



**RECORDS COMMISSION  
MONDAY MARCH 1, 2021**

**MEETING**

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

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
  - a. Records Commission – Meeting – October 21, 2020
4. Discussion
  - a. *Retention Schedules*
    1. Update of Retention Schedule - Civil Service
    2. Update of Retention Schedule - Parks and Recreation
    3. Update Police Retention Schedule
    4. Update of Retention Schedule - Street
    5. Update of Retention Schedule - Stormwater
  - b. *Destruction Schedule*
    1. Destruction Schedule for Various Departments 2021
    2. RC 1 One-Time Disposal of Obsolete Records - Auditor
5. Adjourn

# *R* CITY OF REYNOLDSBURG

## RECORDS COMMISSION WEDNESDAY OCTOBER 21, 2020

### MEETING

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

#### 1. Call to Order

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

ABSENT: Piek

#### 2. Approval of Agenda

The agenda was moved for approval by Auditor Cicak. Second by Attorney Shook. Motion carried.

#### 3. Approval of Minutes

##### a. Records Commission – Meeting – June 17, 2020

Attorney Shook moved to approve the June 17, 2020 minutes. Second by Auditor Cicak. Motion carried.

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

##### A. *Destruction Schedule*

##### 1. Certificate of Records Disposal for Reynoldsburg City Council

Clerk Prasher presented a destruction schedule for Council records.

Attorney Shook moved to amend the schedule to only destroy Legal Notices up through December, 2015, instead of December, 2017 and approve the remaining schedule as submitted.

Minutes Acceptance: Minutes of Oct 21, 2020 10:00 AM (Approval of Minutes)

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Shook, City Attorney
<b>SECONDER:</b>	Joe Begeny, Mayor
<b>AYES:</b>	Prasher, Cicak, Shook, Begeny
<b>ABSENT:</b>	Piek

## B. Retention Schedules

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

Civil Service requested that CS-37 Grants - Funded and CS-38 Grants - Unfunded be removed from the schedule.

Attorney Shook moved to retain CS-37 Grants - Funded and CS-38 Grants - Unfunded as part of the schedule with the current retention periods and approve the remaining schedule as submitted.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Shook, City Attorney
<b>SECONDER:</b>	Joe Begeny, Mayor
<b>AYES:</b>	Prasher, Cicak, Shook, Begeny
<b>ABSENT:</b>	Piek

### 2. Update of Retention Schedule - Council

Attorney Shook moved to reduce the retention period for item AD-71 Visitor Logs/Speaker Forms from two years to 1 year and approve the remaining schedule as submitted.

<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, Shook, Begeny
<b>ABSENT:</b>	Piek

## 3. Update of Retention Schedule - Human Resources

<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, Shook, Begeny
<b>ABSENT:</b>	Piek

## 4. Update of Retention Schedule - Mayor

<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, Shook, Begeny
<b>ABSENT:</b>	Piek

## 5. Update of Retention Schedule - Parks &amp; Recreation

<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, Shook, Begeny
<b>ABSENT:</b>	Piek

## 6. Update of Retention Schedule - Stormwater

The Commission recommended that the streets department resubmit this schedule as the Commission deemed that a number of the items requested for removal or a reduction in retention period should be retained. Clerk Prasher will work with the streets department to make the necessary corrections and resubmit the schedule at the next Records Commission meeting.

<b>RESULT:</b>	<b>REFERRED [UNANIMOUS]</b>	<b>Next: 2/19/2021 2:00 PM</b>
<b>MOVER:</b>	Joe Begeny, Mayor	
<b>SECONDER:</b>	Chris Shook, City Attorney	
<b>AYES:</b>	Prasher, Cicak, Shook, Begeny	
<b>ABSENT:</b>	Piek	

### 7. Update of Retention Schedule - Street

The Commission recommended that the streets department resubmit this schedule as the Commission deemed that a number of the items requested for removal or a reduction in retention period should be retained. Clerk Prasher will work with the streets department to make the necessary corrections and resubmit the schedule at the next Records Commission meeting.

<b>RESULT:</b>	<b>REFERRED [UNANIMOUS]</b>	<b>Next: 2/19/2021 2:00 PM</b>
<b>MOVER:</b>	Joe Begeny, Mayor	
<b>SECONDER:</b>	Chris Shook, City Attorney	
<b>AYES:</b>	Prasher, Cicak, Shook, Begeny	
<b>ABSENT:</b>	Piek	

### 8. Update of Retention Schedule - Water Billing

The water billing department requested that item WB-45 Permission Form to Enter Premises be removed from the schedule.

Auditor Cicak moved that WB-45 Permission Form to Enter Premises be retained and the remaining schedule be approved as submitted.

<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, Shook, Begeny
<b>ABSENT:</b>	Piek

### 9. Update of Retention Schedule - Water/Wastewater

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

## 5. Update of Public Records Information

### 1. New Public Records Request Form and Public Records Policy Poster

Clerk Prasher presented a new records request form and public records policy and poster. She indicated that the City's current form were out-of-date and needed updating.

Attorney Shook moved to amend the Public Records Request Form to change "To be completed by the Clerk of Council" to "To be completed by the appropriate department" and approve the remaining documents as submitted.

(As a point of record, the implementation of the new policy and form was delayed until the City Code could be amended to reflect this update.)

<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, Shook, Begeny
<b>ABSENT:</b>	Piek

6. Adjournment

Auditor Cicak moved to adjourn the meeting. Second by Attorney Shook. Motion carried.

