



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 Public Service Department

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(local government entity) (unit)

*Mark Nemec* Director 5-13-2016

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(signature of responsible official) (name) (title) (date)

### Section B: Records Commission

*Jonice Mason, Recorder* Records Commission 614.855.3913

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(telephone number)

99 West Main Street New Albany 43054 Franklin

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(address) (city) (zip code) (county)

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

*jmason@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.

*[Signature]* 17 May 16

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Records Commission Chair Signature Date

### Section C: Ohio History Connection - State Archives

*Fred Prentiss* *State Archivist* 5/25/16

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Signature Title Date

### Section D: Auditor of State

*Martin E. Mull* *Records Manager* 6-8-16

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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

Public Service Department

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
SVC-06-0014	Daily Activity Sheets	Paper – 5 years Computer - Until no longer of administrative value	Paper, Computer		<input type="checkbox"/>
SVC-06-0010	Community Event Files	Paper – 3 years Computer – Until no longer of administrative value	Paper, Computer		<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-06-0044	Salt Invoices	Paper – 5 years Computer – Until no longer of administrative value	Paper, Computer		<input type="checkbox"/>
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"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

## 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: Village of New Albany Public Service Department  
 (political subdivision name) (unit)

Mark Nemec Director of Public Service 10/15/07  
 (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 T. Pleasovich 11/6/2007  
 Signature Date

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

Pamela S. 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**

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
	Please See Attached			

**VILLAGE OF NEW ALBANY - DEPARTMENT OF PUBLIC SERVICE  
RECORD RETENTION SCHEDULE**

Schedule Number	(*) Record Title and Description	Retention Period	Media Type	For Use By Auditor or OHS-LGRP
SVC-06-0001	Account Balances Printout from Finance Department	1 Year	Paper	
SVC-06-0002	AED Maintenance Logs	1 Year	Paper	
SVC-06-0003	Applications - Hired	Administration, In Personnel File	Paper	
SVC-06-0004	Applications - Not Hired	5 Years	Paper	
SVC-06-0005	Badges and ID's	Until Employment Termination	Paper	
SVC-06-0006	Blank Forms	Until Superseded, Obsolete or Released	Paper	
SVC-06-0007	Budget Information	5 Years	Paper	
SVC-06-0008	Bulletins, Posters, Notices, Safety Sheets	Until No Longer Admin Value	Paper	
SVC-06-0009	Calibration Records	5 Years	Paper	
<del>SVC-06-0010</del>	<del>Community Event Files</del>	<del>3 Years</del>	<del>Paper</del>	
SVC-06-0011	Community Service Worksheets - Copies	5 Years	Paper	
SVC-06-0012	Contracts - Miscellaneous	15 Years After Expiration or Termination	Paper	
SVC-06-0013	Credit Card Sign Out Logs	5 Years	Paper	
SVC-06-0014	Daily Activity Sheets	5 Years	Paper	
SVC-06-0015	Damage Claim Forms	5 Years	Paper	
SVC-06-0016	Delivery / Packing Slips	Forwarded to Finance	Paper	

VILLAGE OF NEW ALBANY - DEPARTMENT OF PUBLIC SERVICE  
RECORD RETENTION SCHEDULE

Schedule Number	(*) Record Title and Description	Retention Period	Média Type	For Use By Auditor or OHS/GRP
SVC-06-0017	Department Website	Until Superseded	Computer	
SVC-06-0018	Drawings, Plans and Mylars	Permanent Record	Paper	
SVC-06-0019	Electronic Mail (Emails)	Retain According to Content	Computer	
SVC-06-0020	Emergency Call In Calenders	1 Year	Computer, Paper, Disk	
SVC-06-0021	Emergency Management Files	Permanent Record	Paper	
SVC-06-0022	Employee Issued Items	Until Employment Termination	Computer, Paper	
SVC-06-0023	End Of Year Reports	10 Years	Computer, Paper	
SVC-06-0024	Equipment / Vehicle Inventory	Until Superseded	Computer, Paper, Disk	
SVC-06-0025	Fertilizer, Pesticides, Turf Application, Chemical Applications and MSDS Sheets	5 Years	Paper	
SVC-06-0026	Fire Hydrant Repair Requests from PTFD	3 Years	Paper	
SVC-06-0027	Fleet Maintenance Activity Sheets	5 Years	Paper	
SVC-06-0028	Fuel Cost Balance Sheets	3 Years	Computer, Paper	
SVC-06-0029	Fuel Usage Records	3 Years	Computer, Paper	
SVC-06-0030	General Orders, Directives, Policies, Rules, Regulations and Procedures	Until Superseded or Audited	Paper	
SVC-06-0031	Grant Files	5 Years	Paper	
SVC-06-0032	Inspection Records ( Street Light, Manholes, Etc. )	Until No Longer Admin Value	Paper	

*Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.*

**VILLAGE OF NEW ALBANY - DEPARTMENT OF PUBLIC SERVICE  
RECORD RETENTION SCHEDULE**

Schedule Number	(*) Record Title and Description	Retention Period	Media Type	For Use By Auditor or OHS-LGRP
SVC-06-0033	IT Work Order Forms	3 Years	Paper	
SVC-06-0034	Leave / Overtime Request Forms	3 Years	Paper	
SVC-06-0035	Mail (Unsolicited), Sales Materials and Informational Brochures	Until No Longer Admin Value	Paper	
SVC-06-0036	Manuals, Handbooks, Reference, Library Materials	Until Superseded, Obsolete or Released	Paper	
SVC-06-0037	Miscellaneous Correspondence	Until No Longer Admin Value	Paper	
SVC-06-0038	Monthly Reports	5 Years	Computer, Paper, Disk	
SVC-06-0039	NPDES Phase II Reports.	Permanent Record	Computer, Paper, Disk	
SVC-06-0040	Organizations/Memberships File	1 Year and No Longer Admin Value	Paper	
SVC-06-0041	OUPS Forms	5 Years	Paper	
SVC-06-0042	Performance Evaluations	Administration, In Personnel File	Computer, Paper	
SVC-06-0043	Personnel Files	Permanent Record	Paper	
SVC-06-0044	Plain Local Salt Invoice Memorandums	5 Years	Computer, Paper	
SVC-06-0045	Pre-Trip Inspection Forms	1 Year	Paper	
SVC-06-0046	Professional Magazines and Publications	Until No Longer Admin Value	Paper	
SVC-06-0047	Project Files ( Street, Sewer, Building, Consultant and Drawings )	15 Years After Completion of Project	Paper	
SVC-06-0048	Record Retention Documents: RC-1, RC-2, RC-3 and Procedures	25 Years	Paper	

**VILLAGE OF NEW ALBANY - DEPARTMENT OF PUBLIC SERVICE  
RECORD RETENTION SCHEDULE**

Schedule Number	(*) Record Title and Description	Retention Period	Media Type	For Use By Auditor or OHS-LGRP
SVC-06-0049	Records Requests	3 Years	Paper	
SVC-06-0050	Requisitions / Purchase Orders	5 Years	Computer, Paper, Disk	
SVC-06-0051	Safety Equipment Sign Out Sheets	1 Year	Paper	
SVC-06-0052	Seminar Summary Forms - Copies	Until Employment Termination	Paper	
SVC-06-0053	Senior Citizen Discount Lists for Trash Removal	3 Years, Copy Sent to Rumpke	Paper	
SVC-06-0054	Service Department Owned Vehicle Titles - Copies	Life of Equipment	Paper	
SVC-06-0055	Service Department Photographs	Until No Longer Admin Value	Computer	
SVC-06-0056	Sewer Video Tapes	Permanent Record	Tapes	
SVC-06-0057	Site Maintenance Records	5 Years	Paper	
SVC-06-0058	Street Light Check Maintenance Logs	5 Years	Paper	
SVC-06-0059	Telephone Messages, Telephone Records	3 Years	Paper	
SVC-06-0060	Time Sheets / Accruals - Copies	3 Years	Paper	
SVC-06-0061	Tool Sign Out Sheets	1 Year	Paper	
SVC-06-0062	Training / Certification Records - Individual	Until Employment Termination	Computer, Paper	
SVC-06-0063	Trash Pickup Complaints	3 Years	Computer, Disc	
SVC-06-0064	Utility Marking Request Forms	5 Years	Computer, Paper, Disk	

**VILLAGE OF NEW ALBANY - DEPARTMENT OF PUBLIC SERVICE  
RECORD RETENTION SCHEDULE**

Schedule Number	(*) Record Title and Description	Retention Period	Media Type	For Use By Auditor or OHS-LGRP
SVC-06-0065	Vaccination Records	Until Employment Termination	Computer, Paper	
SVC-06-0066	Vehicle / Equipment Maintenance Records	3 Years After Equipment Sale	Paper	
SVC-06-0067	Vehicle Damage Reports	3 Years	Paper	
SVC-06-0068	Vendor Quotes (Projects, Materials, Etc.)	1 Year or Until Job Awarded	Paper	
SVC-06-0069	Village Infrastructure Files	Permanent Record	Paper	
SVC-06-0070	Village Property Maintenance Records and Inspections	5 Years	Paper	
SVC-06-0071	Visitor Sign In Sheets	1 Year	Paper	
SVC-06-0072	Voicemail	Until No Longer Admin Value	Phone System	
SVC-06-0073	Warranties	3 Years After Expiration	Paper	
SVC-06-0074	Winter Salt Usage Forms	5 Years	Paper	
SVC-06-0075	Work Orders, Complaints and Follow-Up	3 Years, Provided No Action Pending	Computer, Paper, Disk	
SVC-06-0076	Work Schedules / Yearly Calenders	3 Years	Computer, Paper, Disk	

(\*) Records include Electronic Records which will be maintained under the same Schedule as all other media types.