



**RECORDS COMMISSION
WEDNESDAY OCTOBER 21, 2020
10:00AM
VIRTUAL MEETING**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Records Commission – Meeting – June 17, 2020
4. Discussion
 - a. *Destruction Schedule*
 1. Certificate of Records Disposal for Reynoldsburg City Council
 - b. *Retention Schedules*
 1. Update of Retention Schedule - Civil Service
 2. Update of Retention Schedule - Council
 3. Update of Retention Schedule - Human Resources
 4. Update of Retention Schedule - Mayor
 5. Update of Retention Schedule - Parks & Recreation
 6. Update of Retention Schedule - Stormwater
 7. Update of Retention Schedule - Street
 8. Update of Retention Schedule - Water Billing
 9. Update of Retention Schedule - Water/Wastewater
 - c. *Update of Public Records Information*
 1. New Public Records Request Form and Public Records Policy Poster

R CITY OF REYNOLDSBURG

RECORDS COMMISSION WEDNESDAY JUNE 17, 2020

MEETING

**PLACE: COUNCIL CHAMBERS
7232 EAST MAIN STREET, REYNOLDSBURG, OH 43068**

1. Call to Order

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

2. Approval of Agenda

The agenda was approved as submitted.

3. Approval of Minutes

The February 26, 2019 and August 27, 2019 minutes were approved as submitted.

a. Records Commission – Meeting – February 26, 2019

RESULT:	ACCEPTED
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b. Records Commission – Meeting – August 27, 2019

RESULT:	ACCEPTED
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4. Records Destruction Approval

1. A Motion to Approve the 2020 City of Reynoldsburg RC-3 Destruction Schedule

The Commission reviewed the list of items for destruction by department. After a review, Attorney Shook indicated that he would like the zoning department to not destroy previous zoning codes. It would be important to have these documents to refer to when needing to understand zoning code requirements in earlier periods. Additionally, Attorney Shook and Mayor Begeny would also like to would onto Response to Aggression and Vehicle Pursuit records. There was also an error discovered on the Council schedule for recordings with a December 2019 disposal. That disposal should be July, 2019.

Attorney Shook moved to amend the schedule to remove Response to Aggression and Vehicle Pursuit from the police department schedule, Zoning Codes on the zoning schedule, and change the Council Recordings to July 2019.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chris Shook, City Attorney
SECONDER:	Joe Begeny, Mayor
AYES:	Prasher, Cicak, Piek, Shook, Begeny

5. Approval of New Retention Schedules

1. A Motion to Approve the New Retention Schedule for Council

Clerk Prasher explained the changes in the Council Retention Schedule that included listing the items alphabetically, renumbering the schedule items, deleting un-needed, duplicate and non-record items. She also explained the renaming of Legislative Files to Council Packet with a change in retention periods. The new retention period for Council Packet items will be two years for paper and fifteen years for electronic. She confirmed the Board's agreement with the fifteen year electronic retention period.

Auditor Cicak asked if the historical society would be interested in keeping the recordings. Mr. Piek indicated that they would not. Clerk Prasher explained that the rapid change in technology would make it difficult or expensive for the Society to maintain the play-ability of a recording or incur the cost of upgrading the format.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe Begeny, Mayor
SECONDER:	Stephen M. Cicak, City Auditor
AYES:	Prasher, Cicak, Piek, Shook, Begeny

2. A Motion to Approve the Updated Retention Schedule for the Reynoldsburg Police Department

Clerk Prasher explained that the police department was adding additional items to their existing retention schedule - Body/Cruiser Cams and K 9 Records. The other changes were to put the items in alphabetical order and renumber the items.

Attorney Shook had concerns about the retention period for the Body/Cruiser Cameras, Suspicious Vehicles/Persons, and Traffic Warnings, Traffic Citations, Traffic Accidents from the current proposed periods to six months until a new police chief is hired, new body cams are purchased, and IT can determine how much storage space is available to retain videos. The retention schedule can be reviewed later in the year and a new retention period established.

Mayor Begeny moved to change the retention periods on the police schedule for Body/Cruiser Cams for Cameras, Suspicious Vehicles/Person, and Traffic Warnings, Traffic Citations, Traffic Accidents.

Minutes Acceptance: Minutes of Jun 17, 2020 10:00 AM (Approval of Minutes)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe Begeny, Mayor
SECONDER:	Chris Shook, City Attorney
AYES:	Prasher, Cicak, Piek, Shook, Begeny

6. Adjournment

As there was no further business, the meeting was adjourned.

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

MOTION REQUEST

DATE: **October 21, 2020**

TO:

RE: **RC 3 for Council Records Destruction**

Approval:

Completed Joe Begeny	Chris Shook	Stephen Cicak
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Following the approval of a new Council records retention schedule in June 2020, there were additional records that were eligible for destruction.

