



**RECORDS COMMISSION  
TUESDAY MARCH 23, 2021  
3:00PM  
VIRTUAL MEETING**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
  - a. Records Commission – Meeting – March 1, 2021
4. Discussion
  - a. *Retention Schedule*
    1. Update Police Retention Schedule
    2. Service Department Retention Schedule
    3. Update of Building Department Retention Schedule
  - b. *Destruction Schedule*
    1. Supplemental Destruction Schedule
5. Adjourn

# *R* CITY OF REYNOLDSBURG

## RECORDS COMMISSION MONDAY MARCH 1, 2021

### MEETING

**PLACE: COUNCIL CONFERENCE ROOM  
7232 EAST MAIN STREET, FIRST FLOOR, REYNOLDSBURG, OH 43068**

#### 1. Call to Order

PRESENT: Prasher (Remote), Cicak (Remote), Piek (Remote), Shook (Remote 2:05 PM), Begeny (Remote)  
ABSENT:

#### 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 – October 21, 2020

Auditor Cicak moved to approve the minutes as submitted. Second by Clerk Prasher. Motion approved.

<b>RESULT:</b>	<b>ACCEPTED</b>
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#### 4. Discussion

##### a. *Retention Schedules*

##### 1. Update of Retention Schedule - Civil Service

There were no comments regarding this schedule.

<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	Mollie Prasher, Clerk of Council
<b>SECONDER:</b>	Joe Begeny, Mayor
<b>AYES:</b>	Prasher, Cicak, Piek, Begeny
<b>AWAY:</b>	Shook

Minutes Acceptance: Minutes of Mar 1, 2021 2:00 PM (Approval of Minutes)

## 2. Update of Retention Schedule - Parks and Recreation

There were no comments regarding the Parks & Recreation Retention Schedule.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Shook, City Attorney
<b>SECONDER:</b>	Stephen M. Cicak, City Auditor
<b>AYES:</b>	Prasher, Cicak, Piek, Shook, Begeny

## 3. Update Police Retention Schedule

Chief Baker revised the Police Department Retention Schedule to set the retention period for Body/Cruiser Cameras for a period of 30 days from 6 months. Attorney Shook expressed the possible need to maintain these records for at a minimum of 90 days as requests for video for court cases sometimes happen more than 30 days after event.

The Mayor suggested that this retention schedule be held until further discussions could take place with Chief Baker regarding this items.

<b>RESULT:</b>	<b>HELD</b>	<b>Next: 3/23/2021 3:00 PM</b>
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## 4. Update of Retention Schedule - Street

There was no discussion regarding the Street Department Retention Schedule.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen M. Cicak, City Auditor
<b>SECONDER:</b>	Chris Shook, City Attorney
<b>AYES:</b>	Prasher, Cicak, Piek, Shook, Begeny

## 5. Update of Retention Schedule - Stormwater

There was no discussion regarding the Stormwater Department Retention Schedule.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Stephen M. Cicak, City Auditor
<b>SECONDER:</b>	Chris Shook, City Attorney
<b>AYES:</b>	Prasher, Cicak, Piek, Shook, Begeny

### b. Destruction Schedule

#### 1. Destruction Schedule for Various Departments 2021

There was no discussion regarding the submitted Destruction Schedule.

Clerk Prasher advised that the Police Department was unable to complete their scheduled items for destruction. An additional Records Commission will be schedule in the next two to three weeks in order to destroy all records at the same time.

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

## 2. RC 1 One-Time Disposal of Obsolete Records - Auditor

Clerk Prasher explained that these records were not on the Auditor Retention Schedule as these records were only produced very periodically. In order to destroy these records, an RC-1 schedule is needed.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Shook, City Attorney
<b>SECONDER:</b>	Stephen M. Cicak, City Auditor
<b>AYES:</b>	Prasher, Cicak, Piek, Shook, Begeny

## 5. Adjourn

As there was no further business, Clerk Prasher moved to adjourn the meeting. Second by Auditor Cicak. Motion carried. Meeting adjourned.

