

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO Betty Bosko Recorder Records Commission 614-855-3913 Telephone number

99 West Main Street New Albany Ohio 43054 Franklin
 (address) (city) (zip code) (county)

(2) FROM The Village of New Albany Village Council
 (political subdivision name) (unit)

Betty Bosko Clerk of Council 10/5/07
 (signature of responsible official) (name) (title) (date)

(3) Certification: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on Nov 6, 2007 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Stephen A. Frederick 11/6/2007
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Pam J. Swift 11/11/2007
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Mueh 11-20-07
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

Schedule number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
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Leg-02-01	Agendas for Council	Permanent	Paper	
Leg-02-02	Agendas for Workshops	Permanent	paper	
Leg-02-03	Annexation Files	Permanent	paper	
Leg-02-04	Annual Budget	Permanent	paper	
Leg-02-05	Audio Recording Minutes of Council Minutes	Permanent	cassette tape	
Leg-02-06	Minutes of Council Mtg.	Permanent	paper	
Leg-02-07	Board or Comm. Min.	Permanent	paper	
Leg-02-08	City Charter	Permanent	paper	
Leg-02-09	City Charter	Permanent	C.D	
Leg-02-10	Codified Ordinances	Permanent	paper	
Leg-02-11	Codified Ordinances	Permanent	paper	
Leg-02-12	Contracts and Agreements	15 yrs. After exp.	paper	
Leg-02-13	Correspondence: Administrative Solicited, unsolicited	Until no longer need Appraise for hist. val.	paper	
Leg-02-14	Council Committee Reports	Permanent	paper	
Leg-02-15	Council Minutes	Permanent	paper	
Leg-02-16	Index to Ordinances	Permanent	paper	
Leg-02-17	Index to Resolutions	Permanent	paper	

Leg-02-18 Sched. #	Index to Proclamations Record Title and Description	Permanent Retention Period	paper Media Type	For use by Auditor of State or OHS-LGRP
Leg-02-19	Leases	2 years after expiring	paper	
Leg-02-20	Legal notice of Pub.	5 years	paper	
Leg-02-21	Liquor Hearing Notices	Permanent	paper	
Leg-02-22	Oath of Office for Officials of Village	Permanent	paper	
Leg-02-24	Opinions of Village Attorney	Permanent	paper	
Leg-02-24.1	Ordinances	Permanent	paper	
Leg-02-25	Proclamations	Permanent	paper	
Leg-02-26	Project Files	Ck for hist. value	paper	
Leg-02-27	Requisitions	5 years or until not needed	paper	
Leg-02-28	Rules of Proc/Council	Permanent	paper	
Leg-02-28	Rules of Proc/Bd. Comm	Permanent	paper	
Leg-02-30	Public Hearing Notices	5 years	paper	
Leg-02-31	Resolutions	Permanent	paper	
Leg-02-32	Strategic Study	Permanent	paper	
	Rocky Fork Blacklick Accord	Permanent	paper	
	Village Center Study	Permanent	paper	
Leg-02-33	Street Name Change	Permanent	paper	
Leg-02-34	Transitional Info. misc	R-C 3 not needed	paper	
	Unsolicited Info.	Until not needed	paper	
	Faxes, memos, phone messages	Until not needed	paper	
	Post-it's, work in progress documents	Until not needed	paper	
Leg-02-35	Transitional info unsolicited	Permanent	paper	
Leg-02-36	Time Sheets, Time off requests and Accrual sheets	Until no longer needed	Electronic	
Leg-02-36.1	Vacation of Roads	Permanent	paper	
Leg-02-37	Visitor sign in sheets	Permanent	paper	
Leg-02-38	Vote tally Sheets	Permanent	paper	

Leg-02-39
Leg-02-40

Electronic messages
Computer Discs

Until no longer needed
Until no longer needed

Electronic
C.D.

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Records include electronic
Records which will be
maintained under the same
Schedule as all other media
types.