Minutes Acceptance: Minutes of Oct 21, 2020 10:00 AM (Approval of Minutes)

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

## **MOTION REQUEST**

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**DATE:**           **March 1, 2021**

**TO:**

**RE:**               **Civil Service Retention Schedule**

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Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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**Reynoldsburg Retention Schedule  
Civil Service**

(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
CS-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"/>
CS-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"/>
CS-03	<b>Annual Departmental Budget</b> list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-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"/>
CS-05	<b>Application for Employment</b> employment applications & associated documents		paper	<input type="checkbox"/>	<input type="checkbox"/>
CS-06	<b>Hired - original on HR retention schedule</b>			<input type="checkbox"/>	<input type="checkbox"/>
CS-07	<b>Not Hired</b>	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-08	<b>Awards, Certificates, Photographs</b>	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
CS-09	<b>Background Investigations</b> confidential results from reports & reports		paper	<input type="checkbox"/>	<input type="checkbox"/>
CS-10	<b>Hired - original on HR retention schedule</b>			<input type="checkbox"/>	<input type="checkbox"/>
CS-11	<b>Not Hired</b>	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-12	<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"/>
CS-13	<b>Business Cards/Rotary/Rolodex Files</b> address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

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

Auditor of State OHS-LGRP

CS-12	<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>Civil Service Commission</b>				
CS-13	<b>Agendas &amp; Minutes</b>	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Applications for Examinations</b>				
CS-14	<b>Hired - original on HR retention schedule</b>				
CS-15	<b>Not Hired</b>	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Appointments</b>				
CS-16	<b>Hired - original on HR retention schedule</b>				
CS-17	<b>Not Hired</b>	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-18	<b>Classified Employees List</b>	7 years after superceded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-19	<b>Eligibility Lists</b>	7 years after list expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-20	<b>Employment Information</b>	7 years after superceded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-21	<b>Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets &amp; Results</b>	7 years after position eligibility lists expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-22	<b>Hearing Case Files</b>	7 years aftger case is closed	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-23	<b>Meeting Notes</b>	Until official minutes are prepared & approved	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-24	<b>Meeting Notices</b>	3 years & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Correspondence</b>				
CS-25	<b>Executive - Manager, Council, executive &amp; staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal &amp; personnel matters</b>	1 year and no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-26	<b>General - Both internal &amp; external correspondence from all sources requesting information or miscellaneous inquiries</b>	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-27	<b>Transient - Serves to convey information of a temporary importance in lieu of oral communications.</b>	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-28	<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"/>
CS-29	<b>Drafts and Informal Notes</b>	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	materials used to support final documentation				

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

Auditor of State OHS-LGRP

CS-30	<b>Electronic Mail (Email) &amp; Attachments</b> email messages, Tweets, Facebook, recorded conversations, or other social media formats	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-31	<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"/>
CS-32	<b>Fax &amp; Copier Journal Reports / Cover Sheets / Confirmation Notices</b> reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
CS-33	<b>Fixed Asset Inventory</b> list of department assets and value	Until superseded, retain one copy until audited	paper	<input type="checkbox"/>	<input type="checkbox"/>
	<b>General Orders, Directives, Rules, Regulations</b> codes, memos, personnel policies, procedures administrative policies & regulations				
CS-34	<b>County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-35	<b>City of Reynoldsburg</b>	6 years after revised, superceded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Grant Applications - we never have grants</b>				
CS-36	<b>Funded</b>	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-37	<b>Not Funded</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-38	<b>Hearing Case Files</b> records of appeals of civil service decisions	10 years and no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-398	<b>Messages</b> phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
CS-40	<b>Ohio Public Records Compliance File</b> records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-41	<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"/>	<input type="checkbox"/>
CS-42	<b>Photographs, Negatives, Awards, Certificates</b>	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>

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

Auditor of State OHS-LGRP

<b>CS-43</b>	<b>Planning, Scheduling, Calendar &amp; Training</b> calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-44</b>	<b>Polygraph &amp; CVSA Examination</b> background checks kept with employment app	7 years, after position until eligibility lists expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-45</b>	<b>Press Releases/Public Service Announcements</b> notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-46</b>	<b>Professional Magazines &amp; Publications</b> publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-47</b>	<b>Public Notices</b> information submitted to newspapers regarding employment opportunities in the City	7 years after date of hire	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-48</b>	<b>Receipt Books</b> receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-49</b>	<b>Record Requests and Log</b> public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-50</b>	<b>Records Retention Documents</b> <b>RC 1, RC 2, RC 3</b>	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-51</b>	<b>Recruitment Brochures &amp; Activities</b> description of positions & recruitment process	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-52</b>	<b>Reference Publications &amp; Directories</b> information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-53</b>	<b>Requisitions / Purchase Orders</b>  <b>Resume &amp; Letters of Reference</b>	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-54</b>	<b>Hired</b> - original on HR retention schedule				
<b>CS-554</b>	<b>Not Hired</b>	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS-56</b>	<b>Voice Mail - phone and/or cell phone</b> voice mail or answering machine messages	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>

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

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

## **MOTION REQUEST**

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**DATE:**           **March 1, 2021**

**TO:**

**RE:**               **Amending Parks & Recreation Retention Schedule**

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Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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**Reynoldsburg Retention Schedule  
Parks and Recreation**

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

Attachment: 2021 Parks & Recreation Retention Schedule (Parks & Recreation Retention Schedule)

