

**Village of Richfield**  
4410 W. STREETSBORO ROAD, RICHFIELD, OHIO 44286  
PHONE 330-659-9201

**RECORDS RETENTION SCHEDULE  
AND PROCEDURE MANUAL**

**Approved by Village of Richfield Records Commission on April 11, 2011**

- I. PURPOSE** – Government cannot function without the records that serve as an institutional memory. If they are created, maintained, and disposed of in an orderly manner, the records will serve their purpose well and be an asset to the public office that created them. If, on the other hand, they are created, maintained, or disposed of in a haphazard manner, the same records will become a legal liability, waste valuable space, increase operating expenses, and squander staff time.

The purpose of this manual is to provide a foundation for Village of Richfield employees to keep and dispose of records. The Ohio Historical Society and Ohio Auditor of State approved the following Schedule of Records Retention and Disposal, effective June 20, 2011.

- II. ORDER** – The retention periods found in this manual shall be followed by all personnel of the Village of Richfield. All Village records disposed of in any manner shall comply with this policy.
- III. PROCEDURE** – The Village of Richfield Records Commission must approve the disposal of any Village records. The approval action will be taken in an open meeting (Sec. 121.22 ORC).

A Director or Department Head must prepare and submit the approved forms to the Village of Richfield Records Commission, who will submit the forms to the Ohio Historical Society’s Local Government Records Program (LGRP). The LGRP will then send the forms to the Ohio Auditor of State. The Auditor of State will retain the original and may return the approved forms to the LGRP, within set time limits. If returned by the Auditor’s Office, the Village Records Commission may receive a copy. The Secretary of the Village Records Commission will send such copy to the originating departmental office.

Although the retention periods for most Village records are listed in this policy, some may not be listed. Questions about records retention and disposition should be addressed to your appropriate Director or Department Head, who may consult with the Village Records Commission.

**Note:** The following may be disposed of routinely *without* notification to the Village Records Commission. Records without a stated period of time, or listed as: “Until no longer administratively necessary”, “30 days then reuse, provided no action pending”, “Until superseded”, “Until incorporated into yearly compilation”, or “Until updated”, etc. may be routinely discarded.

The **Appendix** has copies of the forms necessary to comply with the policy incorporated. Master copies may also be requested by mail from the Ohio Historical Society, or can be found on their website at: <http://www.ohiohistory.org/resource/lgr/index.html#forms>.

- IV. RECORDS PROGRAM** – There are *five* basic steps in maintaining a sound record management program:

1. **Inventory.** A records officer for each department shall be designated by the Department Head. This person should be someone who is familiar with the records of the department. A comprehensive inventory will be conducted for each department, with the records officer supervising the process. The inventory must cover the office area as well as the storage area. The basic unit of an inventory is the records series. A records series is a sequence of records classified and filed as a single filing system. Examples of separate record series are checks, vouchers, minutes, and leave requests. A records inventory should include all records series whether they are located in an office or storage area.
  
2. **Appraisal.** Appraisal is the determination of the appropriate retention period of each record series, based on its administrative, legal, fiscal, and historical value to the municipality or the State of Ohio. A record has administrative value if it is needed to conduct the current business of the public office that creates it. Administrative value diminishes over time because it is no longer needed for current business. A record has legal value if it documents or protects the legal rights of the public entity that created it. Records possessing legal value should be retained until the legal rights or obligations to which they pertain expire. A record has fiscal value if it is used in accounting for public funds. Records having fiscal value must be retained at least until the accounts have been audited. Records of local activities funded with combinations of state and federal funds might have to be retained longer than records pertaining solely to local funds. A record has historical (archival) value if it has continuing historical value to the State of Ohio and its citizens. The Ohio Historical Society Local Government Records Program staff makes this determination. The retention periods listed in this manual are based upon the application of each of the four values of records to each records series. Records often possess more than one value; retention periods are based on satisfying the value with the longest retention need. For example, a records series having administrative value of one month may be required to be retained for two years to be audited; therefore, the retention period should be three years.
  
3. **Adopt Retention Schedules.** The Village Records Commission has the responsibility of reviewing all records retention schedules. Village of Richfield records may be disposed of *only* through the process mandated in section 149.39 Ohio Revised Code.

Retention periods may be expressed in one of three ways:

- a) As a specific time period (e.g., retain five years, then destroy);
  - b) In relation to an event (e.g., destroy after audited by the Auditor of State and audit report is released);
  - c) As a combination of both of these (e.g., retain five years after audited, then destroy).
- 
4. **Disposal.** Once a records retention schedule has been properly approved by the Village Records Commission, it shall be followed and reviewed annually. Following an approved schedule is a good business practice that will prevent an unwanted accumulation of useless records that have outlived their value. Before the disposal of any Village records can occur, a Certificate of Records Disposal (RC-3) must be filed with the OHS Local Government Records Program, which in turn, will send the RC-3 to the Auditor of State's Records Officer in Columbus. The Certificate of Disposal (RC-3) should be filed a minimum of fifteen (15) business days before the proposed disposal or destruction date. To prevent improper records disposal, all Village employees involved with records retention or disposition activities shall be familiar with Sections 149.31, 149.351, and 149.39 of the Ohio Revised Code. Consult your Director if you have any doubts concerning records disposal. To safeguard and protect

public records, Section 149.31 ORC requires a written agreement between the Ohio Historical Society and certain entities concerning the transfer of records.

5. **Maintenance of Records of Long-Term Value.** Records with retention periods exceeding 10 years are often viewed as being long-term. Providing appropriate storage facilities is essential for the preservation of long-term records. It is important to provide a cool, dry, and secure storage area for municipal records, especially records having a long-term value. Exhaust fans, portable dehumidifiers, fire extinguishers, metal shelving, and regular cleaning will go a long way toward increasing the life span of paper records. Storing records in leaky attics, musty basements, and unheated outdoor storage sheds goes against common sense and good business practices. Commercial records storage may provide an alternative economic storage solution for seldom-needed records. However, examine all storage charges and access fees for a complete cost benefit analysis. Microfilm is another storage medium which, when properly utilized, can be a valuable asset in a records program. It can be used with a reader-printer to reduce bulk or to provide security copies of vital records. Currently, there are no set standards for retaining permanent records either on optical disks or in other electronic formats. The Ohio Historical Society, through the Ohio Network of American History Research Centers, administers a program for the preservation of local government records that have continuing historical value. Municipalities devoting space to the storage of historical records that have outlived their administrative, legal, and fiscal value should consider transferring these records to the appropriate network center for permanent preservation in a true archival setting at no cost to the municipality and while permitting access to researchers.

- V. **USING THIS MANUAL** – This manual is presented in a columnar format for quick and easy reference. The chapters correspond to major functional divisions within the Village. All municipal departments, boards, and commissions should use the General Records Retention Schedules. This includes other entities associated with the Village. The more complex functions are further divided when appropriate. Each entry includes the title of a record series and the retention period. It is extremely difficult to create a comprehensive list of all municipal records therefore some records are not listed.

- VI. **ROLE OF THE OHIO HISTORICAL SOCIETY** – The Ohio Historical Society (OHS) is designated by section 149.31, Ohio Revised Code, as the “archives administration for the State of Ohio and its political subdivisions.” It also has the first right to select for historical purposes local records which have continuing historical value to the State of Ohio and its citizens (Sec. 149.39 ORC). To fulfill these responsibilities, OHS administers the Local Government Records Program (LGRP). The LGRP works with municipalities to develop a practical records management program. The Ohio Historical Society has designated eight Ohio Network of American History Research Centers (Network Centers) as depositories for local government records within their respective regions. Municipal records transferred to the custody of a network center retain their own identity as records belonging to the originating municipality, and are available to the originating municipality should the need arise.

**Note:** “Audited” and “Provided Audited”, when used in this manual and on all RC-1, RC-2 and RC-3s, means the years encompassed by the records have been audited by the Ohio Auditor of State and the audit report has been released pursuant to Section 117.26, Ohio Revised Code. To confirm audit periods and release dates, contact the Finance Department or the Ohio Auditor of State’s Clerk of the Bureau, Columbus.

This page left blank intentionally.

