



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of New Albany

Finance Department

(Local Government Entity)

(Unit)

Megan S. Thomas

Megan Thomas

Administrative Assistant

5/02/23

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Jennifer Mason, Clerk

Records Commission

(614) 939-2244

99 W Main Street

New Albany

43054

(Telephone Number)
Franklin/Licking

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

jmason@newalbanyohio.org and mthomas@newalbanyohio.org

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.

[Signature]

02 May 23

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of New Albany

Finance Department

(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 LGRP	(6) RC-3 Required by LGRP
FIN-02-001	Annual Appropriations Ordinances	5 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-002	Annual Certificate of Estimated Resources	7 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-003	Annual Report to Auditor	5 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-004	Audit Reports-Internal, Federal & State	5 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-005	Bank Deposit Records and Reconciliations	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-006	Bank Statements	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-007	Bid Bonds – Successful Bidder	Until acceptance of performance bond	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-008	Bids – Successful	15 years after completion of project	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-009	Bids – Unsuccessful	2 years after contract awarded	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-010	Bond Register	Permanent	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-011	Cancelled Checks	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of New Albany

Finance Department

(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 LGRP	(6) RC-3 Required by LGRP
FIN-02-012	Certificate of Result of Election (Bond Issue)	Until expiration of bonds	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-013	Check Registers	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-014	Checks – Voided	Until audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-015	Duplicate Checks and Supporting Documentation	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-016	Employment Files	Permanent	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-017	Encumbrance Documents	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-018	End of Year Financial Reports (including ACFR)	Permanent	Paper &/Or Digital		<input checked="" type="checkbox"/>
FIN-02-019	Fixed Asset Records	10 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-020	Grant Documentation	5 years after completion of project	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-021	Insurance Policies	2 years after expiration, provided all claims settled	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-022	Investment Records	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of New Albany

Finance Department

(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 LGRP	(6) RC-3 Required by LGRP
FIN-02-023	Monthly Financial Reports	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-024	Pay-In Records	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-025	Payroll Records	Permanent	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-026	Performance Bonds	After project completed and accepted	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-027	Prevailing Wage Records	3 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-028	Property Inventories	3 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-029	Purchase Orders	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-030	Request for Proposals	2 years after contract expires	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-031	Retirement System Payments/Records	Permanent	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-032	Settlement Sheet or Tax Distribution from County	10 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-033	Surety Bonds of Officials or Employees	10 years after termination of employee	Paper &/Or Digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of New Albany

Finance Department

(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 LGRP	(6) RC-3 Required by LGRP
FIN-02-034	Tax Abatement Record	Duration of the Abatement plus 1 (one) year	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-035	Travel Expense Reports	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-036	Unemployment Compensation Records	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-037	Uniform Allowance Record	3 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-038	Wage and Tax Statements	6 years, if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-039	Contracts, Agreements, Leases	15 years after expiration or termination	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-040	Fax logs, telephone messages	1 year, treat as correspondence	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-040a	Electronic mail (e-mail)	Retain according to content – See Correspondence	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-041	Correspondence/Form Letters	1 year	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-042	Correspondence/Memorandum-General	2 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-043	Correspondence/Memorandum – Council	3 years	Paper &/Or Digital		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of New Albany

Finance Department

(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 LGRP	(6) RC-3 Required by LGRP
FIN-02-044	Receipts/Receipt Books	2 years if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-045	Disaster Plans	Update as needed, retain current as permanent record	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-046	Records Documentation Documents/RC-1, RC-2, RC-3	25 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-047	Public Records Requests	2 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-048	Finance Research Files	5 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-049	Deeds	Permanent	Paper &/Or Digital		<input checked="" type="checkbox"/>
FIN-02-050	Bond Issue Ledger	Permanent	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-051	Bond Transcripts	10 years after issue redeemed	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-052	Bonds (Redeemed)	2 years after issue is paid off, then appraise for historical value	Paper &/Or Digital		<input checked="" type="checkbox"/>
FIN-02-053	Call Notices – Securities	10 years after call	Paper &/Or Digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of New Albany	Finance Department
(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 LGRP	(6) RC-3 Required by LGRP
FIN-02-054	Cash Journal	10 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-055	Coupons (Redeemed)	4 years after audit, then appraise for historical value	Paper &/Or Digital		<input checked="" type="checkbox"/>
FIN-02-056	Electronic Funds Transfer Records	10 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-057	Monthly Financial Statement	Until incorporated in annual report	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-058	Record of Registered Bonds	Permanent	Paper &/Or Digital		<input checked="" type="checkbox"/>
FIN-02-059	Sinking Fund Ledger or Journal	Permanent	Paper &/Or Digital		<input checked="" type="checkbox"/>
FIN-02-060	Easements	Permanent	Paper &/Or Digital		<input checked="" type="checkbox"/>
FIN-02-061	Settlements	3 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-062	Finance Work Orders	2 years	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-063	BWC Documents/Filings/Incident Reports	10 years after date of final payment	Paper &/Or Digital		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of New Albany

Finance Department

(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 LGRP	(6) RC-3 Required by LGRP
FIN-02-064	Directives, Manuals and Handbooks	Update as needed, retain current as permanent record	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-065	Annual Reports and ACFR Working Papers	3 years after audit	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-066	Departmental Policies and Procedures	Update as needed, retain current as permanent record	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-067	Petty Cash Records	3 years if audited	Paper &/Or Digital		<input type="checkbox"/>
FIN-02-068	Monthly Income Tax Reports and Distribution	Permanent	Paper &/Or Digital		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to SEC.117.26 O.R.C.



