



Angie Jenkins, President
Shanette Strickland, Ward 1
Louis Salvati, Ward 2
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Barth Cotner, At-Large
Stacie A. Baker, At-Large
Kristin J. Bryant, At-Large

Records Commission

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

Mollie Prasher, Clerk of Council
614-322-6836

Wednesday, July 12, 2023

3:00 PM

Council Chambers

A. CALL TO ORDER

B. PUBLIC COMMENT

C. UNFINISHED BUSINESS

1. Records Destruction

D. NEW BUSINESS

1. Updated Development Retention Schedule
2. New Communications/Events Schedule

E. OTHER BUSINESS

F. ADJOURNMENT

ADJOURNMENT

RC-3

CERTIFICATE OF RECORDS DISPOSAL

City of Reynoldsburg	City	Mollie Prasher	614-322-6836	7232 East Main Street, Reynoldsburg, OH	43068
Name of Political Subdivision	Unit	Contact Person	Telephone	Location of Records	
7232 East Main Street	Reynoldsburg	43068	Franklin, Licking and Fairfield		
Address	City	Zip Code	County		

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

Signature of Responsible Official	Mayor	614-322-6800
	Title	Telephone Number

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Human Resources							
Annual Department Budget	HR-02		Paper/Electronic		Jan. 2018 Dec. 2019	August 2023	
Annual Budget Work Papers	HR-03		Paper/Electronic		Jan. 2018 Dec. 2019	August 2023	
Correspondence - Executive	HR-26		Paper/Electronic		Jan. 2020 Dec. 2021	August 2023	
Uniform Clothing & Equipment	HR-55		Paper/Electronic		Jan. 2017 Dec. 2019	August 2023	
Requisitions & Purchase Orders	HR-97		Paper/Electronic		Jan. 2016 Dec. 2020	August 2023	
Building							
Building Violation Case Files	BD-08		Paper		Jan. 2008 Dec. 2020	August 2014	
Commercial Building Plans	BD-11		Paper		Jan. 1994 Dec. 2020	August 2023	
Residential Building Plans	BD-12		Paper		Jan. 1994 Dec. 2019	August 2023	
Contractor Registration & Bonds	BD-17		Paper		Jan. 2011 Dec. 2016	August 2023	
Monthly Census Reports	BD-35		Paper		Jan. 2014 Dec. 2017	August 2023	
Receipt Books/Trans. Receipts	BD-46		Paper		Jan. 2014 Dec. 2018	August 2023	
Requisitions/Purchase Orders	Bd-49		Paper		Jan. 2014 Dec. 2018	August 2023	

**Reynoldsburg Retention Schedule
Development Department**

(1)	(2)	(3)	(4)	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
ID #	Record Title and Description	Retention Period	Media Type		
ED-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving city employees, property & equipment	2 years unless pending action	paper/electronic		
ED-02	Administrative, Fiscal Files & Reports non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic		
ED-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic		
ED-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic		
ED-05	Annual Report report of annual functions of the department	25 years, then appraise for historical value	paper/electronic		
ED-06	Awards & Certificates	Permanent	multi		
ED-07	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
ED-08	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic		
ED-09	Calendars - Council & Committee/Boards	1 year & no longer of administrative value, then destroy	paper/electronic		
ED-10	Commercial Tax Abatement Records minutes, correspondents	7 years after expiration of abatement	paper/electronic		
	Correspondence				
ED-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		

				Auditor of State	OHS-LGRP
ED-12	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	☐	☐
ED-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	☐	☐
ED-14	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
Development Project Files					
	plans, correspondents, emails, packets				
ED-15	Implemented	10 years after completion & no longer of administrative, fiscal or legal value	paper/electronic	☐	☐
ED-16	Proposed/Not Implemented	3 years and no longer of administrative value after denial	paper/electronic	☐	☐
ED-17	Proposed/Unsolicited	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
ED-18	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
ED-19	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	☐	☐
ED-20	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	☐	☐
ED-21	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices automatic reports showing copiers & fax use	Retain until no longer of administrative value, then destroy	paper	☐	☐
ED-22	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper/electronic	☐	☐
General Orders, Directives, Rules, Regulations					
	codes, memos, personnel policies, procedures administrative policies & regulations				
ED-23	County, State or Federal	Until superseded, then destroy	paper/electronic	☐	☐
ED-24	City of Reynoldsburg	6 years after revised, superseded or discontinued	paper/electronic	☐	☐