# Village of Richfield

4410 W. STREETSBORO ROAD, RICHFIELD, OHIO 44286  
PHONE 330-659-9201

## **VII. RECORDS RETENTION SCHEDULE**

### **Table of Contents**

#### **Section 1 – General Administrative Records**

##### **A. Personnel Records**

#### **Section 2 – Building, Planning and Zoning Department Records**

#### **Section 3 – Civil Service Commission Records**

#### **Section 4 – Council, Committees, Boards and Commissions Records**

##### **A. Boards and Commissions: Record Holder**

#### **Section 5 – Finance Department**

##### **A. General Financial Records**

##### **B. Municipal Income Tax Records**

##### **C. Payroll Records**

#### **Section 6 – Fire Department Records**

#### **Section 7 – Legal Records**

#### **Section 8 – Mayor’s Court Records**

#### **Section 9 – Parks and Recreation Records**

#### **Section 10 – Police Department Records**

#### **Section 11 – Service Department**

##### **A. Cemetery Records**

##### **B. Engineering Records**

##### **C. Street Department Records**

##### **D. Water and Sewer Records**

##### **I. Billing and Administration Records**

##### **II. Plant Operation Records**

#### **Appendix – Forms RC-1, RC-2, RC-3 and Records Inventory**

<b>Section 1: GENERAL ADMINISTRATIVE RECORDS</b>			<b>Record Holder</b>	<b>Code</b>
Accident Reports / Files	Employee Injury Report	Place in Personnel File	Originating Department (Dept.)	<b>01000</b>
	Bodily Injury to non-employee	6 years provided no action pending	Finance Department	<b>01002</b>
	Damage to Municipal Vehicle or Property	6 years provided no action pending	Finance Department	<b>01004</b>
Activity Reports, All types		2 years	Originating Dept.	<b>01010</b>
Agendas (non-committee)		6 years	Originating Dept.	<b>01020</b>
Annual Departmental Budget		5 years	Originating Dept.	<b>01030</b>
Annual Departmental Report		Permanent, at 50 years appraise for historical value	Originating Dept.	<b>01040</b>
Attendance Reports / Records		3 years	Originating Dept.	<b>01050</b>
Audiovisual, PR & Training Materials		Until information is superseded, obsolete, or replaced, then appraise for historical value	Originating Dept.	<b>01060</b>
Badges and IDs		Turn in upon termination	Originating Dept.	<b>01070</b>
Bids/ Proposals (estimates – requests for proposals)	Successful bids / RFIs	15 years after completion of project	Originating Dept.	<b>01080</b>
	Unsuccessful bids / RFQ	3 years after bid awarded	Originating Dept.	<b>01082</b>
	RFPs	2 years	Originating Dept.	<b>01084</b>
Blueprints, Drawings, Mylars, & Vellums (Not including Building, Planning, & Zoning Records & Street Records)		Until updated, superseded or obsolete, appraise for historical and reference value	Originating Dept.	<b>01090</b>
Budget Preparation Documents Capital Improvement Files (Working Papers)		4 years	Originating Dept.	<b>01100</b>
Bulletins, Posters and Notices to Employees		Until no longer administratively necessary	Originating Dept.	<b>01110</b>
Calibration Records, All types		5 years	Originating Dept.	<b>01120</b>
Compliance Reports, All Types		5 years	Originating Dept.	<b>01130</b>
Continuing Education Certifications \ Class \ Seminar \ Training Attendance Records		Place in personnel file	Originating Dept.	<b>01140</b>
Contracts and Agreements		15 years after expiration or termination (includes JEDS)	Finance Department	<b>01150</b>
Copies, All media	Official File copy	Use applicable records series	Originating Dept.	<b>01160</b>

		retention period			
	Reading \ Informational \ Reference Copy	Until no longer administratively necessary	Originating Dept.	<b>01162</b>	
	Daily's, Administration & Mayor	5 years (copies of letters & memos from admin. & mayor)	Originating Dept.	<b>01164</b>	
Correspondence:	Routine Form Letters	1 year	Originating Dept.	<b>01170</b>	
	General (non-memo)	2 years	Originating Dept.	<b>01172</b>	
	Telephone, Cell Phone and Digital Text Messages	Until no longer administratively necessary	Originating Dept.	<b>01174</b>	
	Voice Mail	Messages	Until no longer administratively necessary	Originating Dept.	<b>01176</b>
		System Documentation	Life of system	Originating Dept.	<b>01178</b>
	Memoranda	Originals	8 years	Originating Dept.	<b>01180</b>
		Copies	Until no longer administratively necessary, provided original is secure	Originating Dept.	<b>01182</b>
	With Legislative Branch	3 years (village council)	Originating Dept.	<b>01184</b>	
	Executive	5 years (mayor, administration, president of council)	Originating Dept.	<b>01186</b>	
	Postal Records (e.g. Registered \ Certified \ Insured Logs or Receipts \ Postal Meter Documents)	2 years, then dispose of if no longer administratively necessary. No RC-3 required for disposal	Finance Department	<b>01188</b>	
Bankruptcy Notices	2 years, or until no longer administratively necessary	Finance Department	<b>01190</b>		
Web Entry Documentation	2 years, or until no longer administratively necessary	Originating Dept.	<b>01192</b>		
Damage Claims	Until settled and all appeals exhausted	Finance Department	<b>01200</b>		
Delivery Slips \ Packing Slips	2 years	Originating Dept.	<b>01210</b>		
Disaster Plans	Until updated or superseded	Mayor's Office	<b>01220</b>		
Drafts, All Media	Until no longer administratively needed	Originating Dept.	<b>01230</b>		
Equipment Inventories	3 years	Originating Dept.	<b>01240</b>		

Equipment Maintenance Records		Life of equipment	Originating Dept.	<b>01242</b>
Equipment Records, Personal Use Items (e.g., tools weapons, clothing etc.)		Until equipment returned by employee	Originating Dept.	<b>01244</b>
Executive Orders		Until superseded, obsolete, or replaced; then appraise for historical value	Mayor's Office	<b>01250</b>
Expense Records		3 years	Finance Department	<b>01260</b>
Facsimile (FAX) Logs		1 year	Originating Dept.	<b>01270</b>
Flow Charts, Operations		2 years	Originating Dept.	<b>01280</b>
Fuel Usage Records		3 years	Finance Department	<b>01290</b>
General Orders, Directives, Policies, Rules, Regulations or Procedures		Until superseded, retain one copy until audited	Originating Dept.	<b>01300</b>
Grant Files \ Records - Federal \ State		5 years provided audited and disputes resolved	Originating Dept.	<b>01310</b>
Hearings (Not Employee Related)	Audio and Video Recordings	1 year	Originating Dept.	<b>01320</b>
	Report of Proceedings	Permanent	Originating Dept.	<b>01322</b>
	Transcripts	5 years	Originating Dept.	<b>01324</b>
Leases	Equipment	2 years after expiration	Finance Department	<b>01330</b>
	Real Estate	5 years after expiration	Finance Department	<b>01332</b>
Licenses, Permits, Certifications		1 year after expiration	Originating Dept.	<b>01340</b>
Mail	Unsolicited Mail (e.g. anonymous \ slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer administratively necessary.	Originating Dept.	<b>01350</b>
	Electronic Mail (E-mail)	Retain according to content. Hard copies of administrative value are to be kept with corresponding information and treated as correspondence. See Correspondence in this section.	Originating Dept.	<b>01352</b>
Mailing Lists		Until updated, superseded or	Originating Dept.	<b>01360</b>

		obsolete		
Management \ Operations Reports	Monthly \ Quarterly \ Semiannual	Until incorporated into an annual report	Originating Dept.	<b>01370</b>
	Annual	5 years	Originating Dept.	<b>01372</b>
	Consultant	5 years	Originating Dept.	<b>01374</b>
Manuals, Handbooks and Directives and Notebooks		Until superseded, obsolete, or replaced. Retain one file copy for 5 years	Originating Dept.	<b>01380</b>
Maps \ Plats		Until updated, superseded or obsolete, then appraise for historical value	Originating Dept.	<b>01390</b>
Marriage Licenses		5 years after audited, provided Certificate sent to Probate Court Per Sec. 3101.13 & 3101.14 ORC	Mayor's Office	<b>01400</b>
Material Safety Sheets		Until superseded	Originating Dept.	<b>01410</b>
Meeting Minutes (non-committee)		<b>See Section 4: Council, etc.</b>	Originating Dept.	<b>01420</b>
Meeting Notices (Sec. 121.22 ORC)		1 year	Originating Dept.	<b>01424</b>
Oaths of Office of Elected Officials		10 years after leaving office	Council Office	<b>01430</b>
OSHA Records		30 years	Finance Department	<b>01440</b>
OSHA Yearly Logs		30 years	Finance Department	<b>01442</b>
OSHA Yearly Summaries		30 years	Finance Department	<b>01444</b>
Photo File (includes prints, slides, negatives, transparencies and related photographic items)		Until information is no longer current, then appraise for historical value	Originating Dept.	<b>01450</b>
Press \ News Releases		3 years	Originating Dept.	<b>01460</b>
Project Plans \ Drawings \ As Built		Life of project or obsolete then appraise for historical value	Originating Dept.	<b>01470</b>
Public Record Request Log		2 years	Originating Dept.	<b>01480</b>
Receipts/Receipt Books		2 years provided audited	Originating Dept.	<b>01490</b>
Receiving Documents for material goods or equipment		3 years	Originating Dept.	<b>01500</b>
Records Retention Documents		25 years	Originating Dept.	<b>01510</b>
Reference \ Library Materials		Until superseded, obsolete or replaced	Originating Dept.	<b>01520</b>
Requisitions		3 years	Originating Dept.	<b>01530</b>
Research Files		5 years	Originating Dept.	<b>01540</b>
Rosters \ Directories		1 year after superseded or	Originating Dept.	<b>01550</b>