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

## **MOTION REQUEST**

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**DATE:**           **March 23, 2021**

**TO:**

**RE:**               **Police 2021 Retention Schedule Update**

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Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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Chief Baker requested an update of retention periods for camera usage. There is also a change separating traffic citations into paper retention and electronic retention.

Since the last Records Commission meeting, three additional items have been added to the schedule:

- Citizen Complaints
- Disciplinary investigations
- Internal Affairs Investigations

**Retention Schedule  
Police 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
PD-01	Acknowledgement Confirmation prosecutors office	Retain until incorporated into case file	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-02	Annual Compliance Report results of RPD performance annually	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-03	Annual Departmental Budget Documents & Work Papers	Retain until no longer of administrative/fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-04	Copy information related to preparation and submission of the City budget	3 years after final budget approved		<input type="checkbox"/>	<input type="checkbox"/>
PD-05	Annual Report summary of annual police dept. proceedings	50 years & appraise for historic value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-06	Arrest Photos (Mug Shots) photos of individuals that were arrested	25 years after last entry	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-07	Auction Files results & files related to sale of equipment	10 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-08	Awards, Certificates, News Articles items that depict happenings in the department	3 years & no longer of a historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
	<b>BAC - Blood Alcohol Concentration DataMaster</b> reports documenting blood alcohol levels			<input type="checkbox"/>	<input type="checkbox"/>
PD-09	Breath Testing Log Book	3 years & no longer of administrative or legal value	multi	<input type="checkbox"/>	<input type="checkbox"/>
PD-10	Calibration Test Log	3 years & no longer of administrative or legal value	multi	<input type="checkbox"/>	<input type="checkbox"/>
PD-11	Datamaster Maintenance Log	3 years & no longer of administrative or legal value	multi	<input type="checkbox"/>	<input type="checkbox"/>
PD-12	Testing Solution Affidavit Log	3 years & no longer of administrative or legal value	multi	<input type="checkbox"/>	<input type="checkbox"/>
PD-13	Intoxilyzer Log	3 years & no longer of administrative or legal value	multi	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

Auditor of State OHS-LGRP

Item ID	Description	Retention Period	Media	Auditor of State	OHS-LGRP
PD-14	<b>Bicycle Licenses</b> records documenting bicycle licenses	2 years after date of issuance	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-15	<b>Blank Forms</b> forms created & used by the	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-16	<b>BMV Form 2255</b>	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-17	<b>BMV Transcript Requests</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Body/Cruiser Cameras</b>					
PD-18	<b>Arrests</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-19	<b>Assault, Drugs, DUI, DV, etc.</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-20	<b>Body/Cruiser Cameras</b> <span style="color: red;">30 days</span>	<del>6 months</del> , no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-21	<b>Evading/Pursuit</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-22	<b>Interview</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-23	<b>Protest, Riot, Large Group Gatherings</b>	2 years & no legal actions or claims	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-24	<b>Suspicious Vehicle/Persons</b> <span style="color: red;">30 days</span>	<del>6 months</del> &, no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-25	<b>Traffic Warnings, Citations, &amp; Accidents</b>	<del>6 months</del> <span style="color: red;">30 days, no longer of administrative/legal v</span>	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-26	<b>Bulletins, Poster, General Notices, &amp; Displays</b> signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-27	<b>Business Cards/Rotary/Rolodex Files</b> address and phone number information	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-28	<b>Business Crime Alerts</b> signatures for participation contact information	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-29	<b>Calendar, Planning, Scheduling, &amp; Organizers</b> calendars, planners, software programs (such as MS Outlook), appointment books	1 year & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-30	<b>Citizen Complaints</b> <span style="color: red;">complaints from citizens regarding the department</span>	<span style="color: red;">7 years &amp; no longer of legal value</span>	<span style="color: red;">paper/electronic</span>	<input type="checkbox"/>	<input type="checkbox"/>
PD-31	<b>Civilian Waiver Forms (Ride-Along Program)</b> permission forms from civilians	2 years with no action or claims	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

