

**VILLAGE OF NEW ALBANY RECORDS RETENTION SCHEDULE  
ADMINISTRATION DEPARTMENT**

| <b>SCHEDULE NUMBER</b> | <b>RECORD TITLE AND DESCRIPTION*</b>  | <b>RETENTION PERIOD</b>                              | <b>MEDIA TYPE</b> | <b>FOR USE BY AUDITOR/OHS-LGRP</b> |
|------------------------|---|--|-------------------|------------------------------------|
| ADM-06-001             | Personnel Files   | Retain as permanent record                           | Paper             |                                    |
| ADM-06-002             | Incident Reports-Personnel  | 6 years provided no action pending                   | Paper             |                                    |
| ADM-06-003             | Position Descriptions   | Update as needed, retain current as permanent record | Paper/Multi       |                                    |
| ADM-06-004             | Policy and Procedure Manual   | Update as needed, retain current as permanent record | Paper/Multi       |                                    |
| ADM-06-005             | Orientation Manual  | Update as needed, retain current as permanent record | Paper             |                                    |
| ADM-06-006             | Emergency Contact Forms-Personnel   | Update as needed, retain current as permanent record | Paper             |                                    |
| ADM-06-007             | Council Notebooks including Agendas, Minutes, Notes, Legislation, Administrator Reports, Legislative Reports, Departmental Reports, Related Information | 3 years  | Paper             |                                    |
| ADM-06-008             | Boards and Commission Notebooks including Agendas, Submissions, Notes, Minutes, Plans, Related Information –Administration Copy                         | 3 years  | Paper             |                                    |
| ADM-06-009             | Annual Administration Budget Documents  | 2 years  | Paper/Multi       |                                    |
| ADM-06-010             | Audiovisual, PR & Training Materials  | 5 years  | Multi             |                                    |
| ADM-06-011             | Blank Forms- Personnel  | Update as needed, retain current as permanent record | Paper/Multi       |                                    |
| ADM-06-012             | Bulletins, Posters and Notices to Employees – Federal and State Employment  | Update as needed, retain current as permanent record | Paper             |                                    |
| ADM-06-013             | Contracts, Agreements, Leases   | 15 years after expiration or termination             | Paper             |                                    |

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|------------------------|---|--|-------------------|------------------------------------|
| ADM-06-014             | Correspondence-Form letters   | 1 year   | Paper/Multi       |                                    |
| ADM-06-015             | Correspondence/Memorandum-General   | 2 years  | Paper/Multi       |                                    |
| ADM-06-016             | Correspondence/Memorandum-Council   | 3 years  | Paper/Multi       |                                    |
| ADM-06-017             | Correspondence-Resident Complaints  | 3 years  | Paper/Multi       |                                    |
| ADM-06-018             | FAX Logs, Telephone Messages  | 1 year, treat as correspondence                      | Paper             |                                    |
| ADM-06-019             | Minutes of Meetings   | Permanent  | Paper/Multi       |                                    |
| ADM-06-020             | Disaster Plans  | 5 years  | Paper/Multi       |                                    |
| ADM-06-021             | Municipal Publications including but not limited to newsletters and surveys               | 5 years  | Paper/Multi       |                                    |
| ADM-06-022             | Photographs   | 5 years  | Prints            |                                    |
| ADM-06-023             | Photographs   | 5 years  | Slides            |                                    |
| ADM-06-024             | Photographs   | 5 years  | Negatives         |                                    |
| ADM-06-025             | Photographs   | 5 years  | Compact Disk      |                                    |
| ADM-06-026             | News Release issued by Administration   | 3 years  | Paper/Multi       |                                    |
| ADM-06-027             | Developer Project-Subdivision Files   | 10 years after subdivision acceptance by Council     | Paper             |                                    |
| ADM-06-028             | Receipts/Receipt Books  | 2 years provided Audited                             | Paper             |                                    |
| ADM-06-029             | Record Retention Documents/RC-1, RC-2, RC-3   | 25 years   | Paper             |                                    |
| ADM-06-030             | Public Records Requests   | 2 years  | Paper             |                                    |
| ADM-06-031             | Reference/Library Materials   | Update as needed, retain current as permanent record | Paper             |                                    |
| ADM-06-032             | Requisitions/Purchase Orders including invoices for purchases made through Administration | 3 years  | Paper             |                                    |

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|------------------------|--|--|-------------------|------------------------------------|
| ADM-06-033             | Administration Research Files                  | 5 years  | Multi             |                                    |
| ADM-06-034             | Annual Administration Statistical Reports      | 5 years  | Paper/Multi       |                                    |
| ADM-06-035             | Annual Statistical Reports-Consultant Produced | 5 years  | Paper/Multi       |                                    |
| ADM-06-036             | Surveillance Tapes/Video                       | 30 days then re-use provided no action pending       | Video Tape        |                                    |
| ADM-06-037             | Organizational Charts                          | Update as needed, retain current as permanent record | Paper/Multi       |                                    |
| ADM-06-038             | Legal-Civil Case Files                         | 10 years, provided no action pending                 | Paper             |                                    |
| ADM-06-039             | Legal-Criminal Case Files                      | 20 years, provided no action pending                 | Paper             |                                    |
| ADM-06-040             | City Property Files                            | Permanent  | Paper             |                                    |
| ADM-06-041             | Claims for Damages                             | 2 years after case settled and all appeals exhausted | Paper             |                                    |
| ADM-06-042             | Court Transcripts                              | 3 years after case settled                           | Paper             |                                    |
| ADM-06-043             | Deeds  | Permanent  | Paper             |                                    |
| ADM-06-044             | Easements                                      | Permanent  | Paper             |                                    |
| ADM-06-045             | Proof of Publication                           | 5 years  | Paper             |                                    |
| ADM-06-046             | Legal opinion from Village Legal Counsel       | Permanent  | Paper             |                                    |
| ADM-06-047             | Liability Waivers                              | 3 years provided no action pending                   | Paper             |                                    |
| ADM-06-048             | Settlements                                    | 3 years  | Paper             |                                    |

