



Public Records Commission
Regular Meeting Minutes
November 16, 2021 4:30 pm

Call to Order:

Mayor Spalding called the meeting to order at 4:30 pm.

Roll Call:

- a. Sloan Spalding, Mayor, Chair – present
- b. Mitch Banchefsky, Law Director, Vice Chair – present
- c. Bethany Staats, Finance Director, Secretary – present
- d. Glenn Redick, Resident Member - present

City staff present: Jennifer Mason, (Recorder and Council), Anita Mercer (Police Dept.), Pam Hickok (Development Dept.), Planner Anna van der Zwaag, and Deputy Finance Director Drew Turner.

Minutes of Last Meeting:

Chair Spalding moved to approve the May 4, 2021 meeting minutes. Member Staats seconded, and all voted in favor to approve the May 4, 2021 meeting minutes as submitted.

Old Business:

None.

New Business:

Police Department: Anita Mercer

RC-1 – One Time Records Disposal

Ms. Mercer reviewed the RC-1 items with the commission, stating these old documents and tapes were found going through the department's records.

Chair Spalding moved to approve the RC-1 form. Vice Chair Banchefsky seconded and all voted to approve the RC-1 form.

RC-3 – Certificate of Records Disposal

Ms. Mercer reviewed the RC-3 items with the commission. The records listed were on the retention schedule. They were presented as part of "cleaning house." Chair Spalding and Ms. Mercer discussed the clean-up of records as part of Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) standards.

Chair Spalding moved to approve the RC-3 form. Secretary Staats seconded and all voted to approve the RC-3 form.

Development Department: Pam Hickok

RC-2 – Records Retention Schedule

Ms. Hickok said that many items were added due to the Finance software system update. Paper invoices were added so that they could be disposed of later. The Economic Development files, such as CIC, CRA, and other records schedule was changed to 5 years after expiration. Records Retention Documents was changed to 25 years to match other departments. Innovate files included the usual items, like correspondence. The Innovate schedule was added to include “if audited” and the leases schedule included “after expiration or termination.”

Mayor Spalding moved to approve the RC-2. Mr. Redick seconded and all voted in favor to approve the RC-2 form.

RC-3 – Certificate of Records Disposal

Ms. Hickok said these documents were presented as part of a clean up the Development Department did every 2 or so years. These documents followed the retention schedule. Mayor Spalding noted it was all paper items and asked if the city would be digitizing going forward. Ms. Hickok replied that, once the department implemented the new software in the first or second quarter of 2022, the Development Department would reevaluate its records.

Mayor Spalding moved to approve the RC-3. Vice Chair Banchefsky seconded and all voted in favor to approve the RC-3.

Finance Department: Bethany Staats

RC-2 – Records Retention Schedule

Ms. Staats stated their records schedule hadn't been revised since 2008. Staff reviewed the state requirements for each record and went through and updated the retention period for the documents they had. Mayor Spalding asked and Ms. Staats confirmed that Finance would be bringing a big RC-3 form to the commission in the future. She referred the commission to her memo with her summary of the changes.

Mayor Spalding asked if the city had a protocol to refresh retention schedules every 3 or 5 years. Director Staats expected, now that she had more staff, schedules would be reviewed more often. When she arrived in 2017, there were boxes of mislabeled documents that had been pulled from storage. She didn't trust the labels that were used prior to her time and would want the records reviewed before disposal. She stated that, excluding the last year, most records were stored offsite, although there were additional boxes in the building.

Mayor Spalding moved to approve the RC-2. Mr. Redick seconded and all voted in favor to approve the RC-2 form.

Council: Jennifer Mason

RC-2 – Records Retention Schedule

Ms. Mason stated the last clerk hadn't updated the Council retention schedule since 2007 and handed a copy to Chair Spalding. This retention schedule would be in place until the city could come up with a master schedule. This proposed schedule was completely redone, although the expected categories, like ordinances, resolutions, and minutes, were still there and were held permanently. The former clerk had left a lot of paper in the filing cabinets that didn't fit the 2007 categories. The new items on this

schedule were pulled from the Ohio History Connection recommended schedule or from another municipality. Ms. Mason and Ms. van der Zwaag pulled from Granville, Westerville, Dublin, and Powell schedules. A few records were unique to New Albany and a category was created for those – in some cases, so they could be destroyed later. Mayor Spalding asked and Ms. Mason confirmed that many important records categories remained held permanently. The commission and staff discussed keeping historic documents and other surprises found in filing cabinets.

Secretary Staats moved to approve the RC-3 form. Chair Spalding seconded and all voted to approve the RC-3 form.

Next Meeting:

The commission members agreed to set the next meeting for May 3, 2022 at 4:30 pm.

Adjournment:

Member Redick moved to adjourn the meeting and Chair Spalding seconded. The meeting was adjourned at 4:40 p.m.