				Auditor of State	OHS-LGRP
<b>Correspondence</b>					
<b>PR-11</b>	<b>Executive</b> - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-12</b>	<b>General</b> - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-13</b>	<b>Transient</b> - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-14</b>	<b>Unsolicited</b> - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-15</b>	<b>Drafts and Informal Notes</b> materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-16</b>	<b>Education &amp; Public Service Programs</b> descriptions & brochures of available programming	Retain until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-17</b>	<b>Electronic Mail (Email) &amp; Attachments</b> email messages, Tweets, Facebook, recorded conversations, or other social media formats	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-18</b>	<b>Equipment Operating &amp; Maintenance Manuals</b> manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-19</b>	<b>Fax &amp; Copier Journal Reports / Cover Sheets / Confirmation Notices</b> reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>Farmers Market</b>					
records & documents associated with the market					
<b>PR-20</b>	<b>Annual Report from Heartland Bank</b>	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-21</b>	<b>Financial Spreadsheets</b>	10 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-22</b>	<b>Receipt Books</b>	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Parks & Recreation Retention Schedule (Parks & Recreation Retention Schedule)

			Auditor of State	OHS-LGRP	
<b>PR-23</b>	<b>Fixed Asset Inventory</b> list of department assets and value	Until superseded, retain one copy until audited	paper	<input type="checkbox"/>	<input type="checkbox"/>
	<b>General Orders, Directives, Rules, Regulations</b> codes, memos, personnel policies, procedures administrative policies & regulations				
<b>PR-24</b>	<b>County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-25</b>	<b>City of Reynoldsburg</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Grant Applications</b>				
<b>PR-26</b>	<b>Funded</b>	6 years after expiration and audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-27</b>	<b>Not Funded</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-28</b>	<b>Maps &amp; Plans of City Owned Park Lands</b> aerial maps, plan lay-outs of city park lands	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-29</b>	<b>Messages</b> phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-30</b>	<b>Ohio Public Records Compliance File</b> records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-31</b>	<b>Official Staff &amp; Committee Rosters</b> master directories of employees, Councilmembers & board/commission members	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-32</b>	<b>Parks &amp; Recreation Refunds</b> record of refunds issued annually	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-33</b>	<b>Permits</b> rental permts (gazebo, field, senior center)	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-34</b>	<b>Personal Service Agreements</b> agreements with officials, instructors, program leads	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-35</b>	<b>Photographs, Awards, Certificates</b>	3 years and no longer of historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-36</b>	<b>Planning, Scheduling, Calendar &amp; Training</b> calendars, planners, software programs (such as MS Outlook), appointment books	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Parks & Recreation Retention Schedule (Parks & Recreation Retention Schedule)

			Auditor of State	OHS-LGRP
<b>PR-37 Plans &amp; Drawings</b>	retain until no longer of administrative value, then destr	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
plans and drawings for park improvement projects				
<b>PR-38 Press Releases/Public Service Announcements</b>	3 years or no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
notices sent via mail & electronic regarding general information, reminders				
<b>PR-39 Professional Magazines &amp; Publications</b>	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
publications from outside sources				
<b>PR-40 Program &amp; Participant Rules &amp; Regulations</b>	2 years after revised or rescinded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
description of expectations & policies				
<b>Proposals</b>				
<b>PR-41 Not Funded</b>	Retain until no longer of administrative value, then destr	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-42 Not Approved</b>	Retain until no longer of administrative value, then destr	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-43 Receipt/Receipt Books</b>	3 years or until audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
receipts or ledgers for payment of fees				
<b>PR-44 Record Requests</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
public records requests (forms & records)				
<b>PR-45 Records Retention Documents</b>	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
RC 1, RC 2, RC 3				
<b>Recreation Commission</b>				
<b>PR-46 Agendas</b>	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-47 Meeting Notices</b>	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-48 Minutes</b>	25 years, then appraise for historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-49 Recreation Program Files</b>	3 years, after superseded/discontinue & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
schedules, rules, rosters, uniform quotes				
<b>PR-50 Reference Publications &amp; Directories</b>	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
information collected, received or used for reference purposes				
<b>Registration Files - Participants</b>				
rosters of program participants				
<b>PR-51 Adult</b>	3 years, then destroy unless of legal value then retain 3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PR-52 Juvenile</b>	3 years, then dstroy unless of legal value, retain to age 21	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Parks & Recreation Retention Schedule (Parks & Recreation Retention Schedule)

			Auditor of State	OHS-LGRP
<b>PR-53</b>	<b>Requisitions / Purchase Orders</b>	2 years, provided audited	electronic	<input type="checkbox"/>
<b>PR-54</b>	<b>Security &amp; Surveillance Videos</b> summary of department head staff meetings	30 days, continually updated	paper/electronic	<input type="checkbox"/>
<b>PR-55</b>	<b>Team Rosters &amp; Scorecards</b> team rosters, scorecards submitted by officials	3 years	paper/electronic	<input type="checkbox"/>
<b>PR-56</b>	<b>Tracking Sheets</b> staff hours worked per task item	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>
<b>PR-57</b>	<b>Vendor &amp; Suppliers Information</b> contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>
<b>PR-58</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"/>
<b>PR-59</b>	<b>Utility Costs &amp; Usage Records</b> utility bills log	1 year, provided audit	paper/electronic	<input type="checkbox"/>

Attachment: 2021 Parks & Recreation Retention Schedule (Parks & Recreation Retention Schedule)

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

## MOTION REQUEST

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**DATE:**           **March 1, 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.

