paper		Jan. 2015	Dec. 2015	May 2022	

Attachment: RC3 Disposal Report April 2022 (Destruction Schedules for 2022)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
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<b>Police Department</b>								
BAC Instrument Check Forms	PD-10		Paper/electronic		Jan. 2011	Dec. 2018	May 2022	
Body Cameras – Traffic Warning	PD-25		Paper/electronic		Jan.	Dec.	May 2022	
Calendar Planning, Scheduling	PD-29		Paper/electronic		Jan. 2015	Dec. 2107	May 2022	
Civilian Waiver Forms	PD-31		Paper/electronic		Jan. 2015	Dec. 2017	May 2022	
Correspondence - Executive	PD-38		Paper/electronic		Jan. 2014	Dec. 2018	May 2022	
Courtesy Warnings	PD-43		Paper/electronic		Jan. 2001	Dec. 2015	May 2022	
Disciplinary Investigations	PD-56		Paper/electronic		Jan. 2015	Dec. 2015	May 2022	
Expunged Cases	PD-67		Paper/electronic		Jan. 1970	Dec. 2016	May 2022	
General Administrative Files	PD-76		Paper/electronic		Jan. 2018	Dec. 2018	May 2022	
Internal Affairs Investigation	PD-83		Paper/electronic		Jan. 2014	Dec. 2014	May 2022	
Public Records Request Forms	PD-120		Paper/electronic		Jan. 2014	Dec. 2020	May 2022	
Purchase Orders	PD-122		Paper/electronic		Jan. 2013	Dec. 2018	May 2022	
Special Ledger & Receipt Books	PD-129		Paper/electronic		Jan. 2015	Dec. 2015	May 2022	
Special Duty Request	PD-130		Paper/electronic		Jan. 2016	Dec. 2019	May 2022	
Traffic Citations Notes	PD-138		Paper/electronic		Jan. 2016	Dec. 2019	May 2022	
Traffic Citations Officer's Copy	PD-139		Paper/electronic		Jan. 2016	Dec. 2019	May 2022	
Traffic Citations Use of Force	PD-143		Paper/electronic		Jan. 2014	Dec. 2014	May 2022	

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<b>Human Resources</b>								
Annual Department Budget	HR-02		Paper/Electronic		Jan. 2016	Dec. 2017	May 2022	
Annual Budget Work Papers	HR-03		Paper/Electronic		Jan. 2016	Dec. 2017	May 2022	
Employment Application - Hired	HR-07		Paper/Electronic		Jan. 2012	Dec. 2017	May 2022	
Employment Application – NH	HR-08		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Arbitration/Mediation Files	HR-09		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Background Investigations -Hired	HR-11		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Background Investigations-NH	HR-12		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Civil Service Classified Employees	HR-16		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Civil Service Employment Info	HR-17		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
COBRA Initial Notice	HR-18		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
COBRA Notice & Election	HR-19		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
COBRA Termination of Coverage	HR-20		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Complaints Employee Misconduct	HR-22		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Conditional Emp. Offers – Hired	HR-23		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Conditional Emp. Offers - NH	HR-24		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Controlled Substance Testing	HR-25		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Correspondence - Executive	HR-26		Paper/Electronic		Jan. 2012	Dec. 2020	May 2022	
Classification Description	HR-37		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Employee Data Sheets	HR-38		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Employee Grievances	HR-43		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Employee Health/Life Claims	HR-44		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Employee Insurance/Enroll Record	HR-45		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Employee Performance Evaluation	HR-47		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Employee Position/Bid Sheets	HR-49		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Employee Pre Disciplinary Files	HR-50		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Unemployment Compensation File	HR-54		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Uniform, Clothing, Equip Records	HR-55		Paper/Electronic		Jan. 2012	Dec. 2018	May 2022	
Fact Finder Reports	HR-58		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Family & Medical Leave Act	HR-59		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Insurance Policies	HR-67		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Job & Position Descriptions	HR-68		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Letters of Appreciation	HR-70		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	

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Oaths of Office	HR-74		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Occupational Health Exam – Hire	HR-75		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Occupational Health Exam – NH	HR-76		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
OSHA Compliance Log	HR-78		Paper/Electronic		Jan. 2012	Dec. 2012	May 2022	
Organizational Charts & Table	HR-79		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Photographs/Fingerprints – Hired	HR-82		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Photographs/Fingerprints – NH	HR-83		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Pre-Employment Interview Notes	HR-84		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Psychological Exams – Hired	HR-85		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Psychological Exams – NH	HR-86		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Public Notices	HR-89		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Resumes/Letters – Hired	HR-98		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Resumes/Letters – NH	HR-99		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Training Employee in Service	HR-102		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Training Employee Programs	HR-103		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	
Training Employee Records	HR-104		Paper/Electronic		Jan. 2012	Dec. 2016	May 2022	