Sloan Spalding, Chair



Bethany Staats, Secretary

Drew Turner, Dep. Finance Director

03 May 2022

Date



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

Page ____ of ____

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

City of New Albany

(local government entity)

Police Department

(unit)

(signature of responsible official)

Anita Mercer
(name)

Dispatcher
(title)

11/03/2021
(date)

Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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

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 History Connection - 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.**

[illegible]



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

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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	Anita Mercer	614.855.1234	Police Headquarters
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
<hr/>				
99 West Main Street	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.

_____ (Signature of Responsible Official)	_____ (Title)	_____ (Telephone number)
--	------------------	-----------------------------

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

*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

City of New Albany

Police

(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		
Accident Reports	01-002	12/13/2011	Paper	Digital	2014		12/01/2021	
Alcohol Intoxilyzer Operator's Permit – Ken Hamilton	08-010	06/26/2015	Paper	None	2019		12/01/2021	
Alcohol Intoxilyzer Subject Test Forms/Cards	10-011 / 10-013	12/13/2011	Paper	Digital	2017		12/01/2021	
BMV 2255 – ALS	10-031	12/13/2011	Paper	Digital	2013-2014		12/01/2021	
Case Files – Investigatory Records	15-038	06/29/2015	Paper	Digital	2014		12/01/2021	
Crisis Intervention Team (CIT)	16-025	06/08/2016	Paper	None	2016-2017		12/01/2021	
City Alarm Printouts	12-210	12/13/2011	Paper	None	2019		12/01/2021	
City Bus Log	17-086	06/08/2017	Paper	None	2019		12/01/2021	
Civilian Observer Request	99-039	12/13/2011	Paper	None	2019		12/01/2021	
Domestic Violence BCI Forms	99-067	12/13/2011	Paper	Digital	2015		12/01/2021	
F-2 – Alcohol Permit	19-225	05/01/2019	Paper	None	2018		12/01/2021	
House/Business Check Forms	10-091	12/13/2011	Paper	None	2019		12/01/2021	
Impound Vehicle Record	99-092	12/13/21	Paper	Digital	2016-2017		12/01/2021	
In-Custody Injury or Illness Report	18-222	11/15/2018	Paper	Digital	2018		12/01/2021	
Mayors Court Ticket Pick up Log	04-115	12/13/2011	Paper	None	2018-2019		12/01/2021	
Mayors Court Payments Received	04-116	12/31/2011	Paper	None	2018		12/01/2021	
Pay in Order/Receipts	10-127	12/13/2011	Paper	None	2017		12/01/2021	
Personnel Training Enrollment/ Confirmations	01-141	12/13/2011	Paper	Digital	2017-2018		12/01/2021	



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

City of New Albany

Police

(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		
Prisoner Preliminary Health Forms	08-145	12/13/2011	Paper	Digital	2018		12/01/2021	
Public Records Requests	08-153	12/13/2011	Paper	None	2017-2018		12/01/2021	
Protection Orders – Civil	99-150	12/13/2011	Paper	None	2020		12/01/2021	
Reports – Monthly	08-156	12/13/2011	Paper	Digital	2016-2017		12/01/2021	
Reports (Offense/Incident)	10-157	12/13/2011	Paper	None	2014		12/01/2021	
Requisitions/Purchase Orders	08-163	12/13/2011	Paper	None	2014-2015		12/01/2021	
Solicitor's Application/Permit	99-179	12/13/2011	Paper	Digital	2019		12/01/2021	
Special Duty Invoices	06-181	12/13/2011	Paper	None	2017		12/01/2021	
Special Duty Schedules	99-180	12/13/2011	Paper	None	2017		12/01/2021	
Unclaimed MV Packet – BMV 4204	18-173	06/01/2018	Paper	None	2002, 2013 - 2014		12/01/2021	
Visitor Log	08-201	12/13/2011	Paper	None	2019		12/01/2021	
Webcheck – FBI Dissemination Log	10-073	06/29/2015	Paper	None	2017		12/01/2021	
Webcheck – Civilian Juvenile Waiver	10-118	06/29/2015	Paper	None	2014- 2019		12/01/2021	
LEADS:								
Cancelled Warrants	99-097	12/13/11	Paper	N/A	2018		12/01/2021	
Employee Training / Sign Off	16-081	02/07/21	Paper	N/A	2016-2018		12/01/2021	
Entered Missing Persons	01-102	12/13/11	Paper	N/A	2018		12/01/2021	

City of New Albany

Police

(Unit)

[illegible]



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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

Community Development Department

(Local Government Entity)

(Unit)



Pam Hickok

Zoning Officer

11/8/2021

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

614-855-3913

99 W Main Street

New Albany

43054

(Telephone Number)

Franklin

(Address)

(City)

(Zip Code)

(County)

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

jmason@newalbanyohio.org & phickok@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.