**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			
PD-05	Annual Report summary of annual police department 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 and 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				
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

				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> <b>30 days</b>	<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> <b>30 days</b>	<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> <b>30 days, no longer of administrative/legal v</b>		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>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"/>
PD-31	<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"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

			Auditor of State	OHS-LGRP
<b>PD-32</b>	<b>Community Surveys</b>	1 year after incorporation into annual report	paper/electronic	<input type="checkbox"/>
<b>PD-33</b>	<b>Computer Administrative &amp; Fiscal Reports</b> non-specific & periodic	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>
<b>PD-34</b>	<b>Computer Voice Stress Analyzer</b> reports of voice analysis	1 year	paper/electronic	<input type="checkbox"/>
<b>PD-35</b>	<b>Computerized Criminal History Logs (CCH)</b> recording system for phone calls & radio traffic	3 years, after final audit	paper/electronic	<input type="checkbox"/>
<b>PD-36</b>	<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"/>
<b>Correspondence</b>				
<b>PD-37</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/legal value, then destroy	paper/electronic	<input type="checkbox"/>
<b>PD-38</b>	<b>General</b> - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
<b>PD-39</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"/>
<b>PD-40</b>	<b>Unsolicited</b> - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
<b>PD-41</b>	<b>Court Bailiff Record (04-00132)</b>	2 years	paper/electronic	<input type="checkbox"/>
<b>PD-42</b>	<b>Courtesy Warnings</b>	1 year	paper/electronic	<input type="checkbox"/>
<b>PD-43</b>	<b>Crime Prevention</b> information received for logs	3 years after audit	paper/electronic	<input type="checkbox"/>
<b>Criminal Case Files &amp; Investigations</b>				
<b>PD-43</b>	<b>Misdemeanor</b>	6 years & no actions or legal claims pending	paper/electronic	<input type="checkbox"/>
<b>PD-44</b>	<b>Felonies (excluding homicides)</b>	25 years & no action or legal claims pending	multi	<input type="checkbox"/>
<b>PD-45</b>	<b>Felony Homicides</b>	Permanent	multi	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

			Auditor of State	OHS-LGRP	
<b>PD-46</b>	<b>Cross Cards</b>	Until incorporated into & maintained as case files	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-47</b>	<b>Daily Activity Log</b> all reports taken	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-48</b>	<b>Daily Log Sheets</b> officer	4 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>DARE</b>					
<b>PD-49</b>	<b>Curriculum</b>	4 years after revised/rescinded & of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-50</b>	<b>Offers &amp; Sales</b>	4 years after audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-51</b>	<b>Participant/Student Graduates</b>	4 years & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-52</b>	<b>Participants - Permission Forms</b>	4 years & no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-53</b>	<b>Role Model Programs</b>	4 years & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-54</b>	<b>Dispatcher Radio Logs</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-55</b>	<b>Dispatcher Radio Phone Tapes</b>	30 days & no longer of administrative or legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-56</b>	<b>Diversion Files - Juveniles</b>	4 years after reaching age of majority & no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-57</b>	<b>Domestic Violence Dispute Summary Reports</b> BCI & I	2 years after incorporated into annual report	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-58</b>	<b>Drafts and Informal Notes</b> notes used to support accuracy of documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-59</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>PD-60</b>	<b>Emergency &amp; Special Response Protocols</b>	6 years after revised/rescinded & no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-61</b>	<b>Equipment Operating, Maintenance Manuals, Repairs</b> manuals provided with equipment & repair records	Until equipment is sold or disposed	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-62</b>	<b>Equipment Operating &amp; Maintenance Manuals</b> manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-63</b>	<b>Evidence Submission Requests</b>	Until incorporated into & maintained in case files	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

			Auditor of State	OHS-LGRP	
<b>PD-64</b>	<b>Expunged Case Files</b>	As directed by a Court of Record	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-65</b>	<b>False Alarm Files, Violations &amp; Warnings</b>	2 years & appraise for legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-66</b>	<b>Fax &amp; Copier Journal Reports / Cover Sheets / Confirmation Notices</b> reports generated automatically showing copier and fax use	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-67</b>	<b>Federal Firearms License Applications</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-68</b>	<b>Felon Registration</b> <b>Field Interrogation Card</b>	10 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-69</b>	<b>Computer Records</b>	6 years	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-70</b>	<b>Paper Records</b>	Until entered into database & verified	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-71</b>	<b>Firearms Training</b> targets	Retain until no longer of administrative value	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-72</b>	<b>Fixed Asset Inventory</b> list of department assets and value	1 year until superseded, retain one copy until audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-73</b>	<b>General Administrative Files</b>	Retain until no longer of administrative, legal or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-74</b>	<b>Grand Jury Summary</b> <b>Grant Applications</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-75</b>	<b>Funded</b>	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-76</b>	<b>Not Funded</b>	1 year after decision is rendered	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-77</b>	<b>Incident Reports</b> non-criminal	6 years with no legal action pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-78</b>	<b>Individual Standard Status Reports (ISSR)</b>	25 years, then appraise for historic value then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-79</b>	<b>Informants</b> liquor/juvenile information including permission forms	4 years, no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-80</b>	<b>Interns &amp; Mentorship Program</b> background information	4 years from date of creation	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