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

MOTION REQUEST

DATE: **October 21, 2020**

TO:

RE: **Civil Service**

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
Civil Service**

(1)	(2)	(3)	(4)	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS-LGRF
ID #	Record Title and Description	Retention Period	Media Type		
CS-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"/>
CS-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"/>
CS-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-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"/>
CS-05	Application for Employment employment applications & associated documents Hired - original on HR retention schedule		paper	<input type="checkbox"/>	<input type="checkbox"/>
CS-06	Not Hired	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-07	Awards, Certificates, Photographs	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
CS-08	Background Investigations confidential results from reports & reports Hired - original on HR retention schedule		paper	<input type="checkbox"/>	<input type="checkbox"/>
CS-09	Not Hired	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-10	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-11	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Civil Service Retention Schedule (Civil Service)

Auditor of State OHS-LGRP

CS-#	Description	Retention Period	Media	Auditor of State	OHS-LGRP
CS-12	Calendars - Council & Committee/Boards	1 year & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Civil Service Commission		paper/electronic		
CS-13	Agendas & Minutes	3 years, no longer of administrative value, destroy NOW PEI	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Applications for Examinations				
CS-14	Hired - original on HR retention schedule				
CS-15	Not Hired	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Appointments				
CS-16	Hired - original on HR retention schedule				
CS-17	Not Hired	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-18	Classified Employees List	7 years after superceded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-19	Eligibility Lists	7 years after list expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-20	Employment Information	7 years after superceded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-21	Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets & Results	7 years after position eligibility lists expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-22	Hearing Case Files	7 years after case is closed	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-23	Meeting Minutes	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-23	Meeting Notes	Until official minutes are prepared & approved	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-24	Meeting Notices	3 years & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Correspondence				
CS-25	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"/>
CS-26	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"/>
CS-27	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"/>
CS-28	Unsolicited - 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	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"/>

Attachment: 2020 Civil Service Retention Schedule (Civil Service)

CS-30	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-31	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-32	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"/>
CS-33	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				
CS-34	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-35	City of Reynoldsburg	6 years after revised, superseded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Grant Applications – we never have grants				
CS-37	–Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-38	–Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-36	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
CS-37	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-38	Official Staff & Committee Rosters 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-39	Photographs, Negatives, Awards, Certificates	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
CS-40	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"/>

Attachment: 2020 Civil Service Retention Schedule (Civil Service)

CS-41	Polygraph & CVSA Examination background checks kept with employment app	7 years, after position until eligibility lists expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-42	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"/>
CS-43	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-44	Public Notices 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-45	Receipt Books receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
CS-46	Record Requests and Log public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-47	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-48	Recruitment Brochures & Activities description of positions & recruitment process	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-49	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"/>
CS-50	Requisitions / Purchase Orders Resume & Letters of Reference	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-51	Hired - original on HR retention schedule				
CS-52	Not Hired	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
CS-56	Security & Surveillance Videos (Loop System) —contact information, brochures, etc. Contact information	30 days, continually updated We don't have surveillance videos, we do sometimes have	electronic contact info, brochures, etc	<input type="checkbox"/>	<input type="checkbox"/>
CS-53	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Civil Service Retention Schedule (Civil Service)

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

MOTION REQUEST

DATE: **October 21, 2020**

TO:

RE: **Council**

Approval:

Completed Joe Begeny	Chris Shook	Stephen Cicak
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**Reynoldsburg Retention Schedule
City Council**

(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
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="checkbox"/>	<input type="checkbox"/>
AD-02	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-03	Annexation Files maps, petitions, filings, legislation, correspondence	Permanent	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-04	Annual Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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="checkbox"/>	<input type="checkbox"/>
AD-06	Audio/Video Files of Meetings record of Council or Committee proceedings	1 year, then destroy	electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-07	Bulletins, Posterds & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-08	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-09	Calendars - Council & Committee/Boards	1 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-10	Certificates of Council Election Results certificates verifying election results	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Council Retention Schedule Update (Council)

			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	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"/>
AD-19	Council / Committee Agendas record of items to be presented & approved	2 years 15 years	paper electronic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
AD-20	Council Appointment Application application for Council appointments	2 years	paper/electronic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
AD-21	Council Memos memos explaining projects, legislation or other information being presented to Council	2 years 15 years	paper electronic	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Attachment: 2020 Council Retention Schedule Update (Council)

			Auditor of State	OHS-LGRP	
AD-22	Council/Committee/Commission/Board Packets information regarding legislation-agendas, minutes, legislation, presentations, monthly reports	2 years 15 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
			electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-23	Deeds & Easements recorded easement & deed documents	Permanent	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-24	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-25	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-26	Equipment Operating, Maintenance Manuals, Repair manuals provided with equipment & repair records	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-27	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"/>
AD-28	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-29	Flow / Organization Chart chart showing management structure or diagram of a process	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations				
AD-30	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-31	City of Reynoldsburg	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Grant Applications				
AD-32	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-33	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-34	Index to Ordinances & Resolutions	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Council Retention Schedule Update (Council)

			Auditor of State	OHS-LGRP	
AD-35	Job Descriptions - Clerk & Assistant Clerk	Until superseded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-36	Legal Opinions - form all legal counselors information received from legal counsel	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-37	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-38	License Approvals by State Liquor Board	3 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-39	License Denials by State Liquor Board	1 year	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-40	Liquor Fee Reimbursements	1 year	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-41	Liquor Request Forms	1 year and after disposition	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-42	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-43	Mailing Lists —lists of resident addresses and/or email addresses	Until updated, superseded or obsolete	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-43	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-44	Village Council	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-45	Committees/Commissions/Board Minutes	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-46	Motions formal non-legislative proposal for Council approval	5 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-47	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-48	Name Plates	Until no longer of administrative value, then destroy	plastic	<input type="checkbox"/>	<input type="checkbox"/>
AD-49	Oaths of Office	10 years after leaving office	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-50	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Council Retention Schedule Update (Council)