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

New Albany

(political subdivision name)

Community Development Department

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	(6) RC-3 Required by OHS- LGRP
CDD-2012-001	Address Assignment Information	Permanent	Multi		<input type="checkbox"/>
CDD-2012-002	Blank forms	Until obsolete or superseded	Multi		<input type="checkbox"/>
CDD-2012-003	Budget File	Until no longer of Administrative Value	Multi		<input type="checkbox"/>
CDD-2012-004	Calendar of Appointments	Until obsolete or superseded	Multi		<input type="checkbox"/>
CDD-2012-005	Contract / Proposals (copy)	2 years	Multi		<input type="checkbox"/>
CDD-2012-006	Correspondence - reading, informational and reference	Until no longer of Administrative Value	Multi		<input type="checkbox"/>
CDD-2012-007	Correspondence - General	File according to content. 1 year and no longer of an Administrative Value	Multi		<input type="checkbox"/>
CDD-2012-008	Correspondence - Transient Documents - This includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu of oral communication	Retain until no longer of Administrative Value	Multi		<input type="checkbox"/>
CDD-2012-009	Correspondence - Unsolicited	Retain until no longer of Administrative Value	Multi		<input type="checkbox"/>
CDD-2012-010	Daily Deposit	2 years post audit	Multi		<input type="checkbox"/>
CDD-2012-011	Demographics	Retain until no longer of Administrative Value	Digital		<input type="checkbox"/>

Section E: Records Retention Schedule

New Albany

(political subdivision name)

Community Development Department

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	(6) RC-3 Required by OHS- LGRP
CDD-2012-012	Department Activity report	2 years	Multi		<input type="checkbox"/>
CDD-2012-013	Equipment Operating & Maintenance Manuals	Life of Equipment plus 1 year	Paper		<input type="checkbox"/>
CDD-2012-014	Fee Schedule	Until obsolete or superseded	Multi		<input type="checkbox"/>
CDD-2012-015	Inventory of Fixed Assets	Until obsolete or superseded	Multi		<input type="checkbox"/>
CDD-2012-016	Legal Opinion	3 years	Paper		<input type="checkbox"/>
CDD-2012-017	Professional Magazines & Publications	Retain until no longer of Administrative Value	Paper		<input type="checkbox"/>
CDD-2012-018	Receipt Books	3 years	Paper		<input type="checkbox"/>
CDD-2012-019	Reference Material	Retain until no longer of Administrative Value	Paper		<input type="checkbox"/>
CDD-2012-020	Requisitions / Purchase Orders	3 years, if audited	Digital		<input type="checkbox"/>
CDD-2021-020 A	Invoices	Retain until no longer of Administrative Value	Multi		
CDD-2012-021	Board & Commission Agendas	Permanent	Multi		<input type="checkbox"/>
CDD-2012-022	Board & Commission Case Files (Draft plans and documents)	Until superseded by approved plan/document	Multi		
CDD-2012-023	Board & Commission Case Files (Including application, payment receipt, board reviewed information, staff report, record of action, minutes, final approved plan)	Permanent	Multi		<input type="checkbox"/>
CDD-2012-024	Board & Commission Case Files (other information not listed above)	5 years	Multi		<input type="checkbox"/>
CDD-2012-025	Board & Commission Meeting Minutes	Permanent	Multi		<input type="checkbox"/>
CDD-2012-026	Board & Commission Meeting Recordings	2 years	Digital		<input type="checkbox"/>

Section E: Records Retention Schedule***New Albany***

(political subdivision name)

Community Development Department

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	(6) RC-3 Required by OHS- LGRP
CDD-2012-027	Board & Commission Member Contact sheets	Until obsolete or superseded	Multi		<input type="checkbox"/>
CDD-2012-028	Board & Commission Public Hearing Notices	Permanent	Multi		<input type="checkbox"/>
CDD-2012-029	Recommending Board Agendas that include New Albany cases (PTAB, RFBA, etc)	5 years and project/case completion or superseded	Multi		<input type="checkbox"/>
CDD-2012-030	Recommending Board Case Files that includes New Albany cases (including application, payment receipt, board reviewed information, staff report, record of action, minutes, final approved plan)	5 years and project/case completion or superseded	Multi		<input type="checkbox"/>
CDD-2012-031	Recommending Board Meeting Minutes that include New Albany cases	Permanent	Multi		<input type="checkbox"/>
CDD-2012-032	Recommending Board Meeting Recordings that include New Albany cases	2 years	Digital		<input type="checkbox"/>
CDD-2012-033	Recommending Board New Albany Case Files (other information not listed above)	5 years	Multi		<input type="checkbox"/>
CDD-2012-034	Annual Board of Building Standards Report	Permanent	Multi		<input type="checkbox"/>
CDD-2012-035	Building Complainants and Violations Case Files	3 years with no activity	Multi		<input type="checkbox"/>
CDD-2012-036	Commercial Building Permits File (OBC required records include application, certificate of plan approval, notices, orders issued, Certificate of Occupancy)	3 years ; retain OBC required records Permanent	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule

New Albany

(political subdivision name)