			Auditor of State	OHS-LGRP
<b>PD-81 Jail Cards</b>	25 years, no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-82 Jail Inspections</b>	6 years with no legal action pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-83 Jail Standards</b> Ohio Bureau of Adult Detention	6 years, no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-84 K-9 Records</b> 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>				
<b>PD-85 Contracts &amp; Agreements</b>	15 year after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-86 Negotiation Notes</b>	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				
<b>PD-87 County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-88 City of Reynoldsburg</b>	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				
<b>PD-89 Audit Reports</b>	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-90 Missing Juveniles/Persons, Stolen Property, Warrants &amp; Wanted Persons</b>	3 years provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-91 Newsletters</b>	3 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-92 NCIC Policy &amp; Procedure Manual</b>	Until superseded	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-93 NCIC Teletype Messages</b>	Retain until no longer of administrative value	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-94 NCIC Validations</b>	3 years provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-95 Liquor Control Permits</b> copies	Retain until revised or superseded	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-96 Lists/Rosters/Informational Directories</b> master directories of employees	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-97 Litigation Files</b>	3 years, no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-198 Lost &amp; Found Animals Log</b> records related to reported lost animals	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

			Auditor of State	OHS-LGRP
<b>PD-99 Monthly &amp; Periodic Reports</b> inspection, staff, compliance (UCR & OIBRS)	4 years & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mutual Aid</b>				
<b>PD-100 Agreements</b>	15 years after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-101 Requests</b> agreements with other government entities	2 years & no legal matters pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-102 Ohio Public Records &amp; Destruction Schedule</b> records of record retention and destruction schedules - RC 1, RC 2 & RC 3	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVI Case Files</b>				
<b>PD-103 Paper</b>	25 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-104 Computer/Electronic</b> files related to arrest for intoxicated driving	10 years		<input type="checkbox"/>	<input type="checkbox"/>
<b>Parking Pass Sign Out Log</b>				
<b>PD-105 Sign Out Log</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-106 Ticket Records</b>	Until entered into database, verified, backed-up, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-107 Violations - Warnings</b>	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-108 Pawn Slips</b> (04-00130)	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-109 Permission Slips - Various</b>	4 years from date of creation	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-110 Photographs, Logs, Negatives, Digital Images</b>	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-111 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-112 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-113 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"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

			Auditor of State	OHS-LGRP
<b>PD-114 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-115 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-116 Request Forms</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-117 Request Log</b>	2 years		<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-118 Purchase Orders/Requisitions</b> requisition requests issued for goods & services	2 years provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-119 Receipt Books</b> requisition requests issued for goods & services	3 years provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-120 Records Room Access Log (05-00136)</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-121 Release Cards - Unlock</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-122 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-123 Sex Offender Information &amp; Registration</b>	As directed by Court of Record	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-124 Speaker Request Forms</b> form completed requesting ability to speak at meeting	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-125 Special Account Ledger &amp; Receipt Books</b>	3 years provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-126 Special Duty Request</b> listing of overtime or special duty assignments	2 years provided audit then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-127 Special Permit Files</b> including solicitors	2 years after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-128 Special Studies</b> traffic, use & population	4 years, then appraised for historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-129 Staff Meeting Agendas</b>	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>PD-130 Temporary &amp; Civil Protection Orders</b> local protection orders provided by courts	Until served or until withdrawn/cancelled by court	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)

			Auditor of State	OHS-LGRP
PD-131 Towed & Impounded Vehicle Files immobilizations & junk vehicles	4 years after disposition		paper/electronic	<input type="checkbox"/>
PD-132 Toxicology Reports	Until incorporated into case files		paper/electronic	<input type="checkbox"/>
PD-133 Traffic Accident Investigations	3 years with no legal claims pending		paper/electronic	<input type="checkbox"/>
Traffic Citations				
PD-134 Notes	3 years provided audit		paper/electronic	<input type="checkbox"/>
PD-135 Officer's Copy	Until entered into database, verified, then destroy		<del>paper/electronic</del>	<input type="checkbox"/>
PD-136 Officer's Copy	Until entered into database, verified, then destroy	3 years	paper/electronic	<input type="checkbox"/>
PD-137 Voided	3 years provided audit		paper/electronic	<input type="checkbox"/>
PD-138 U-10-100/Arrest Record	2 years provided audit		paper/electronic	<input type="checkbox"/>
PD-139 Use of Force/Aggression Review Reports	6 years & no longer of administrative value, then destroy		paper/electronic	<input type="checkbox"/>
PD-140 Vacation House Checks	Retain until no longer of administrative value		paper/electronic	<input type="checkbox"/>
PD-141 Vehicle Pursuit Review Reports	6 years & no longer of administrative value, then destroy		paper/electronic	<input type="checkbox"/>
PD-142 Video & Audio Tapes - Administrative	Until no longer of administrative or legal value		electronic	<input type="checkbox"/>
PD-143 Visitors Log Sheets - (05-00133) list of people permitted inside PD	2 years		paper/electronic	<input type="checkbox"/>
PD-144 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"/>
PD-145 Warrants, Subpoenas, Summons copies issued to department from courts or by officers	Until served, discharged, answered or withdrawn		paper/electronic	<input type="checkbox"/>
PD-146 WebCheck	1 year		electronic	<input type="checkbox"/>

Attachment: 2021 Police Retention Schedule (Police Retention Schedule)











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

## MOTION REQUEST

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**DATE:**           **March 1, 2021**

**TO:**

**RE:**               **Street**

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Approval:

Completed Joe Begeny	Chris Shook	Stephen Cicak
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Various City departments requested an update to their department retention schedule. Each schedule was renumbered, organized alphabetically, and additional general items added such as email, voice messaging, messages, etc. Each department reviewed their previous schedule to remove any items that were no longer records being kept by the department or added new records. Additional descriptions were added as well as a few retention periods changed. Items being removed, added or retention periods changed are noted on each schedule.