		obsolete		
Roster-Boards and Commissions Members' Terms		Permanent	Council Office	<b>01552</b>
Scrapbooks, Yearbooks		Appraise for historical value	Originating Dept.	<b>01560</b>
Security Deposits & Refunds		Until deposit is refunded and account audited	Finance Department	<b>01570</b>
Security Deposit Records		Until refunded to the Depositor	Finance Department	<b>01572</b>
Security Deposit Refund Requests		Until audited	Finance Department	<b>01574</b>
Speeches \ Presentations		3 years	Originating Dept.	<b>01580</b>
Statistical Reports	Monthly \ Quarterly \ Semiannual	Until incorporated into yearly compilation	Originating Dept.	<b>01590</b>
	Annual	5 years	Originating Dept.	<b>01592</b>
	Consultant produced	5 years	Originating Dept.	<b>01594</b>
Surveying, Field Notes		Permanent	Originating Dept.	<b>01600</b>
Surveillance Tapes \ Videos		30 days then reuse provided no action pending	Originating Dept.	<b>01610</b>
Table of Organization \ Organizational Charts		Until superseded	Originating Dept.	<b>01620</b>
Training Material \ Lesson Plans		Until superseded	Originating Dept.	<b>01630</b>
Vehicle Maintenance Records		Until vehicle sold	Originating Dept.	<b>01640</b>
Vehicle Mileage Records		Until vehicle sold	Originating Dept.	<b>01642</b>
Visitors Log or Sign-in Sheets		Until no longer administratively necessary	Originating Dept.	<b>01650</b>
Warranties		2 years after expiration	Originating Dept.	<b>01660</b>
Work Orders		2 years	Originating Dept.	<b>01670</b>
Work Schedules		1 year after schedule changed	Originating Dept.	<b>01680</b>
<b>A. Personnel Records</b>				
Application for Employment	Person Hired	Place in Personnel File	Originating Dept.	<b>01700</b>
	Person not hired	Destroy after 2 years	Originating Dept.	<b>01702</b>
	Copies	Until no longer administratively needed.	Originating Dept.	<b>01704</b>
Commendations, Promotions		Place in Personnel File	Originating Dept.	<b>01710</b>
Employee Disciplinary Action	Shift Counsel	Length of employment, plus 4 years	Originating Dept.	<b>01720</b>
	Written reprimand	Length of employment, plus 4 years	Originating Dept.	<b>01722</b>
	Suspension, Demotion,	Length of	Originating Dept.	<b>01724</b>

	Termination	employment, plus 4 years		
Employee Exposure to Hazardous Chemicals/Biological Hazards & Infectious Diseases Report		Place in Personnel File	Originating Dept.	<b>01730</b>
Employee Performance Evaluation		Place in Personnel File	Originating Dept.	<b>01740</b>
Employee Training Records		Place in Personnel File	Originating Dept.	<b>01750</b>
F.M.L.A. Records		Length of employment, plus 4 years	Finance Department	<b>01760</b>
Grievance Hearing Records		1 year after resolved	Originating Dept.	<b>01770</b>
Insurance Enrollment Record		1 year after employee leaves municipal employment	Finance Department	<b>01780</b>
Job/Position Descriptions		1 year after superseded	Originating Dept.	<b>01790</b>
Labor Union Agreements		15 years after termination	Finance Department	<b>01800</b>
Letter of Appointment		Place in Personnel File	Originating Dept.	<b>01810</b>
Letter of References		2 years after hired	Originating Dept.	<b>01820</b>
Letter of Resignation		Place in Personnel File	Originating Dept.	<b>01830</b>
Personnel Actions		Place in Personnel File	Originating Dept.	<b>01840</b>
Personnel File \ Records		Purge 2 years after employee leaves municipal service. Retain for 7 years after separation: record of service time, salary history, promotion action, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 30 years.	Finance Department	<b>01850</b>
Record of Disciplinary Action		Length of	Originating Dept.	<b>01860</b>

	employment		
Reports to Bureau of Employment Services	2 years	Finance Department	<b>01870</b>
Unemployment Compensation Case Files	4 years after date of final payment	Finance Department	<b>01880</b>
Worker's Compensation Case Files	10 years after date of final payment	Finance Department	<b>01890</b>

<b>Section 2: BUILDING, PLANNING AND ZONING DEPARTMENT RECORDS</b>			<b>Code</b>
Adjudication Orders	Permanent		<b>02000</b>
Annexation Case Files	Permanent		<b>02010</b>
Annexation Record	Permanent		<b>02012</b>
Appeals on Interpretation of Code	Permanent		<b>02020</b>
Blueprints, Drawings, Mylars, & Vellums	Permanent		<b>02030</b>
Board of Zoning Appeals Case Files	Permanent		<b>02040</b>
Building Applications	Permanent		<b>02050</b>
Building Permit Record	Permanent		<b>02052</b>
Building Plans	Residential	3 years	<b>02054</b>
	Commercial	5 years	<b>02056</b>
	Municipal owned	Life of structure, appraise for historical value	<b>02058</b>
Building Sign Inspection Files	Permanent		<b>02060</b>
Case Files, Board of Zoning Appeals	Permanent		<b>02070</b>
Certificates of Insurance	3 years after expiration, provided no claims pending		<b>02080</b>
Community Development Reports	Until no longer of administrative value		<b>02090</b>
Complaints	2 years, provided no action pending		<b>02100</b>
Condemnation and Demolition Records	Permanent		<b>02110</b>
Demolition Permits	Permanent		<b>02112</b>
House Number Record	Permanent		<b>02120</b>
Housing, Land Use, Population, and Other	Until no longer of administrative value; appraise for Special Studies historical value		<b>02130</b>
Index to Variance Record	25 years		<b>02140</b>
Index to Zoning Case Record	5 years		<b>02142</b>
Industrial Use Permit Reviews	Permanent		<b>02150</b>
Legislative Research Files \ Drafts	Until no longer of administrative value		<b>02160</b>
Loan and Grant Applications (copies)	3 years, provided audited		<b>02170</b>
Occupancy Permit Record	Permanent		<b>02180</b>
Performance Bonds, Contractors	10 years after expiration		<b>02190</b>
Permits, All types	3 years provided audited		<b>02200</b>
Planning Briefs	25 years		<b>02210</b>
Planning Commission Case Files	10 years, provided no action pending		<b>02220</b>
Project Planning Files	5 years after completion of final project report		<b>02230</b>
Project Reports	25 years, appraise for historical value		<b>02232</b>
Quadrant Files	5 years		<b>02240</b>
Rezoning Applications	Until final action taken and recorded		<b>02250</b>

Rezoning Case Files	Permanent	<b>02252</b>
Street Name Change	Record Permanent	<b>02260</b>
Street \ Alley Vacation Case Files	Permanent	<b>02270</b>
Subdivision Files	Permanent	<b>02280</b>
Transportation Research Files	10 years; appraise for historical value	<b>02290</b>
Violations	Until corrected or adjudicated by a Court	<b>02300</b>
Water Surveys	3 years	<b>02310</b>
Zoning Case Log	25 years	<b>02320</b>
Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent	<b>02330</b>
Zoning Change Request	5 years, provided no action pending	<b>02332</b>
Zoning Maps - Village	Permanent	<b>02340</b>
Zoning Permit Applications	1 year after final decision rendered	<b>02350</b>
Zoning Permit Record	Permanent	<b>02352</b>
Zoning Variance Case Files	5 years after final decision, provided no action pending	<b>02360</b>