Community Development Department

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	(6) RC-3 Required by OHS- LGRP
CDD-2012-037	Commercial Approved Building Construction Documents	Until superseded by approved sheet	Multi		<input type="checkbox"/>
CDD-2012-038	Commercial Approved Building Construction Documents (Final as-built plan only)	Permanent	Multi		<input type="checkbox"/>
CDD-2012-039	Contractors Registration	3 years	Multi		<input type="checkbox"/>
CDD-2012-040	Monthly Census Reports	3 years	Multi		<input type="checkbox"/>
CDD-2012-041	Monthly State 1% Report	3 years	Multi		<input type="checkbox"/>
CDD-2012-042	Monthly State 3% Report	3 years	Multi		<input type="checkbox"/>
CDD-2012-043	Permit & Inspection Database	Until Superseded	Digital		<input type="checkbox"/>
CDD-2012-044	Permit Number Assignment Books	Permanent	Paper		<input type="checkbox"/>
CDD-2012-045	Permits (unless otherwise noted)	3 years	Multi		<input type="checkbox"/>
CDD-2012-046a	Residential Approved Building Construction Documents	Until superseded by approved sheet	Multi		<input type="checkbox"/>
CDD-2013-046b	Residential Approved Building Construction Documents (final approved/as built plan)	Permanent	Multi		<input type="checkbox"/>
CDD-2012-047	Residential Building Permit Plans Expired (never started)	3 years or until superseded	Multi		<input type="checkbox"/>
CDD-2012-048	Residential Building Permits File (RCO required records include application, certificate of plan approval, notices, orders issued, Certificate of Occupancy)	3 years ; retain RCO required records Permanent	Multi		<input type="checkbox"/>
CDD-2012-049	Residential Denied Building Construction Documents	1 year or until superseded	Multi		<input type="checkbox"/>
CDD-2012-050	Sewer Tap Applications	Permanent	Multi		<input type="checkbox"/>
CDD-2012-051	Sewer Tap Quarterly Report	3 years	Multi		<input type="checkbox"/>
CDD-2012-052	Water Tap Applications	Permanent	Multi		<input type="checkbox"/>
CDD-2012-053	Condemnation and Demolition Files	10 years	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule

New Albany

(political subdivision name)

Community Development Department

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	(6) RC-3 Required by OHS- LGRP
CDD-2012-054	Lot Splits / Combinations	Permanent	Multi		<input type="checkbox"/>
CDD-2012-055	Sign Permits	3 years	Multi		<input type="checkbox"/>
CDD-2012-056	Village of New Albany Zoning Code	Until Superseded; retain 1 copy permanently	Multi		<input type="checkbox"/>
CDD-2012-057	Zoning and Certificate of Appropriateness files	3 years	Multi		<input type="checkbox"/>
CDD-2012-058	Zoning Code Complainants, Violations and Enforcement Files	3 years	Multi		<input type="checkbox"/>
CDD-2012-059	Concept plan files (meeting notes or plans but never officially submitted)	1 year if no activity	Multi		<input type="checkbox"/>
CDD-2012-060	Design Guidelines & Requirements	Until Superseded; Retain 1 copy permanently	Multi		<input type="checkbox"/>
CDD-2012-061	Leisure Trail Strategic Plan	Until Superseded; Retain 1 copy permanently	Multi		<input type="checkbox"/>
CDD-2012-062	Project Files (City related special projects)	15 years	Multi		<input type="checkbox"/>
CDD-2012-063	Project Files (unless otherwise noted)	3 years	Multi		<input type="checkbox"/>
CDD-2012-064	Rocky Fork Blacklick Accord Plan	Until Superseded; Retain 1 copy permanently	Multi		<input type="checkbox"/>
CDD-2012-065	Strategic Plan	Until Superseded; Retain 1 copy permanently	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule

New Albany

(political subdivision name)

Community Development Department

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	(6) RC-3 Required by OHS- LGRP
CDD-2012-066	Studies	Until Superseded; Retain 1 copy Permanently	Multi		<input type="checkbox"/>
CDD-2012-067	Support Information for Plans	1 year	paper		<input type="checkbox"/>
CDD-2012-068	Support Information for Plans	3 years	Digital		<input type="checkbox"/>
CDD-2012-069	Village Center Plan	Until Superseded; Retain 1 copy permanently	Multi		<input type="checkbox"/>
CDD-2012-070	Business Files (Active)	Until inactive then follow inactive retention schedule	Multi		<input type="checkbox"/>
CDD-2012-071	Business Files (inactive)	2 years	Multi		<input type="checkbox"/>
CDD-2012-072	Community Improvement Corporation (CIC) Files	5 years after term expiration	Multi		
CDD-2012-073	Community Reinvestment Area (CRA) Files	5 years after term expiration	Multi		<input type="checkbox"/>
CDD-2012-074	Economic Development Commission	5 years	Multi		<input type="checkbox"/>
CDD-2012-075	Economic Development Plan	Until Superseded; Retain 1 copy Permanently	Multi		<input type="checkbox"/>
CDD-2012-076	Economic Opportunity Zone (EOZ) Files	5 years after term expiration	Multi		<input type="checkbox"/>
CDD-2012-077	EZ Tax Incentive	5 years after term expiration	Multi		<input type="checkbox"/>
CDD-2012-078	Fiber File	5 years	Multi		<input type="checkbox"/>
CDD-2012-079	Site Selection File	2 years	Multi		<input type="checkbox"/>
CDD-2012-080	Tax Abatement Case Files	5 years after term expiration	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule

New Albany

(political subdivision name)

Community Development Department

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	(6) RC-3 Required by OHS- LGRP
CDD-2012-081	Tax Abatement List	Until Superseded	Multi		<input type="checkbox"/>
CDD-2012-082	Tax Incentive Review Council	15 years	Multi		<input type="checkbox"/>
CDD-2012-083	TIF Files (Tax Increment Financing)	5 years after term expiration	Multi		<input type="checkbox"/>
CDD-2013-084	Engineering Database	Until Superseded	Digital		<input type="checkbox"/>
CDD-2013-085	Planning Database	Until Superseded	Digital		<input type="checkbox"/>
CDD-2013-086	Engineering approved Construction Documents (drawings, plans, mylars)	Until superseded by approved sheet	Multi		<input type="checkbox"/>
CDD-2013-087	Engineering Approved Construction Documents (Final as-built plan only)	Permanent	Multi		<input type="checkbox"/>
CDD-2013-088	Meeting recordings (other than otherwise noted)	until project is complete and no longer of Admin value	Digital		<input type="checkbox"/>
CDD-2013-089	Engineering Project files	Permanent	Multi		<input type="checkbox"/>
CDD-2013-090	General Orders, Directives, Policies, Rules , Regulations and Procedures	Until superseded	Multi		<input type="checkbox"/>
CDD-2013-091	Project Checkbooks	3 years	Multi		<input type="checkbox"/>
CDD-2013-092	Transmittal Log	3 years	Multi		<input type="checkbox"/>
CDD-2013-093	Transmittal forms	3 years	Multi		<input type="checkbox"/>
CDD-2013-094	Vendor Quotes	1 year or until job awarded	Multi		<input type="checkbox"/>
CDD-2013-095	Records Retention Documents	25 years	Multi		<input type="checkbox"/>
CDD-2021-096	Innovate/CIC Invoices	3 years, if audited	Paper		<input type="checkbox"/>
CDD-2021-097	Innovate/CIC Requisitions & Purchase Orders	3 years, if audited	Paper		<input type="checkbox"/>
CDD-2021-098	Rental/Lease Agreements / Tenant files	15 years after expiration or termination	Multi		<input type="checkbox"/>



Ohio History Connection
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Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474

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

New Albany	Community Development	Pam Hickok	(614) 939-2254	Multiple locations
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
99 W. Main Street	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.

	Zoning Officer	(614) 939-2254
(signature of responsible official)	(title)	(telephone number)

To have this form returned to the Records Commission electronically, include an email address: imason@newalbanvohio.org & phickok@newalbanvohio.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

(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		
Contract / Proposals (copy)	CDD-2012-005	11/18/2014	Paper		2017-2019		2/1/2022	
Correspondence – General	CDD-2012-007	11/18/2014	Paper		2019-2020		2/1/2022	
Daily Deposit	CDD-2012-010	11/18/2014	Paper		2017-2019		2/1/2022	
Requisitions / Purchase Orders	CDD-2012-020	11/18/2014	Paper		2017-2018		2/1/2022	
Contractor Registrations	CDD-2012-039	11/18/2014	Paper		2017-2018		2/1/2022	
Monthly Census Reports	CDD-2012-040	11/18/2014	Paper		2017-2018		2/1/2022	
Monthly State 1% reports	CDD-2012-041	11/18/2014	Paper		2017-2018		2/1/2022	
Monthly State 3% reports	CDD-2012-042	11/18/2014	Paper		2017-2018		2/1/2022	
Permits (unless otherwise noted)	CDD-2012-045	11/18/2014	Paper		2017-2018		2/1/2022	
Sewer tap Quarterly Reports	CDD-2012-051	11/18/2014	Paper		2017-2018		2/1/2022	
Residential Building Permit Plans (expired)	CDD-2012-047	11/18/2014	Paper		2017-2018		2/1/2022	
Building Complaints and Violations	CDD-2012-035	11/18/2014	Paper		2017-2018		2/1/2022	
Sign Permits	CDD-2012-055	11/18/2014	Paper		2017-2018		2/1/2022	
Zoning and Certificate of Appropriateness files	CDD-2012-057	11/18/2014	Paper		2017-2018		2/1/2022	
Zoning Code Complaints, violations and enforcement files	CDD-2012-058	11/18/2014	Paper		2017-2018		2/1/2022	



To: New Albany Public Records Commission
FROM: New Albany Department of Finance
DATE: November 10, 2021

The Finance Department has revised our Records Retention Schedule - Form RC-2 - for review by the Public Records Commission. The Schedule was completed with respect to the guidelines and retention timeframes as specified in the Third Revised Edition of the Ohio Municipal Records Manual. Specific updates from our previous Schedule are listed below. Additionally, each item on the current Schedule has been revised to include electronic records. Our team thanks you for your review and analysis.