**Reynoldsburg Retention Schedule  
Street 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
ST-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"/>
ST-02	<b>Administrative Reports &amp; Fiscal Files - General</b> non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-03	<b>Annual Departmental Budget</b> list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-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"/>
ST-05	<b>Annual Report</b>	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-06	<b>Annual Reports - Department Documents</b> preparatory documents for annual report	4 3 years after revision, update or removal	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-07	<b>Annual Sign Replacement Program</b> program outlining sign replacement process	4 3 years after revision, update or removal	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-08	<b>Annual Street Sign Name Replacement Program</b> program outlining street sign replacement process	2 years after revision, update or removal	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-09	<b>Awards &amp; Certificates</b>	Permanent 3 years	multi	<input type="checkbox"/>	<input type="checkbox"/>
ST-10	<b>Bridge Inspection Reports</b> inspection reports of City bridges	Life of bridge	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-11	<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"/>
ST-12	<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"/>

ST-13	<b>Contracts, Service Agreements, Leases</b>	15 5 years after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-14	<b>Construction Drawings -- Standard drawing designs for building construction</b>	10 years, after completion of project	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Correspondence</b>					
ST-15	<b>Executive - Manager, Council, executive &amp; staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal &amp; personnel matters</b>	<del>1 year and no longer of administrative or legal value</del> Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-16	<b>General - Both internal &amp; external correspondence from all sources requesting information or miscellaneous inquiries</b>	<del>30 days and no longer of administrative value</del> Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-17	<b>Transient - Serves to convey information of a temporary importance in lieu of oral communications.</b>	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-18	<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"/>
ST-19	<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"/>
ST-20	<b>Electronic Mail (Email) &amp; Attachments</b> contains email messages, Tweets, recorded conversations, instant message created or received	<del>Within 30 days, print a paper copy &amp; file according to content or save to electronic folder using</del> Correspondence as retention period. Following this procedure, emails may be deleted after 30 days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-21	<b>Equipment Operating, Maintenance Manuals, Repair manuals provided with equipment &amp; repair records</b>	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-22	<b>Fax &amp; Copier Journal Reports / Cover Sheets / Confirmation Notices</b> reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
ST-23	<b>Fixed Asset Inventory</b> list of department assets and value	3 years, until revised or superseded provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

			Auditor of State	OHS-LGRP	
ST-24	<b>Fuel Logs and Vehicle Usage</b> logs documenting fuel consumption and vehicle usage	3 years, provided audit then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-24	<del>Emergency Response Protocols</del>	<del>4 years, after program discontinued, revised or superseded then destroy</del>	<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>General Orders, Directives, Rules, Regulations</b> codes, memos, personnel policies, procedures administrative policies & regulations				
ST-25	<b>County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-26	<b>City of Reynoldsburg</b>	6 years after revised, superseded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Grant Applications</b>				
ST-27	<del>Funded</del>	<del>6 years after expiration and audited</del>	<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
ST-28	<del>Not Funded</del>	<del>1 year</del>	<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
ST-29	<del>Map - Storm Water Collection System (as built)</del>	<del>Permanent</del>	<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
ST-27	<b>Messages</b> phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
ST-28	<b>Mowing</b> locations and man hours for mowing	3 2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-29	<b>Ohio Public Records Compliance File</b> records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-30	<b>Official Staff Roster</b> master directories of employees, Councilmembers	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-31	<b>Official Thoroughfare Plan Maps / City Maps</b> records of retention and destruction schedules	10 years after, revised, superseded or discontinued and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-35	<b>Parking Permits</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-32	<b>Photographs, Negatives, Digital Images</b>	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
ST-33	<b>Planning, Scheduling, Calendar &amp; Training</b> calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Street Department Retention Schedule (Street)

Auditor of State OHS-LGRP

				Auditor of State	OHS-LGRP
ST-34	<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"/>
ST-35	<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"/>
ST-40	<del><b>Public Notices</b> —information submitted to newspapers regarding —employment opportunities in the City</del>	<del>7 years after date of hire</del>	<del>paper/electronic</del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>
ST-36	<b>Receipt Books</b> receipt books for payment of fees	<del>3</del> 2 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
ST-37	<b>Record Requests and Log</b> public records requests (forms & records)	3 years until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-38	<b>Records Retention Documents</b> RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-39	<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"/>
ST-40	<b>Requisitions / Purchase Orders / Paid Bills</b>	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-46	<del><b>Recycling Bin Program</b> —bin location and assignments</del>	<del>7 years, after position until eligibility lists expires</del>	<del>paper/electronic</del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>
ST-47	<del><b>Safety Program</b></del>	<del>4 years after program discontinued, revised or superseded</del>	<del>paper/electronic</del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>
ST-41	<b>Security &amp; Surveillance Videos (Loop System)</b> contact information, brochures, etc.	30 days, continually updated	electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-42	<b>Snow Storm Reports</b> track hours, pay, salt usage, general information	3 years & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-43	<b>Statistical &amp; Operational Reports</b> reports to show collected different information	Until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-44	<b>Street Inventory Records</b> records documenting street work completed	6 years after revised, superseded or discontinued & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Street Department Retention Schedule (Street)

			Auditor of State	OHS-LGRP	
ST-45	Street Light Checklists new subdivisions	4 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-46	Street Light Records records of completion, date & man hours	6 3 years after revised, superseded or discontinued & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-47	Traffic Count Reports volume, speed & area counts	5 years & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-48	Traffic Control Devices - Signs location, types of devices & number assignments	3 years after program discontinued, revised or superseded & no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-49	Vendor & Supplier Catalogues & Files	Until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-50	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"/>
ST-51	Work Orders record of all jobs to be completed	3 years, after disposition	paper/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 1, 2021**

**TO:**

**RE:**               **Stormwater**

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Approval:

Completed Joe Begeny	Chris Shook	Stephen Cicak
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Various City departments requested an update to their department retention schedule. Each schedule was renumbered, organized alphabetically, and additional general items added such as email, voice messaging, messages, etc. Each department reviewed their previous schedule to remove any items that were no longer records being kept by the department or added new records. Additional descriptions were added as well as a few retention periods changed. Items being removed, added or retention periods changed are noted on each schedule.

