



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

NOV 19 2021

STATE AND LOCAL  
GOVERNMENT RECORDS

614.297.2553  
localrecs@ohiohistory.org  
www.ohiohistory.org/lgr

**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 Council  
(Local Government Entity) (Unit)

[Signature] Jennifer Mason, Clerk of Council 11/16/21  
(Signature of Responsible Official) (Name) (Title) (Date)

**Section B: Records Commission**

Mayor Sloan Spalding, Chair Records Commission

City of New Albany (Telephone Number) 614-855-3913  
Franklin/Licking Counties  
99 W Main Street, PO Box 188 New Albany 43054  
(Address) (City) (Zip Code) (County)

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

j.mason@newalbanyohio.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 CRC, 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]

11/16/21

Records Commission Chair Signature Date

**Section C: Ohio History Connection - State Archivist**

State Archivist 11-30-2021  
Signature Title Date

**Section D: Auditor of State**

**Records Manager**

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

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**

## 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**

	(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 LGPP	(6) RC-3 Required by LGPP
COU-2021 -01	Acting Administrator/Manager Documents	2 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -02	Agendas for Council Meetings and Workshops - paper	1 year	Paper		<input type="checkbox"/>
COU-2021 -03	Agendas for Council Meetings and workshops - digital	5 years	Digital		<input type="checkbox"/>
COU-2021 -04	Agendas for council meetings - subcommittees - paper	1 year	Paper		<input type="checkbox"/>
COU-2021 -05	Agendas for council meetings - subcommittees - digital	5 years	Digital		<input type="checkbox"/>
COU-2021 -06	Annexation Files & Maps	Permanent	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -07	Audio Recording Minutes of Council Minutes	5 years	Cassette Tape, CD, Digital		<input type="checkbox"/>
COU-2021 -08	Board & Commission Applications & Resumes	2 years after unsuccessful application or 2 years after service completion	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -09	Board & Commission General Files/Misc. - not including minutes	Until superseded or no longer of administrative value; appraise for historical value	Paper and/or Digital		<input checked="" type="checkbox"/>

## 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

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGPP	(6) Required by LGPP
COU-2021 -10	Board or Commission Minutes	Permanent	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -11	Cemetery documents	Permanent	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -12	Charter Review Commission - Misc. Documents - not including minutes or reports	Until no longer of administrative value, appraise for historical value	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -13	Charter Review Commission Reports, Prior Charters, Amendments.	Permanent	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -14	City Charter - current	Permanent	Paper		<input checked="" type="checkbox"/>
COU-2021 -15	City Charter - current	Permanent	Digital		<input type="checkbox"/>
COU-2021 -16	City Founder descendent tracking/notes/letters/documents/co rrespondence	Permanent	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -17	Codified Ordinances - paper	Permanent	Paper		<input checked="" type="checkbox"/>
COU-2021 -18	Codified Ordinances - digital/online	Until Superseded	Digital		<input type="checkbox"/>
COU-2021 -19	Community Authority (NACA, NAECA) - paper	10 years	Paper		<input checked="" type="checkbox"/>

## 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

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGEP	(6) RC-3 Required by LGEP
COU-2021 -20	Community Authority (NACA, NAECA) - digital	Permanent	Digital		<input type="checkbox"/>
COU-2021 -21	Computer Discs	Until no longer of administrative value	CD		<input type="checkbox"/>
COU-2021 -22	Correspondence: electronic	Until no longer of administrative value -	Digital		<input type="checkbox"/>
COU-2021 -23	Correspondence: paper	Until no longer of administrative value -	Paper		<input type="checkbox"/>
COU-2021 -24	Council applications	5 years after oath of office	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -25	Council Committee Reports	Permanent	Paper		<input checked="" type="checkbox"/>
COU-2021 -26	Council projects - generated documents for workshops	5 years or until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -27	Council resignation letters	5 years after letter date, appraise for historic value	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -28	Development agreements/documents - return any originals to appropriate department	1 year or until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -29	Electronic council meeting recordings	5 years			<input type="checkbox"/>
COU-2021 -30	Electronic board/commissions meeting recordings	5 years			<input type="checkbox"/>

