



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

1. Call to Order

PRESENT: Prasher, Cicak, Shook, Begeny
ABSENT: Piek

2. Approval of Agenda

Auditor Cicak moved to approve the agenda as submitted. Second by Attorney Shook. Motion carried.

3. Approval of Minutes

a. Records Commission – Meeting – May 4, 2021

Auditor Cicak moved to approve the May 4, 2021 minutes as submitted. Second by Attorney Shook. Motion carried.

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| RESULT: ACCEPTED |
|--------------------------------|

4. Discussion

a. Approval of Updated Retention Schedules

1. A Motion to Approve Various Department Retention Schedules for 2022

Development Retention Schedule

Clerk Prasher explained that this schedule has been updated with the new standard items from the former schedule.

Attorney Shook commented that the word correspondence is misspelled.

Planning & Zoning Retention Schedule

Clerk Prasher explained that this schedule has been updated with the new standard items from the former schedule.

Attorney Shook questioned the retention period of Permits and Site Plans. He felt the 3 years retention periods were not long enough. Clerk Prasher will determine if perhaps the building or service departments held the files. Attorney Shook agreed to pass the

schedule, but if Clerk Prasher could check and then perhaps removed just those items should other departments not retain these items.

Attorney Shook suggested that he was fine with approving the schedules, but would like to hold the Permits and Site Plans for further discussion if those records are not held by another department.

Parks & Recreation Retention Schedule

Clerk Prasher advised that this schedule has been updated to remove items related to events to put on the events coordinator schedule still being prepared.

Human Resources Retention Schedule

Clerk Prasher reviewed items that Director Boller wanted removed from the schedule. Most items were records that were no longer held or records that were now stored in the New World software covered by the Auditor's schedule.

| | |
|------------------|--------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Chris Shook, City Attorney |
| SECONDER: | Stephen M. Cicak, City Auditor |
| AYES: | Prasher, Cicak, Shook, Begeny |
| ABSENT: | Piek |

b. Approval of Destruction Schedules

1. A Motion to Approve the Departmental Destruction Schedule for 2022

Clerk Prasher presented the annual destruction schedule for various departments. There were no special records being requested for destruction.

Attorney Shook agreed to approve the destruction schedule, but would like to hold the Permits and Site Plan records until the issues considering retention periods were resolved.

| | |
|------------------|--------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Chris Shook, City Attorney |
| SECONDER: | Stephen M. Cicak, City Auditor |
| AYES: | Prasher, Cicak, Shook, Begeny |
| ABSENT: | Piek |

c. Citywide Minute Taking

Clerk Prasher made a suggestion that Council as well as other departmental minutes like Planning Commission and BZBA should no longer be taken as verbatim minutes. Minutes should all be summary. Clerk Prasher provided information regarding the various styles and functions of minutes. The past two Council minutes were completed as summary minutes. Important or significant portions of conversations could still be taken in full text, but general

portions of the meetings would be summary. Clerk Prasher added that most other municipalities in Ohio use summary minutes. With the hiring of a new clerk, Clerk Prasher suggested that now would be a good time to transition. The change could be done as a trial measure up to Council's August break.

Auditor Cicak shared that summary minutes were standard until a chair of the Planning Commission demanded verbatim minutes.

Auditor Cicak, Attorney Shook, and Mayor Begeny expressed their support.

Clerk Prasher advised that she would contact Council next to seek their support and opinion.

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

DATE: **April 19, 2022**

TO:

RE: **Updated Retention Schedules**

Approval:

| | | |
|------------|-------------|---------------|
| Joe Begeny | Chris Shook | Stephen Cicak |
|------------|-------------|---------------|

