



Angie Jenkins, President  
Shanette Strickland, Ward 1  
Louis Salvati, Ward 2  
Bhuwan Pyakurel, Ward 3  
Meredith Lawson-Rowe, Ward 4  
Barth Cotner, At-Large  
Stacie A. Baker, At-Large  
Kristin J. Bryant, At-Large

## Records Commission

7232 East Main Street  
Reynoldsburg, OH 43068  
[www.reynoldsburg.gov](http://www.reynoldsburg.gov)

Mollie Prasher, Clerk of Council  
614-322-6836

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**Wednesday, May 10, 2023**

**3:00 PM**

**Council Chambers**

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**A. CALL TO ORDER**

**B. APPROVAL OF AGENDA**

**C. APPROVAL OF MINUTES**

**D. NEW BUSINESS**

- 1. Update of Civil Service Retention Schedule
- 2. Departmental Destruction Schedule May 2023

**E. ADJOURNMENT**

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ADJOURNMENT

**Reynoldsburg Retention Schedule  
Civil Service**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	Year of State	by
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="text"/>	<input type="text"/>
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="text"/>	<input type="text"/>
CS-03	<b>Annual Departmental Budget</b> list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="text"/>	<input type="text"/>
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="text"/>	<input type="text"/>
	<b>Application for Employment</b> employment applications & associated documents		paper	<input type="text"/>	<input type="text"/>
CS-05	<del>Hired</del> - original on HR retention schedule				
CS-06	<b>Not Hired</b>	7 years after position filled or listing expires	paper/electronic	<input type="text"/>	<input type="text"/>
CS-07	<b>Awards, Certificates, Photographs</b>	Permanent	multi	<input type="text"/>	<input type="text"/>
	<b>Background Investigations</b> confidential results from reports & reports		paper	<input type="text"/>	<input type="text"/>
CS-08	<del>Hired</del> - original on HR retention schedule				
CS-09	<b>Not Hired</b>	7 years after position filled or listing expires	paper/electronic	<input type="text"/>	<input type="text"/>
CS-10	<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="text"/>	<input type="text"/>
CS-11	<b>Business Cards/Rotary/Rolodex Files</b> address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>

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>		paper/electronic		
CS-13	<b>Agendas &amp; Minutes</b>	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Applications for Examinations</b>				
CS-14	<del>—Hired—</del> original on HR retention schedule				
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	<del>—Hired—</del> original on HR retention schedule				
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</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"/>
CS-26	<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"/>
CS-27	<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"/>
CS-28	<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"/>
CS-29	<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"/>

			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	<del>—Funded</del>	<del>6 years after expiration and audited</del>	<del>paper/electronic</del>	<input type="checkbox"/>	<input type="checkbox"/>
CS-37	<del>—Not Funded</del>	<del>1 year</del>	<del>paper/electronic</del>	<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-39	<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	<del>Photographs, Negatives, Awards, Certificates</del>	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>

			Auditor of State	OHS-LGRP	
CS-43	<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"/>
CS-44	<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"/>
CS-45	<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"/>
CS-46	<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"/>
CS-47	<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"/>
CS-48	<b>Receipt Books</b> receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
CS-49	<b>Record Requests and Log</b> public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-50	<b>Records Retention Documents</b> RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-51	<b>Recruitment Brochures &amp; Activities</b> description of positions & recruitment process	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-52	<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"/>
CS-53	<b>Requisitions / Purchase Orders</b>	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-54	<b>Resume &amp; Letters of Reference</b> —Hired—original on HR retention schedule				
CS-55	<b>Not Hired</b>	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-56	<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"/>