Schedule Number	Record Title	Current Retention Period	Proposed Retention Period
FIN-02-021	Insurance Policies	10 years	2 years after expiration, provided all claims settled
FIN-02-022	Investment Records	7 years	3 years, if audited
FIN-02-027	Prevailing Wage Records	2 years after project is complete	3 years
FIN-02-048	Finance Research files	1 year	5 years
FIN-02-057	Monthly Financial Statement	3 years, if audited	Until incorporated in annual report
FIN-02-062	Finance Work Orders	Until no longer of finance value	2 years
	BWC Documents, Filings and		10 years after date of final payment
FIN-02-063	Incident Reports	Permanent	



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

Page 1 of ____

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)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

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 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
FIN-02-001	Annual Appropriations Ordinances	5 years	Paper & Digital		<input type="checkbox"/>
FIN-02-002	Annual Certificate of Estimated Resources	7 years	Paper & Digital		<input type="checkbox"/>
FIN-02-003	Annual Report to Auditor	5 years	Paper & Digital		<input type="checkbox"/>
FIN-02-004	Audit Reports-Internal, Federal & State	5 years	Paper & Digital		<input type="checkbox"/>
FIN-02-005	Bank Deposit Records and Reconciliations	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-006	Bank Statements	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-007	Bid Bonds – Successful Bidder	Until acceptance of performance bond	Paper & Digital		<input type="checkbox"/>
FIN-02-008	Bids – Successful	15 years after completion of project	Paper & Digital		<input type="checkbox"/>
FIN-02-009	Bids – Unsuccessful	2 years after contract awarded	Paper & Digital		<input type="checkbox"/>
FIN-02-010	Bond Register	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-011	Cancelled Checks	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-012	Certificate of Result of Election (Bond Issue)	Until expiration of bonds	Paper & Digital		<input type="checkbox"/>
FIN-02-013	Check Registers	3 years, if audited	Paper & Digital		<input type="checkbox"/>

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
FIN-02-014	Checks – Voided	Until audited	Paper & Digital		<input type="checkbox"/>
FIN-02-015	Duplicate Checks and Supporting Documentation	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-016	Employment Files	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-017	Encumbrance Documents	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-018	End of Year Financial Reports (including ACFR)	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-019	Fixed Asset Records	10 years	Paper & Digital		<input type="checkbox"/>
FIN-02-020	Grant Documentation	5 years after completion of project	Paper & Digital		<input type="checkbox"/>
FIN-02-021	Insurance Policies	2 years after expiration, provided all claims settled	Paper & Digital		<input type="checkbox"/>
FIN-02-022	Investment Records	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-023	Monthly Financial Reports	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-024	Pay-In Records	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-025	Payroll Records	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-026	Performance Bonds	After project completed and accepted	Paper & Digital		<input type="checkbox"/>

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
FIN-02-027	Prevailing Wage Records	3 years	Paper & Digital		<input type="checkbox"/>
FIN-02-028	Property Inventories	3 years	Paper & Digital		<input type="checkbox"/>
FIN-02-029	Purchase Orders	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-030	Request for Proposals	2 years after contract expires	Paper & Digital		<input type="checkbox"/>
FIN-02-031	Retirement System Payments/Records	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-032	Settlement Sheet or Tax Distribution from County	10 years	Paper & Digital		<input type="checkbox"/>
FIN-02-033	Surety Bonds of Officials or Employees	10 years after termination of employee	Paper & Digital		<input type="checkbox"/>
FIN-02-034	Tax Abatement Record	Duration of the Abatement plus 1 (one) year	Paper & Digital		<input type="checkbox"/>
FIN-02-035	Travel Expense Reports	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-036	Unemployment Compensation Records	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-037	Uniform Allowance Record	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-038	Wage and Tax Statements	6 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-039	Contracts, Agreements, Leases	15 years after expiration or termination	Paper & Digital		<input type="checkbox"/>

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
FIN-02-040	Fax logs, telephone messages	1 year, treat as correspondence	Paper & Digital		<input type="checkbox"/>
FIN-02-040a	Electronic mail (e-mail)	Retain according to content – See Correspondence	Paper & Digital		<input type="checkbox"/>
FIN-02-041	Correspondence/Form Letters	1 year	Paper & Digital		<input type="checkbox"/>
FIN-02-042	Correspondence/Memorandum- General	2 years	Paper & Digital		<input type="checkbox"/>
FIN-02-043	Correspondence/Memorandum – Council	3 years	Paper & Digital		<input checked="" type="checkbox"/>
FIN-02-044	Receipts/Receipt Books	2 years if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-045	Disaster Plans	Update as needed, retain current as permanent record	Paper & Digital		<input type="checkbox"/>
FIN-02-046	Records Documentation Documents/RC-1, RC-2, RC-3	25 years	Paper & Digital		<input type="checkbox"/>
FIN-02-047	Public Records Requests	2 years	Paper & Digital		<input type="checkbox"/>
FIN-02-048	Finance Research Files	5 years	Paper & Digital		<input type="checkbox"/>
FIN-02-049	Deeds	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-050	Bond Issue Ledger	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-051	Bond Transcripts	10 years after issue redeemed	Paper & Digital		<input type="checkbox"/>