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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of New Albany

Police Department

(Local Government Entity)

(Unit)

Kax Hall

Katherine Hall

Police Clerk

4/27/23

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Jennifer Mason, Records Commission Clerk

Records Commission

(614) 939-2244

(Telephone Number)

99 W. Main Street, PO Box 188

New Albany, Ohio

43054

Franklin/Licking

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

jmason@newalbanyohio.org AND khall@newalbanyohio.org

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.

[Signature]

02 May 2023

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(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 LGRP	(6) RC-3 Required by LGRP
	CHANGES				<input type="checkbox"/>
	ADD				<input type="checkbox"/>
23-332	Internal Investigation Checklist	Merge to Personnel file	Paper		<input type="checkbox"/>
23-333	Victim's Rights Form	Merge to Case Investigative File	Paper		<input type="checkbox"/>
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For State Archives - LGRP Use Only
Date Received:
Date Reviewed:
Items requested for transfer: YES NO
If YES, attach copy of transfer form

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

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

City of New Albany Police Dept. Katherine Hall 614-855-1234 Police Dept.
(Local Government Entity) (Unit) (Contact Person) (Telephone Number) (Location of Records)
50 Village Hall Rd New Albany 43054 Franklin
(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) 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.

Kath Hall Police Clerk 614-855-1234
(Signature of Responsible Official) (Title) (Telephone number)

To have this form returned to the Records Commission electronically, include an email address: jmason@newalbanyohio.org AND khall@newalbanyohio.org

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.



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with Part 1

(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 LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Impound Vehicle Record	99-092	12/13/2011	Paper	Digital	2018-2020		7/1/2023	
Diversion Log	15-213	06/29/2015	Paper		2021		7/1/2023	
Emergency Phone Ping	22-246	05/03/2022	Paper	Digital	2015-2016		7/1/2023	
Top Eight Traffic Enforcement	100-186	12/13/2011	Paper	Digital	2020-2021		7/1/2023	
Mayors Court Bond Log	04-116	12/23/2019	Paper		2021		7/1/2023	
Traffic Complaint Forms	06-193	12/13/2011	Paper	Digital	2021		7/1/2023	
Intoxilyzer Subject Test Form	10-011	12/13/2011	Paper	Digital	2019		7/1/2023	
Intoxilyzer Subject Test Card	10-013	12/13/2011	Paper	Digital	2019		7/1/2023	
LEADS – Misc. Vendor Backgrounds	21-237	05/21/2021	Paper		2012-2017		7/1/2023	
LEADS Fingerprint Card / Results	99-080	06/08/2016	Paper		2016-2019		7/1/2023	
LEADS Printouts – (Misc. BOLO's)	99-099	12/13/2011	Paper		2019-2020		7/1/2023	



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
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(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 LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
LEADS Towed Vehicles	01-107	12/13/2011	Paper		2019-2020		7/1/2023	
LEADS Validations	99-108	12/13/2011	Paper		2019-2020		7/1/2023	
LEADS TT and Logs	99-106	12/13/2011	Paper		2019-2020		7/1/2023	
Protection Order – Temporary	99-151	12/13/2011	Paper		2019-2020		7/1/2023	
Reports – Monthly Misc. Ran Reports	08-156	12/13/2011	Paper	Digital	2015-2018		7/1/2023	
Accident Reports	01-002	12/13/2011	Paper	Digital	2016		7/1/2023	
BMV2255 – ALS	10-031	12/13/2011	Paper	Digital	2016		7/1/2023	
Case Files – Investigatory Records	15-038	6/29/2015	Paper	Digital	2016		7/1/2023	
Court Charges – Originals	11-207	12/13/2011	Paper	Digital	2016		7/1/2023	
Domestic Violence – BCI Forms	99-067	12/13/2011	Paper	Digital	2017		7/1/2023	
Reports (Offense/Incident)	10-157	12/13/2011	Paper	Digital	2016		7/1/2023	
Unclaimed MV Packet – BMV4204	18-173	12/13/2011	Paper	Digital	2016		7/1/2023	



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
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(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 LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
City Alarm Printouts	12-210	12/13/2011	Paper		2021		7/1/2023	
Correspondence – Misc.	99-048	12/13/2011	Paper		2021		7/1/2023	
Pay in Order/Receipts	10-127	5/21/2021	Paper	Digital	2019		7/1/2023	
Prisoner Preliminary Health Forms	08-145	12/13/2011	Paper		2019		7/1/2023	
Public Records Request	08-153	12/13/2011	Paper	Digital	2020		7/1/2023	
Special Duty Forms/Invoices	06-181	12/13/2011	Paper	Digital	2020		7/1/2023	
Civilian Observer Request	99-039	12/13/2011	Paper	Digital	2021		7/1/2023	
Crisis Intervention Team (CIT)	16-025	6/8/2016	Paper		2020		7/1/2023	
Solicitor's Permits	99-179	12/13/2011	Paper	Digital	2021		7/1/2023	
Subpoenas	99-183	12/13/2011	Paper	Digital	2021		7/1/2023	
Visitor Log	08-201	12/13/2011	Paper	Digital	2021		7/1/2023	