Auditor of State OHS-LGRP

PD-32	<b>Community Service &amp; Crime Prevention Program</b> publications, newsletters & hand-outs	2 years after expiration or modification of program	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-33	<b>Community Surveys</b>	1 year after incorporation into annual report	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-34	<b>Computer Administrative &amp; Fiscal Reports</b> non-specific & periodic	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-35	<b>Computer Voice Stress Analyzer</b> reports of voice analysis	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-36	<b>Computerized Criminal History Logs (CCH)</b> recording system for phone calls & radio traffic	3 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-37	<b>Contracts (non-fiscal), Service Agreements &amp; Memorandums of Understandings (MOU)</b> contracts & agreements for construction, services, equipment, supplies, projects & programs	15 years after expiration or termination	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Correspondence</b>					
PD-38	<b>Executive - Manager, Council, executive &amp; staff</b> letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative/legal value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-39	<b>General - Both internal &amp; external</b> correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-40	<b>Transient - Serves to convey information</b> 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"/>
PD-41	<b>Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.</b>	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-42	<b>Court Bailiff Record (04-00132)</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-43	<b>Courtesy Warnings</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-44	<b>Crime Prevention</b> information received for logs	3 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

**Criminal Case Files & Investigations**

PD-45	Misdemeanor	6 years & no actions or legal claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-46	Felonies (excluding homicides)	25 years & no action or legal claims pending	multi	<input type="checkbox"/>	<input type="checkbox"/>
PD-47	Felony Homicides	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
PD-48	Cross Cards	Until incorporated into & maintained as case files	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-49	Daily Activity Log all reports taken	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-50	Daily Log Sheets officer	4 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>DARE</b>					
PD-51	Curriculum	4 years after revised/rescinded & of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-52	Offers & Sales	4 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-53	Participant/Student Graduates	4 years & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-54	Participants - Permission Forms	4 years & no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-55	Role Model Programs	4 years & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-56	<b>Disciplinary Investigations</b> documentation of internal investigations	<b>7 years &amp; no longer of legal value</b>	<b>paper/electronic</b>	<input type="checkbox"/>	<input type="checkbox"/>
PD-57	Dispatcher Radio Logs	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-58	Dispatcher Radio Phone Tapes	30 days & no longer of administrative or legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-59	Diversion Files - Juveniles	4 years after reaching age of majority & no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-60	Domestic Violence Dispute Summary Reports BCI & I	2 years after incorporated into annual report	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-61	Drafts and Informal Notes notes used to support accuracy of documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-62	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"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

Auditor of State OHS-LGRP

Item ID	Description	Retention Period	Media	Auditor of State	OHS-LGRP
PD-63	Emergency & Special Response Protocols	6 years after revised/rescinded & no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-64	Equipment Operating, Maintenance Manuals, Repairs manuals provided with equipment & repair records	Until equipment is sold or disposed	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-65	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-66	Evidence Submission Requests	Until incorporated into & maintained in case files	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-67	Expunged Case Files	As directed by a Court of Record	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-68	False Alarm Files, Violations & Warnings	2 years & appraise for legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-69	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices reports generated automatically showing copier and fax use	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-70	Federal Firearms License Applications	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-71	Felon Registration Field Interrogation Card	10 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-72	Computer Records	6 years	electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-73	Paper Records	Until entered into database & verified	paper	<input type="checkbox"/>	<input type="checkbox"/>
PD-74	Firearms Training targets	Retain until no longer of administrative value	electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-75	Fixed Asset Inventory list of department assets and value	1 year until superseded, retain one copy until audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-76	General Administrative Files	Retain until no longer of administrative, legal or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-77	Grand Jury Summary Grant Applications	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-78	Funded	6 years after expiration & audited, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-79	Not Funded	1 year after decision is rendered	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