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
FIN-02-052	Bonds (Redeemed)	2 years after issue is paid off, then appraise for historical value	Paper & Digital		<input type="checkbox"/>
FIN-02-053	Call Notices – Securities	10 years after call	Paper & Digital		<input type="checkbox"/>
FIN-02-054	Cash Journal	10 years	Paper & Digital		<input type="checkbox"/>
FIN-02-055	Coupons (Redeemed)	4 years after audit, then appraise for historical value	Paper & Digital		<input type="checkbox"/>
FIN-02-056	Electronic Funds Transfer Records	10 years	Paper & Digital		<input type="checkbox"/>
FIN-02-057	Monthly Financial Statement	Until incorporated in annual report	Paper & Digital		<input type="checkbox"/>
FIN-02-058	Record of Registered Bonds	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-059	Sinking Fund Ledger or Journal	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-060	Easements	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-061	Settlements	3 years	Paper & Digital		<input type="checkbox"/>
FIN-02-062	Finance Work Orders	2 years	Paper & Digital		<input type="checkbox"/>
FIN-02-063	BWC Documents/Filings/Incident Reports	10 years after date of final payment	Paper & Digital		<input type="checkbox"/>
FIN-02-064	Directives, Manuals and Handbooks	Update as needed, retain current as permanent record	Paper & Digital		<input type="checkbox"/>

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



Ohio History Connection
State Archives of Ohio
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800 E. 17th Avenue
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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: Local Government Unit

City of New Albany

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Mayor Sloan Spalding, Chair

Records Commission

City of New Albany

(Telephone Number) 614-855-3913

Franklin/Licki

99 W Main Street, PO Box 188

New Albany

43054 ng Counties

(Address)

(City)

(Zip Code)

(County)

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 CRC, 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 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

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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

Section E: Table of Records to be Disposed

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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

Section E: Table of Records to be Disposed

(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGSP	(6) RC-3 Require d by LGSP
COU-2021 -01	Acting Administrator/Manager Documents	2 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -02	Agendas for Council Meetings and Workshops - paper	1 year	Paper		<input type="checkbox"/>
COU-2021 -03	Agendas for Council Meetings and workshops - digital	5 years	Digital		<input type="checkbox"/>
COU-2021 -04	Agendas for council meetings - subcommittees - paper	1 year	Paper		<input type="checkbox"/>
COU-2021 -05	Agendas for council meetings - subcommittees - digital	5 years	Digital		<input type="checkbox"/>
COU-2021 -06	Annexation Files & Maps	Permanent	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -07	Audio Recording Minutes of Council Minutes	5 years	Cassette Tape, CD, Digital		<input type="checkbox"/>
COU-2021 -08	Board & Commission Applications & Resumes	2 years after unsuccessful application or 2 years after service completion	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -09	Board & Commission General Files/Misc. - not including minutes	Until superseded or no longer of administrative value; appraise for historical value	Paper and/or Digital		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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

Section E: Table of Records to be Disposed

(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGPP	(6) Records Required by LGPP
COU-2021 -10	Board or Commission Minutes	Permanent	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -11	Cemetery documents	Permanent	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -12	Charter Review Commission - Misc. Documents - not including minutes or reports	Until no longer of administrative value, appraise for historical value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -13	Charter Review Commission Reports, Prior Charters, Amendments.	Permanent	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -14	City Charter - current	Permanent	Paper		<input type="checkbox"/>
COU-2021 -15	City Charter - current	Permanent	Digital		<input type="checkbox"/>
COU-2021 -16	City Founder descendent tracking/notes/letters/documents/correspondence	Permanent	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -17	Codified Ordinances - paper	Permanent	Paper		<input type="checkbox"/>
COU-2021 -18	Codified Ordinances - digital/online	Until Superseded	Digital		<input type="checkbox"/>
COU-2021 -19	Community Authority (NACA, NAECA) - paper	10 years	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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