## 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

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGPP	(6) Required by LGPP
COU-2021 -31	Electronic meeting recordings - other	Until no longer of administrative value	Digital		<input type="checkbox"/>
COU-2021 -32	Equipment Manuals/Documents	Until Equipment is no longer needed	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -33	Finance Forms, Purchase Orders, Receipts	2 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -34	Grant funding applications/awards/correspondence/notes and background check reports	5 years after award of grant	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -35	Index to Ordinances	Permanent	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -36	Index to Resolutions	Permanent	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -37	Legal notice of publications	5 years	Paper and/or digital		<input type="checkbox"/>
COU-2021 -38	Liquor License Requests/Hearings	3 years if approved, 1 year if denied or not applicable	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -39	McCoy Performing Arts Center documents (agendas, newspaper clippings, etc.)	10 years, appraise for historic value	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -40	Minutes - Council subcommittees	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -41	Minutes of council Meeting	Permanent	Paper and/or digital		<input checked="" type="checkbox"/>
COU-2021 -42	Miscellaneous documents of historic significance	Permanent	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -43	MORPC Files	2 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -44	Oath of Office for Officials of Village	10 years - appraise for historical value	Paper		<input checked="" type="checkbox"/>

## 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

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGEP	(6) RC-2 Required by LGEP
COU-2021 -45	Oath of Office for Officials of Village	Permanent	Digital		<input type="checkbox"/>
COU-2021 -46	Ohio Ethics Commission Certificates/Documents	Two years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -47	Ordinances/Resolutions	Permanent	Paper and/or digital		<input checked="" type="checkbox"/>
COU-2021 -48	Parade related documents/invoices	1 year or until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -49	Parks & metro park related documents - digital	Permanent	Digital		<input type="checkbox"/>
COU-2021 -50	Parks & metro park related documents - paper	10 years	Paper		<input type="checkbox"/>
COU-2021 -51	Petitions to Council	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -52	City Plan Documents - general	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -53	Plan Documents - Rocky Fork Blacklick Accord	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -54	Plan Documents - Strategic study	5 years	Paper and/or Digital		<input checked="" type="checkbox"/>
COU-2021 -55	Plan Documents - Village Center Study	5 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -56	Proclamations - paper	3 years - appraise for historical value	Paper		<input checked="" type="checkbox"/>
COU-2021 -57	Proclamations - digital	Permanent	digital		<input type="checkbox"/>
COU-2021 -58	Professional development documents	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -59	Project Files	until no longer of administrative value	Paper and/or digital		<input type="checkbox"/>
COU-2021 -60	Public Hearing Notices	5 years	Paper and/or digital		<input type="checkbox"/>

## 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

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGPP	(6) Must be Required by LGPP
COU-2021 -61	Public Records Requests/Tracking	5 years	Digital		<input type="checkbox"/>
COU-2021 -62	Public Records Requests/Tracking	Paper	2 years		<input type="checkbox"/>
COU-2021 -63	Requisitions/Purchase Orders	3 years or Until no longer of administrative value	Paper		<input type="checkbox"/>
COU-2021 -64	Responses/Memos for legal services/opinions	30 days after response or until on longer of administrative value	Paper		<input type="checkbox"/>
COU-2021 -65	Responses/Memos for legal services/opinions	3 years	Digital		<input type="checkbox"/>
COU-2021 -66	Rules of Proc/Bd.Comm	Until superceded	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -67	Rules of Proc/Council	Until superceded	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -68	Street Name Change/Vacation of Roads	Copies - 5 years, deliver any originals to Development Department	Paper		<input type="checkbox"/>
COU-2021 -69	Surveys, evaluations, feedback forms	One year or until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -70	SWACO documents	2 years	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -71	Time sheets, time off requests, and accrual sheets	1 year	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -72	Transitory Info. Misc.		Paper and/or Digital		<input type="checkbox"/>

**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**

(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 LGPP	(6) Records Required by LGPP
COU-2021 -73	Transitory Info. Misc. - memos	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -74	Transitory Info. Misc. - phone/vm messages-emails - texts	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -75	Transitory Info. Misc. - Post its, scratch notes	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -76	Transitory Info. Misc. - unsolicited info	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -77	Transitory Info. Misc. - Work in progress docs	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -78	Visitor sign in sheets - meetings, etc.	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2021 -79	Vote tally sheets - council/board	Until corresponding minutes approved and no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>