

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

(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
SVC-16-0001	Car Wash Invoices	Until no longer of administrative value	Paper, Computer		<input type="checkbox"/>
SVC-16-0002	Debris Collected Information	Until no longer of administrative value	Paper, Computer		<input type="checkbox"/>
SVC-16-0003	Scrap Recycling Information	Until no longer of administrative value	Paper, Computer		<input type="checkbox"/>
SVC-16-0004	Employee Sign in/out information: Meetings and/or lunches	Until no longer of administrative value	Paper		<input type="checkbox"/>
SVC-06-0001	Account Balances Printout from Finance Department	1 Year	Paper		<input type="checkbox"/>
SVC-06-0002	AED Maintenance Logs	1 Year	Paper		<input type="checkbox"/>
SVC-06-0003	Applications - Hired	Administration, In personnel File	Paper		<input type="checkbox"/>
SVC-06-0004	Applications - Not Hired	5 Years	Paper		<input type="checkbox"/>
SVC-06-0005	Badges and ID's	Until Employment Termination	Paper		<input type="checkbox"/>
SVC-06-0006	Blank Forms	Until Superseded, Obsolete or Released	Paper		<input type="checkbox"/>
SVC-06-0007	Budget Information	5 Years	Paper		<input type="checkbox"/>
SVC-06-0008	Bulletins, Posters, Notices, Safety Sheets	Until no longer of administrative value	Paper		<input type="checkbox"/>
SVC-06-0009	Calibration Records	5 Years	Paper		<input type="checkbox"/>

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SVC-06-0010	Community Event Files	Paper - 3 years Computer - Until no longer of administrative value	Paper, Computer		<input type="checkbox"/>
SVC-06-0011	Community Service Worksheets - Copies	5 Years	Paper		<input type="checkbox"/>
SVC-06-0012	Contracts - Miscellaneous	15 Years after Expiration or Termination	Paper		<input type="checkbox"/>
SVC-06-0013	Credit Card Sign Out Logs	5 Years	Paper		<input type="checkbox"/>
SVC-06-0014	Daily Activity Sheets	Paper - 5 years Computer - Until no longer of administrative value	Paper, Computer		<input type="checkbox"/>
SVC-06-0015	Damage Claim Forms	5 Years	Paper		<input type="checkbox"/>
SVC-06-0016	Delivery/Packing Slips	Forwarded to Finance	Paper		<input type="checkbox"/>
SVC-06-0017	Department Website	Until Superseded, Obsolete or Released	Computer		<input type="checkbox"/>
SVC-06-0018	Drawings, Plans, and Mylars	Permanent Record	Paper		<input type="checkbox"/>
SVC-06-0019	Electronic Mail (Emails)	Retain According to Content	Computer		<input type="checkbox"/>
SVC-06-0020	Emergency Call in Calendars	1 Year	Computer, Paper, Disk		<input type="checkbox"/>
SVC-06-0021	Emergency Management Files	Permanent Record	Paper		<input type="checkbox"/>
SVC-06-0022	Employee Issued Items	Until Employment Termination	Computer, Paper		<input type="checkbox"/>

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SVC-06-0023	End of Year Reports	10 Years	Computer, Paper		<input type="checkbox"/>
SVC-06-0024	Equipment/Vehicle Inventory	Until Superseded	Computer, Paper, Disk		<input type="checkbox"/>
SVC-06-0025	Fertilizer, Pesticides, Turf Application, Chemical Applications and MSDS Sheets	5 Years	Paper		<input type="checkbox"/>
SVC-06-0026	Fire Hydrant Repair Requests from PTFD	3 Years	Paper		<input type="checkbox"/>
SVC-06-0027	Fleet Maintenance Activity Sheets	5 Years	Paper		<input type="checkbox"/>
SVC-06-0028	Fuel Cost Balance Sheets	3 Years	Computer, Paper		<input type="checkbox"/>
SVC-06-0029	Fuel Usage Records	3 Years	Computer, Paper		<input type="checkbox"/>
SVC-06-0030	General Orders, Directives, Policies, Rules, Regulations and Procedures	Until Superseded or Audited	Paper		<input type="checkbox"/>
SVC-06-0031	Grant Files	5 Years	Paper		<input type="checkbox"/>
SVC-06-0032	Inspection Records (Street lights, manholes, etc.)	Until no longer of administrative value	Paper		<input type="checkbox"/>
SVC-06-0033	IT Work Order Forms	3 Years	Paper		<input type="checkbox"/>
SVC-06-0034	Leave/Overtime Request Forms	3 Years	Paper		<input type="checkbox"/>
SVC-06-0035	Mail (unsolicited), Sales Materials and Informational Brochures	Until no longer of administrative value	Paper		<input type="checkbox"/>
SVC-06-0036	Manuals, Handbooks, Reference, Library Materials	Until Superseded, Obsolete or Released	Paper		<input type="checkbox"/>
SVC-06-0037	Miscellaneous Correspondence	Until no longer of administrative value	Paper		<input type="checkbox"/>
SVC-06-0038	Monthly Reports	5 Years	Computer, Paper, Disk		<input type="checkbox"/>