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PD-80	Incident Reports non-criminal	6 years with no legal action pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-81	Individual Standard Status Reports (ISSR)	25 years, then appraise for historic value then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-82	Informants liquor/juvenile information with permission forms	4 years & no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-83	Internal Affairs Investigations background information	7 years & no longer of legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-84	Interns & Mentorship Program background information	4 years from date of creation	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-85	Jail Cards	25 years, no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-86	Jail Inspections	6 years with no legal action pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-87	Jail Standards Ohio Bureau of Adult Detention	6 years, no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-88	K-9 Records training, vet, K-9 reports	5 years after canine is out-of-service	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Labor &amp; Union</b>					
PD-89	Contracts & Agreements	15 year after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-90	Negotiation Notes	3 years after expiration of contract	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Laws, General Orders, Directives, Rules, Regulations</b> codes, memos, personnel policies, procedures administrative policies & regulations					
PD-91	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-92	City of Reynoldsburg	6 years after superseded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>LEADS</b> warrants, articles plates, vehicles etc. entered into the LEADS system					
PD-93	Audit Reports	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-94	Missing Juveniles/Persons, Stolen Property, Warrants & Wanted Persons	3 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-95	Newsletters	3 years	paper	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

			Auditor of State	OHS-LGRP
PD-96	NCIC Policy & Procedure Manual	Until superseded	paper	<input type="checkbox"/>
PD-97	NCIC Teletype Messages	Retain until no longer of administrative value	paper	<input type="checkbox"/>
PD-98	NCIC Validations	3 years provided audit, then destroy	paper	<input type="checkbox"/>
PD-99	Liquor Control Permits copies	Retain until revised or superseded	paper	<input type="checkbox"/>
PD-100	Lists/Rosters/Informational Directories master directories of employees	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>
PD-101	Litigation Files	3 years, no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>
PD-102	Lost & Found Animals Log records related to reported lost animals	1 year	paper/electronic	<input type="checkbox"/>
PD-103	Monthly & Periodic Reports inspection, staff, compliance (UCR & OIBRS)	4 years & no longer of administrative value	paper/electronic	<input type="checkbox"/>
<b>Mutual Aid</b>				
PD-104	Agreements	15 years after expiration	paper/electronic	<input type="checkbox"/>
PD-105	Requests agreements with other government entities	2 years & no legal matters pending	paper/electronic	<input type="checkbox"/>
PD-106	Ohio Public Records & Destruction Schedule records of record retention and destruction schedules - RC 1, RC 2 & RC 3	Permanent	paper/electronic	<input type="checkbox"/>
<b>OVI Case Files</b>				
PD-107	Paper	25 years	paper	<input type="checkbox"/>
PD-108	Computer/Electronic files related to arrest for intoxicated driving	10 years		<input type="checkbox"/>
<b>Parking Pass Sign Out Log</b>				
PD-109	Sign Out Log	1 year	paper/electronic	<input type="checkbox"/>
PD-110	Ticket Records	Until entered into database, verified, backed-up, then destroy	paper	<input type="checkbox"/>
PD-111	Violations - Warnings	3 years	paper/electronic	<input type="checkbox"/>
PD-112	Pawn Slips (04-00130)	2 years	paper/electronic	<input type="checkbox"/>
PD-113	Permission Slips - Various	4 years from date of creation	paper/electronic	<input type="checkbox"/>