OHS-LGRP



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>City Attorney</b>								
CRB Files	AT-17		Paper/Electronic		Jan. 2015	Dec. 2018	May 2023	
TRD Files	AT-41		Paper/Electronic		Jan. 2019	Dec. 2020	May 2023	
TRC Files	AT-43		Paper/Electronic		Jan. 2012	Dec. 2014	May 2023	
<b>Civil Service</b>								
Annual Department Budget	CS-03		Paper/Electronic		Jan. 2016	Dec. 2016	May 2023	
App. Of Employment-Not Hired	CS-06		Paper/Electronic		Jan. 2016	Dec. 2016	May 2023	
Background Investigation - NH	CS-09		Paper/Electronic		Jan. 2016	Dec. 2016	May 2023	
App. For Examinations - NH	CS-14		Paper/Electronic		Jan. 2016	Dec. 2016	May 2023	
Exam Forms, Tests, Booklets . . .	CS-21		Paper/Electronic		Jan. 2016	Dec. 2019	May 2023	
Requisitions/Purchase Orders	CS-53		Paper/Electronic		Jan. 2016	Dec. 2020	May 2023	
Resume & Reference Letters-NH	CS-55		Paper/Electronic		Jan. 2016	Dec. 2022	May 2023	
<b>Building</b>								
Complaints & Violations	BD-08		Paper		Jan. 2008	Dec. 2014	May 2023	
Building Plans Commercial	BD-11		Paper		Jan. 1999	Aug. 2020	May 2023	
Building Plans Residential	BD-12		Paper		Jan. 2011	Dec. 2019	May 2023	
Contractor Registrations, Bonds	BD-17		Paper		Jan. 2011	Dec. 2016	May 2023	
Monthly Census Reports	BD-35		Paper		Jan. 2015	Dec. 2017	May 2023	
Receipt Books/Transactions	BD-46		Paper		Jan. 2014	Dec. 2018	May 2023	
Requisitions/Purchase Orders	BD-49		Paper		Jan. 2014	Dec. 2018	May 2023	

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained	From	To		
<b>Police Department</b>								
Arrest Photos	PD-06		Paper/electronic		Jan. 1990	Dec. 1995	May 2023	
BAC Breath Testing Log Book	PD-09		Paper/electronic		Jan. 2010	Dec. 2017	May 2023	
BAC Instrument Check Forms	PD-10		Paper/electronic		Jan. 2010	Dec. 2017	May 2023	
BAC Datamaster Maintenance Log	PD-11		Paper/electronic		Jan. 2010	Dec. 2017	May 2023	
BAC Testing Solution Log	PD-12		Paper/electronic		Jan. 2010	Dec. 2017	May 2023	
Intoxilyzer Log	PD-13		Paper/electronic		Jan. 2010	Dec. 2017	May 2023	
Bicycle Licenses	PD-14		Paper/electronic		Jan. 2002	Dec. 2019	May 2023	
BMV Form 2255	PD-16		Paper/electronic		Jan. 2011	Dec. 2016	May 2023	
BMV Transcript Request	PD-17		Paper/electronic		Jan. 2012	Dec. 2020	May 2023	
Business Crime Alerts	PD-28		Paper/electronic		Jan. 2016	Dec. 2020	May 2023	
Citizen Complaints	PD-30		Paper/electronic		Jan. 2010	Dec. 2015	May 2023	
Civilian Waiver Forms	PD-31		Paper/electronic		Jan. 2014	Dec. 2018	May 2023	
Executive Correspondence	PD-38		Paper/electronic		Jan. 2018	Dec. 2021	May 2023	
Court Bailiff Record	PD-42		Paper/electronic		Jan. 2018	Dec. 2020	May 2023	
Courtesy Warnings	PD-43		Paper/electronic		Jan. 2016	Dec. 2021	May 2023	
Misdemeanor Case Files	PD-45		Paper/electronic		Jan. 2009	Dec. 2016	May 2023	
Daily Log Sheet	PD-50		Paper/electronic		Jan. 2011	Dec. 2016	May 2023	
Disciplinary Investigations	PD-56		Paper/electronic		Jan. 2010	Dec. 2013	May 2023	
Diversion Files – Juveniles	PD-59		Paper/electronic		Jan. 2015	Dec. 2016	May 2023	
Evidence Submission Requests	PD-66		Paper/electronic		Jan. 1975	Dec. 2014	May 2023	
Grant Applications – Funded	PD-78		Paper/electronic		Jan. 2009	Dec. 2013	May 2023	
Grant Applications – Not Funded	PD-79		Paper/electronic		Jan. 2009	Dec. 2013	May 2023	
Internal Affairs Investigation	PD-83		Paper/electronic		Jan. 2008	Dec. 2014	May 2023	
Jail Inspections	PD-86		Paper/electronic		Jan. 2008	Dec. 2014	May 2023	
OVI Case Files	PD-107		Paper		Jan. 1992	Dec. 1996	May 2023	
Violations – Warnings	PD-111		Paper/electronic		Jan. 2015	Dec. 2019	May 2023	
Pawn Slips	PD-112		Paper/electronic		Jan. 2010	Dec. 2018	May 2023	
Public Records – Requests	PD-120		Paper/electronic		Jan. 2017	Dec. 2020	May 2023	
Purchase Orders/Requisitions	PD-122		Paper/electronic		Jan. 2010	Dec. 2018	May 2023	

