

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

City of New Albany

Administrative Services

(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 LGRP	(6) RC-3 Required by LGRP
ADM-06-001	Personnel Files	Retain as permanent record	Paper		<input type="checkbox"/>
ADM-06-002	Incident Reports-Personnel	6 years provided no action pending	Paper		<input type="checkbox"/>
ADM-06-003	Position Descriptions	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-06-004	Policy and Procedure Manual	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-06-005	Orientation Manual	Update as needed, retain current as permanent record	Paper		<input type="checkbox"/>
ADM-06-006	Emergency Contact Forms-Personnel	Update as needed, retain current as permanent record	Paper		<input type="checkbox"/>
ADM-06-007	Council Notebooks including Agendas, Minutes, Notes, Legislation, Administrator Reports, Legislative Reports, Departmental Reports, Related Information	3 years	Paper		<input type="checkbox"/>

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ADM-06-008	Boards and Commission Notebooks including Agendas, Submissions, Notes, Minutes, Plans, Related Information –Administration Copy	3 years	Paper		<input type="checkbox"/>
ADM-06-009	Annual Administration Budget Documents	2 years	Paper/Multi		<input type="checkbox"/>
ADM-06-010	Audiovisual, PR & Training Materials	5 years	Multi		<input type="checkbox"/>
ADM-06-011	Blank Forms- Personnel	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-06-012	Bulletins, Posters and Notices to Employees – Federal and State Employment	Update as needed, retain current as permanent record	Paper		<input type="checkbox"/>
ADM-06-013	Contracts, Agreements, Leases	15 years after expiration or termination	Paper		<input type="checkbox"/>
ADM-06-014	Correspondence-Form letters	1 year	Paper/Multi		<input type="checkbox"/>
ADM-06-015	Correspondence/Memorandum-General	2 years	Paper/Multi		<input type="checkbox"/>
ADM-06-016	Correspondence/Memorandum-Council	3 years	Paper/Multi		<input type="checkbox"/>
ADM-06-017	Correspondence-Resident Complaints	3 years	Paper/Multi		<input type="checkbox"/>
ADM-06-018	FAX Logs, Telephone Messages	1 year, treat as correspondence	Paper		<input type="checkbox"/>
ADM-06-019	Minutes of Meetings	Permanent	Paper/Multi		<input type="checkbox"/>
ADM-06-020	Disaster Plans	5 years	Paper/Multi		<input type="checkbox"/>

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ADM-06-021	Municipal Publications including but not limited to newsletters and surveys	5 years	Paper/Multi		<input type="checkbox"/>
ADM-06-022	Photographs	5 years	Prints		<input type="checkbox"/>
ADM-06-023	Photographs	5 years	Slides		<input type="checkbox"/>
ADM-06-024	Photographs	5 years	Negatives		<input type="checkbox"/>
ADM-06-025	Photographs	5 years	Compact Disk		<input type="checkbox"/>
ADM-06-026	News Release issued by Administration	3 years	Paper/Multi		<input type="checkbox"/>
ADM-06-027	Developer Project-Subdivision Files	10 years after subdivision acceptance by Council	Paper		<input type="checkbox"/>
ADM-06-028	Receipts/Receipt Books	2 years provided Audited	Paper		<input type="checkbox"/>
ADM-06-029	Record Retention Documents/RC-1, RC-2, RC-3	25 years	Paper		<input type="checkbox"/>
ADM-06-030	Public Records Requests	2 years	Paper		<input type="checkbox"/>
ADM-06-031	Reference/Library Materials	Update as needed, retain current as permanent record	Paper		<input type="checkbox"/>
ADM-06-032	Requisitions/Purchase Orders including invoices for purchases made through Administration	3 years	Paper		<input type="checkbox"/>
ADM-06-033	Administration Research Files	5 years	Multi		<input type="checkbox"/>
ADM-06-034	Annual Administration Statistical Reports	5 years	Paper/Multi		<input type="checkbox"/>
ADM-06-035	Annual Statistical Reports-Consultant Produced	5 years	Paper/Multi		<input type="checkbox"/>