			Auditor of State	OHS-LGRP	
AD-51	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-52	Ordinances laws of the Village	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-53	Petitions petitions for recall, initiative & referendum	5 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-54	Photographs, Awards, Certificates	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
AD-55	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-56	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	2 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-57	Proclamations/ Recognitions	10 year	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-58	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-59	Receipt Books receipt books for payment of fees	3 years or until audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-60	Receipt for Certified Mail post office verification of delivery	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
AD-61	Record Requests public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-62	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-63	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"/>
AD-64	Requisitions / Purchase Orders	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-65	Resolutions	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Council Retention Schedule Update (Council)

			Auditor of State	OHS-LGRP	
AD-66	Reports to Council reports from departments on monthly status	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-67	Rules of Council document developed by Council outlining Council procedures and policies	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-68	Surveys & Questionnaires	5 years & no longer of an administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-69	Vendor & Suppliers Information contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
AD-70	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"/>
AD-71	Visitor Logs / Speaker Forms	2 years	paper	<input type="checkbox"/>	<input type="checkbox"/>

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

MOTION REQUEST

DATE: **October 21, 2020**

TO:

RE: **Human Resources**

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
Human Resources**

(1)	(2)	(3)	(4)	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
ID #	Record Title and Description	Retention Period	Media Type		
HR-01	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-02	Affirmative Action Plan non-specific and periodic	7 years after superseded or rescinded then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-02	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-03	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Annual Report report of previous years facts, figures & tasks			<input type="checkbox"/>	<input type="checkbox"/>
HR-04	Department	6 years and no longer of legal/fiscal value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-05	BWC - Bureau of Workman's' Compensation	6 years and no longer of legal/fiscal value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-06	EEOC - Equal Employment Opportunity Commission	15 years, then appraise for historic value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Application for Employment employment applications & associated documents			<input type="checkbox"/>	<input type="checkbox"/>
HR-07	Hired	7 years after employee leaves municipal employment	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-08	Not Hired	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-09	Arbitration & Mediation Case Files & Reports address and phone number information	7 years after final decision & no actions/appeals pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-10	Awards, Certificates, Photographs	3 years and not longer of historic value	multi	<input type="checkbox"/>	<input type="checkbox"/>
	Background Investigations confidential results from reports & reports	7 years after employee leaves municipal employment		<input type="checkbox"/>	<input type="checkbox"/>
HR-11	Hired	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-12	Not Hired	7 years after position filled or listing expires	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Human Resources Retention Schedule (Human Resources)

			Auditor of State	OHS-LGRP	
HR-13	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-14	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-15	Calendars, Appointment Books, Planners	1 year & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Civil Service Commission					
HR-16	Classified Employees List	7 years after superseded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-17	Employment Information	7 years after superseded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
COBRA (Consolidated Budget Reconciliation Act of 1986)					
HR-18	Initial Notice	7 years after date of issuance	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-19	Notice & Election - when qualifying event occurs	7 years after date of issuance	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-20	Termination of Coverage Notice	7 years after date of issuance	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Complaints					
letters or documents regarding employee issues		Retain until no longer of administrative/legal value			
HR-21	Anonymous & Unfounded Against Employees	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-22	Employee Misconduct - External	7 years & not longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Conditional Employment Offers		7 years after employees leaves employment		<input type="checkbox"/>	<input type="checkbox"/>
letters offering employment with any benefits					
HR-23	Hired	7 years after employee leaves employment	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-24	Not Hired	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-25	Controlled Substance Testing records from employee drug testing	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence					
HR-26	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-27	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

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			Auditor of State	OHS-LGRP	
HR-28	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-29	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-30	Department of Transportation CDL substance abuse program & testing results file	retain until no longer of administrative/legal value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-31	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-32	EEOC Compliance File complaints, compliance, reports regarding EEOC	25 years & no longer of administrative/legal value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-33	Electronic Mail (Email) & Attachments 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"/>
Employee Employment Records					
HR-34	Absentee Reports	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-35	Accident Reports	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-36	Assistance Program	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-37	Bureau of Workers Compensation Claim Files	10 years after final decision & no pending actions/appeals	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-38	Classification Descriptions	7 years after revised or rescinded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-39	Data Sheets FLSA compliance annual updates	7 years after superseded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-40	Development Files trainings, performance, merit pay, documents	Until information is summarized & given to HR and then no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-41	Drug Testing Results	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-42	Earning Records	Updated continually until pension benefits exercised	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-43	Hazardous/Biological/ Infectious Disease Exposure	30 years after employee leaves employment	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-44	Grievances	7 years after final decision & no actions/appeals pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-45	Health & Life Insurance Claims	7 years & no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-46	Insurance & Enrollment Records	7 years employee leavers service, provided policy is expired & no claims/appeals pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