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Auditor of State OHS-LGRP

<b>PD-114 Photographs, Logs, Negatives, Digital Images</b>	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-115 Press Releases/Public Service Announcements</b> notices sent via mail & electronic regarding general information, reminders	3 years and no longer of historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-116 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>PD-117 Professional Organization Files</b> documents related to membership in professional organizations	1 year & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-118 Property Records</b> listing of evidence/property, tags, release slips, disposition of evidence, property supplements	Incorporate into and maintain same as case files	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-119 Property Room Register</b> sign in sheet for evidence room	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Public Records</b>				
<b>PD-120 Request Forms</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-121 Request Log</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-122 Purchase Orders/Requisitions</b> requisition requests issued for goods & services	2 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-123 Receipt Books</b> requisition requests issued for goods & services	3 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-124 Records Room Access Log (05-00136)</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-125 Release Cards - Unlock</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-126 Security &amp; Surveillance Videos - Loop System</b> liability release to ride along with an officer	30 days, continually updated	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-127 Sex Offender Information &amp; Registration</b>	As directed by Court of Record	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-128 Speaker Request Forms</b> form completed requesting ability to speak at meeting	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-129 Special Account Ledger &amp; Receipt Books</b>	3 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

Auditor of State OHS-LGRP

PD-130 Special Duty Request listing of overtime or special duty assignments	2 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-131 Special Permit Files including solicitors	2 years after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-132 Special Studies traffic, use & population	4 years, then appraised for historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-133 Staff Meeting Agendas	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-134 Temporary & Civil Protection Orders local protection orders provided by courts	Until served or until withdrawn/cancelled by court	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-135 Towed & Impounded Vehicle Files immobilizations & junk vehicles	4 years after disposition	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-136 Toxicology Reports	Until incorporated into case files	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-137 Traffic Accident Investigations Traffic Citations	3 years with no legal claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-138 Notes	3 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-139 Officer's Copy	Until entered into database, verified, then destroy	<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
PD-140 Officer's Copy	<del>Until entered into database, verified, then destroy</del>	<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
PD-141 Voided	3 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-142 U-10-100/Arrest Record	2 years provided audit, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-143 Use of Force/Aggression Review Reports	6 years & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-144 Vacation House Checks	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-145 Vehicle Pursuit Review Reports	6 years & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-146 Video & Audio Tapes - Administrative	Until no longer of administrative or legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-147 Visitors Log Sheets - (05-00133) list of people permitted inside PD	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PD-148 Voice Mail - phone and/or cell phone voice mail or answering machines messages	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>

3 years

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

**PD-149 Warrants, Subpoenas, Summons**  
copies issued to department from courts or  
by officers

Until served, discharged, answered or withdrawn

paper/electronic

**PD-150 WebCheck**

1 year

electronic

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

## **MOTION REQUEST**

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**DATE:**           **March 23, 2021**

**TO:**

**RE:**               **Updated Service Department Retention Schedule**

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Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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The Service department has updated its retention schedule.

**Reynoldsburg Retention Schedule  
Service 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		
SE-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"/>
SE-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"/>
SE-03	<b>Annual Departmental Budget</b> list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-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"/>
SE-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"/>
SE-06	<b>Audio/Video Files</b> record of proceedings	retain until no longer of administrative or legal value, then erase	electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-07	<b>Awards &amp; Certificates</b>	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Bids</b>				
SE-08	<b>Bonds - Successful Bidder</b>	Retain until acceptance of project performance bond	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-09	<b>Bonds - Unsuccessful Bidder</b>	Returned to bidder after project awarded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-10	<b>Equipment - Successful</b>	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-11	<b>Invitation to Bid</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-12	<b>Projects - Successful</b>	15 years, after completion of project	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-13	<b>Specifications</b>	Retain in conjunction with successful bidder	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-14	<b>Tabulations</b>	Retain in conjunction with successful bidder	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-15	<b>Unsuccessful Bidders</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Service Retention Schedule (Service Department Retention Schedule)