**Reynoldsburg Retention Schedule
Development 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 |
| ED-01 | Accident/Incident Reports 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 | Administrative, Fiscal Files & Reports non-specific and periodic | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-03 | Annual Departmental Budget list of funds and anticipated revenues & expenses | 3 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-04 | Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department | Until incorporated into Annual Report, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-05 | Annual Report report of annual functions of the department | 25 years, then appraise for historical value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-06 | Awards & Certificates | Permanent | multi | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-07 | Bulletins, Posters & Notices 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 | Business Cards/Rotary/Rolodex Files address and phone number information | Until obsolete or superseded, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-09 | Calendars - Council & Committee/Boards | 1 year & no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-10 | Commercial Tax Abatement Records minutes, correspondents | 7 years after expiration of abatement | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| Correspondence | | | | | |
| ED-11 | 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 | <input type="checkbox"/> | <input type="checkbox"/> |

Attachment: 2022 Development (Updated Retention Schedules)

| | | | Auditor of State | OHS-LGRP | |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------|--------------------------|
| ED-12 | General - 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"/> |
| ED-13 | 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-14 | Unsolicited - Generic mail, advertisements, catalogs, invitations, etc. | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| Development Project Files | | | | | |
| | plans, correspondants, emails, packets | | | | |
| ED-15 | Implemented | 10 years after completion & no longer of administrative, fiscal or legal value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-16 | Proposed/Not Implemented | 3 years and no longer of administrative value after denial | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-17 | Proposed/Unsolicited | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-18 | Drafts and Informal Notes materials used to support final documentation | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-19 | 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-20 | Equipment Operating & Maintenance Manuals manuals provided with equipment purchases | Life of equipment, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-21 | Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices automatic reports showing copiers & fax use | Retain until no longer of administrative value, then destroy | paper | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-22 | Fixed Asset Inventory list of department assets and value | Until superseded, retain one copy until audited | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| General Orders, Directives, Rules, Regulations | | | | | |
| | codes, memos, personnel policies, procedures administrative policies & regulations | | | | |
| ED-23 | County, State or Federal | Until superseded, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-24 | City of Reynoldsburg | 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

| | | | | | |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------|--------------------------|--------------------------|
| ED-25 | Funded | 6 years after expiration and audited | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-26 | Not Funded | 1 year | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-27 | Incentive Proposals minutes, correspondants | Retain until no longer of administrative or fiscal value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-28 | Messages phone or visitor messages | Erase when no longer of administrative/legal value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-29 | Ohio Public Records Compliance File records of retention and destruction schedules | Permanent | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-30 | Periodic Council Reports reports regarding potential development projects | Appraise for historic value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-31 | Photographs, Negatives, Digital Images | Until no longer of administrative or legal value, then assessed for historical value | multi | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-32 | Plans and Project Drawings plans, documents, flash drives | Maintain according to project | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-33 | Planning, Scheduling, Calendar & Training calendars, planners, software programs (Outlook) appointment books, publications (outside sources) | Continually updated, revised or erased | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-34 | Press Releases/Public Service Announcements 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"/> |
| ED-34 | Professional Magazines & Publications publications from outside sources | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-35 | Public Record Requests and Log public records requests (forms & records) | 2 years until no longer of administrative value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-36 | Receipt Books / Transaction Receipts receipt books for payment of fees | 3 years, provided audit | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-37 | Records Retention Documents RC 1, RC 2, RC 3 | 25 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-38 | Reference Publications & Directories 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 |
|--------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------|--------------------------|
| ED-39 | Requisitions / Purchase Orders | 3 years, provided audited | electronic | <input type="checkbox"/> |
| ED-40 | Special Studies contact information, brochures, etc. | 5 years, then appraist for historic value | paper/electronic | <input type="checkbox"/> |
| ED-41 | Tax Abatement Fee Receipts Tax Incentive Review Commission | 7 years, provided audited | paper/electronic | <input type="checkbox"/> |
| ED-42 | Agendas and Notices | 2 years | paper/electronic | <input type="checkbox"/> |
| ED-43 | Minutes | 25 years, then appraise for historic value | paper/electronic | <input type="checkbox"/> |
| ED-44 | Tax Increment Files (TIF) minutes, agendas, 30-year projects | 7 years, after project completec | paper/electronic | <input type="checkbox"/> |
| ED-45 | Voice Mail - phone and/or cell phone messages left on voice mail or answering machines | Erase when no longer of administrative/legal value | electronic | <input type="checkbox"/> |