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			Auditor of State	OHS-LGRP
HR-48	Leave Balances	Updated continually until pension benefits exercised	paper/electronic	<input type="checkbox"/>
HR-49	Leave Requests	7 years, provided audit	paper/electronic	<input type="checkbox"/>
HR-47	Merit Evaluation Documentation	90 days after final decision rendered, no appeals pending	paper/electronic	<input type="checkbox"/>
HR-51	Overtime Authorizations	7 years, provided audit	paper/electronic	<input type="checkbox"/>
HR-48	Overtime Reports	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>
HR-49	Performance Evaluations	7 years after separation from municipality	paper/electronic	<input type="checkbox"/>
HR-50	Personnel Actions commendations, discipline, demotions, pay changes	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>
HR-51	Position & Job Bid Requests or Sheets	7 years	paper/electronic	<input type="checkbox"/>
HR-52	Pre-disciplinary Hearing Case Files	7 years after final decision & no actions/appeals pending	paper/electronic	<input type="checkbox"/>
HR-53	Rosters & Lists	Until revised or rescinded	paper/electronic	<input type="checkbox"/>
HR-54	Sick Leave Affidavits	7 years	paper/electronic	<input type="checkbox"/>
HR-55	Standards of Conduct	7 years & no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>
HR-56	Status Forms	Permanent	paper/electronic	<input type="checkbox"/>
HR-57	Time Sheets	7 years, provided audit	paper/electronic	<input type="checkbox"/>
HR-58	Unemployment Compensation Case Files	7 years after date of final payment	paper/electronic	<input type="checkbox"/>
HR-59	Uniform, Clothing & Equipment Records	3 years after revised or superseded, provided audit	paper/electronic	<input type="checkbox"/>
HR-60	Work & Assignment Schedules	4 years after revised or rescinded	paper/electronic	<input type="checkbox"/>
HR-61	Work & Assignment Schedules - White Board	Continually updated	paper/electronic	<input type="checkbox"/>
HR-62	Equipment Operating, Maintenance Manuals, Repair manuals provided with equipment & repair records	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>
HR-63	Fact finder Reports phone or visitor messages	7 years after final decision & no actions/appeals pending	paper/electronic	<input type="checkbox"/>
HR-64	Family & Medical Leave Act - FLMA requests for FMLA & related documents	7 years after date of issuance	paper/electronic	<input type="checkbox"/>
HR-65	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"/>
HR-66	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper	<input type="checkbox"/>

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General Orders, Directives, Rules, Regulations

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

HR-67	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-68	City of Reynoldsburg	6 years after revised, superseded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Grant Applications

HR-69	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-70	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-71	I-9 forms Immigration Reform & Control Act requirement	3 years from date of hire or 1 years after termination	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

HR-72	Insurance Policies benefits, property & casualty	15 years after expiration, provided no claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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HR-73	Job & Position Descriptions description of all job positions	7 years after revised or rescinded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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HR-74	Leave Balance Reports documentation of employee leave benefits	Retain until revised or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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HR-75	Letters of Appointment document of employee appointments	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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HR-76	Letters of Appreciation & Commendation letters praising employee performance	7 years after employee leaves employments	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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HR-77	Municipal Publications - Educational & Informatic phone or visitor messages	Retain until superseded or obsolete, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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HR-78	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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HR-79	Oaths of Office	7 years after employee leaves employment	paper	<input type="checkbox"/>	<input type="checkbox"/>
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Occupational Health Examinations

HR-80	Hired	7 years after employee leaves employment	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-81	Not Hired	7 years after position filled	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

HR-82	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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			Auditor of State	OHS-LGRP	
HR-83	OSHA Compliance Log records of serious occupational injuries & illnesses	10 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-84	Organizational Charts & Tables personnel function, allocation charts and tables	7 years after revised or rescinded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Journal					
HR-85	Annual Cumulative	50 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-86	Per Pay Period	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Photographs & Fingerprints					
HR-87	Hired	7 years after employee leaves employment	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-88	Not Hired	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-89	Pre-Employment Interview Notes hired & not hired notes	7 years after position filled	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Psychological Examinations					
HR-90	Hired	7 years after date of hire	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-91	Not Hired	7 years after date of examination	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-92	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-93	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-94	Public Notices ads for employment opportunities	7 years after date of hire	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly Report					
HR-95	BWC	6 years & no longer of legal/fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-96	Health Insurance	6 years & no longer of legal/fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-97	Receipt Books receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
HR-98	Record Requests and Log public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

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			Auditor of State	OHS-LGRP	
HR-99	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-100	Reference Publications & Directories information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-101	Reports to Jobs and Family Services records of employment related issue sent to JFS	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-102	Requisitions / Purchase Orders Resume & Letters of Reference	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-103	Hired	7 years after date of hire	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-104	Not Hired	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-105	Retirement Brochures & Activities employee information concerning retirement	7 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-106	State & Federal Retirement Systems payments, waiver, refunds, related documentation	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Training - Employee				
HR-107	Employee In-Service examinations, score sheets, evaluations, etc.	7 years after employee leaves municipal service	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-108	Employee Training Programs programs, publications, curriculum, manuals	7 years after revised or rescinded	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-109	Employee Training Records	7 years after employee leaves municipal service	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Union & Labor				
HR-110	Addendums & Modifications	15 years after expiration of contract or agreement	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-111	Contracts & Agreements	15 years after expiration, provided no pending claims	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-112	Negotiation Notes & Working Files	6 years after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-113	Negotiator Records & Notes	3 years after expiration of contract or agreement	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-114	Vendor & Suppliers Information contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
HR-115	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Human Resources Retention Schedule (Human Resources)