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Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
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<b>Stormwater Department</b>								
Accident/Incident Reports	SW-01		Paper/Electronic		Mar. 2014	Dec. 2019	May 2022	
Annual Department Budget	SW-03		Paper/Electronic		Dec. 2016	Dec. 2018	May 2022	
Annual Budget Prep Documents	SW-04		Paper/Electronic		Dec. 2019	Dec. 2020	May 2022	
Annual Reports – Dept. Doc.	SW-06		Paper/Electronic		Mar. 2014	Dec. 2018	May 2022	
Executive Correspondence	SW-11		Paper/Electronic		Dec. 2019	Feb. 2021	May 2022	
General Correspondence	SW-12		Paper/Electronic		Dec. 2019	Dec. 2019	May 2022	
Fixed Asset Inventory	SW-19		Paper/Electronic		Mar. 2014	Dec. 2018	May 2022	
Fuel & Diesel Usage	SW-20		Paper/Electronic		Dec. 2016	Dec. 2018	May 2022	
Herbicide Reports	SW-25		Paper/Electronic		Mar. 2014	Dec. 2018	May 2022	
NPDES Control Measures	SW-28		Paper/Electronic		Dec. 2016	Dec. 2018	May 2022	
OH EPA Periodic Testing	SW-29		Paper/Electronic		Dec. 2016	Dec. 2018	May 2022	
Official Staff Rosters	SW-31		Paper/Electronic		Dec. 2019	Dec. 2020	May 2022	
Permit File – Commercial	SW-32		Paper/Electronic		Dec. 2016	Dec. 2018	May 2022	
Permit File – Residential	SW-33		Paper/Electronic		Dec. 2016	Dec. 2018	May 2022	
Public Record Requests & Log	SW-38		Paper/Electronic		Mar. 2014	Dec. 2018	May 2022	
Requisitions/Purchase Orders	SW-41		Paper/Electronic		Dec. 2017	Dec. 2019	May 2022	
Security & Surveillance Videos	SW-42		Electronic		Mar. 2014	Dec. 2021	May 2022	
Work Orders	SW-46		Paper/Electronic		Dec. 2017	Dec. 2018	May 2022	

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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		
<b>Street Department</b>								
Accident/Incident Reports	ST-01		Paper/electronic		Mar. 2014	Dec. 2019	May 2022	
Annual Department Budget	ST-03		Paper/electronic		Dec. 2016	Dec. 2018	May 2022	
Annual Budget Dept. Documents	ST-04		Paper/electronic		Dec. 2019	Dec. 2021	May 2022	
Annual Sign Replacement	ST-07		Paper/electronic		Mar. 2015	Dec. 2018	May 2022	
Executive Correspondence	ST-15		Paper/electronic		Mar. 2014	Dec. 2020	May 2022	
General Correspondence	ST-16		Paper/electronic		Dec. 2019	Dec. 2021	May 2022	
Electronic Mail	ST-20		Paper/electronic		Mar. 2020	Dec. 2021	May 2022	
Fixed Asset Inventory	ST-23		Paper/electronic		Mar. 2014	Dec. 2018	May 2022	
Fuel Logs & Vehicle Usage	ST-24		Paper/electronic		Dec. 2016	Dec. 2018	May 2022	
Mowing Records	ST-30		Paper/electronic		Dec. 2016	Dec. 2019	May 2022	
Official Staff Roster	ST-32		Paper/electronic		Dec. 2019	Dec. 2020	May 2022	
Receipt Books	ST-38		Paper/electronic		Dec. 2016	Dec. 2019	May 2022	
Requisitions/Purchase Orders	ST-42		Paper/Electronic		Dec. 2017	Dec. 2019	May 2022	
Security & Surveillance Videos	ST-43		Electronic		Mar. 2014	Dec. 2021	May 2022	
Snow Storm Reports	ST-44		Paper/Electronic		Dec. 2016	Dec. 2018	May 2022	
Street Inventory Records	ST-46		Paper/Electronic		Dec. 2013	Dec. 2015	May 2022	
Street Light Checklists	ST-47		Paper/Electronic		Dec. 2013	Dec. 2017	May 2022	
Street Light Records	ST-48		Paper/Electronic		Dec. 2013	Dec. 2018	May 2022	
Traffic Count Reports	ST-49		Paper/Electronic		Dec. 2015	Dec. 2016	May 2022	
Traffic Control Devices – Sign	ST-50		Paper/Electronic		Mar. 2014	Dec. 2018	May 2022	
Work Orders	ST-53				Mar. 2016	Dec. 2018	May 2022	

Attachment: RC3 Disposal Report April 2022 (Destruction Schedules for 2022)