<b>Section 3: CIVIL SERVICE COMMISSION RECORDS</b>		<b>Code</b>
<b>Record Holder: Mayor's Office</b>		
Background Investigations	2 years after position eligibility lists expires	<b>03000</b>
Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets etc.	2 years after position eligibility lists expires	<b>03010</b>
Classified Employees List	Until superseded	<b>03020</b>
Eligibility List	Until list expires	<b>03030</b>
Employment Information Files	Until superseded	<b>03040</b>
Hearing Case Files	10 years	<b>03050</b>
Job Classification List	Until superseded	<b>03060</b>
Job \ Position Descriptions	One year after superseded	<b>03070</b>
Polygraph \ Voice Analysis Exams	2 years after the eligibility list expires	<b>03080</b>
Substance Reports	2 years after the eligibility list expires	<b>03090</b>

<b>Section 4: COUNCIL, COMMITTEES, BOARDS AND COMMISSION RECORDS</b>		<b>Code</b>	
Agendas	6 years	<b>04000</b>	
Charter and Amendments	Permanent	<b>04010</b>	
Council Member's Files	Term of Office then appraise for historical value	<b>04020</b>	
Index to Ordinances \ Resolutions	Permanent	<b>04030</b>	
Liquor License Requests, Approved or Denied	3 years	<b>04040</b>	
Meeting Minutes:	Index	Permanent	<b>04050</b>
	Approved Hardcopy	Permanent	<b>04052</b>
	Meetings	Permanent	<b>04054</b>
	Work Sessions	Permanent	<b>04056</b>
	Roll Call	Permanent	<b>04058</b>
	Audio and Video Recordings of Meetings	Until hardcopy of minutes approved	<b>04060</b>
Ordinances	Permanent	<b>04070</b>	

Petitions (Miscellaneous not filed elsewhere)	5 years	<b>04080</b>
Proclamations	2 years	<b>04090</b>
Reports to Council	5 years	<b>04100</b>
Reports to Council from Charter Review Commission	Permanent	<b>04110</b>
Resolutions	Permanent	<b>04120</b>
Subject and Administrative Files	5 years	<b>04130</b>

<b>A. Boards and Commissions</b>	<b>Record Holder</b>
Planning and Zoning Commission	Zoning Department
Board of Zoning Appeals	Zoning Department
Charter Review Commission	Mayor's Office
Civil Service Commission	Mayor's Office
Records Commission	Mayor's Office
Human Services Commission	Human Services Department
Park and Recreation Board	Park & Recreation Department
Public Tree and Landscape Commission	Service Department
Cemetery Board	Service Department
Treasury Investment Board	Finance Department
Income Tax Board of Review	Finance Department

<b>Section 5: FINANCE DEPARTMENT RECORDS</b>		<b>Code</b>
<b>A. General Financial Records</b>		
Acceptance of Utility Rate Ordinance Notices	Permanent	<b>05000</b>
Accounts Ledger	5 years after last entry, provided audited	<b>05010</b>
Accounts Payable Record	5 years, provided audited	<b>05020</b>
Annual Appropriation Ordinances (copies)	5 years	<b>05030</b>
Annual Certificate of Estimated Resources	7 years	<b>05040</b>
Annual Municipal Financial Report	Permanent	<b>05050</b>
Annual Municipal Report	Permanent, at 50 years appraise for historical value	<b>05052</b>
Annual Report to Auditor of State	5 years	<b>05054</b>
Appropriation Ledger, Fund Ledger, Revenue Ledger	3 years, provided audited	<b>05060</b>
Assessment Record	Until paid and audited	<b>05070</b>
Audit Reports	Internal	5 years <b>05080</b>
	Federal \ Auditor of State	5 years <b>05082</b>
Bad Check or Bad Debt Records	2 years after payment or settlement	<b>05090</b>
Balance Sheets	3 years or until audited	<b>05100</b>
Bank Deposit Records (Receipts, Reconciliation, Slips, Statements etc.)	3 years, provided audited	<b>05110</b>
Bid Bonds	Successful bidder	Retain until acceptance of project performance bond <b>05120</b>
	Unsuccessful bidder	Return after projected awarded <b>05122</b>
Block Grant Documentation	5 years after grant termination	<b>05130</b>
Bond Register	Permanent	<b>05140</b>

Call Notices, Securities	10 years after call	<b>05150</b>	
Canceled Checks	3 years, provided audited	<b>05160</b>	
Capital Improvement Bonds	Until paid off and audited, appraise for historical value	<b>05170</b>	
Capital Project Files	3 years	<b>05172</b>	
Cash Journal	10 years, provided audited	<b>05180</b>	
Cash Receipts and Disbursements	3 years, provided audited	<b>05182</b>	
Certificate of Result of Election (Bond Issues)	Until expiration of bond issue	<b>05190</b>	
Check Registers \ Stubs \ Carbons	3 years, provided audited	<b>05200</b>	
Checking Account Statement	3 years, provided audited	<b>05202</b>	
Checks, Voided	Until audited	<b>05204</b>	
Computer Generated: (working papers)	Financial Reports	Until incorporated into Annual Report	<b>05210</b>
	Monthly, Quarterly, Semiannual printed out	Until incorporated into Annual Report	<b>05212</b>
Coupons (Redeemed)	4 years after audited then appraise for historical value	<b>05220</b>	
Debt Service Schedule	3 years	<b>05230</b>	
Electronic Fund Transfer Records	7 years	<b>05240</b>	
Equipment Leases	2 years after expiration	<b>05250</b>	
Employee Benefit Claims	10 years	<b>05260</b>	
Federal Revenue Sharing Account	7 years, provided audited	<b>05270</b>	
Fixed Assets Record	10 years	<b>05280</b>	
General Ledger	7 years	<b>05290</b>	
Insurance Policies	2 years after expiration, provided all claims settled	<b>05300</b>	
Intergovernmental Tax Receipts	3 years, provided audited	<b>05310</b>	
Investment Records	3 years, provided audited	<b>05320</b>	
Invitation to Bid (ITB)	2 years	<b>05330</b>	
Invoices and Supporting documents	3 years	<b>05340</b>	
Journal Entries	7 years, provided audited	<b>05350</b>	
Monthly Financial Statement	Until incorporated in annual report	<b>05360</b>	
Monthly Report of Municipal Court	3 years, provided audited	<b>05362</b>	
Monthly Statement of Balances	3 years, provided audited	<b>05364</b>	
Mortgages	Until paid and canceled, provided audited	<b>05370</b>	
Oil and Gas Drilling Permit	Permanent	<b>05380</b>	
Parking Slips	2 years	<b>05390</b>	
Pay-In Records	3 years, provided audited	<b>05400</b>	
Performance Bonds	After project successfully completed and accepted	<b>05410</b>	
Personal or Professional Services Invoice or Statement of Services	3 years	<b>05420</b>	
Petty Cash Record	3 years, provided audited	<b>05430</b>	
Printing Orders	3 years	<b>05440</b>	
Property Acquisitions	Appraisals	10 years, or until no longer administratively necessary	<b>05450</b>
	Drafts, Notes, & Correspondence	3 years after transfer of property	<b>05452</b>
	Environmental Reports	Permanent	<b>05453</b>

