



Mayor Joe Begeny, Chair
Clerk Mollie Prasher, Secretary
Attorney Chris Shook
Auditor Stephen Cicak
Neal Piek

Records Commission

7232 East Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Mollie Prasher, Clerk of Council
614-322-6836

Tuesday, April 23, 2024

3:00 PM

Council Chambers

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. Meeting Minutes of April 9, 2024

C. UNFINISHED BUSINESS

1. Resolution to Conflict Regarding Retention Schedules for the Building, Development, and Planning Departments

D. NEW BUSINESS

1. Updated Clerk of Council Retention Schedule
2. Updated Tax Manager Retention Schedule
3. Additional Destruction Schedule

E. OTHER BUSINESS

F. ADJOURNMENT

ADJOURNMENT

**MINUTES
REYNOLDSBURG RECORDS COMMISSION
April 9, 2024**

CALL TO ORDER

Present: Mayor Begeny, Attorney Shook, Auditor Cicak, Clerk Prasher

Absent: Mr. Piek

Visitors: Phoenix Buathier, Eric Meyer, Shelley Slota, Yeong Jiang

APPROVAL OF MINUTES

Regular Minutes of May 10, 2023

The regular minutes of the May 10, 2023 meeting were approved as submitted and moved for approval by Auditor Cicak. Second by Attorney Shook. Motion carried.

UNFINISHED BUSINESS

Review of Retention Period Conflicts between Building, Development, Planning, and Streets Departments

Mayor Begeny explained that the issue regarding saving approved final plans for commercial and residential construction was brought to the Commission by Attorney Shook in 2023. Attorney Shook indicated that it was important to retain these files in order to determine what was approved in the initial plans - i.e. landscaping, lighting, parking, etc. The Commission made changes to the planning retention schedule to be retained permanently and placed in the building plan files in the Building Department. However, it came to the attention of the Records Commission that the Building Department only retained their plans for 180 days from the issuance of the Certificate of Occupancy. With that discrepancy, the Commission wants to determine a solution.

The Building Department indicated that there are no saved files as the quantity of paper files was an issue. The Planning Department was now required to maintain the final approval of building and construction plans approved by the Planning & Zoning Board permanently.

It was determined that there may likely be few records still available. Mr. Jiang advised that the new software will solve this issue as everything will be saved in a digital format in this software. However, the software will not be built and ready to use until 2025.

Mayor Begeny suggested that the issue be tabled, and another meeting be scheduled to further discuss this issue. Clerk Prasher will research retention periods for construction plans from other municipalities and determine what specifically the Street Department construction drawings were. The next meeting was scheduled for April 23rd at 3:00pm.

An issue was also brought up regarding if a retention schedule existed for Plot Grade and Utility Records. Ms. Slota indicated that there had been a schedule years ago. Clerk Prasher advised that she would research earlier schedules to determine if there was such an item listed.

NEW BUSINESS

Retention Schedules

Updated Events & Communications Retention Schedule

Clerk Prasher explained that event participant applications were not included on the schedule. That item has been added to the retention schedule.

Attorney Shook moved to approve the schedule. Second by Mayor Begeny. Motion carried.

Clerk of Courts

Clerk Prasher explained that this schedule was an update to the Clerk of Courts schedule. When the schedule was updated in 2014, it was explained to the Clerk that if the schedule listed a record as "Multi," a paper copy of the record could be destroyed while keeping the digital records. The updated retention schedules list all items that will now have separate retention periods for paper records and digital records.

Attorney Shook noted an error in numbering on the schedule. Clerk Prasher indicated that she would update the record, but the record could still be approved.

Attorney Shook moved to approve the Clerk of Courts retention schedule with the numbering corrected. Second by Auditor Cicak. Motion carried.

Tax Administrator

Clerk Prasher advised that the Tax Administrator retention schedule was also being updated. There were no changes to the schedule other than adding electronic emails and a reorganization of the schedule.

Auditor Cicak asked about the highlighted areas on the schedule. Clerk Prasher stated that she was meeting with the Tax Administrator next week to add the definitions of the listed record.

Auditor Cicak moved to approve the schedule with the addition of the record definitions. Second by Attorney Shook. Motion carried.

Destruction Schedules

2024 Destruction Schedule

Clerk Prasher presented the destruction schedule for various City departments for 2024. Attorney Shook requested that ST-14 Construction Drawings - Standard be removed from the Street Department schedule until the issue of retaining construction plans is resolved.

Attorney Shook moved to approve the destruction schedule with the removal of ST-14 Construction Drawings - Standard. Second by Auditor Cicak. Motion carried.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

As there was no further business, Attorney Shook moved to adjourn the meeting. Second by Auditor Cicak. Motion carried.