(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
MA-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving village employees or village property and/or equipment	2 years unless pending action	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-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"/>
MA-03	Annual Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-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"/>
MA-05	Annual Reports record of City's annual functions and finances	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-06	City Department	25 years, then appraise for historic value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-07	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-08	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-09	Calendars - Council & Committee/Boards	1 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-10	Complaints letters of complaint	Retain until no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Human Resources Retention Schedule (Human Resources)

Correspondence					
MA-11	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-12	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-13	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-14	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-15	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-16	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-17	Equipment Operating, Maintenance Manuals, Repair manuals provided with equipment & repair records	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-18	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"/>
MA-19	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				
MA-20	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-21	City of Reynoldsburg	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Human Resources Retention Schedule (Human Resources)

Grant Applications					
MA-22	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-23	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-24	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
MA-25	Marriage Records records of marriage performed by the Mayor	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-26	Municipal Publications newsletters, flyers, email notices to residents	Until superseded or obsolete, retain one copy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-27	National League of Cities publications, emails	Until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-28	Ohio Municipal League publications, emails	Until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-29	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-30	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"/>
MA-31	Photographs, Awards, Certificates	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
MA-32	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"/>
MA-33	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	2 years or no longer of administrative, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-34	Proclamations declarations by the Mayor, certificate of recognitions	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-35	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Human Resources Retention Schedule (Human Resources)

			Auditor of State	OHS-LGRP
MA-36	Quarterly Goal Reports list of goals for each department	10 years	paper/electronic	<input type="checkbox"/>
MA-37	Receipt Books receipt books for payment of fees	3 years or until audit	paper	<input type="checkbox"/>
MA-38	Record Requests public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>
MA-39	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>
MA-40	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"/>
MA-41	Requisitions / Purchase Orders	2 years, provided audited	electronic	<input type="checkbox"/>
MA-42	Staff Meeting Minutes summary of department head staff meetings	5 years, then appraise for historical value	paper/electronic	<input type="checkbox"/>
MA-43	Vendor & Suppliers Information contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>
MA-44	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"/>

Attachment: 2020 Human Resources Retention Schedule (Human Resources)

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

MOTION REQUEST

DATE: **October 21, 2020**

TO:

RE: **Mayor**

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.

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

Attachment: 2020 Mayorial Retention Schedule (Mayor)

Correspondence			Auditor of State	OHS-LGRP
MA-10	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"/>
MA-11	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"/>
MA-12	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"/>
MA-13	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
MA-14	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
MA-15	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"/>
MA-16	Equipment Operating, Maintenance Manuals, Repair manuals provided with equipment & repair records	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>
MA-17	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"/>
MA-18	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper	<input type="checkbox"/>
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations			
MA-19	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>
MA-20	City of Reynoldsburg	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>

Attachment: 2020 Mayorial Retention Schedule (Mayor)

Grant Applications

MA-21	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-22	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-23	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
MA-24	Marriage Records records of marriage performed by the Mayor	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-25	Municipal Publications newsletters, flyers, email notices to residents	Until superseded or obsolete, retain one copy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-26	National League of Cities publications, emails	Until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-27	Ohio Municipal League publications, emails	Until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-28	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-29	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"/>
MA-30	Photographs, Awards, Certificates	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
MA-31	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"/>
MA-32	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	2 years or no longer of administrative, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-33	Proclamations declarations by the Mayor, certificate of recognitions	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-34	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Mayorial Retention Schedule (Mayor)

			Auditor of State	OHS-LGRP	
MA-35	Quarterly Goal Reports list of goals for each department	10 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-36	Receipt Books receipt books for payment of fees	3 years or until audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
MA-37	Record Requests public records requests (forms & records)	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-38	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-39	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"/>
MA-40	Requisitions / Purchase Orders	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-41	Staff Meeting Minutes summary of department head staff meetings	5 years, then appraise for historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-42	Vendor & Suppliers Information contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
MA-43	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Mayorial Retention Schedule (Mayor)

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

MOTION REQUEST

DATE: **October 21, 2020**

TO:

RE: **Parks & Recreation**

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
Parks and Recreation**

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

Attachment: 2020 Parks & Recreation Retention Schedule (Parks & Recreation)

Correspondence

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

Attachment: 2020 Parks & Recreation Retention Schedule (Parks & Recreation)

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

Attachment: 2020 Parks & Recreation Retention Schedule (Parks & Recreation)

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

Attachment: 2020 Parks & Recreation Retention Schedule (Parks & Recreation)

Auditor of State OHS-LGRP

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

DATE: **October 21, 2020**

TO:

RE: **Stormwater**

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	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"/>
SW-02	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-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"/>
SW-05	Annual Report report showing department annual accomplishments	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-06	Annual Reports - Department Documents preparatory documents for annual report	3 years after revision, update or removal	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-07	Awards & Certificates	Permanent 3 years	multi	<input type="checkbox"/>	<input type="checkbox"/>
SW-08	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-09	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-10	Contracts, Service Agreements, Leases	15 5 years after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-11	Correspondence Executive - 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	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-13	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-14	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-15	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-16	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30 days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30 days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-17	Equipment Operating, Maintenance Manuals, Repair manuals provided with equipment & repair records	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-18	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"/>
SW-19	Fixed Asset Inventory	3 years, until revised or superseded provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-20	Fuel Logs and Vehicle Usage logs documenting fuel consumption and vehicle usage	3 years, provided audit then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations				
SW-21	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-22	City of Reynoldsburg	6 years after revised, superseded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Grant Applications				
SW-22	Funded	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	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-23	Herbicide Reports record of treatments & types of herbicide used	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-25	Map—Storm Water Collection System (as built)	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-26	Memos	Retain until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-24	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
SW-25	NPDES Control Measures outline of discharge systems	3 years	paper	<input type="checkbox"/>	<input type="checkbox"/>
SW-26	Ohio EPA Periodic Testing creek water & storm water results	3 years after incorporated into annual report	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-27	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-28	Official Staff master directories of employees, Councilmembers	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Permit Files				
SW-29	Commercial	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-30	Residential	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-31	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
SW-32	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"/>
SW-33	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"/>
SW-34	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-35	Public Record Requests and Log public records requests (forms & records)	3 years until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Auditor of State OHS-LGRP

			Auditor of State	OHS-LGRP
SW-39 Rain Fall Reports — receipt books for payment of fees	3 years & no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
SW-40 Receipt Books — receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
SW-36 Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-37 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"/>
SW-38 Requisitions / Purchase Orders / Paid Bills	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-39 Security & Surveillance Videos (Loop System) contact information, brochures, etc.	30 days, continually updated	electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-40 Statistical & Operational Reports reports of a variety of collected information	Until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-41 Vendor & Supplier Catalogues & Files	Until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
SW-42 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"/>
SW-43 Work Orders record of all jobs to be completed	3 years, after disposition	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Stormwater Department Retention Schedule (Stormwater)

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

MOTION REQUEST

DATE: **October 21, 2020**

TO:

RE: **Street**

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	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"/>
ST-02	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-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"/>
ST-05	Annual Report	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-06	Annual Reports - Department Documents preparatory documents for annual report	4 3 years after revision, update or removal	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-07	Annual Sign Replacement Program program outlining sign replacement process	4 3 years after revision, update or removal	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-08	Annual Street Sign Name Replacement Program program outlining street sign replacement process	2 years after revision, update or removal	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-09	Awards & Certificates	Permanent 3 years	multi	<input type="checkbox"/>	<input type="checkbox"/>
ST-10	Bridge Inspection Reports inspection reports of City bridges	Life of bridge	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-11	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-12	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

ST-13	Contracts, Service Agreements, Leases	15 5 years after expiration	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
ST-14	Construction Drawings -- Standard drawing designs for building construction	10 years, after completion of project	paper/electronic	<input type="checkbox"/>	<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 Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<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 Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>

Attachment: 2020 Street Department Retention Schedule (Street)

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

Attachment: 2020 Street Department Retention Schedule (Street)

Auditor of State OHS-LGRP

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

Attachment: 2020 Street Department Retention Schedule (Street)

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

MOTION REQUEST

DATE: **October 21, 2020**

TO:

RE: **Water Billing**

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
Water Billing 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
WB-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"/>
WB-02	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-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"/>
WB-05	Annual Report report showing department annual accomplishments	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-06	Applications for Water & Sewer Service request for water and sewer service	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-07	Auxiliary Meter Applications & Permits request for auxiliary meter	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-08	Awards & Certificates	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
WB-09	Billing Adjustments & Extensions changes to water charges for a specific account	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-10	Billing Ledger Cards signs describing events, meetings, issues, etc.	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-11	Billing Stubs portion of bill retained as file copy	90 days	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

			Auditor of State	OHS-LGRP
WB-12	Budget & Cost Control Data worksheets & data for budget analysis	Retain until no longer of administrative/fiscal value, then destroy	paper/electronic	<input type="checkbox"/>
WB-13	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
WB-14	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>
WB-15	Contractor Registration registrations for work by contractors	5 years after revised/discontinued	paper/electronic	<input type="checkbox"/>
	Correspondence			
WB-16	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"/>
WB-17	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"/>
WB-18	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"/>
WB-19	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
WB-20	Customer Bankruptcy Claim Files notice of customer bankruptcy filings	7 years after claim settled	paper/electronic	<input type="checkbox"/>
WB-21	Customer Card Files list of customers	3 years & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
WB-22	Customer Change of Address Form address and phone number information	Retain until no longer of administrative/fiscal value, then destroy	paper/electronic	<input type="checkbox"/>
WB-23	Daily Meter Repair Sheets work orders for repairs to water meters	3 years	paper/electronic	<input type="checkbox"/>
WB-24	Deposit Records/Renter	3 years after account closed & no claims pending. provided audit	paper/electronic	<input type="checkbox"/>