	Notes & Closing Statements	Permanent	<b>05455</b>
	Purchase Agreements & Deeds	Permanent	<b>05456</b>
	Surveys	Permanent	<b>05457</b>
Property Inventories		3years	<b>05458</b>
Purchase Orders:	Original	3 years	<b>05460</b>
	Copies	Until no longer administratively necessary	<b>05462</b>
Receipts and Expenditures Report to Auditor Of State		3 years	<b>05470</b>
Revenue Paperwork		5 years	<b>05480</b>
Reconciliation Sheets, Bank Accounts		3 years, provided audited	<b>05490</b>
Record of Funds Received		3 years, provided audited	<b>05500</b>
Record of Registered Bonds		Permanent	<b>05505</b>
Refund Check Ledger		5 years, provided audited	<b>05510</b>
Request for Proposals (RFPs)		2 years	<b>05520</b>
Retirement System Payments \ Records		4 years after separation	<b>05530</b>
Retirement System Exemption Record (Waiver)		Until deceased	<b>05532</b>
Settlement Sheet or Tax Distribution from County Auditor		10 years	<b>05540</b>
Sinking Fund Records	Bond Issue Ledger	Permanent	<b>05550</b>
	Bond Transcripts	10 years after issue redeemed	<b>05552</b>
	Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value	<b>05554</b>
	Sinking Fund Ledger or Journal	Permanent	<b>05556</b>
Special Assessments		Until paid off and audited	<b>05560</b>
Surety Bonds – Special		10 years after expiration	<b>05570</b>
Surety Bonds of Officials or Employees		10 years after termination of officer or employee	<b>05572</b>
Tax Abatement Records		Duration of the abatement plus 1 year	<b>05580</b>
Tax Appeals		25 years	<b>05584</b>
Tax Settlement Reports		3 years, provided audited	<b>05586</b>
Telephone Records, Charges \ Bills \Call Detail Records		2 years, provided audited.	<b>05590</b>
Telephone Records - Other	Documentation	Life of system	<b>05592</b>
	Service Records	2 years	<b>05594</b>
	System Equipment Inventory continually updated	Retain superseded data for 1 year	<b>05596</b>
Transmittal of Ohio Wage and Tax Statement		6 years, provided audited	<b>05600</b>
Travel Expense Records		3 years	<b>05610</b>
Treasury Investment Board Report		10 years	<b>05620</b>
Trial Balance Records		3 years	<b>05630</b>
Unemployment Compensation Records		3 years, provided audited	<b>05640</b>
Uniform Allowance Record		3 years, provided audited	<b>05650</b>
Unpaid Accounts Record		3 years, provided audited	<b>05660</b>
Vehicle Titles		Life of Ownership of Vehicle	<b>05670</b>
Worker's Compensation Claims		10 years after date of final payment	<b>05680</b>

<b>B. Municipal Income Tax Records</b>			
Accounts Receivable Ledger, Income Tax	6 years	<b>05700</b>	
Annual Summary of Cash Collected (also known as Batches by Deposit)	6 years, provided audited	<b>05710</b>	
Detailed Cash Receipt Records (Batch Postings)	6 years	<b>05712</b>	
Business Income Tax Reconciliation Form and Worksheets	6 years	<b>05720</b>	
Closed Account	6 years	<b>05730</b>	
Daily/Monthly Collection Reports	3 years, provided audit	<b>05740</b>	
Delinquent Account Records	Until paid and audited	<b>05744</b>	
Declaration of Estimated Income Tax, Business and Individual	6 years	<b>05750</b>	
	Quarterly Notice of Installment Due – P&I Interest	6 years	<b>05752</b>
	Quarterly Payment Statement	6 years	<b>05754</b>
Employer Withholding Forms	6 years	<b>05760</b>	
Individual's Tax Return	6 years	<b>05770</b>	
	Tax Postings	6 years	<b>05772</b>
Corporate Business Income Tax Return	6 years	<b>05774</b>	
Master File	6 years	<b>05780</b>	
Refund Requests	6 years	<b>05784</b>	
Uncollectible Income Tax Accounts	6 years	<b>05790</b>	
<b>C. Payroll Records</b>			
Application for PERS Refund or Waiver	Until deceased	<b>05800</b>	
Court Orders for Payroll Deduction	Until employee terminates or Order rescinded	<b>05810</b>	
Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly	<b>05820</b>	
Employee Income Tax Withholding:	Certificate	3 years after termination of employment, provided audited	<b>05822</b>
	Withholding Payment Record	6 years, provided audited	<b>05824</b>
Employee Pay Records	Continually updated until termination then place into personnel file or enter data onto Employee History Card	<b>05826</b>	
Employee Withholding Requests	Until replaced or revoked by employee	<b>05828</b>	
Employee Time Cards \ Sheets	3 years	<b>05830</b>	
Employer Quarterly Federal Tax Return	4 years, provided audited	<b>05832</b>	
Employment History Record Card	Permanent, in lieu of personnel file	<b>05834</b>	
Garnishment Orders	Until employee terminates or Order rescinded	<b>05838</b>	
Leave Balances \ Reports:	Bi-weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report	<b>05840</b>
	Annual Employee	5 years	<b>05842</b>

	Leave Use \ Balances Report		
	Annual Leave Use and Balances	5 years after employment terminated or retirement	<b>05844</b>
	Individual Employee	Continually maintained and updated in personnel file. Purge 2 years after termination, provided no outstanding balances	<b>05846</b>
Leave Requests, All Types, Sick, Vacation, Overtime etc.		3 years provided balances journalized – combined with - Employee Sick Leave and Vacation Balances – Continually updated by fiscal office until employee terminates. Balances verified yearly and recorded in personnel file	<b>05848</b>
Notification of Pay \ Pay Step Increase		Until superseded. Copy in personnel file	<b>05850</b>
Overtime authorization		2 years, provided audited	<b>05860</b>
Overtime Reports		2 years, provided audited	<b>05864</b>
Payroll Deductions		5 years	<b>05870</b>
Payroll Journal \ Record:	Annual Cumulative Printout	4 years	<b>05874</b>
	Weekly \ Monthly Payroll Journal	3 years, provided audited and cumulative employee payroll data retained in personnel file	<b>05876</b>
Prevailing Wage Records		3 years	<b>05880</b>
Reports to Retirement Systems		4 years	<b>05890</b>
State Income Tax Report		4 years	<b>05900</b>
Tax Withholding Reports		6 years, provided audited	<b>05910</b>
W-2 Forms		6 years, provided audited	<b>05920</b>
W-4 Forms		Until superseded or employee terminates	<b>05922</b>

<b>Section 6: FIRE DEPARTMENT RECORDS</b>			<b>Code</b>
Above and Underground Storage Tank Records		Permanent	<b>06000</b>
Alarm Response Reports – Part of Master Run		Permanent	<b>06010</b>
Annexation Files		Until superseded	<b>06020</b>
Arson Reports		50 years, appraise for historical value	<b>06030</b>
Burning Complaint File – Part of Master Run		Permanent	<b>06040</b>
Daily Alarm Log		5 years	<b>06050</b>
Dispatch Sheets \ Logs – Part of Master Run		Permanent	<b>06060</b>
Emergency Medical Services Records		Permanent	<b>06070</b>
Emergency Operations Disaster Plan		Until Superseded	<b>06080</b>
EMS Billing Records	Accounts Receivable Reports	3 years	<b>06090</b>
	Copies of Outside Billing Agent's Monthly A/P bills with Documentation	1 year	<b>06092</b>
	Insurance Provider Correspondence	1 year	<b>06094</b>
	Insurance Provider	1 year	<b>06096</b>

	Publications		
	Monthly Data Collector Reports	1 year	<b>06098</b>
	Monthly Activity Reports	3 years	<b>06100</b>
	Notice of Privacy Records	Permanent	<b>06102</b>
	Paid Run Reports	3 years, provided audited	<b>06104</b>
	Returned Envelopes	Permanent	<b>06106</b>
	Year-End Reports	3 years	<b>06108</b>
	W-9 Forms	7 years	<b>06110</b>
EPA Burning Violation Record – Part of Master Run	Permanent	<b>06120</b>	
Fire Code - Must prove code at time of construction	Permanent	<b>06130</b>	
Fire Incident Reports	Permanent	<b>06140</b>	
Fire Investigation Files and Index	50 years appraise for historical value	<b>06150</b>	
Fire and Loss Record	Permanent	<b>06160</b>	
Fireworks Application and Permits	1 year after expiration	<b>06170</b>	
Hydrant Location Record	Permanent	<b>06180</b>	
Hydrant Maintenance Record	Permanent	<b>06182</b>	
Hydrant /Flow Testing	Permanent	<b>06184</b>	
Inspection Reports \ Cards, all types	Permanent	<b>06190</b>	
Insurance Claim File	10 years after final settlement	<b>06200</b>	
Master Run Reports	Permanent	<b>06210</b>	
Mutual Aid Agreements	10 years after superseded	<b>06220</b>	
NIFR Reports	Permanent	<b>06230</b>	
Radio/Phone Calls Audio Recordings	2 years then erase and reuse, provided no action pending	<b>06240</b>	
Standpipe Test	3 years	<b>06250</b>	
Station House Daily Logs	10 years appraise for historical value	<b>06260</b>	
Tank Permits	Installed	Permanent	<b>06270</b>
	Removed	Permanent	<b>06272</b>
Violation Notices	1 year after violation corrected	<b>06280</b>	

<b>Section 7: LEGAL RECORDS</b>		<b>Record Holder</b>	<b>Code</b>
Case Files, Civil	10 years provided no action pending	Originating Dept.	<b>07000</b>
Case Files, Criminal	20 years provided no action pending	Originating Dept.	<b>07002</b>
Claims for Damages	2 years after case settled and all appeals exhausted	Finance Department	<b>07010</b>
Court Transcripts	3 years after case settled	Originating Dept.	<b>07020</b>
Deeds	Permanent	Finance Department	<b>07030</b>
Easements –	Permanent	Finance Department	<b>07034</b>
Legal Notices	Tear Sheets	2 years	Originating Dept.
	Proof of Publication	5 years	Originating Dept.