Mollie Prasher, Clerk of Council

**Reynoldsburg Retention Schedule
Building 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
BD-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving city employees, property & equipment	2 years unless pending action	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-02	Administrative, Fiscal Files & Reports non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-05	Annual Report report of annual functions of the department	25 years, then appraise for historical value	paper/electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BD-06	Awards & Certificates	Permanent	multi	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BD-07	Building Code code book governing city building guidelines	Until superseded, but retain one copy permanently	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-08	Building Complaints & Violations Case Files complaints & violations, citations	2 years after complaint is resolved or violations corrected	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-09	Building Inspection Reports inspection reports of all properties	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-10	Building Permit Applications applications for building permits	Permanent	paper/electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Building Plans					
design & construction plans, additional documents					
BD-11	Commercial	180 days from issuance of Certificate of Occupancy or completion	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
BD-12	Residential	180 days from issuance of Certificate of Occupancy or completion	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Development

Auditor of State OHS-LGRP

Item ID	Description	Retention Schedule	Media	Auditor of State	OHS-LGRP
Grant Applications					
ED-25	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-26	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-27	Incentive Proposals minutes, correspondents	Retain until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Joint Economic Development Districts each JEDD has its own retention schedule and the City will follow those schedules					
ED-28	Agendas and Notices	5 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-29	Minutes	Permanent	paper/electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ED-30	Procedures	10 years after superceded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-31	Reports	5 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-32	Rosters - Members	10 years after superceded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-33	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-34	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-35	Periodic Council Reports reports regarding potential development projects	Appraise for historic value, then destroy	paper/electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/> (Historical)
ED-36	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
ED-37	Plans and Project Drawings plans, documents, flash drives	Maintain according to project	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-38	Planning, Scheduling, Calendar & Training calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-39	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-40	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Planning

PZ-28	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations				
PZ-29	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-30	City of Reynoldsburg	6 years after revised, superceded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Grant Applications				
PZ-31	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-32	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-33	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-34	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Permits various permits related to zoning projects				
PZ-35	Database/Case Management System	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-36	Sign Permits	3 years after date of issue	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-37	Temporary Zoning Certificates	3 years after date of issue	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-38	Zoning Certificates	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Site Plans				
PZ-39	Denied/Not Implemented Major/Minor Site Plans	Until no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-40	Constructed Major/ Minor Site Plans (traffic studies, landscape plans, etc.)	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-41	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
PZ-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"/>

Street

			Auditor of State	OHS-LGRP
ST-13	Contracts, Service Agreements, Leases	15 years after expiration	paper/electronic	<input type="checkbox"/>
ST-14	Construction Drawings -- Standard drawing designs for building construction	10 years, after completion of project	paper/electronic	<input type="checkbox"/>
Correspondence				
ST-15	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>
ST-16	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>
ST-17	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
ST-18	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
ST-19	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
ST-20	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"/>
ST-21	Equipment Operating, Maintenance Manuals, Repair manuals provided with equipment & repair records	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>
ST-22	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>
ST-23	Fixed Asset Inventory list of department assets and value	3 years, until revised or superseded provided audit	paper/electronic	<input type="checkbox"/>

Building Plans

Residential 3 years

Commercial 5 years

Municipal owned Life of structure, appraise for historical value

DEV-101 Maps, Plans, Plots & Renderings (zoning, development, subdivision) permanent Multi

DEV-402 Case Files permanent Multi

83-7	Commercial Building Plans and, Inspection Reports, staff reviews and related files	5 years	Electronic
83-29	Residential Building Plans and Inspection Reports, staff reviews and related files	Life of Structure	Paper/ Electronic

DEV-206	COMMERCIAL CONSTRUCTION DOCUMENTS (does not include permits, records used in new construction of multi-family dwellings and commercial and public buildings, such as approved drawings, spec books/project manuals, inspection reports and all miscellaneous correspondence and documents.)	Project completed: original building, alterations, and tenant buildout documents are kept 7 full calendar years from the date of final approved inspection. Project not built, but plans approved: retain 3 years after year plans approved Project not built and plans NOT approved: retain until no activity for 1 calendar year or until expiration of permit application Documents superseded: retain until project completed Project superseded: retain until certificate of occupancy for new project is issued	Multi	<input type="checkbox"/>
DEV-207	RESIDENTIAL CONSTRUCTION DOCUMENTS (does not include permits, records used in new construction of residential dwellings, such as approved drawings, spec books/project manuals, inspection reports and all miscellaneous correspondence and documents.)	7 years after date of certificate of occupancy issued	Multi	<input type="checkbox"/>

A. Engineering Records

1. Aerial Photographs Until superseded then appraise for historical value
2. Bridge Plans Life of bridge
3. Bridge Inspection Reports 10 years
4. Change Orders Place in Project File
5. City Properties File Permanent
6. City Zoning Maps Permanent
7. Contractors' Prevailing Wage Records 5 years
8. Day Books 3 years
9. Federal Project Files 5 years after completion of project provided audited
10. House Number Record Permanent
11. Job Orders 3 years 15
12. Maintenance Orders 2 years
13. Project Files (Contracts, specifications, change orders, progress reports etc.) 15 years after completion of project
14. Project Inspection Records Include in project files
15. Sanitary Sewer Records Permanent

16. Sewer Testing Records 5 years

17. Special Assessments Record 3 years after final payment, provided audited

**Reynoldsburg Retention Schedule
City Council**

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

			Auditor of State	OHS-LGRP	
AD-11	Certifications of Legal Notices certification forms from newspapers documenting publication of legal notices	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-12	City Charter and Amendments City Charter, amendments Charter Review Commission reports and meeting minutes	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-13	Codified Ordinances Replacement Pages pages being replaced in Code book	Continually updated, revised or superseded maintain copies of removed pages for 50 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence					
AD-14	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-15	General - 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"/>	<input type="checkbox"/>
AD-16	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-17	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-18	Council Appeal Hearings & Transcripts packets of evidence submitted & transcripts of appeal hearings to Council	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Council / Committee Agendas					
AD-19	record of items to be presented & approved	2 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-20		15 years	electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-21	Council Appointment Application application for Council appointments	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Council Memos

memos explaining projects, legislation or other information being presented to Council

Item ID	Description	Retention Period	Media	Auditor of State	OHS-LGRP
AD-22		2 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-23		15 years	electronic	<input type="checkbox"/>	<input type="checkbox"/>

Council/Committee/Commission/Board Packets

information regarding legislation-agendas, minutes,

AD-24		2 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-25		15 years	electronic	<input type="checkbox"/>	<input type="checkbox"/>

legislation, presentations, monthly reports

AD-26	Deeds & Easements	Permanent	paper	<input type="checkbox"/>	<input type="checkbox"/>
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recorded easement & deed documents

AD-27	Drafts and Informal Notes	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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materials used to support final documentation

AD-28	Electronic Mail (Email) & Attachments	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"/>
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email messages, Tweets, Facebook, recorded conversations, or other social media formats

AD-29	Equipment Operating, Maintenance Manuals, Repair	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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manuals provided with equipment & repair records

AD-30	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
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reports generated automatically showing copier and fax use

AD-31	Fixed Asset Inventory	Until superseded, retain one copy until audited	paper	<input type="checkbox"/>	<input type="checkbox"/>
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list of department assets and value

AD-32	Flow / Organization Chart	Continually updated, revised, or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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chart showing management structure or diagram of a process

General Orders, Directives, Rules, Regulations

codes, memos, personnel policies, procedures
administrative policies & regulations

AD-33	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-34	City of Reynoldsburg	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Grant Applications

AD-35	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-36	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-37	Index to Ordinances & Resolutions	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Joint Economic Development Districts

each JEDD has its own retention schedule and
the City will follow those schedules

ED-38	Agendas and Notices	5 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-39	Minutes	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-40	Procedures	10 years after superceded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-41	Reports	5 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ED-42	Rosters - Members	10 years after superceded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-43	Job Descriptions - Clerk & Assistant Clerk	Until superseded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-44	Legal Opinions - form all legal counselors information received from legal counsel	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-45	Legislative/Legal/Public Notices information submitted to newspapers & residents regarding public hearing, legislation adopted, and legal notices including electronic emails	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Liquor License Information

AD-46	License Approvals by State Liquor Board	3 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-47	License Denials by State Liquor Board	1 year	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-48	Liquor Fee Reimbursements	1 year	paper	<input type="checkbox"/>	<input type="checkbox"/>

			Auditor of State	OHS-LGRP	
AD-49	Liquor Request Forms	1 year and after disposition	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-50	List of Previous Mayors, Council, Managers, Law Directors, Clerks lists of former individuals who served the Village	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-51	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
	Minutes - summary of meetings				
AD-52	Council	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-53	Committees/Commissions/Board Minutes	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-54	Motions formal non-legislative proposal for Council approval	5 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-55	Municipal Council Publications newsletters, flyers, email notices to residents	Until superseded or obsolete, retain one copy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-56	Name Plates	Until no longer of administrative value, then remove	plastic	<input type="checkbox"/>	<input type="checkbox"/>
AD-57	Oaths of Office	10 years after leaving office	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-58	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-59	Official Staff & Committee Rosters master directories of employees, Councilmembers & board/commission members	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-60	Ordinances laws of the City	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-61	Petitions petitions for recall, initiative & referendum	5 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-62	Photographs, Awards, Certificates	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
AD-63	Planning, Scheduling, Calendar & Training calendars, planners, software programs (such as MS Outlook), appointment books	Continually updated, revised, or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-64	Press Releases/Public Service Announcements	2 years or no longer of administrative/historical value,	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