**Reynoldsburg Retention Schedule  
Stormwater 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
SW-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"/>
SW-02	<b>Administrative Reports &amp; Fiscal Files - General</b> non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-03	<b>Annual Departmental Budget</b> list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-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"/>
SW-05	<b>Annual Report</b> report showing department annual accomplishments	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-06	<b>Annual Reports - Department Documents</b> preparatory documents for annual report	3 years after revision, update or removal	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-07	<b>Awards &amp; Certificates</b>	Permanent 3 years	multi	<input type="checkbox"/>	<input type="checkbox"/>
SW-08	<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"/>
SW-09	<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"/>
SW-10	<b>Contracts, Service Agreements, Leases</b>	15 5 years after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-11	<b>Correspondence</b> <b>Executive</b> - Manager, Council, executive & staff letters/memos dealing with significant aspect of	1 year and no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Stormwater Department Retention Schedule (Stormwater)

	administrative office including agency policies, programs, fiscal, legal & personnel matters	Retain until no longer of administrative value, then destroy			
SW-12	<b>General</b> - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	<del>30 days and no longer of administrative value</del> Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-13	<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"/>
SW-14	<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"/>
SW-15	<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"/>
SW-16	<b>Electronic Mail (Email) &amp; Attachments</b> contains email messages, Tweets, recorded conversations, instant message created or received	<del>Within 30 days, print a paper copy &amp; file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30 days</del> Retain until no longer of administrative value, then destroy	electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-17	<b>Equipment Operating, Maintenance Manuals, Repair manuals</b> provided with equipment & repair records	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-18	<b>Fax &amp; Copier Journal Reports / Cover Sheets / Confirmation Notices</b> reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
SW-19	<b>Fixed Asset Inventory</b>	3 years, until revised or superseded provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-20	<b>Fuel Logs and Vehicle Usage</b> logs documenting fuel consumption and vehicle usage	3 years, provided audit then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>General Orders, Directives, Rules, Regulations</b> codes, memos, personnel policies, procedures administrative policies & regulations				
SW-21	<b>County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-22	<b>City of Reynoldsburg</b>	6 years after revised, superseded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Grant Applications</b>				
SW-22	<b>Funded</b>	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Stormwater Department Retention Schedule (Stormwater)

			Auditor of State	OHS-LGRP
SW-23	<del>Not Funded</del>	1 year	paper/electronic	<input type="checkbox"/>
SW-23	<b>Herbicide Reports</b> record of treatments & types of herbicide used	3 years	paper/electronic	<input type="checkbox"/>
SW-25	<del>Map—Storm Water Collection System (as built)</del>	Permanent	paper/electronic	<input type="checkbox"/>
SW-26	<b>Memos</b>	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>
SW-24	<b>Messages</b> phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>
SW-25	<b>NPDES Control Measures</b> outline of discharge systems	3 years	paper	<input type="checkbox"/>
SW-26	<b>Ohio EPA Periodic Testing</b> creek water & storm water results	3 years after incorporated into annual report	paper/electronic	<input type="checkbox"/>
SW-27	<b>Ohio Public Records Compliance File</b> records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>
SW-28	<b>Official Staff</b> master directories of employees, Councilmembers	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>
	<b>Permit Files</b>			
SW-29	<b>Commercial</b>	3 years	paper/electronic	<input type="checkbox"/>
SW-30	<b>Residential</b>	3 years	paper/electronic	<input type="checkbox"/>
SW-31	<b>Photographs, Negatives, Digital Images</b>	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>
SW-32	<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"/>
SW-33	<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"/>
SW-34	<b>Professional Magazines &amp; Publications</b> publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
SW-35	<b>Public Record Requests and Log</b> public records requests (forms & records)	3 years until no longer of administrative value	paper/electronic	<input type="checkbox"/>

			Auditor of State	OHS-LGRP
<b>SW-39 Rain Fall Reports</b> — receipt books for payment of fees	3 years & no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>SW-40 Receipt Books</b> — receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>SW-36 Records Retention Documents</b> RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>SW-37 Reference Publications &amp; Directories</b> information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>SW-38 Requisitions / Purchase Orders / Paid Bills</b>	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>SW-39 Security &amp; Surveillance Videos (Loop System)</b> contact information, brochures, etc.	30 days, continually updated	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>SW-40 Statistical &amp; Operational Reports</b> reports of a variety of collected information	Until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>SW-41 Vendor &amp; Supplier Catalogues &amp; Files</b>	Until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>SW-42 Voice Mail - phone and/or cell phone</b> messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>SW-43 Work Orders</b> record of all jobs to be completed	3 years, after disposition	paper/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 1, 2021**

**TO:**

**RE:**               **2021 Destruction Schedule**

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Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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Records were returned from Iron Mountain for various City departments. A schedule for each department has been put together outlining the various departmental records requesting destruction.