Legal Opinions from Municipal Legal Counsel	Permanent	Originating Dept.	<b>07050</b>
Liability Waivers	3 years provided no action pending	Originating Dept.	<b>07060</b>
Settlements	3 years	Finance Department	<b>07070</b>
Village Property Files	Permanent	Finance Department	<b>07080</b>

<b>Section 8: MAYOR'S COURT RECORDS</b>			<b>Code</b>
Annual Statement and Yearly Report		Permanent	<b>08000</b>
Audio of Trials		1 year	<b>08010</b>
Case Files:	Criminal	5 years provided audited	<b>08020</b>
	OMVI	7 years provided audited	<b>08022</b>
	Traffic	5 years provided audited	<b>08024</b>
Case Transfers		Transfer all relevant records per 1905.032 ORC	<b>08030</b>
Cash Payment Records		4 years provided audited	<b>08040</b>
Citations, Parking		Until paid and audited	<b>08050</b>
Citations, Traffic		3 years if maintained separately	<b>08052</b>
Complaints and Warrants		In case files	<b>08060</b>
Docket, Index, Journal		Permanent	<b>08070</b>
Expungement Order		Permanent	<b>08080</b>
Expungement Records per Expungement Orders		Seal then destroy as Case Files	<b>08082</b>
Fine and Fee Record		3 years, provided audited	<b>08090</b>
Monthly Statements and Reports		3 years, provided audited	<b>08100</b>
Receipt Books		4 years, provided audited	<b>08110</b>

<b>Section 9: PARKS AND RECREATION DEPARTMENT RECORDS</b>			<b>Code</b>
Fee Books		3 years, provided audited	<b>09000</b>
Permission Slips		2 years provided no action pending	<b>09010</b>
Shelter House Permits		2 years	<b>09020</b>

<b>Section 10: POLICE DEPARTMENT RECORDS</b>			<b>Code</b>
Accident Reports and Photos, Property Damage, Bodily Injury, and Traffic Crashes		10 years if no action pending	<b>10000</b>
Activity Reports		Keep as Directed	<b>10010</b>
Alcohol Breath Testing Records:	Operator Permits	Until renewed	<b>10020</b>
	Breath Test Result Forms	5 years	<b>10022</b>
	Calibration Records	3 years	<b>10024</b>
	Radio Frequency Interference Survey	Until the machine is moved	<b>10026</b>
Animal Complaints		2 years	<b>10030</b>
Arrest Cards \ Records (Non-Traffic)		15 years	<b>10040</b>
Arrest Cards \ Records (Traffic)		10 years	<b>10042</b>
Arrest Cards \ Records \ Reports (Juvenile)		Until person turns 18 years of age or when Expungement Order received from a Court	<b>10044</b>
Arrest Reports (Adult)		50 years	<b>10046</b>
Assignment Schedules \ Sheets		3 years	<b>10050</b>
Bicycle License Receipts		3 years, provided audited	<b>10060</b>

Bicycle License Register	7 years	<b>10062</b>	
Bicycle Theft Log	3 years	<b>10064</b>	
Block Watch Records	1 year	<b>10070</b>	
Business Security Records	Until superseded, review annually	<b>10080</b>	
Child Abuse Case Records	7 years after case closed	<b>10100</b>	
Citizen Complaints	5 years, provided no action pending	<b>10110</b>	
Compliance Reports	5 years, provided no action pending	<b>10120</b>	
Copies of Misdemeanor Citation Summons	3 years	<b>10130</b>	
Criminal Case Files, Felonies (except Homicide & Burglaries)	20 years, provided no action pending	<b>10140</b>	
D.B. Criminal Case files, Misdemeanors	20 years, provided no action pending	<b>10142</b>	
Cruiser Camera Records	90 days, provided no additional problems	<b>10150</b>	
Daily Slating Records	1 year	<b>10160</b>	
Dispatch Card \ Log (Record of Runs) Yellow Cards	3 years	<b>10170</b>	
Dispatcher Radio/Phone Calls Audio Recordings	3 years, provided no action pending	<b>10172</b>	
Expungement Order	Permanent	<b>10180</b>	
Expunged Records per Expungement Orders	Destroy all files, records and computer references when Expungement Order received from a court	<b>10182</b>	
FBI \ BCI Investigation Reports	3 years	<b>10190</b>	
Field Interrogation Cards	6 months	<b>10200</b>	
Fingerprints	50 years	<b>10210</b>	
Firearm Records and Inventories	3 years, provided audited	<b>10220</b>	
GPS Records of Vehicle Locations	3 years	<b>10230</b>	
Homicide Reports & Evidence (Closed cases)	30 years after all appeals exhausted	<b>10240</b>	
House \ Business Alarm Records Billing for Alarms	5 years	<b>10250</b>	
Identification Photographs	10 years, unless felony, death	<b>10260</b>	
Incident Log \ Reports	5 years	<b>10270</b>	
Investigations All:	Homicide and Rape, including evidence (Pending)	Permanent	<b>10280</b>
	Homicide, including evidence (Closed)	Permanent	<b>10282</b>
	Internal Affairs	Permanent	<b>10284</b>
Jail Daily Book, In Records	3 years	<b>10290</b>	
Jail Inmate Records:	Commissary records	2 years	<b>10300</b>
	Intake \ Discharge Records, Prisoner Files	10 years	<b>10302</b>
	Medical Records	6 years	<b>10304</b>
	Personal Property Returned	2 years	<b>10306</b>
Jail Register \ Log Book	25 years	<b>10310</b>	
Junk Vehicle Records	2 years after sale or other disposition	<b>10320</b>	
Juvenile Records	Until person turns 18 year old or when Expungement order received from a Court	<b>10330</b>	
Law Enforcement Automatic Data System Records Logs	2 years, destroy printouts when no longer administratively necessary	<b>10340</b>	

Liquor Permit Records	3 years (permission to serve liquor)	<b>10350</b>
Master Name Index	Permanent	<b>10360</b>
Missing Person Reports	20 years, or until found.23	<b>10370</b>
O & I Offense Reports, Felonies except Homicide	10 years, provided no action pending	<b>10380</b>
O & I Offense Reports, Misdemeanors	10 years, provided no action pending	<b>10382</b>
Parking Citations \ Infractions	3 years	<b>10390</b>
Patrol Car Logs	3 years	<b>10400</b>
Prisoner Booking Video Recording Tape	30 days, erase and reuse provided no action pending	<b>10410</b>
Probationary Employment Records	5 years, if not retained beyond probationary period	<b>10420</b>
Property Room:	Log	25 years
	Records (Releases, Transfers, Disposals etc.)	5 years
Radio and Telephone Log – White Sheets	5 years	<b>10440</b>
Recorded phone calls (in house)	3 years, provided no action pending	<b>10442</b>
Records (Background) Check Requests	2 years	<b>10450</b>
Recovered Property Record	2 years after disposal of property	<b>10460</b>
Ride Along Forms	3 years	<b>10470</b>
Seizure Log \ Record	6 years	<b>10480</b>
Solicitor's or Peddler's Permit	1 year after expiration – moved from S. 8A	<b>10490</b>
State of Ohio Traffic Crash Reports (OH-1)	3 years	<b>10500</b>
Stolen Property Hot List or Cards	3 years	<b>10510</b>
Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn	<b>10520</b>
Tow Tickets	3 years after paid, provided audited	<b>10530</b>
Traffic Citations	5 years, provided audited	<b>10540</b>
Type of Crime File	Permanent	<b>10550</b>
Uniform Crime Reports (UCR)	3 years	<b>10560</b>
Vacation House Check Records	30 days after owners return	<b>10570</b>
Wanted Posters	Until person apprehended	<b>10580</b>
911 System, Documentation	Life of System Logs	3 years
	Printouts	1 year
	Recording Tapes	30 days then reuse, provided no action pending
911 Logs	5 years	<b>10600</b>