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ADM-06-036	Surveillance Tapes/Video	30 days then re-use provided no action pending	Video Tape		<input type="checkbox"/>
ADM-06-037	Organizational Charts	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-06-038	Legal-Civil Case Files	10 years, provided no action pending	Paper		<input type="checkbox"/>
ADM-06-039	Legal-Criminal Case Files	20 years, provided no action pending	Paper		<input type="checkbox"/>
ADM-06-040	City Property Files	Permanent	Paper		<input type="checkbox"/>
ADM-06-041	Claims for Damages	2 years after case settled and all appeals exhausted	Paper		<input type="checkbox"/>
ADM-06-042	Court Transcripts	3 years after case settled	Paper		<input type="checkbox"/>
ADM-06-043	Deeds	Permanent	Paper		<input type="checkbox"/>
ADM-06-044	Easements	Permanent	Paper		<input type="checkbox"/>
ADM-06-045	Proof of Publication	5 years	Paper		<input type="checkbox"/>
ADM-06-046	Legal opinion from Village Legal Counsel	Permanent	Paper		<input type="checkbox"/>
ADM-06-047	Liability Waivers	3 years provided no action pending	Paper		<input type="checkbox"/>
ADM-06-048	Settlements	3 years	Paper		<input type="checkbox"/>
ADM-06-049	Loan and Grant applications	5 years	Paper		<input type="checkbox"/>
ADM-06-050	Community Reinvestment Applications	Permanent	Paper		<input type="checkbox"/>
ADM-06-051	Enterprise Zone Applications	Permanent	Paper		<input type="checkbox"/>

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ADM-06-052	Village Hall Construction Documents	10 years post completion	Paper		<input type="checkbox"/>
ADM-06-053	Annexation Information including news clippings, memorandum, maps, notes	10 years	Paper		<input type="checkbox"/>
ADM-06-054	Environmental case files including complaints, EPA correspondence, memorandum, and construction documentation	5 years or until superseded or obsolete	Paper		<input type="checkbox"/>
ADM-06-055	Economic Development Information	3 years or superseded	Paper/Multi		<input type="checkbox"/>
ADM-06-056	Event Permit Applications	2 years or until superseded	Paper		<input type="checkbox"/>
ADM-06-057	Event Permits	2 years or until superseded	Paper/Multi		<input type="checkbox"/>
ADM-06-058	Public Works Facility Construction Documents	10 years post completion	Paper		<input type="checkbox"/>
ADM-06-059	Police Facility Construction Documents	10 years post completion	Paper		<input type="checkbox"/>
ADM-06-060	Performing Arts Center Construction Documents	10 years post completion	Paper		<input type="checkbox"/>
ADM-06-061	Information Technology Reports-Consultant	2 years	Paper/Multi		<input type="checkbox"/>
ADM-06-062	Mail, unsolicited, sales material, information brochures, transitory e-mail messages, daily sign in logs, and calendar for scheduled meetings	Until no longer of Administrative value. (RC-3 Not Required)	Multi		<input type="checkbox"/>
ADM-06-063	Requests to work outside established Hours of Work	2 years	Paper		<input type="checkbox"/>
ADM-06-064	New Hire Checklist	Until no longer of Administrative value. (RC-3 Not Required)	Paper		<input type="checkbox"/>

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ADM-06-065	Work Orders submitted by Administration	Until no longer of Administrative value. (RC-3 Not Required)	Paper/Multi		<input type="checkbox"/>
ADM-06-066	Ride Along Request Forms	2 years	Paper		<input type="checkbox"/>
ADM-06-067	Solicited and Unsolicited Applications and Resumes for employment for candidates not selected for hire	1 year	Paper		<input type="checkbox"/>
ADM-06-068	Village Hall Elevator Certificate of Operation	1 year or until superseded	Paper		<input type="checkbox"/>
ADM- 06-069	Personnel Recruiting and Selection for Non-Hires (including letters to/from candidate, interview schedule, interview comments/record of interview, reference checks, drug screen results, background check results to include fingerprint cards, testing records and results, background check disclosure/authorization/and release form, and all documentation and materials used to assess a candidate's eligibility for employment)	1 year			<input type="checkbox"/>

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ADM- 06-070	Police (Sworn) Personnel Recruiting and Selection for Non-Hires (including letters to/from candidate, interview schedule, interview comments/record of interview, physical fitness assessment results, drug screen results, background check results to include fingerprint cards, polygraph results, reference checks, criminal record check, testing records and results, background check disclosure/authorization/and release form, and all documentation and materials used to assess a candidate's eligibility for employment)		3 years		<input type="checkbox"/>
ADM- 06-071	Family Medical Leave Forms		5 years		<input type="checkbox"/>
ADM- 06-072	Hepatitis B Vaccinations		1 year after termination		<input type="checkbox"/>
ADM- 06-073	Employee Exposure to Blood Borne Pathogens		Permanent		<input type="checkbox"/>
ADM- 06-074	OSHA 300 (log and summary of all occupational injuries and illnesses)		5 years		<input type="checkbox"/>