Attachment: 2020 Water Billing Department Retention Schedule (Water Billing)

			Auditor of State	OHS-LGRP	
WB-25	Deposit Refund Requests written requests for deposit refunds	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-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"/>
WB-27	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-28	Engineering Reports (EMH&T) service department record	15 years & no longer of an administrative/legal value, —then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-28	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-29	Facilities & Collection System - As Built GTS system	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-30	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"/>
WB-31	Fixed Asset Inventory General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations	3 years, until revised or superseded provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-32	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-33	City of Reynoldsburg	6 years after revised, superseded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
	Grant Applications				
WB-34	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-35	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-36	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
WB-38	Meter Books	4 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Water Billing Department Retention Schedule (Water Billing)

			Auditor of State	OHS-LGRP	
WB-39	Meter Reading Cards	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-37	Monthly Account Register	10 years, after audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-38	Monthly Collection Report record of water used monthly	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-39	Monthly Department Reports records of monthly departmental activities	Until incorporated into Annual Report	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-40	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-41	Official Staff & Committee Rosters master directories of employees, Councilmembers & board/commission members contact information	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-45	Permission Form to Enter Premises	Until revised or withdrawn	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-42	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
WB-43	Planning, Scheduling, Calendar & Training calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-44	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-45	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-46	Public Record Requests and Log public records requests (forms & records)	3 years until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-47	Public Service Brochures & Educational Materials receipt books for payment of fees	Until revised or discontinued	paper	<input type="checkbox"/>	<input type="checkbox"/>
WB-48	Receipt receipt for payment of fees	3 years, provided audit	electronic	<input type="checkbox"/>	<input type="checkbox"/>

			Auditor of State	OHS-LGRP	
WB-49	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-50	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"/>
WB-51	Requisitions / Purchase Orders	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-52	Sensus Meter Reading System meter reading edit reports	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-53	Shut Off Lists list of addresses for shut off each month	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-54	Sub-Division Maps	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-54	Utility Billing Delinquent & Claims Accounts lists of past due addresses	7 years after claim settled	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-55	Vendor & Supplier Catalogues & Files	Until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-56	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"/>
WB-57	Water & Sewer Permits requests of water & sewer permits	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-58	Work Orders requests for service - repairs, checks, etc.	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

DATE: **October 21, 2020**

TO:

RE: **Water-Wastewater**

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
Water Wastewater 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
WB-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"/>
WB-02	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-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"/>
WB-05	Annual Report report showing department annual accomplishments	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-06	Applications for Water & Sewer Service request for water and sewer service	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-07	Auxiliary Meter Applications & Permits request for auxiliary meter	3 years, provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-08	Awards & Certificates	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
WB-09	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-10	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-11	Chlorine Residual Test field office	25 years & no actions or claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

			Auditor of State	OHS-LGRP	
WB-12	Consulting & Engineering Reports service department item	10 years, then appraise for historic value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence					
WB-12	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"/>
WB-13	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"/>
WB-14	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"/>
WB-15	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-16	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"/>
WB-17	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-18	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-19	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>
WB-20	Fixed Asset Inventory	3 years, until revised or superseded provided audit	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-21	Fuel Logs and Vehicle Usage logs documenting fuel consumption & vehicle usage	Until no longer of administrative/legal value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Water-Wastewater Department Retention Schedule (Water-Wastewater)

General Orders, Directives, Rules, Regulations

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

WB-22	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-23	City of Reynoldsburg	6 years after revised, superseded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Grant Applications

WB-24	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-25	Not Funded	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-26	Hydrant Flow Testing Records	5 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

twice yearly results of hydrant testing

Maintenance Records

reports documenting condition of all lines

WB-27	Potable Water	25 years & no actions or claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-28	Wastewater & Stormsewer Lines	10 years & no actions or claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

WB-29	Maps, Plate, Plans, Drawings - As Built	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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wastewater collection, water distribution, roads

WB-30	Messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
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phone or visitor messages

WB-31	Monthly EPA Reports	5 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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portable water reports

WB-32	Ohio Public Records Compliance File	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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records of retention and destruction schedules

WB-33	Official Staff & Committee Rosters	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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master directories of employees, Councilmembers
& board/commission members contact information

WB-34	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>
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WB-35	Planning, Scheduling, Calendar & Training	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
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calendars, planners, software programs (Outlook)
appointment books, publications (outside sources)

Attachment: 2020 Water-Wastewater Department Retention Schedule (Water-Wastewater)

			Auditor of State	OHS-LGRP	
WB-36	Potable Water Distribution System line testing & disinfection results	25 years & no actions or claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-37	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"/>
WB-38	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-39	Public Record Requests and Log public records requests (forms & records)	3 years until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-40	Receipt Books receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
WB-41	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-42	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"/>
WB-43	Requisitions / Purchase Orders	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-44	Security & Surveillance Videos (Loop System) contact information, brochures, etc.	30 days, continually updated	electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-45	Vendor & Supplier Catalogues & Files	Until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-46	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"/>
WB-47	Water Meter Repair Records attached to electronic billing file	Retain until no longer of administrative value, then destroy	electronic	<input type="checkbox"/>	<input type="checkbox"/>
WB-48	Work Orders requests for service - repairs, checks, etc.	3 years, after disposition	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2020 Water-Wastewater Department Retention Schedule (Water-Wastewater)