<b>Section 11: SERVICE DEPARTMENT RECORDS</b>		<b>Code</b>
<b>A. Cemetery Records</b>		
Burial Fee Receipts	Permanent	<b>11000</b>
Burial Transit Permits	Permanent	<b>11002</b>
Deed Book	Permanent	<b>11010</b>
Deposit Record, Perpetual Care	Permanent	<b>11020</b>
Index to Burial Plots	Permanent	<b>11030</b>
Minutes	Permanent	<b>11034</b>
Monument Records	Permanent	<b>11040</b>
Plat Maps	Permanent	<b>11050</b>

Record of Lot Sales	Permanent		<b>11060</b>
Register of Interments	Permanent		<b>11070</b>
Rules and Regulations	Permanent		<b>11080</b>
<b>B. Engineering Records</b>			
Aerial Photographs	Until superseded then appraise for historical value		<b>11100</b>
Bridge Inspection Reports	10 years		<b>11110</b>
Bridge Plans	Life of bridge		<b>11112</b>
Change Orders	Place in Project File		<b>11120</b>
Contractors' Prevailing Wage Records	5 years		<b>11130</b>
Federal Project Files	Permanent		<b>11140</b>
Job Orders	3 years		<b>11150</b>
Maintenance Orders	2 years		<b>11160</b>
Performance Bonds	After project successfully completed and accepted (e.g. sewer)		<b>11170</b>
Plans of Park Property	Permanent		<b>11180</b>
Project Files (Contracts, specifications, change orders, progress reports, etc.)	Permanent		<b>11190</b>
Project Inspection Records	Include in project files		<b>11192</b>
Sanitary Sewer Records	Permanent		<b>11200</b>
Sewer Testing Records	20 years		<b>11202</b>
Special Assessments Record	Permanent		<b>11210</b>
Village Properties File	Permanent		<b>11220</b>
<b>C. Street Department Records</b>			
Blueprints, Maps and Plans	Permanent		<b>11300</b>
Pesticide Application Records	5 years		<b>11310</b>
Proposals for Street Improvement	Until approved or proposal rejected		<b>11320</b>
Right of Way Opening	5 years		<b>11330</b>
Sewer Repair Sheets	10 years		<b>11340</b>
Street Lighting	Pole Locations	Until updated	<b>11350</b>
	Condition, Inventory Records, etc.	3 years	<b>11352</b>
Street Repair Cost Summary Record	3 years, provided audited		<b>11360</b>
Street Repair Record	3 years		<b>11362</b>
Traffic Study Files	Until superseded then appraise for historical value		<b>11370</b>
<b>D. WATER AND SEWER RECORDS</b>			
<b>I. Billing and Administration Records</b>			<b>Record Holder</b>
Account Register – Monthly / Quarterly	10 years	Finance Department	<b>11400</b>
Applications for Service	Until service terminated	Service Department	<b>11410</b>
Application for Water or Sewer Tap Permits	1 year after final decision rendered	Service Department	<b>11412</b>
Daily Work Orders	3 years	Service Department	<b>11420</b>
Delinquent Invoices sent to Taxes	7 years	Finance Department	<b>11430</b>
Industrial Waste Records	Permanent	Service Department	<b>11440</b>
Meter and Valve Location Record	Permanent	Service Department	<b>11450</b>
Meter Reading Records	4 years	Service Department	<b>11452</b>

Meter Test Records	3 years	Service Department	<b>11454</b>
Project Files	Permanent	Service Department	<b>11460</b>
Project Final Reports	Permanent	Service Department	<b>11462</b>
Property Records (Deeds, Rights-of-Way, Annexations, Vacations, Easements)	Permanent	Service Department	<b>11470</b>
Rate Schedules	Until superseded	Service Department	<b>11480</b>
Sanitary Sewer Permit	Permanent	Service Department	<b>11490</b>
Sewer \ Water Billing Stubs	3 years, provided audited	Finance Department	<b>11500</b>
Special Sewer Authorizations or Hookups	Permanent	Service Department	<b>11510</b>
Test Boring Record	Permanent	Service Department	<b>11520</b>
Water and Sewer Receipt Books	2 years, provided audited	Finance Department	<b>11530</b>
Water and Sewer Tap Record	Permanent	Service Department	<b>11540</b>
Water Connection Permit	Permanent	Service Department	<b>11550</b>
Water Main Location Record	Permanent	Service Department	<b>11560</b>
Water Usage Reports	3 years	Service Department	<b>11570</b>
Weekly/Monthly Collection Report	3 years, provided audited	Finance Department	<b>11580</b>
<b>II. Plant &amp; Pump Station Operation Records</b>			
Analytical Data \ Chemical Analyses \ Monitoring Records \ EPA Reports \ Water Quality Reports \ Operating Logs \ Monthly Reports, All types	10 years		<b>11600</b>
Flow-Charts, Fluids	5 years		<b>11610</b>
Laboratory Testing Records	5 years		<b>11620</b>
Lime Sale Tickets	3 years, provided audited		<b>11630</b>
Monthly Laboratory Testing Summary Reports	25 years		<b>11640</b>
Rainfall Statistics	5 years		<b>11650</b>
Septic Tank Hauler Record	3 years, provided audited		<b>11660</b>
Well Maintenance and Field Logs	10 years after well is capped		<b>11670</b>

**Appendix - Local Government Records Forms: (Forms follow)**

1. **Application for One-Time Records Disposal of Obsolete Records (RC-1)** – This form is used to request authorization to dispose of obsolete records series or record series no longer being created. *Only the specific records listed on the application may be disposed of.* Once the RC-1 has been approved and signed by all parties, a completed Certificate of Records Disposal (RC-3) should be filed before the actual disposal takes place.
2. **Schedule of Records Retention and Disposition (RC-2)** – This form is used to request continuing authority to dispose of records after the end of the approved record retention period. Each records series must be listed separately, given a unique schedule number, and assigned a retention period. Use the retention period suggested in this manual or one based upon the administrative, fiscal, or legal value of the records to the Village of Richfield. Once an RC-2 form has been properly approved it is in effect and shall be followed. Before a disposal takes place, it is not necessary for the Richfield Records Commission to review or re-approve the RC-2 that authorized the disposal.
3. **Certificate of Records Disposal (RC-3)** – Fifteen business days before a disposal takes place, the originating office should send an original Certificate of Records Disposal (RC-3) to the Ohio Historical Society’s Local Government Records Program (LGRP) and a copy to the Village records commission. The RC-3 certificate serves as official notification of the proposed intent to dispose of Village records. Complete all the columns accurately so the LGRP can send the RC-3 to the Auditor of State for possible compliance verification.
4. **Village of Richfield Records Inventory Form** – This form is for use when conducting a municipal records inventory. It is designed to allow for the recording of all pertinent information about each record series inventoried, and is suitable for use as a worksheet for records appraisal. Use a separate sheet for each record series.

**Michael K. Lyons**  
**Mayor**

**cc: Mayor**  
**Council Clerk**  
**Council**  
**Clerk of Courts**  
**Department Heads**  
**Village of Richfield Records Commission**  
**Employees**

**The following  
Records Disposal  
Forms**

**are to be completed for  
submission to the State by  
the Records Commission  
Secretary  
only.**



## **INSTRUCTIONS – FORM RC-1 (Use only for records no longer created and maintained)**

### **Section A: Local Government Unit**

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

### **Section B: Records Commission**

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

### **Section C: Ohio Historical Society – State Archives**

- The reviewing agent from the Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

### **Section D: Auditor of State**

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

### **Section E: Table of Records to be Disposed**

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series for which a one-time disposal is being requested. List the beginning and ending months and years covered by the records series. For example: April 1945 to May 1992.
- 3) Include the media format of the records proposed for disposal.
- 4) If retaining records in an alternate media format, include the new format. For example, if you are disposing of paper originals and retaining a certified microfilm copy, list "Microfilm" here.
- 5) For use by the Auditor of State or the OHS-LGRP.