				Auditor of State	OHS-LGRP
SE-16	<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"/>
SE-17	<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"/>
SE-18	<b>Calendars - Council &amp; Committee/Boards</b>	1 year & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-19	<b>City Facility &amp; Structure Files</b> blueprints, maps, drawings of City buildings	Retain permanently	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-20	<b>Contracts, Service Agreements, Leases</b> agreements with outside vendors	15 years after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Correspondence</b>					
SE-21	<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"/>
SE-22	<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"/>
SE-23	<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"/>
SE-24	<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"/>
SE-25	<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"/>
SE-26	<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"/>
SE-27	<b>Engineering Reports</b> reports produced by the City Engineer relative to City projects	10 years & no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Service Retention Schedule (Service Department Retention Schedule)

			Auditor of State	OHS-LGRP
SE-28	<b>Equipment Operating &amp; Maintenance Manuals</b> manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>
SE-29	<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"/>
SE-30	<b>Fixed Asset Inventory</b> list of department assets and value	Until superseded, retain one copy until audited	paper/electronic	<input type="checkbox"/>
	<b>General Orders, Directives, Rules, Regulations</b> codes, memos, personnel policies, procedures administrative policies & regulations			
SE-31	<b>County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>
SE-32	<b>City of Reynoldsburg</b>	6 years after revised, superseded or discontinued	paper/electronic	<input type="checkbox"/>
	<b>Grant Applications</b>			
SE-33	<b>Funded</b>	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>
SE-34	<b>Not Funded</b>	1 year	paper/electronic	<input type="checkbox"/>
SE-35	<b>Home Sale Permits</b> residential garage sale permits	18 months after date of sale and no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
	<b>Labor</b>			
SE-36	<b>Contracts</b>	15 years after expiration of contract	paper/electronic	<input type="checkbox"/>
SE-37	<b>Negotiation Notes &amp; Records</b>	3 years after expiration of contract	paper/electronic	<input type="checkbox"/>
SE-33	<b>Messages</b> phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>
SE-34	<b>Ohio Public Records Compliance File</b> records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>
SE-35	<b>Official Staff &amp; Committee Rosters</b> master directories of employees, Councilmembers & board/commission members contact information	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>
SE-36	<b>Photographs, Negatives, Digital Images</b>	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>

Attachment: 2021 Service Retention Schedule (Service Department Retention Schedule)

			Auditor of State	OHS-LGRP	
SE-37	<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"/>
SE-38	<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"/>
SE-39	<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"/>
SE-40	<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"/>
SE-41	<b>Receipt Books</b> receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
SE-42	<b>Records Retention Documents</b> RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-43	<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"/>
SE-44	<b>Requisitions / Purchase Orders</b>	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-45	<b>Security &amp; Surveillance Videos (Loop System)</b> contact information, brochures, etc.	30 days, continually updated	electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-46	<b>Statistical &amp; Operational Reports</b> permits for flood districts	Until superseded and no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-47	<b>Vendor &amp; Supplier Catalogues &amp; Files</b>	Until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SE-48	<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"/>

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

## MOTION REQUEST

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**DATE:**           **March 23, 2021**

**TO:**

**RE:**               **Update of Building Department Retention Schedule**

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Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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An updated Building Department retention schedule.

**Reynoldsburg Retention Schedule  
Building 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		
BD-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"/>
BD-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"/>
BD-03	<b>Annual Departmental Budget</b> list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-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"/>
BD-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"/>
BD-06	<b>Awards &amp; Certificates</b>	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
BD-07	<b>Building Code</b> code book governing city building guidelines	Until superceded, but retain one copy permanently	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-08	<b>Building Complaints &amp; Violations Case Files</b> complaints & violations, citations	2 years after complaint is resolved or violations corrected	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-09	<b>Building Inspection Reports</b> inspection reports of all properties	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-10	<b>Building Permit Applications</b> applications for building permits	<del>3 years</del> Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Building Plans</b> design & construction plans, additional documents				
BD-11	<b>Commercial</b>	<del>5 years</del> 180 days from issuance of Cert. of Occupancy or completi	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-12	<b>Residential</b>	<del>3 years</del> 180 days from issuance of Cert. of Occupancy or completi	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Building Retention Schedule (Building Department Retention Schedule)