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>Parks &amp; Recreation</b>								
Admin. Reports & Fiscal Files	PR-02		Paper/Electronic		Jan. 1989	Dec. 2012	March 2021	
Annual Budget	PR-03		Paper/Electronic		Jan. 1992	Dec. 2017	March 2021	
Parks & Recreation Refunds	PR-32		Paper/Electronic		Jan. 1989	Dec. 2017	March 2021	
Permits	PR-33		Paper/ Electronic		Jan. 1989	Dec. 2017	March 2021	
Rules & Regulations	PR-40		Paper/Electronic		Jan. 1989	Dec. 2018	March 2021	
Proposals – Not Funded	PR-41		Paper/Electronic		Jan. 1986	Dec. 2019	March 2021	
Recreation Program Files	PR-49		Paper/Electronic		Jan. 1989	Dec. 2017	March 2021	
Registration Files – Adult	PR-51		Paper/Electronic		Jan. 1975	Dec. 2017	March 2021	
Registration Files – Juvenile	PR-52		Paper/Electronic		Jan. 1975	Dec. 2017	March 2021	
Requisitions/Purchase Orders	PR-53		Paper/Electronic		Jan. 1989	Dec. 2018	March 2021	
Team Rosters & Score Cards	PR-55		Paper/Electronic		Jan. 1989	Dec. 2017	March 2021	
Tracking Sheets	PR-56		Paper/Electronic		Jan. 1989	Dec. 2019	March 2021	
<b>Building</b>								
Building Complaints/Violations	1300105		Paper/Electronic		Jan. 2008	Dec. 2014	March 2021	
Census Reports	1300113		Paper/Electronic		Jan. 2013	Dec. 2013	March 2021	
Building Permits & Plans	1300114		Paper/Electronic		Jan. 2000	Dec. 2014	March 2021	
<b>Service</b>								
Requisitions/Purchase Orders	1300104		Paper/Electronic		Jan. 1997	Dec. 2012	March 2021	
Contracts, Service Agreements	1300105		Paper/Electronic		Jan. 1990	Dec. 2005	March 2021	
Receipts	1300114		Paper/Electronic		Jan. 2013	Dec. 2013	March 2021	
Unsuccessful Bidders	1300119		Paper/Electronic		Jan. 2009	Dec. 2010	March 2021	
House Sale Permits	1300121		Paper/Electronic		Jan. 2008	Dec. 2008	March 2021	
<b>Clerk of Court</b>								
Case Files – Traffic M1-M4	130047		Paper/Electronic		Jan. 2017	Dec. 2019	March 2021	
Case Files – Criminal M1-M4	130048		Paper/Electronic		Jan. 2017	Dec. 2019	March 2021	
Case Files – Traffic MM	130049		Paper/Electronic		Jan. 2014	Dec. 2015	March 2021	
Case Files – Criminal MM	130051		Paper/Electronic		Jan. 2014	Dec. 2015	March 2021	

Attachment: 2021 Destruction Schedule Various Departments (Destruction Schedule 2021)

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>Auditor</b>								
Accounts Receivable	130035		Paper		Jan. 2011	Dec. 2015	March 2021	
Annual Audit Report	130036		Paper		Jan. 1994	Dec. 2000	March 2021	
Checking Account	130046		Paper		Jan. 2011	Dec. 2015	March 2021	
Closed Project Files	130049		Paper		Jan. 1986	Dec. 2015	March 2021	
Purchase Orders	130060		Paper		Jan. 2011	Dec. 2015	March 2021	
W-9 & Personal Service Agreements	130066		Paper		Jan. 1998	Dec. 2002	March 2021	

Attachment: 2021 Destruction Schedule Various Departments (Destruction Schedule 2021)

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>Human Resources</b>								
Annual Budget Work Papers	HR-03		Paper/Electronic		Jan. 2011	Dec. 2017	March 2021	
Employment Application - Hired	HR-07		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Employment Application – NH	HR-08		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Arbitration/Mediation Files	HR-09		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Background Investigations -Hired	HR-11		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Background Investigations-NH	HR-11		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Conditional Emp. Offers – Hired	HR-23		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Conditional Emp. Offers - NH	HR-24		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Controlled Substance Testing	HR-25		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Employee Accident Reports	HR-35		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Employee BWC Claim Files	HR-37		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Employee Development	HR-40		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Employee Drug Testing	HR-41		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Employee Grievance	HR-44		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Employee Health/Life Claims	HR-45		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Employee Leave Requests	HR-54		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Employee Performance Evaluation	HR-49		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Employee Personal Actions	HR-50		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Fact Finding	HR-63		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
Family & Medical Leave Act	HR-64		Paper/Electronic		Jan. 2001	Dec. 2013	March 2021	
I-9 Forms	HR-71		Paper/Electronic		Jan. 2011	Dec. 2017	March 2021	
Insurance Policies	HR-72		Paper/Electronic		Jan. 2000	Dec. 2005	March 2021	
Labor & Union Contract Notes	HR-112		Paper/Electronic		Jan. 2000	Dec. 2005	March 2021	

Attachment: 2021 Destruction Schedule Various Departments (Destruction Schedule 2021)



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

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Attachment: 2021 Destruction Schedule Various Departments (Destruction Schedule 2021)

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		

Attachment: 2021 Destruction Schedule Various Departments (Destruction Schedule 2021)

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

## MOTION REQUEST

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**DATE:**           **March 1, 2021**

**TO:**

**RE:**               **RC1 Disposal**

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Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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The Auditor's department had 1 set of records that is not listed on their records retention schedule. In order to destroy these records, we have to approve an RC1 a one-time obsolete records form to the state of Ohio.