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SVC-06-0039	NPDES Phase II Reports	Permanent Record	Computer, Paper, Disk		<input type="checkbox"/>
SVC-06-0040	Organizations/Memberships File	1 Year and no longer of administrative value	Paper		<input type="checkbox"/>
SVC-06-0041	OUPS Forms	5 Years	Paper		<input type="checkbox"/>
SVC-06-0042	Performance Evaluations	Administration, In personnel File	Computer, Paper		<input type="checkbox"/>
SVC-06-0043	Personnel Files	Permanent Record	Paper		<input type="checkbox"/>
SVC-06-0044	Salt Invoices	Paper - 5 years Computer - Until no longer of administrative value	Paper, Computer		<input type="checkbox"/>
SVC-06-0045	Pre-Trip Inspection Forms	1 Year	Paper		<input type="checkbox"/>
SVC-06-0046	Professional Magazines and Publications	Until no longer of administrative value	Paper		<input type="checkbox"/>
SVC-06-0047	Project Files (Street, Swere, Building, Consultant, and Drawings)	15 years after completion of project	Paper		<input type="checkbox"/>
SVC-06-0048	Record Retention Documents: RC-1, RC-2, RC-3 and Procedures)	25 years	Paper		<input type="checkbox"/>
SVC-06-0049	Records Requests	3 Years	Paper		<input type="checkbox"/>
SVC-06-0050	Requisitions/Purchase Orders	5 Years	Computer, Paper, Disk		<input type="checkbox"/>
SVC-06-0051	Safety Equipment Sign Out Sheets	1 Year	Paper		<input type="checkbox"/>
SVC-06-0052	Seminar Summary Forms - Copies	Until Employment Termination	Paper		<input type="checkbox"/>
SVC-06-0053	Senior Citizen Discount Lists for Trash Removal	3 Years, Copy sent to Rumpke	Paper		<input type="checkbox"/>

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SVC-06-0054	Service Department Owned Vehicle Titles - Copies	Life of Equipment	Paper		<input type="checkbox"/>
SVC-06-0055	Service Department Photographs	Until no longer of administrative value	Computer		<input type="checkbox"/>
SVC-06-0056	Sewer Video Tapes	Permanent Record	Tapes		<input type="checkbox"/>
SVC-06-0057	Site Maintenance Records	5 Years	Paper		<input type="checkbox"/>
SVC-06-0058	Street Light Check Maintenance Logs	5 Years	Paper		<input type="checkbox"/>
SVC-06-0059	Telephone Messages, Telephone Records	3 Years	Paper		<input type="checkbox"/>
SVC-06-0060	Time Sheets/Accruals - Copies	3 Years	Paper		<input type="checkbox"/>
SVC-06-0061	Tool Sign Out Sheets	1 Year	Paper		<input type="checkbox"/>
SVC-06-0062	Training/Certification Records - Individual	Until Employment Termination	Computer, Paper		<input type="checkbox"/>
SVC-06-0063	Trash Pickup Complaints	3 Years	Computer, Disk		<input type="checkbox"/>
SVC-06-0064	Utility Marking Request Forms	5 Years	Computer, Paper, Disk		<input type="checkbox"/>
SVC-06-0065	Vaccination Records	Until Employment Termination	Computer, Paper		<input type="checkbox"/>
SVC-06-0066	Vehicle/Equipment Maintenance Records	3 Years After Equipment Sale	Paper		<input type="checkbox"/>
SVC-06-0067	Vehicle Damage Reports	3 Years	Paper		<input type="checkbox"/>
SVC-06-0068	Vendor Quotes (Projects, Materials, Etc.)	1 Year or Until Job Awarded	Paper		<input type="checkbox"/>
SVC-06-0069	Village Infrastructure Files	Permanent Record	Paper		<input type="checkbox"/>
SVC-06-0070	Village Property Maintenance Records and Inspections	5 Years	Paper		<input type="checkbox"/>
SVC-06-0071	Visitor Sign In Sheets	1 Year	Paper		<input type="checkbox"/>

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SVC-06-0072	Voicemail	Until no longer of administrative value	Phone System		<input type="checkbox"/>
SVC-06-0073	Warranties	3 Years after expiration	Paper		<input type="checkbox"/>
SVC-06-0074	Winter Salt Usage Forms	Paper - 5 years Computer - Until no longer of administrative value	Paper, Computer		<input type="checkbox"/>
SVC-06-0075	Work Orders, Complaints, and Follow-Up	3 Years, Provided no action pending	Computer, Paper, Disk		<input type="checkbox"/>
SVC-06-0076	Work Schedules/Yearly Calendars	3 Years	Computer, Paper, Disk		<input type="checkbox"/>