			Auditor of State	OHS-LGRP
			<input type="checkbox"/>	<input type="checkbox"/>
	notices sent via mail & electronic regarding general information, reminders	then destroy		
AD-65	Proclamations/ Recognitions	10 year	paper	<input type="checkbox"/>
AD-66	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
AD-67	Receipt Books receipt books for payment of fees	3 years or until audit	paper	<input type="checkbox"/>
AD-68	Receipt for Certified Mail post office verification of delivery	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>
AD-69	Record Requests public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>
AD-70	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"/>
AD-71	Requisitions / Purchase Orders	2 years, provided audited	electronic	<input type="checkbox"/>
AD-72	Resolutions	Permanent	paper/electronic	<input type="checkbox"/>
AD-73	Reports to Council reports from departments on monthly status	2 years	paper/electronic	<input type="checkbox"/>
AD-74	Rules of Council document developed by Council outlining Council procedures and policies	Permanent	paper/electronic	<input type="checkbox"/>
AD-75	Surveys & Questionnaires	5 years & no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>
AD-76	Vendor & Suppliers Information contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>
AD-77	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"/>
AD-78	Visitor Logs / Speaker Forms	1 year	paper	<input type="checkbox"/>

OHS-LGRP

**Reynoldsburg Retention Schedule
Income Tax and JEDD**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	Year of State	by
TX-01	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>
TX-02	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="text"/>	<input type="text"/>
TX-03	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>
TX-04	Annual Report report of previous years facts, figures & tasks			<input type="text"/>	<input type="text"/>
TX-05	Annual Names & Earning Lists list of taxpayers and earned income	Upon entry into tax system & verified, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>
TX-06	Automatic Extension to File completed forms requesting tax filing extension	Upon entry into tax system & verified, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>
TX-07	Awards, Certificates, Photographs	3 years and not longer of historic value	multi	<input type="text"/>	<input type="text"/>
TX-08	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>
TX-09	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>
TX-10	Calendars, Appointment Books, Planners	1 year & no longer of administrative value, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>

City Assessed Tax

	Admission Tax, JEDDs, Income Tax				
TX-11	Correspondence	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-12	Payment Records	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-13	Rate Schedules	Until scuperseded and/or certified	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-14	Refunds	Upon entry into tax system & verified, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-15	Registrations	Upon entry into tax system & verified, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-16	Reports from Rita	Retain until no longer of administrative value	electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-17	Returns	Upon entry into tax system & verified, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-18	Revenue Records	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-19	Tax Payer Support Documents	Upon entry into tax system & verified, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-20	Corrections & Updates to Accounts record of data changes to tax accounts	Retain until no longer of administrative/fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Correspondence				
TX-21	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-22	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-23	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-24	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-25	Declaration of Estimated Tax estimated payments	Upon entry into tax system & verified, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
TX-26	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-27	Electronic Mail (Email) & Attachments email messages, Tweets, Facebook, recorded	Within 30-days, print a paper copy & file according to content or save to electronic folder using	electronic	<input type="checkbox"/>	<input type="checkbox"/>

conversations, or other social media formats

Correspondence as retention period. Following this procedure, emails may be deleted after 30-days

Enterprise Zones

TX-28	Payments	6 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-29	Revenues	6 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-30	Equipment Manuals - Maintenance & Repair manuals provided with equipment & repair records	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-31	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
TX-32	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper	<input type="checkbox"/>	<input type="checkbox"/>

General Orders, Directives, Rules, Regulations

codes, memos, personnel policies, procedures administrative policies & regulations

TX-33	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-34	City of Reynoldsburg	6 years after revised, superseded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Grant Applications

TX-35	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-36	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Income Tax Board of Review

TX-37	Decisions	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-38	Minutes	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-39	Rules	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-40	Income Tax Deposit Records records showing the tax dollars received	6 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-41	Informational Directories/Lists/Rosters lists of contact information for employees	1 year after revised or superseded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Mandatory Occupancy

business occupancy reports

TX-42	Correspondence	Upon entry into tax system & verified, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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			Auditor of State	OHS-LGRP	
TX-43	Reports	Upon entry into tax system & verified, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-44	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-45	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-46	Photographs & Negatives photos - both and paper	Retain until no longer of administrative, legal, fiscal, or historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-47	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-48	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-49	Receipt Books receipt books for payment of fees	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-50	Record Requests and Log public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-51	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"/>
TX-52	Requisitions / Purchase Orders	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-53	Vendor & Suppliers Information contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
TX-54	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"/>

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