

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 Engineering 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 A. Plesovich 11/6/2007
 Signature Date

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

Pasi J. Surft 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 - ENGINEERING DEPARTMENT
RECORD RETENTION SCHEDULE**

Schedule Number	(*) Record Title and Description	Retention Period	Media Type	For Use By Auditor or OHS-LGRP
ENG-06-0001	Badges and ID's	Until Employment Termination	Paper	
ENG-06-0002	Developer Supplied Equipment Release Form	5 Years	Paper	
ENG-06-0003	Drawings, Plans and Mylars	Permanent Record	Paper	
ENG-06-0004	E.P. Ferris "Village Charges" Invoices	Permanent Record	Paper	
ENG-06-0005	Engineering Meeting Cassette Tapes	1 Year, Provided Info Is Transcribed To Hard Copy	Cassette Tape	
ENG-06-0006	Engineering Meeting Hard Copy	Permanent Record	Paper	
ENG-06-0007	Engineering Meeting Log	Permanent Record	Computer (Excel)	
ENG-06-0008	Engineering Project Files	Permanent Record	Paper	
ENG-06-0009	General Orders, Directives, Policies, Rules, Regulations and Procedures	Until Superseded or Audited	Paper	
ENG-06-0010	IT Work Order Form	3 Years	Paper	
ENG-06-0011	Leave / Overtime Request Form	3 Years	Paper	
ENG-06-0012	Mail (Unsolicited), Sales Materials and Informational Brochures	Until No Longer Admin Value	Paper	
ENG-06-0013	Manuals, Handbooks, Reference, Library Materials	Until Superseded, Obsolete or Released	Paper	
ENG-06-0014	Blank Forms	Until Superseded or Obsolete	Paper	
ENG-06-0015	Miscellaneous Correspondence	Until No Longer Admin Value	Paper	
ENG-06-0016	Performance Evaluations	Administration, In Personnel File	Computer, Paper	

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Schedule Number	(*) Record Title and Description	Retention Period	Media Type	For Use By Auditor or OHS-LGRP
ENG-06-0017	Personnel Files	Permanent Record	Paper	
ENG-06-0018	Project Checkbooks	Permanent Record	Computer (Excel)	
ENG-06-0019	PTI / NOI Log	Permanent Record	Computer (Excel)	
ENG-06-0020	Record Retention Documents, RC-1, RC-2, RC-3, procedures	25 Years	Paper	
ENG-06-0021	Requisitions / Purchase Orders	5 Years	Computer, Paper	
ENG-06-0022	ROW Work Permit Applications	Permanent Record	Paper	
ENG-06-0023	ROW Work Permits	Permanent Record	Paper	
ENG-06-0024	Seminar Summary Form	Until Employment Termination	Paper	
ENG-06-0025	Telephone Messages, Telephone Records	2 Years	Paper	
ENG-06-0026	Time Sheets / Accruals - Copies	3 Years	Paper	
ENG-06-0027	Training / Certification Records - Individual	Until Employment Termination	Computer, Paper	
ENG-06-0028	Transmittal Forms	3 Years	Paper	
ENG-06-0029	Transmittal Log	3 Years	Computer (Excel)	
ENG-06-0030	Vendor Quotes (Projects, Materials, Etc.)	1 Year or Until Job Awarded	Paper	

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