			Auditor of State	OHS-LGRP	
<b>BD-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"/>	<input type="checkbox"/>
<b>BD-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"/>	<input type="checkbox"/>
<b>BD-15</b>	<b>Calendars - Council &amp; Committee/Boards</b>	1 year & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-16</b>	<b>Condemnation &amp; Demolition Records</b> reports by property of demolition/condemnation	10 years, then appraise for historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-17</b>	<b>Contractor Registration, Performance Bonds, Surety Bonds / Contractors</b> bonds & registration applications from contractors	4 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
<b>Correspondence</b>					
<b>BD-18</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>BD-19</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>BD-20</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>BD-21</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>BD-22</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>BD-23</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>BD-24</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"/>

Attachment: 2021 Building Retention Schedule (Building Department Retention Schedule)

		Auditor of State		OHS-LGRP	
<b>BD-25</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>BD-26</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>BD-27</b>	<b>County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-28</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>BD-29</b>	<b>Funded</b>	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-30</b>	<b>Not Funded</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-31</b>	<b>Inspection Cards</b> field inspections	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-32</b>	<b>Inspection Department Database</b> inspection results & comments	10 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-33</b>	<b>Management &amp; Operational Reports</b> monthly & yearly reports - OBBS	5 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-34</b>	<b>Messages</b> phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-35</b>	<b>Monthly Census Reports</b> Census information provided monthly	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-36</b>	<b>Monthly Permit Activity Summary</b> monthly reports containing permit information	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-37</b>	<b>Nuisance Abatement Files</b>	4 years & no actions or claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-38</b>	<b>Ohio Public Records Compliance File</b> records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Building Retention Schedule (Building Department Retention Schedule)

			Auditor of State	OHS-LGRP	
<del>BD-39</del>	<del>Official Staff &amp; Committee Rosters</del> <del>—master directories of employees, Councilmembers</del> <del>—&amp; board/commission members contact information</del>	<del>1 year after superseded or obsolete</del>	<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
<del>BD-40</del>	<del>Offical Thoroughfare Plan Maps / City Maps</del> <del>—records of retention and destruction schedules</del>	<del>10 years after, revised, superceded or discontinued and no longer of administrative value</del>	<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
BD-39	Certificates of Occupancy City issued occupancy permit	Retain permanently	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-40	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
BD-41	Plan Review Addendum & Certificate of Plan Approval construction plans/approvals	180 days from issuance of Certificate of Occupancy or completion	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-42	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"/>
BD-43	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of admintrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-44	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-45	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"/>
BD-46	Receipt Books / Transaction Receipts receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
BD-47	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-48	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"/>
BD-49	Requisitions / Purchase Orders	≥ 3 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Building Retention Schedule (Building Department Retentnion Schedule)

			Auditor of State	OHS-LGRP	
<b>BD-50</b>	<b>Security &amp; Surveillance Videos (Loop System)</b> contact information, brochures, etc.	30 days, continually updated	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-51</b>	<b>Special Flood Hazard Area Development Permits</b> permits for flood districts	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-52</b>	<b>Vendor &amp; Supplier Catalogues &amp; Files</b>	Until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>BD-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"/>

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

## **MOTION REQUEST**

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**DATE:**           **March 23, 2021**

**TO:**

**RE:**               **Supplemental Destruction Schedule**

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Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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As the police department needed additional time to complete their records disposal schedule, here is an additional records destruction schedule. The police department completed their annual disposal review process. The Clerk of Council also reorganized and reviewed all of the records retention and commission files since the late eighties. After reviewing those files, there were additional records to add to that department's schedule. The Records Commission maintains the minutes from all Commission meetings permanently, the retention schedules for all departments permanently, and copies of all approved destruction schedules permanently. However, I only have minutes dating back to 1986, destruction schedules back to 1996, and retention schedules back to 2000. The Records Commission was established in 1991 by ordinance.



