



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

JUNE 04 2025

STATE AND LOCAL
GOVERNMENT RECORDS

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)	Administrative Services
(Local Government Entity)	(Unit/Department)
<u>Alicia J. McGovern</u>	Alicia McGovern
(Signature of Responsible Official)	(Name)
	Administrative Assistant
	(Title)
	05/28/25
	(Date)

Section B: Records Commission

Records Commission		614) 939-2244	
		(Telephone Number)	
99 W. Main St., 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:

a.mcgovern@newalbanyohio.org and j.mason@newalbanyohio.org

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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.

<u>[Signature]</u>	05/28/25
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Electronic Records Archivist	07/10/2025
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 retains a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC- 2) - Part 2*See instructions before completing this form.*

<i>City of New Albany</i> (Local Government Entity)		<i>Administrative Services</i> (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ADM-2025-001	Personnel Files	Permanent	Paper/Multi		<input type="checkbox"/>
ADM-2025-002	Incident Reports – Personnel	6 years, provided no action pending	Paper/Multi		<input type="checkbox"/>
ADM-2025-003	Position Descriptions	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-2025-004	Policy and Procedure Manual	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-2025-005	New Hire Orientation Checklist	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-2025-006	Emergency Contact Forms – Personnel	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-2025-007	Council Notebooks including Agendas, Minutes, Notes, Legislation, City Manager Reports, Legislative Reports, Departmental Reports, Related Information	3 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-008	Boards and Commission Notebooks including Agendas, Submissions, Notes, Minutes, Plans, Related Information – Administration Copy	3 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-009	Annual Administration Budget Documents	2 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-010	Audiovisual, PR & Training Materials	5 years	Paper/Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2*See instructions before completing this form.*

ADM-2025-011	Blank Forms – Personnel	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-2025-012	Bulletins, Posters, and Notices to Employees – Federal and State Employment	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-2025-013	Contracts, Agreements, Leases	15 years after expiration or termination	Paper/Multi		<input type="checkbox"/>
ADM-2025-014	Correspondence – Form Letters	1 year	Paper/Multi		<input type="checkbox"/>
ADM-2025-015	Correspondence/Memorandum – General	2 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-016	Correspondence/Memorandum – Council	3 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-017	Correspondence/Memorandum – Resident Complaints	3 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-018	Telephone Messages	1 year, treat as correspondence	Paper/Multi		<input type="checkbox"/>
ADM-2025-019	Minutes of Meetings	Permanent	Paper/Multi		<input checked="" type="checkbox"/>
ADM-2025-020	Disaster Plans	5 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-021	Municipal Publications, including but not limited to, Newsletters and Surveys	5 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-022	Photographs – City produced	5 years	Electronic or other Fixed Media		<input type="checkbox"/>
ADM-2025-023	Videos – City produced	5 years	Electronic or other Fixed Media		<input type="checkbox"/>
ADM-2025-024	News Release issued by Administration	3 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-025	Developer Project – Subdivision Files	10 years after subdivision acceptance by City Council	Paper/Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2*See instructions before completing this form.*

City of New Albany (Local Government Entity)		Administrative Services (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ADM-2025-026	Receipts/Receipt Books	2 years, provided audited	Paper/Multi	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.	<input type="checkbox"/>
ADM-2025-027	Record Retention Documents/RC-1, RC-2, RC-3	25 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-028	Public Records Requests and Records Not Retrieved by the Requestor	2 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-029	Reference/Library Materials	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-2025-030	Requisitions/Purchase Orders including invoices for purchases made through Administration	3 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-031	Administration Research Files	5 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-032	Annual Administration Statistical Reports	5 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-033	Annual Statistical Reports – Consultant Produced	5 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-034	Surveillance Tapes/Video	30 days, then reuse provided no action pending	Digital		<input type="checkbox"/>
ADM-2025-035	Organizational Charts	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-2025-036	Legal – Civil Case Files	10 years, provided no action pending	Paper/Multi		<input type="checkbox"/>
ADM-2025-037	Legal – Criminal Case Files	20 years, provided no action pending	Paper/Multi		<input type="checkbox"/>