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule	Records Commission		List other media on which this record series	From	To		
Release Cards	PD-125		Paper/electronic		Jan. 2016	Dec. 2017	May 2023	
Speaker Request Forms	PD-128		Paper/electronic		Jan. 2010	Dec. 2018	May 2023	
Special Permit Files - Solicitors	PD-131		Paper/electronic		Jan. 2010	Dec. 2011	May 2023	
Staff Meeting Agendas/Minutes	PD-133		Paper/electronic		Jan. 2014	Dec. 2018	May 2023	
Towed/Impounds	PD-135		Paper/electronic		Jan. 2015	Dec. 2017	May 2023	
Traffic Accident Investigations	PD-137		Paper/electronic		Jan. 2015	Dec. 2016	May 2023	
Traffic Citations - Notes	PD-138		Paper/electronic		Jan. 2016	Dec. 2018	May 2023	
Traffic Citations – Officer’s Copy	PD-139		Paper/electronic		Jan. 2021	Dec. 2021	May 2023	
U-10-100/Arrest Records	PD-142		Paper/electronic		Jan. 2011	Dec. 2020	May 2023	
Use of Force/Aggression Review	PD-143		Paper/electronic		Jan. 2010	Dec. 2014	May 2023	
Vehicle Pursuit Review Reports	PD-145		Paper/electronic		Jan. 2011	Dec. 2013	May 2023	
<b>Parks &amp; Recreation Department</b>								
Accident/Incident Reports	PR-01		Paper/electronic		Jan. 2004	Dec. 2018	May 2023	
Administrative Reports & Files	PR-02		Paper/electronic		Jan. 2013	Dec. 2018	May 2023	
Annual Budget	PR-03		Paper/electronic		Jan. 2018	Dec. 2018	May 2023	
Annual Budget Work Papers	PR-04		Paper/electronic		Jan. 2004	Dec. 2008	May 2023	
Bulletins, Posters, Notices	PR-07		Paper/electronic		Jan. 2014	Dec. 2018	May 2023	
Calendars, Planners, Appt. Books	PR-09		Paper/electronic		Jan. 2014	Dec. 2017	May 2023	
Complaints	PR-10		Paper/electronic		Jan. 2004	Dec. 2018	May 2023	
Executive Correspondence	PR-11		Paper/electronic		Jan. 2004	Dec. 2014	May 2023	
General Correspondence	PR-12		Paper/electronic		Jan. 2008	Dec. 2017	May 2023	
Drafts & Informal Notes	PR-15		Paper/electronic		Jan. 2014	Dec. 2014	May 2023	
Fixed Asset Inventory	PR-20		Paper/electronic		Jan. 2006	Dec. 2017	May 2023	
Planning, Training, Scheduling	PR-33		Paper/electronic		Jan. 1987	Dec. 2020	May 2023	
Press Releases/Public Service	PR-36		Paper/electronic		Jan. 2008	Dec. 2017	May 2023	
Recreation Commission – Agendas	PR-43		Paper/electronic		Jan. 2004	Dec. 2018	May 2023	
Recreation Program Files	PR-46		Paper/electronic		Jan. 2018	Dec. 2018	May 2023	
Recreation Commission – Agendas	PR-43		Paper/electronic		Jan. 2004	Dec. 2018	May 2023	
Registration Files – Adults	PR-48		Paper/electronic		Jan. 2018	Dec. 2018	May 2023	
Registration Files – Juvenile	PR-49		Paper/electronic		Jan. 2018	Dec. 2018	May 2023	
Team Rosters & Scorecards	PR-52		Paper/electronic		Jan. 2018	Dec. 2018	May 2023	