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>Police Department</b>								
Arrest Photos (Mug Shots)	PD-06		Paper/electronic		Jan. 1978	Dec. 1990	March 2021	
BAC Breath Testing Log Book	PD-09		Paper/electronic		Jan. 2013	Dec. 2013	March 2021	
BAC Calibration Test Log	PD-10		Paper/electronic		Jan. 2013	Dec. 2103	March 2021	
BAC Datamaster Maintenance	PD-11		Paper/electronic		Jan. 2013	Dec. 2013	March 2021	
BAC Testing Solution Affidavit	PD-12		Paper/electronic		Jan. 2013	Dec. 2013	March 2021	
BAC Intoxilyzer Log	PD-13		Paper/electronic		Jan. 2013	Dec. 2013	March 2021	
Bicycle Licenses	PD-14		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
BMV Transcript Request	PD-17		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Business Crime Alerts	PD-28		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Citizen Complaints	PD-30		Paper/electronic		Jan. 2013	Dec. 2013	March 2021	
Civilian Waiver Forms	PD-31		Paper/electronic		Jan. 2017	Dec. 2018	March 2021	
Executive Correspondence	PD-38		Paper/electronic		Jan. 2017	Dec. 2018	March 2021	
Court Bailiff Record	PD-42		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Courtesy Warnings	PD-43		Paper/electronic		Jan. 2018	Dec. 2019	March 2021	
Criminal Misdemeanor Cases	PD-45		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Disciplinary Investigations	PD-56		Paper/electronic		Jan. 2013	Dec. 2013	March 2021	
Domestic Violence Reports	PD-60		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
False Alarm Files, Violations	PD-68		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Grand Jury Summary	PD-77		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Informants	PD-82		Paper/electronic		Jan. 2016	Dec. 2016	March 2021	
Internal Affairs Investigations	PD-83		Paper/electronic		Jan. 2013	Dec. 2013	March 2021	
Mentorship Program	PD-84		Paper/electronic		Jan. 2016	Dec. 2016	March 2021	
Jail Inspections	PD-86		Paper/electronic		Jan. 2013	Dec. 2013	March 2021	

Attachment: 2021 Supplemental Destruction (Supplemental Destruction Schedule)

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		
LEADS Audit Reports	PD-93		Paper/electronic		Jan. 2017	Dec. 2017	March 2021	
LEADS Newsletter	PD-95		Paper		Jan. 2017	Dec. 2017	March 2021	
LEADS NCIC Validations	PD-98		Paper		Jan. 2017	Dec. 2017	March 2021	
Lists/Rosters/Information Direct.	PD-100		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Monthly & Periodic Reports	PD-103		Paper/electronic		Jan. 2015	Dec. 2015	March 2021	
Parking Pass Sign Out Log	PD-109		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Speaker Requests	PD-128		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Special Account Ledger	PD-129		Paper/electronic		Jan. 2016	Dec. 2016	March 2021	
Special Duty Request Forms	PD-130		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Staff Meeting Agendas	PD-133		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Towed & Impounded Vehicle File	PD-135		Paper/electronic		Jan. 2015	Dec. 2015	March 2021	
Traffic Accident Investigations	PD-137		Paper/electronic		Jan. 2016	Dec. 2018	March 2021	
Traffic Citations U-10-100/Arrest	PD-142		Paper/electronic		Jan. 2018	Dec. 2018	March 2021	
Use of Force/Aggression Reports	PD-143		Paper/electronic		Jan. 2012	Dec. 2014	March 2021	
Vehicle Pursuit Review Reports	PD-145		Paper/electronic		Jan. 2012	Dec. 2014	March 2021	

Attachment: 2021 Supplemental Destruction (Supplemental Destruction Schedule)

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		

Attachment: 2021 Supplemental Destruction (Supplemental Destruction Schedule)

Record Series Title	Authorization for Disposal		Media	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
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Attachment: 2021 Supplemental Destruction (Supplemental Destruction Schedule)