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ADM-2025-038	City Property Files	Permanent	Paper/Multi	<input checked="" type="checkbox"/>
ADM-2025-039	Claims for Damages	2 years after case settled and all appeals exhausted	Paper/Multi	<input type="checkbox"/>
ADM-2025-040	Court Transcripts	3 years after case settled	Paper/Multi	<input type="checkbox"/>
ADM-2025-041	Deeds	Permanent	Paper/Multi	<input checked="" type="checkbox"/>
ADM-2025-042	Easements	Permanent	Paper/Multi	<input checked="" type="checkbox"/>
ADM-2025-043	Proof of Publication	5 years	Paper/Multi	<input type="checkbox"/>
ADM-2025-044	Legal Opinion from City Legal Counsel	Permanent	Paper/Multi	<input checked="" type="checkbox"/>
ADM-2025-045	Liability Waivers	3 years, provided no action pending	Paper/Multi	<input type="checkbox"/>
ADM-2025-046	Settlements	3 years	Paper/Multi	<input type="checkbox"/>
ADM-2025-047	Loan and Grant Applications	5 years	Paper/Multi	<input type="checkbox"/>
ADM-2025-048	Community Reinvestment Applications	Permanent	Paper/Multi	<input type="checkbox"/>
ADM-2025-049	Enterprise Zone Applications	Permanent	Paper/Multi	<input type="checkbox"/>
ADM-2025-050	Village Hall Construction Documents	10 years post completion	Paper/Multi	<input type="checkbox"/>
ADM-2025-051	Annexation Information including News Clippings, Memorandum, Maps, Notes	10 years	Paper/Multi	<input type="checkbox"/>
ADM-2025-052	Environmental Case Files including Complaints, EPA Correspondence, Memorandum, Construction Documentation	5 years, or until superseded or obsolete	Paper/Multi	<input type="checkbox"/>
ADM-2025-053	Economic Development Information	3 years, or until superseded	Paper/Multi	<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ADM-2025-054	Event Permit Applications	2 years, or until superseded	Paper/Multi		<input type="checkbox"/>
ADM-2025-055	Event Permits with supporting documents	2 years, or until superseded	Paper/Multi		<input type="checkbox"/>
ADM-2025-056	Public Service Facility Construction Documents	10 years post completion	Paper/Multi		<input type="checkbox"/>
ADM-2025-057	Police Department Facility Construction Documents	10 years post completion	Paper/Multi		<input type="checkbox"/>
ADM-2025-058	Performing Arts Center Construction Documents	10 years post completion	Paper/Multi		<input type="checkbox"/>
ADM-2025-059	Information Technology Reports – Consultant Produced	2 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-060	Mail, Unsolicited, Sales Material, Information Brochures, Transitory Email Messages, Daily Sign-in Logs, Calendar for Scheduled Meetings	Until no longer of administrative value (RC-3 not required)	Paper/Multi		<input type="checkbox"/>
ADM-2025-061	Requests To Work Outside of Established Hours of Work	2 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-062	New Hire Checklist	Until no longer of administrative value (RC-3 not required)	Paper/Multi		<input type="checkbox"/>
ADM-2025-063	Work Orders Submitted by Administration	Until no longer of administrative value (RC-3 not required)	Paper/Multi		<input type="checkbox"/>
ADM-2025-064	Applications and Resumes for employment for candidates not selected for hire - Solicited and Unsolicited	1 year	Paper/Multi		<input type="checkbox"/>

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ADM-2025-065	Village Hall Elevator Certificate of Operation	1 year, or until superseded	Paper/Multi		<input type="checkbox"/>
ADM-2025-066	Personnel Recruiting and Selection for Non-Hires 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	1 year	Paper/Multi		<input type="checkbox"/>
ADM-2025-067	Police (Sworn) Personnel Recruiting and Selection for Non-Hires including letters to/from candidate, interview schedule, interview comments/record of interview, physical fitness assessment results, reference checks, 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	1 year	Paper/Multi		<input type="checkbox"/>
ADM-2025-068	Family Medical Leave Forms	5 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-069	Hepatitis B Vaccinations	1 year after termination	Paper		<input type="checkbox"/>
ADM-2025-070	Employee Exposure to Blood Borne Pathogens	Permanent	Paper		<input type="checkbox"/>
ADM-2025-071	OSHA 300 – Log and Summary of all occupational injuries and illnesses	5 years	Paper		<input type="checkbox"/>
ADM-2025-072	Website Content	Until superseded or no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>
ADM-2025-073	Social Media Posts	Until superseded or no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by <u>LGRP only</u> RC-3 Required
ADM-2025-074	GIS System Data	Until superseded or no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>
ADM-2025-075	Police Department Hired Employees' Background Investigation Documents, including PHQ and polygraph report, not including psychological and medical recommendation	3 years from date of hire	Paper/Multi		<input type="checkbox"/>
ADM-2025-076	Registration Forms, Rosters, Sign-In Sheets/Attendance Logs for City-sponsored community classes and/or programs	2 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-077	Volunteer Records including Applications and Rosters for City-sponsored community classes and/or programs	2 years	Paper/Multi		<input type="checkbox"/>
ADM-2025-078	Community Event documents including Run of Show, Programs, Schedules, Signage, Promotional Materials for City-sponsored community events	2 years	Paper/Multi		<input type="checkbox"/>
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