**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 | Accident/Incident Reports 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 | Administrative, Fiscal Files & Reports non-specific and periodic | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-03 | Annual Departmental Budget list of funds and anticipated revenues & expenses | 3 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-04 | Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department | Until incorporated into Annual Report, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-05 | Annual Report report of annual functions of the department | 25 years, then appraise for historical value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-06 | Awards & Certificates Boards & Commission various boards set up as needed by the department | Permanent | multi | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-7 | Agendas | 2 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-8 | Case Files | 6 years after final action | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-9 | Correspondence | Retain until no longer of administrative value, then destr | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-10 | Minutes | Permanently | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-11 | Notices | 2 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-12 | Recordings | 1 year | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-13 | Staff Reports | 2 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-14 | Bulletins, Posters & Notices 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 | Business Cards/Rotary/Rolodex Files 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 |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------|--------------------------|
| PZ-16 | Calendars - Council & Committee/Boards Comprehensive Plans long range plans & designs for the community | 1 year & no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-17 | Administrative Files | 6 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-18 | Adopted Plan | Permanently | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-19 | Content & Drafts | Retain until no longer of administrative value, then destr | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| Correspondence | | | | | |
| PZ-20 | 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-21 | General - 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"/> |
| PZ-22 | 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-23 | Unsolicited - Generic mail, advertisements, catalogs, invitations, etc. | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-24 | Drafts and Informal Notes materials used to support final documentation | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-25 | 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-26 | Equipment Operating & Maintenance Manuals manuals provided with equipment purchases | Life of equipment, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-27 | Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices 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 |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------|--------------------------|
| PZ-28 | Fixed Asset Inventory list of department assets and value | Until superseded, retain one copy until audited | paper/electronic | <input type="checkbox"/> |
| | General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations | | | |
| PZ-29 | County, State or Federal | Until superseded, then destroy | paper/electronic | <input type="checkbox"/> |
| PZ-30 | City of Reynoldsburg | 6 years after revised, superceded or discontinued | paper/electronic | <input type="checkbox"/> |
| | Grant Applications | | | |
| PZ-31 | Funded | 6 years after expiration and audited | paper/electronic | <input type="checkbox"/> |
| PZ-32 | Not Funded | 1 year | paper/electronic | <input type="checkbox"/> |
| PZ-33 | Messages phone or visitor messages | Erase when no longer of administrative/legal value | paper/electronic | <input type="checkbox"/> |
| PZ-34 | Ohio Public Records Compliance File records of retention and destruction schedules | Permanent | paper/electronic | <input type="checkbox"/> |
| | Permits various permits related to zoning projects | | | |
| PZ-35 | Database/Case Management System | Permanent | paper/electronic | <input type="checkbox"/> |
| PZ-36 | Sign Permits | 3 years after date of issue | paper/electronic | <input type="checkbox"/> |
| PZ-37 | Temporary Zoning Certificates | 3 years after date of issue | paper/electronic | <input type="checkbox"/> |
| PZ-38 | Zoning Certificates | 3 years after date of issue | paper/electronic | <input type="checkbox"/> |
| | Site Plans | | | |
| PZ-39 | Denied/Not Implemented Major/Minor Site Plans | 3 years after project submitted | paper/electronic | <input type="checkbox"/> |
| PZ-40 | Constructed Major/ Minor Site Plans | 6 months after COO is issued | paper/electronic | <input type="checkbox"/> |
| PZ-41 | Related Engineering Reports (traffic studies, landscape plans, etc.) | 3 years after project completion | paper/electronic | <input type="checkbox"/> |
| PZ-42 | Photographs, Negatives, Digital Images | Until no longer of administrative or legal value, then assessed for historical value | multi | <input type="checkbox"/> |
| PZ-43 | Planning, Scheduling, Calendar & Training calendars, planners, software programs (Outlook) appointment books, publications (outside sources) | Continually updated, revised or erased | paper/electronic | <input type="checkbox"/> |