## **GENERAL INSTRUCTIONS:**

--- For questions related to records scheduling and disposition, contact OHS-LGRP at: (614) 297-2553 or at [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) OR The Ohio Historical Society  
State Archives of Ohio  
Local Government Records Archivist  
1982 Velma Avenue  
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-1 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-1 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

**1982 Velma Avenue**  
**Columbus, Ohio 43211-2497**

For State Archives - LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
<i>If YES, attach copy of transfer form</i>		

# ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

*See instructions before completing this form. Must be submitted with PART 2*

**Section A: Local Government Unit**

**Village of Richfield**

\_\_\_\_\_  
 (local government entity) (unit)

\_\_\_\_\_  
 (signature of responsible official) (name) (title) (date)

**Section B: Records Commission**

**Village of Richfield**

\_\_\_\_\_  
 Records Commission 330-659-9201 ext. 234

**4410 W. Streetsboro Road** **Richfield** **44286** (telephone number)  
 \_\_\_\_\_  
 (address) (city) (zip code) **Summit** (county)

To have this form returned to the Records Commission electronically, include an email address: **stephanie@richfieldpd.us**

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

\_\_\_\_\_  
 Records Commission Chair Signature Date

**Section C: Ohio Historical Society - State Archives**

\_\_\_\_\_  
 Signature Title Date

**Section D: Auditor of State**

\_\_\_\_\_  
 Signature Date

**Please Note: The State Archives retains RC-1 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.**



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

1982 Velma Avenue  
 Columbus, Ohio 43211-2497

## ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

*See instructions before completing this form. Must be submitted with PART 1*

### Section E: Table of Records to be Disposed

Village of Richfield  
 (local government entity) (unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by OHS-LGRP or Auditor of State



## INSTRUCTIONS - FORM RC-2

### Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

### Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

### Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

### Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

### Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP.

## GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) OR The Ohio Historical Society  
State Archives of Ohio  
Local Government Records Archivist  
1982 Velma Avenue  
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



**Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program**

1982 Velma Avenue  
Columbus, Ohio 43211-2497

**For State Archives - LGRP Use Only**

Date Received:  
Date Reviewed:  
Items requested for transfer: YES NO  
If YES, attach copy of transfer form

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

**Section A: Local Government Unit**

**Village of Richfield**

\_\_\_\_\_  
(local government entity) (unit)

\_\_\_\_\_  
(signature of responsible official) (name) (title) (date)

**Section B: Records Commission**

**Village of Richfield** Records Commission 330-659-9201 ext. 234

**4410 W. Streetsboro Road** **Richfield** **44286** (telephone number) **Summit**  
\_\_\_\_\_  
(address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: stephanie@richfieldpd.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

\_\_\_\_\_  
Records Commission Chair Signature Date

**Section C: Ohio Historical Society - State Archives**

\_\_\_\_\_  
Signature Title Date

**Section D: Auditor of State**

\_\_\_\_\_  
Signature Date

**Please Note: The State Archives retains RC-2 forms permanently.  
It is strongly recommended that the Records Commission retain a permanent copy of this form.**



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

*1982 Velma Avenue*  
*Columbus, Ohio 43211-2497*

## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### Section E: Records Retention Schedule

**Village of Richfield**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP

This Page Left Blank Intentionally.



## INSTRUCTIONS - FORM RC-3

- USE OF FORM:** Serves as a notification to your local records commission and to The Ohio Historical Society/State Archives, Local Government Records Program (OHS-LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-1 or RC-2 form. It also provides an opportunity for the OHS-LGRP to select for historical records, or to provide for other disposition under Section 149.31ORC.
- WHEN TO USE:** Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.
- CERTIFICATION:** This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.
- SUBMISSION:** Send the original RC-3 to: [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) **or** The Ohio Historical Society  
State Archives of Ohio  
Local Government Records Archivist  
1982 Velma Avenue  
Columbus, OH 43211-2497
- Retain a permanent copy for your office files and send an additional copy to your records commission.

**NOTE:** Your office or records commission will **not** receive a copy of the RC-3 back. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

### Page 2

- (1) **RECORD SERIES TITLE:** Record series title as shown on your retention schedule (RC-2) or one-time disposal (RC-1). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process.
- (2) **AUTHORIZATION FOR DISPOSAL:** Schedule number as shown on your approved RC-1 or RC-2 and the date it was approved *by your local records commission*.
- (3) **MEDIA TYPE (DESTROYED):** Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.
- (4) **OTHER MEDIA TYPE (RETAINED)** If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.
- (5) **INCLUSIVE DATES OF RECORDS** Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.
- (6) **PROPOSED DATE OF DISPOSAL** Enter the proposed disposal date; the OHS-LGRP has fifteen business days to review the disposal form. It is recommended that a few extra days for mail delivery be included.
- (7) **FOR USE BY OHS-LGRP**

### NOTICE CONCERNING MEDIA AND FORMAT CHANGES

The Local Government Records Program strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit <http://www.ohiohistory.org/ohiojunction/erc/>.

Never use a microfilm master negative except to create a use copy from it.



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

*1982 Velma Avenue*  
*Columbus, Ohio 43211-2497*

For State Archives - LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
<i>If YES, attach copy of transfer form</i>		

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

*See instructions before completing this form. Must be submitted with PART 2*

Village of Richfield

(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
4410 W. Streetsboro Road	Richfield	44286	Summit	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

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 Records Retention Schedules (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 legal 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. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(signature of responsible official)	(title)	(telephone number)
-------------------------------------	---------	--------------------

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_ **stephanie@richfieldpd.us** \_\_\_\_\_

**Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.**



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

1982 Velma Avenue  
 Columbus, Ohio 43211-2497

**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**

Page \_\_\_\_\_ of \_\_\_\_\_

*See instructions before completing this form. Must be submitted with PART 1.*

Village of Richfield

(political subdivision name)

(unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		

1) Village of Richfield **RECORDS INVENTORY**

(NAME OF POLITICAL SUBDIVISION)

(2) RECORDS OF: \_\_\_\_\_  
 (OFFICE \ DEPARTMENT) (UNIT)

(3) RECORDS SERIES TITLE: \_\_\_\_\_

(4) LOCATION OF RECORDS: \_\_\_\_\_

(5) DESCRIPTION: \_\_\_\_\_

(6) DATES: From : \_\_\_\_\_ To: \_\_\_\_\_

(7) Are records still created? (Circle answer) Yes No (7a) Are these Vital Records? Yes No		(8) Quantity \ Volume:  Mylar  Microform: 16mm 35mm Microfiche  Electronic Record: Tape Reel Cassette Diskette CD-ROM Optical Disk	(9) Arrangement (Circle answers): Alphabetical Numerical Chronological Subject
(10) Record media / format (Circle answers) Paper Bound Volumes  Microform: 16mm 35mm Microfiche  Electronic Record: Tape Reel Cassette Diskette CD-ROM Optical Disk			(11) Reference to records (Circle answers): Daily \ Weekly \ Monthly \ Yearly for _____  Never after _____
(12) Recommended retention period for each type of record:  _____		(13) Schedule No. Assigned:  _____  (14) Inventory taken by:  _____	

**Explanation of form parts:**

- (1) Write in the name of the political subdivision for which the inventory is being compiled.
  - (2) Write in the name of the office, division or unit to which the records belong.
  - (3) Write in the title of the records series. Use a separate form for each records series at each location.
  - (4) Give the exact location of the records. Be sure to include all storage areas.
  - (5) Provide a brief description of the records series, including form numbers when applicable.
  - (6) Indicate the beginning and ending dates of the records series. E.g. May, 1976 to April, 1998.
  - (7) & (7A) Circle if the records are still created . Circle if the records are considered "Vital" for your office to function daily.
  - (8) Indicate the volume or quantity of the records. It may be in cubic feet, number of volumes \ microfiche, rolls of microfilm or reels of computer tape. This will help you plan your storage needs. A cubic foot is 12"x12"x12" or 1728 cubic inches.
  - (9) Circle how the records are arranged, i.e. in numerical order, chronological order, alphabetical order, subject file etc.
  - (10) Circle whether the record is created and stored on paper, microfilm computer tape, etc. Circle ALL formats your office uses for this record. Remember to schedule and assign a schedule number to each type of media.
  - (11) Indicate how often the records are used. For example: daily for 1 year; never after 3 years.
  - (12) Write in a recommended retention period. See the Ohio County Records Manual or the Ohio Municipal Records Manual for suggested records retention periods or create the retention period based upon the records' administrative, fiscal and legal value to your office. If you know of any law, rule or regulation requiring this records series to be retained for a specific period of time write in the citation.
  - (13) Assign a unique schedule number for this records series which will clearly identify it on all paperwork in the future. If the records are included on an existing approved Schedule of Records Retention and Disposition (RC - 2), write in the schedule number for reference.
  - (14) Sign and date the form.
- Additional Remarks or Notations for your use: