

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

Public Service - Engineering

(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
ENG-06-0001	Badges and ID's	Until Employment Termination	Paper		<input type="checkbox"/>
ENG-06-0002	Developer Supplied Equipment Release Form	5 years	Paper		<input type="checkbox"/>
ENG-06-0003	Drawings, Plans, and Mylars	Permanent Record	Paper		<input type="checkbox"/>
ENG-06-0004	E.P. Ferris "Village Charges" Invoices	Permanent Record	Paper		<input type="checkbox"/>
ENG-06-0005	Engineering Meeting Cassette Tapes	1 year, provided info is transcribed to hard copy	Cassette Tape		<input type="checkbox"/>
ENG-06-0006	Engineering Meeting Hard Copy	Permanent Record	Paper		<input type="checkbox"/>
ENG-06-0007	Engineering Meeting Log	Permanent Record	Computer (Excel)		<input type="checkbox"/>
ENG-06-0008	Engineering Project Files	Permanent Record	Paper		<input type="checkbox"/>
ENG-06-0009	General Orders, Directives, Policies, Rules, Regulations and Procedures	Until Superseded or Audited	Paper		<input type="checkbox"/>
ENG-06-0010	IT Work Order Form	3 Years	Paper		<input type="checkbox"/>
ENG-06-0011	Leave/Overtime Request Form	3 Years	Paper		<input type="checkbox"/>
ENG-06-0012	Mail (Unsolicited), Sales Materials and Informational Brochures	Until no longer of admin value	Paper		<input type="checkbox"/>
ENG-06-0013	Manuals, Handbooks, Reference, Library Materials	Until Superseded, Obsolete, or Released	Paper		<input type="checkbox"/>

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ENG-06-0014	Blank Forms	Until Superseded or Obsolete	Paper		<input type="checkbox"/>
ENG-06-0015	Miscellaneous Correspondence	Until no longer of admin value	Paper		<input type="checkbox"/>
ENG-06-0016	Performance Evaluations	Administration, In Personnel File	Computer, Paper		<input type="checkbox"/>
ENG-06-0017	Personnel Files	Permanent Record	Paper		<input type="checkbox"/>
ENG-06-0018	Project Checkbooks	Permanent Record	Computer (Excel)		<input type="checkbox"/>
ENG-06-0019	PTI/NOI Log	Permanent Record	Computer (Excel)		<input type="checkbox"/>
ENG-06-0020	Record Retention Documents, RC-1, RC-2, RC-3, procedures	25 Years	Paper		<input type="checkbox"/>
ENG-06-0021	Requisitions/Purchase Orders	5 years	Computer, Paper		<input type="checkbox"/>
ENG-06-0022	ROW Work Permit Applications	Permanent Record	Paper		<input type="checkbox"/>
ENG-06-0023	ROW Work Permits	Permanent Record	Paper		<input type="checkbox"/>
ENG-06-0024	Seminar Summary Form	Until Employment Termination	Paper		<input type="checkbox"/>
ENG-06-0025	Telephone Messages, Telephone Records	2 Years	Paper		<input type="checkbox"/>
ENG-06-0026	Time Sheets/Accruals - Copies	3 Years	Paper		<input type="checkbox"/>
ENG-06-0027	Training/Certification Records - Individual	Until Employment Termination	Computer, Paper		<input type="checkbox"/>
ENG-06-0028	Transmittal Forms	3 Years	Paper		<input type="checkbox"/>
ENG-06-0029	Transmittal Log	3 Years	Computer		<input type="checkbox"/>
ENG-06-0030	Vendor Quotes (Projects, Materials, Etc.)	1 Year or Until Job Awarded	Paper		<input type="checkbox"/>