Attachment: 2022 Planning and Zoning (Updated Retention Schedules)

| | | | Auditor of State | OHS-LGRP | |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------|--------------------------|--------------------------|
| PZ-44 | Press Releases/Public Service Announcements 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"/> |
| PZ-45 | Professional Magazines & Publications publications from outside sources | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-46 | Public Record Requests and Log public records requests (forms & records) | 2 years until no longer of administrative value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-47 | Receipt Books / Transaction Receipts receipt books for payment of fees | 3 years, provided audit | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-48 | Records Retention Documents RC 1, RC 2, RC 3 | 25 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-49 | Reference Publications & Directories information used for reference purposes | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-50 | Requisitions / Purchase Orders | 3 years, provided audited | electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-51 | Traffic Studies reports showing traffic patterns for projects | 6 years after final action | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-52 | Utility Plans plot grades for projected projects | Retain until approved & filed with Service Department | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-53 | Voice Mail - phone and/or cell phone messages left on voice mail or answering machines | Erase when no longer of administrative/legal value | electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | Zoning | | | | |
| PZ-54 | Codes | Retain until superceded | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-55 | Maps | Retain official copy permanently | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PZ-56 | Violation Case Files | 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 | 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-02 | Administrative Reports & Fiscal Files - General non-specific and periodic | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-03 | Annual Budget list of funds and anticipated revenues & expenses | 3 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-04 | Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department | Until incorporated into Annual Report, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | Annual Reports record of City's annual functions and finances | | | | |
| PR-05 | City | Permanent | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-06 | Department | 25 years, then appraise for historic value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-07 | Bulletins, Posters & Notices 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 | Business Cards/Rotary/Rolodex Files address and phone number information | Until obsolete or superseded, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-09 | Calendars, Appointment Books, Planners | 1 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-10 | Complaints 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 |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------|--------------------------|
| PR-11 | 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-12 | General - 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"/> |
| PR-13 | 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-14 | Unsolicited - Generic mail, advertisements, catalogs, invitations, etc. | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-15 | Drafts and Informal Notes materials used to support final documentation | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-16 | Education & Public Service Programs descriptions & brochures of available programming | Retain until superseded, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-17 | Electronic Mail (Email) & Attachments 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"/> |
| PR-18 | Equipment Operating & Maintenance Manuals manuals provided with equipment purchases | Life of equipment, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-19 | 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"/> |
| PR-20 | Fixed Asset Inventory list of department assets and value | Until superseded, retain one copy until audited | paper | <input type="checkbox"/> | <input type="checkbox"/> |
| | General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations | | | | |
| PR-21 | County, State or Federal | 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 |
|--------------|--------------------------------------------------------------------------------|--------------------------------------------------------------|------------------|--------------------------|--------------------------|
| PR-22 | City of Reynoldsburg | Until superseded, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | Grant Applications | | | | |
| PR-23 | Funded | 6 years after expiration and audit | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-24 | Not Funded | 1 year | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-25 | Maps & Plans of City Owned Park Lands | Permanent | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | aerial maps, plan lay-outs of city park lands | | | | |
| PR-26 | Messages | Erase when no longer of administrative/legal value | paper | <input type="checkbox"/> | <input type="checkbox"/> |
| | phone or visitor messages | | | | |
| PR-27 | Ohio Public Records Compliance File | Permanent | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | records of retention and destruction schedules | | | | |
| PR-28 | Official Staff & Committee Rosters | 1 year after superseded or obsolete | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | master directories of employees, Councilmembers & board/commission members | | | | |
| PR-29 | Parks & Recreation Refunds | 3 years, provided audit | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | record of refunds issued annually | | | | |
| PR-30 | Permits | 3 years, provided audit | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | rental permits (gazebo, field, senior center) | | | | |
| PR-31 | Personal Service Agreements | 3 years, provided audit | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | agreements with officials, instructors, program leads | | | | |
| PR-32 | Photographs, Awards, Certificates | 3 years and no longer of historical value | multi | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-33 | Planning, Scheduling, Calendar & Training | Continually updated, revised or erased | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | calendars, planners, software programs (such as MS Outlook), appointment books | | | | |
| PR-34 | Plans & Drawings | retain until no longer of administrative value, then destr | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | plans and drawings for park improvement projects | | | | |
| PR-35 | Press Releases/Public Service Announcements | 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 | | | | |
| PR-36 | Professional Magazines & Publications | 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 | |
|--------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------|--------------------------|--------------------------|
| PR-37 | Program & Participant Rules & Regulations description of expectations & policies | 2 years after revised or rescinded | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | Proposals | | | | |
| PR-38 | Not Funded | Retain until no longer of administrative value, then destr | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-39 | Not Approved | Retain until no longer of administrative value, then destr | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-40 | Receipt/Receipt Books receipts or ledgers for payment of fees | 3 years or until audit | paper | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-41 | Record Requests public records requests (forms & records) | 2 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-42 | Records Retention Documents RC 1, RC 2, RC 3 | 25 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | Recreation Commission | | | | |
| PR-43 | Agendas | 3 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-44 | Meeting Notices | 3 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-45 | Minutes | 25 years, then appraise for historical value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-46 | Recreation Program Files 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"/> |