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|------------------------|---|--|-------------------|------------------------------------|
| ADM-06-049             | Loan and Grant applications   | 5 years  | Paper             |                                    |
| ADM-06-050             | Community Reinvestment Applications   | Permanent  | Paper             |                                    |
| ADM-06-051             | Enterprise Zone Applications  | Permanent  | Paper             |                                    |
| ADM-06-052             | Village Hall Construction Documents   | 10 years post completion                                     | Paper             |                                    |
| ADM-06-053             | Annexation Information including news clippings, memorandum, maps, notes  | 10 years   | Paper             |                                    |
| ADM-06-054             | Environmental case files including complaints, EPA correspondence, memorandum, and construction documentation                                 | 5 years or until superseded or obsolete                      | Paper             |                                    |
| ADM-06-055             | Economic Development Information  | 3 years or superseded  | Paper/Multi       |                                    |
| ADM-06-056             | Event Permit Applications   | 2 years or until superseded                                  | Paper             |                                    |
| ADM-06-057             | Event Permits   | 2 years or until superseded                                  | Paper/Multi       |                                    |
| ADM-06-058             | Public Works Facility Construction Documents  | 10 years post completion                                     | Paper             |                                    |
| ADM-06-059             | Police Facility Construction Documents  | 10 years post completion                                     | Paper             |                                    |
| ADM-06-060             | Performing Arts Center Construction Documents   | 10 years post completion                                     | Paper             |                                    |
| ADM-06-061             | Information Technology Reports- Consultant  | 2 years  | Paper/Multi       |                                    |
| 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             |                                    |
| ADM-06-063             | Requests to work outside established Hours of Work  | 2 years  | Paper             |                                    |
| ADM-06-064             | New Hire Checklist  | Until no longer of Administrative value. (RC-3 Not Required) | Paper             |                                    |
| ADM-06-065             | Work Orders submitted by Administration   | Until no longer of Administrative value. (RC-3 Not Required) | Paper/Multi       |                                    |
| ADM-06-066             | Ride Along Request Forms  | 2 years  | Paper             |                                    |
| ADM-06-067             | Solicited and Unsolicited Applications and Resumes for employment for candidates not selected for hire  | 1 year   | Paper             |                                    |

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|--------------------|--|----------------------------|------------|---------------------------------------|
| ADM-06-068         | Village Hall Elevator Certificate of Operation | 1 year or until superseded | Paper      |                                       |

\*Records include electronic records which will be maintained under the same schedule as all other media types.



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

## 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, Ohio

Administration

(local government entity)

(unit)

Debra Mecozzi

Deputy City Manager

May 12, 2016

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

**New Albany, Ohio Records Commission** (614) 855-3913

(telephone number)

99 W. Main Street, P.O. Box 188

New Albany

43054

Franklin/Licking

(address)

(city)

(zip code)

(county)

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

**admin@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 (RC-2) – Part 2***See instructions before completing this form.*

City of New Albany, Ohio

Administration

(local government entity)

(unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description  | (3)<br>Retention Period         | (4)<br>Media<br>Type        | (5)<br>For use<br>by<br>Auditor<br>of State<br>or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|--|---------------------------------|-----------------------------|---|---------------------------------------|
| ADM-06-069                | <b>Personnel Recruiting and Selection for Non-Hires</b><br>(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)   | <b>1 year</b>                   | <b>Paper and/or Digital</b> |   | <input type="checkbox"/>              |
| ADM-06-070                | <b>Police (Sworn) Personnel Recruiting and Selection for Non-Hires</b><br>(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) | <b>3 years</b>                  | <b>Paper and/or Digital</b> |   | <input type="checkbox"/>              |
| ADM-06-071                | <b>Family Medical Leave Forms</b>  | <b>5 years</b>                  | <b>Paper and/or Digital</b> |   | <input type="checkbox"/>              |
| ADM-06-072                | <b>Hepatitis B Vaccinations</b>  | <b>1 year after termination</b> | <b>Paper and/or Digital</b> |   | <input type="checkbox"/>              |
| ADM-06-073                | <b>Employee Exposure to Blood Borne Pathogens</b>  | <b>Permanent</b>                | <b>Paper</b>                |   | <input type="checkbox"/>              |
| ADM-06-074                | <b>OSHA 300</b><br>(log and summary of all occupational injuries and illnesses)  | <b>5 years</b>                  | <b>Paper and/or Digital</b> |   | <input type="checkbox"/>              |
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# Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

City of New Albany, Ohio

Administration

(local government entity)

(unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description | (3)<br>Retention Period | (4)<br>Media<br>Type | (5)<br>For use<br>by<br>Auditor<br>of State<br>or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
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City of New Albany, Ohio

Administration

(local government entity)

(unit)

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City of New Albany, Ohio

Administration

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|---------------------------|-------------------------------------|-------------------------|----------------------|---|---------------------------------------|
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