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

MOTION REQUEST

DATE: **October 21, 2020**

TO:

RE: **New Public Records Request Form and Public Records Policy Poster**

Approval:

Completed Joe Begeny	Chris Shook	Stephen Cicak
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Jennifer Clemens, while updating the website regarding the City's public records request information, she asked if the information could be updated. Attached is an updated poster that should be posted in every City building and an updated public records request form.

PUBLIC RECORDS POLICY CITY OF REYNOLDSBURG

The City of Reynoldsburg is an open government. We welcome participation by our citizens. We believe openness leads to a better informed public, which leads to more transparent government and better public policy. Citizens are entitled to access government records and the Public Records Act should be interpreted liberally in favor of disclosure.

How To Make A Public Records Request

The City provides prompt inspection of public records and copies of public records in a reasonable period of time. When you make a request, we ask that you complete a "Public Records Request Form," which helps us locate the records and expedite your request. You are not legally required to complete the form, identify yourself, or give the purpose of your request. If the records cannot be provided while you wait, we will contact you when the records are available.

Definition of Public Records

Under Ohio law, public records are those items that meet all of the following elements:

- Any document, device, or item, regardless of physical form or characteristic, including an electronic record;
- Any document that is created or received by, or coming under the jurisdiction of, a public office;
- Any document that defines the organization, functions, policies, decisions, procedures, operations, or other activities of the office. This does not include records kept for administrative convenience.

You may ask for a copy of the City records retention schedule, which will familiarize you with the types of records available.

Hours and Costs

Anyone may make a public records request in the City Office between the hours of 9:00am and 4:00pm (weekdays), excluding government holidays.

COPY COSTS

- \$.05 per B&W copy up to 11x17 (15 copies free)
- \$.10 per color copy up to 11x17
- \$1.00 for cassette tape and CDs

The City may require you to pre-pay estimated copy costs before copies are made. If records are mailed to you, the City may charge postage, in advance, and the cost of mailing materials.

Limitations

If a requester makes an ambiguous, overly broad request or has difficulty in making a specific request for public records, the request may be denied. The requester may revise the request. Any denial of a public records request must include an explanation. If portions of a record may not be released, all redactions shall be plainly visible with an explanation that includes legal authority.

Records That Cannot Be Released

Under Ohio law, some records that meet the above three elements are withheld from release because state or federal law makes the record confidential. Some commonly requested records that are confidential include:

- Attorney-client privileged information and trial preparation records;
- Social Security numbers;
- Records of on-going investigations;
- Medical records;
- BMV records;
- Records that a judge ordered to be sealed per a statute;
- Personal and familial information regarding peace officers, firefighters, EMTs, prosecutors, assistant prosecutors - RC 149.43(A)(7)

If you have questions or concerns about the Ohio Public Records law, please contact your state legislator at www.ohio.gov. The City of Reynoldsburg has a public records policy available from the Clerk of Council or online at www.ci.reynoldsburg.oh.us. Records retention schedules are also available for review from the Clerk of Council

CITY OF REYNOLDSBURG

7232 East Main Street * Reynoldsburg, OH 43068 * 614-332-6800 * www.ci.reynoldsburg.oh.us



Reynoldsburg

7232 East Main Street
Reynoldsburg, OH 43068
(614) 322-6800 (Office); (614) 322-6837 (Fax)

PUBLIC RECORDS REQUEST FORM

The Public Records Act, addressed in Ohio Revised Code Chapter 149, requires the City of Reynoldsburg to promptly prepare and make available for inspection to any person during regular business hours all public records subject to disclosure. Completion of the City of Reynoldsburg Public Records Request Form will enable the City to comply with the provisions of Ohio Revised Code Chapter 149 in a prompt and efficient manner, as well as ensure that your right as an Ohio citizen to access government records is preserved. While completion of this form is not mandatory, providing this information will help us provide the public records you request in a timely manner.

Name: _____ Phone Number: _____

Address: _____

Date request submitted _____ Email _____

Documents requested (must be identified with sufficient clarity): _____

- _____ I would like to inspect these records in the building when they are ready.
- _____ I would like these records copied, and I will pick them up when they are ready.
- _____ I would like these records copied and mailed to me at the address on this form.
- _____ If these records are in a digital format, I would like them emailed.

Signature: _____ Date: _____

TO BE COMPLETED BY THE CLERK OF COUNCIL:

Date request received: _____ Date inspection made available or copies delivered: _____

Amount charged for copies and/or mailing of documents via United States Postal Service: _____

Date fees paid: _____

\$.05 per page copied (first 15 copies are free) 8.5 x 11 and 8.5 x 14 \$1.00 Tapes/Disks
RC 100
10-6-2020

Attachment: Public Records Request Form (New Public Records Request Form and Public Records Policy Poster)