Section E: Table of Records to be Disposed

(Local Government Entity)			(Unit)		
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGSP	(6) RC-3 Required by LGSP
COU-2021 -20	Community Authority (NACA, NAECA) - digital	Permanent	Digital		<input type="checkbox"/>
COU-2021 -21	Computer Discs	Until no longer of administrative value	CD		<input type="checkbox"/>
COU-2021 -22	Correspondence: electronic	Until no longer of administrative value -	Digital		<input type="checkbox"/>
COU-2021 -23	Correspondence: paper	Until no longer of administrative value -	Paper		<input type="checkbox"/>
COU-2021 -24	Council applications	5 years after oath of office	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -25	Council Committee Reports	Permanent	Paper		<input type="checkbox"/>
COU-2021 -26	Council projects - generated documents for workshops	5 years or until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -27	Council resignation letters	5 years after letter date, appraise for historic value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -28	Development agreements/documents - return any originals to appropriate department	1 year or until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -29	Electronic council meeting recordings	5 years			<input type="checkbox"/>
COU-2021 -30	Electronic board/commissions meeting recordings	5 years			<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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

Section E: Table of Records to be Disposed

(Local Government Entity)			(Unit)		
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGPP	(6) Records Required by LGPP
COU-2021 -31	Electronic meeting recordings - other	Until no longer of administrative value	Digital		<input type="checkbox"/>
COU-2021 -32	Equipment Manuals/Documents	Until Equipment is no longer needed	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -33	Finance Forms, Purchase Orders, Receipts	2 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -34	Grant funding applications/awards/correspondence/notes and background check reports	5 years after award of grant	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -35	Index to Ordinances	Permanent	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -36	Index to Resolutions	Permanent	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -37	Legal notice of publications	5 years	Paper and/or digital		<input type="checkbox"/>
COU-2021 -38	Liquor License Requests/Hearings	3 years if approved, 1 year if denied or not applicable	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -39	McCoy Performing Arts Center documents (agendas, newspaper clippings, etc.)	10 years, appraise for historic value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -40	Minutes - Council subcommittees	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -41	Minutes of council Meeting	Permanent	Paper and/or digital		<input type="checkbox"/>
COU-2021 -42	Miscellaneous documents of historic significance	Permanent	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -43	MORPC Files	2 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -44	Oath of Office for Officials of Village	10 years - appraise for historical value	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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

Section E: Table of Records to be Disposed

(Local Government Entity)			(Unit)		
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGPP	(6) RC-3 Require d by LGPP
COU-2021 -45	Oath of Office for Officials of Village	Permanent	Digital		<input type="checkbox"/>
COU-2021 -46	Ohio Ethics Commission Certificates/Documents	Two years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -47	Ordinances/Resolutions	Permanent	Paper and/or digital		<input type="checkbox"/>
COU-2021 -48	Parade related documents/invoices	1 year or until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -49	Parks & metro park related documents - digital	Permanent	Digital		<input type="checkbox"/>
COU-2021 -50	Parks & metro park related documents - paper	10 years	Paper		<input type="checkbox"/>
COU-2021 -51	Petitions to Council	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -52	City Plan Documents - general	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -53	Plan Documents - Rocky Fork Blacklick Accord	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -54	Plan Documents - Strategic study	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -55	Plan Documents - Village Center Study	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -56	Proclamations - paper	3 years - appraise for historical value	Paper		<input type="checkbox"/>
COU-2021 -57	Proclamations - digital	Permanent	digital		<input type="checkbox"/>
COU-2021 -58	Professional development documents	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -59	Project Files	until no longer of administrative value	Paper and/or digital		<input type="checkbox"/>
COU-2021 -60	Public Hearing Notices	5 years	Paper and/or digital		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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

Section E: Table of Records to be Disposed

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGPP	(6) Records Required by LGPP
COU-2021 -61	Public Records Requests/Tracking	5 years	Digital		<input type="checkbox"/>
COU-2021 -62	Public Records Requests/Tracking	Paper	2 years		<input type="checkbox"/>
COU-2021 -63	Requisitions/Purchase Orders	3 years or Until no longer of administrative value	Paper		<input type="checkbox"/>
COU-2021 -64	Responses/Memos for legal services/opinions	30 days after response or until no longer of administrative value	Paper		<input type="checkbox"/>
COU-2021 -65	Responses/Memos for legal services/opinions	3 years	Digital		<input type="checkbox"/>
COU-2021 -66	Rules of Proc/Bd.Comm	Until superceded	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -67	Rules of Proc/Council	Until superceded	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -68	Street Name Change/Vacation of Roads	Copies - 5 years, deliver any originals to Development Department	Paper		<input type="checkbox"/>
COU-2021 -69	Surveys, evaluations, feedback forms	One year or until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -70	SWACO documents	2 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -71	Time sheets, time off requests, and accrual sheets	1 year	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -72	Transitory Info. Misc.		Paper and/or Digital		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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

Section E: Table of Records to be Disposed

(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGSP	(6) Records Required by LGSP
COU-2021 -73	Transitory Info. Misc. - memos	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -74	Transitory Info. Misc. - phone/vm messages-emails - texts	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -75	Transitory Info. Misc. - Post its, scratch notes	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -76	Transitory Info. Misc. - unsolicited info	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -77	Transitory Info. Misc. - Work in progress docs	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -78	Visitor sign in sheets - meetings, etc.	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -79	Vote tally sheets - council/board	Until corresponding minutes approved and no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>