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

			Auditor of State	OHS-LGRP
ED-41	Public Record Requests and Log public records requests (forms & records)	2 years until no longer of administrative value	paper/electronic	
ED-42	Receipt Books / Transaction Receipts receipt books for payment of fees	3 years, provided audit	paper/electronic	
ED-43	Reference Publications & Directories information used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	
ED-44	Requisitions / Purchase Orders	3 years, provided audited	electronic	
ED-45	Special Studies contact information, brochures, etc.	5 years, then appraise for historic value	paper/electronic	
ED-46	Tax Abatement Fee Receipts	7 years, provided audited	paper/electronic	
	Tax Incentive Review Commission			
ED-47	Agendas and Notices	2 years	paper/electronic	
ED-48	Minutes	30 years, then appraise for historic value	paper/electronic	
ED-49	Procedures	10 years after superceded	paper/electronic	
ED-50	Reports	2 years	paper/electronic	
ED-51	Rosters - Members	10 years after superceded	paper/electronic	
ED-52	Tax Increment Files (TIF) minutes, agendas, 30-year projects	7 years, after project completed	paper/electronic	
ED-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	

**Reynoldsburg Retention Schedule
Events Communications**

(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		
EV-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		
EV-02	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic		
EV-03	Annual Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic		
EV-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic		
EV-05	Annual Reports record of City's annual functions and finances				
	City	Permanent	paper/electronic		
EV-06	Department	25 years, then appraise for historic value	paper/electronic		
EV-07	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
EV-08	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic		
EV-09	Calendars, Appointment Books, Planners	1 years	paper/electronic		
EV-10	Community Guide	3 years	paper		
	residential community information booklet	1 year	electronic		

				Auditor of State	OHS-LGRP
EV-11	Community Survey community wide surveys and responses	10 years	paper/electronic	☐	☐
EV-12	Complaints letters of complaint	Retain until no longer of administrative/legal value	paper/electronic	☐	☐
Correspondence					
EV-13	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	☐	☐
EV-14	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	☐	☐
EV-15	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	☐	☐
EV-16	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
EV-17	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
EV-18	Electronic Mail (Email) & Attachments email messages, Tweets, Facebook, recorded conversations, or other social media formats	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	☐	☐
Events - Citywide Activities					
records and documents related to various City events including Tomato Festival, Pride, Diwali, Juneteenth					
EV-19	Event Layouts/Map	1 year, until superceded	paper/electronic	☐	☐
EV-20	Financial Reports	10 years, provided audit	paper/electronic	☐	☐
EV-21	Receipt Books	3 years	paper/electronic	☐	☐
EV-22	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	☐	☐

				Auditor of State	OHS-LGRP
EV-23	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	☐	☐
EV-24	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper	☐	☐
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations				
EV-25	County, State or Federal	Until superseded, then destroy	paper/electronic	☐	☐
EV-26	City of Reynoldsburg	Until superseded, then destroy	paper/electronic	☐	☐
	Grant Applications				
EV-27	Funded	6 years after expiration and audit	paper/electronic	☐	☐
EV-28	Not Funded	1 year	paper/electronic	☐	☐
EV-29	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	☐	☐
EV-30	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	☐	☐
EV-31	Official Staff & Committee Rosters master directories of employees, Councilmembers & board/commission members	1 year after superseded or obsolete	paper/electronic	☐	☐
EV-32	Photographs, Awards, Certificates	3 years and no longer of historical value	multi	☐	☐
EV-33	Planning, Scheduling, Calendar & Training calendars, planners, software programs (such as MS Outlook), appointment books	Continually updated, revised or erased	paper/electronic	☐	☐
EV-34	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative value, then destroy	paper/electronic	☐	☐
EV-35	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
EV-36	Record Requests public records requests (forms & records)	2 years	paper/electronic	☐	☐

			Auditor of State	OHS-LGRP
EV-37	Reference Publications & Directories information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	
EV-38	Requisitions / Purchase Orders	2 years, provided audited	electronic	
EV-39	Social Media Postings City notices posted on Facebook, Twitter, and other social media formats	3 years, provided audit	electronic	
EV-40	Vendor Agreements agreements with groups, contractors, vendors	3 years, provided audit	paper/electronic	
EV-41	Vendor & Suppliers Information contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	
EV-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	
	Website - reynoldsburg.gov City website short-term and ongoing information			
EV-43	Announcement Posting	Continually updated, revised or erased	electronic	
EV-44	Department Information	Retain until no longer of administrative value or superceded	electronic	