| PR-47 | Reference Publications & Directories 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"/> |
| | Registration Files - Participants | | | | |
| | rosters of program participants | | | | |
| PR-48 | Adult | 3 years, then destroy unless of legal value then retain 3 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-49 | Juvenile | 3 years, then dstroy unless of legal value, retain to age 21 | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-50 | Requisitions / Purchase Orders | 2 years, provided audited | electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-51 | Security & Surveillance Videos summary of department head staff meetings | 30 days, continually updated | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-52 | Team Rosters & Scorecards team rosters, scorecards submitted by officials | 3 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-53 | Tracking Sheets 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 | |
|--------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------|--------------------------|--------------------------|
| PR-54 | Vendor & Suppliers Information contact information, brochures, etc. | Until obsolete or superseded, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-55 | Voice Mail - phone and/or cell phone messages left on voice mail or answering machines | Erase when no longer of administrative/legal value | electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-56 | Utility Costs & Usage Records 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) 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 | | |
| HR-01 | Administrative Reports & Fiscal Files - General non-specific and periodic | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-02 | Annual Departmental Budget list of funds and anticipated revenues & expenses | 3 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-03 | Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department | Until incorporated into Annual Report, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | Annual Report report of previous years facts, figures & tasks | | | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-04 | Department | 6 years and no longer of legal/fiscal value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-05 | BWC - Bureau of Workman's' Compensation | 6 years and no longer of legal/fiscal value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-06 | EEOC - Equal Employment Opportunity Commission | 15 years, then appraise for historic value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| | Application for Employment employment applications & associated documents | | | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-07 | Hired | 7 years after employee leaves municipal employment | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-08 | Not Hired | 7 years after position filled or listing expires | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-09 | Arbitration & Mediation Case Files & Reports address and phone number information | 7 years after final decision & no actions/appeals pending | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-10 | Awards, Certificates, Photographs | 3 years and not longer of historic value | multi | <input type="checkbox"/> | <input type="checkbox"/> |
| | Background Investigations confidential results from reports & reports | 7 years after employee leaves municipal employment | | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-11 | Hired | 7 years after position filled or listing expires | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-12 | Not Hired | 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 |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------|--------------------------|
| HR-13 | Bulletins, Posters & Notices signs describing events, meetings, issues, etc. | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> |
| HR-14 | Business Cards/Rotary/Rolodex Files address and phone number information | Until obsolete or superseded, then destroy | paper/electronic | <input type="checkbox"/> |
| HR-15 | Calendars, Appointment Books, Planners | 1 year & no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> |
| Civil Service Commission | | | | |
| HR-16 | Classified Employees List | 7 years after superseded | paper/electronic | <input type="checkbox"/> |
| HR-17 | Employment Information | 7 years after superseded | paper/electronic | <input type="checkbox"/> |
| COBRA (Consolidated Budget Reconciliation Act of 1986) | | | | |
| HR-18 | Initial Notice | 7 years after date of issuance | paper/electronic | <input type="checkbox"/> |
| HR-19 | Notice & Election - when qualifying event occurs | 7 years after date of issuance | paper/electronic | <input type="checkbox"/> |
| HR-20 | Termination of Coverage Notice | 7 years after date of issuance | paper/electronic | <input type="checkbox"/> |
| Complaints | | | | |
| | letters or documents regarding employee issues | Retain until no longer of administrative/legal value | | |
| HR-21 | Anonymous & Unfounded Against Employees | Retain until no longer of administrative/legal value | paper/electronic | <input type="checkbox"/> |
| HR-22 | Employee Misconduct - External | 7 years & not longer of administrative/legal value | paper/electronic | <input type="checkbox"/> |
| | Conditional Employment Offers | 7 years after employees leaves employment | | <input type="checkbox"/> |
| | letters offering employment with any benefits | | | |
| HR-23 | Hired | 7 years after employee leaves employment | paper/electronic | <input type="checkbox"/> |
| HR-24 | Not Hired | 7 years | paper/electronic | <input type="checkbox"/> |
| HR-25 | Controlled Substance Testing records from employee drug testing | 7 years | paper/electronic | <input type="checkbox"/> |
| Correspondence | | | | |
| HR-26 | 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 | <input type="checkbox"/> |
| HR-27 | General - 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 | 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-29 | Unsolicited - 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 | Department of Transportation 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 | Drafts and Informal Notes 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 | EEOC Compliance File 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 | Electronic Mail (Email) & Attachments 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"/> |
| Employee Employment Records | | | | | |
| HR-34 | Absentee Reports | Retain until no longer of administrative/legal value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-34 | Accident Reports | Retain until no longer of administrative/legal value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-35 | Assistance Program | Retain until no longer of administrative/legal value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-36 | Bureau of Workers Compensation Claim Files | 10 years after final decision & no pending actions/appeal | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-37 | Classification Descriptions | 7 years after revised or rescinded | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-38 | Data Sheets FLSA compliance annual updates | 7 years after superseded | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-39 | Development Files 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 | Drug Testing Results | Retain until no longer of administrative/legal value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-41 | Earning Records | Updated continually until pension benefits exercised | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-42 | Hazardous/Biological/ Infectious Disease Exposur | 30 years after employee leaves employment | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-43 | Grievances | 7 years after final decision & no actions/appeals pending | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-44 | Health & Life Insurance Claims | 7 years & no longer of administrative/legal value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-45 | Insurance & Enrollment Records | 7 years employee leavers service, provided policy is expired & no claims/appeals pending | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-46 | Merit Evaluation Documentation | 90 days after final decision rendered, no appeals pending | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |

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

| | | | | Auditor of State | OHS-LGRP | |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--|-----------------------------|--------------------------|--------------------------|
| HR-47 | Overtime Reports | 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"/> |
| HR-53 | Sick Leave Affidavits | 7 years | | paper/electronic | <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"/> |
| HR-56 | Time Sheets | 7 years, provided audit | | paper/electronic | <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"/> |
| HR-60 | Work & Assignment Schedules - White Board | Continually updated | | paper/electronic | <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"/> |
| | General Orders, Directives, Rules, Regulations 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

| | | | | | |
|--------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------|--------------------------|--------------------------|
| HR-64 | Funded | 6 years after expiration and audited | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-65 | Not Funded | 1 year | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-66 | I-9 forms Immigration Reform & Control Act requirement | 3 years from date of hire or 1 years after termination | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-67 | Insurance Policies benefits, property & casualty | 15 years after expiration, provided no claims pending | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-68 | Job & Position Descriptions description of all job positions | 7 years after revised or rescinded | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-69 | Leave Balance Reports documentation of employee leave benefits | Retain until revised or superseded, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-70 | Letters of Appointment document of employee appointments | Permanent | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-71 | Letters of Appreciation & Commendation letters praising employee performance | 7 years after employee leaves employments | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-72 | Municipal Publications - Educational & Informatio phone or visitor messages | Retain until superseded or obsolete, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-73 | Messages phone or visitor messages | Erase when no longer of administrative/legal value | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-74 | Oaths of Office | 7 years after employee leaves employment | paper | <input type="checkbox"/> | <input type="checkbox"/> |

Occupational Health Examinations

| | | | | | |
|--------------|-----------------------------------------------------------------------------------------------|------------------------------------------|------------------|--------------------------|--------------------------|
| HR-75 | Hired | 7 years after employee leaves employment | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-76 | Not Hired | 7 years after position filled | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-77 | Ohio Public Records Compliance File records of retention and destruction schedules | Permanent | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-78 | OSHA Compliance Log records of serious occupational injuries & illnesses | 10 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-79 | Organizational Charts & Tables personnel function, allocation charts and tables | 7 years after revised or rescinded | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |

Payroll Journal

| | | | | | |
|--------------|--------------------------|-------------------------|------------------|--------------------------|--------------------------|
| HR-80 | Annual Cumulative | 50 years | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-81 | Per Pay Period | 3 years, provided audit | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |

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

Photographs & Fingerprints

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

Psychological Examinations

| | | | | | |
|-------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------|--------------------------|--------------------------|
| HR-85 | Hired | 7 years after date of hire | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-86 | Not Hired | 7 years after date of examination | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-87 | Press Releases/Public Service Announcements 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"/> |
| HR-88 | Professional Magazines & Publications publications from outside sources | Retain until no longer of administrative value, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-89 | Public Notices ads for employment opportunities | 7 years after date of hire | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |

Quarterly Report

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

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

Auditor of State OHS-LGRP

Resume & Letters of Reference

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

Training - Employee

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

Union & Labor

| | | | | | |
|----------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------|--------------------------|--------------------------|
| FOP, OBPA, FOP Dispatchers | | | | | |
| HR-105 | Addendums & Modifications | 15 years after expiration of contract or agreement | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-106 | Contracts & Agreements | 15 years after expiration, provided no pending claims | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-107 | Negotiation Notes & Working Files | 6 years after expiration | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-108 | Negotiator Records & Notes | 3 years after expiration of contract or agreement | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-109 | Vendor & Suppliers Information contact information, brochures, etc. | Until obsolete or superseded, then destroy | paper/electronic | <input type="checkbox"/> | <input type="checkbox"/> |
| HR-110 | Voice Mail - phone and/or cell phone 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

DATE: **April 19, 2022**

TO:

RE: **Destruction Schedules for 2022**

Approval:

| | | |
|------------|-------------|---------------|
| Joe Begeny | Chris Shook | Stephen Cicak |
|------------|-------------|---------------|

| 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 | | |
| Economic Development | | | | | | | | |
| 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 | |
| Planning & Zoning | | | | | | | | |
| 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 | |
| Auditor | | | | | | | | |
| 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 | |
| Civil Service | | | | | | | | |
| 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 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 | | | |
| | | | | | | | |
| Police Department | | | | | | | |
| 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 | |

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 |
|------------------------------------|----------------------------|----------------------------------|------------------|----------------------------------------------------------------|--------------------------|-----------|---------------------------|------------------|
| | Schedule Number | Records Commission Approval Date | | List other media on which this record series is being retained | From | To | | |
| Human Resources | | | | | | | | |
| 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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| 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 | | |
| 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 | |

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 |
|--------------------------------|----------------------------|----------------------------------|------------------|----------------------------------------------------------------|--------------------------|-----------|---------------------------|------------------|
| | Schedule Number | Records Commission Approval Date | | List other media on which this record series is being retained | From | To | | |
| Stormwater Department | | | | | | | | |
| 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 | |

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

| 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 | | |
| Street Department | | | | | | | | |
| 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 | |

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