



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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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

Council

(Local Government Entity)

Jennifer Mason

(Unit/Department)

Clerk of Council

5/28/25

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Records Commission

614-939-2244

(Telephone Number)

99 W. Main Street, PO Box 188 New Albany

43054

Franklin/Licking

(Address)

(City)

(Zip Code)

(County)

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

jmason@newalbanyohio.org and cmadriguera@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.

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.

City of New Albany (Local Government Entity)		City Council (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) <u>For use by LGRP only</u> RC-3 Required
COU-2021-01	Acting Administrator/Manager Documents	2 years	Electronic or other Fixed Media		☐
COU-2021-03	Agendas for Council Meetings and Workshops	5 years	Electronic or other Fixed Media		☐
COU-2021-05	Agendas for council meetings – council subcommittees	5 years	Electronic or other Fixed Media		☐
COU-2021-06	Annexation Files & Maps	permanent	Electronic or other Fixed Media		✓ X
COU-2021-08	Board & Commission Applications and Resumes	2 years after unsuccessful application or 2 years after service completion	Electronic or other Fixed Media		☐
COU-2021-09	Board & Commission General Files/Misc. – not including minutes	Until superseded or no longer of administrative value; appraise for historical value	Electronic or other Fixed Media		✓ X (Historical)
COU-2021-10	Board & Commission Minutes	Permanent	Electronic or other Fixed Media		✓ X
COU-2021-11	Cemetery documents – not including Cemetery Restoration Advisory Board meeting-related materials which shall be covered by Boards & Commissions retention schedules and notes which shall be covered by Transitory Info.	Permanent	Electronic or other Fixed Media		✓ X
COU-2021-12	Charter Review Commission – miscellaneous documents – not including minutes or reports	Until no longer of administrative value, appraise for historical value	Electronic or other Fixed Media		X

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

COU-2021-13	Charter Review Commission Reports, Prior Charters, Amendments	Permanent	Electronic or other Fixed Media		☒ X
COU-2021-14	City Charter – current	Permanent	Electronic or other Fixed Media		☒

City of New Albany

City Council

(Local Government Entity)

(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
COU-2021-16	City Founder descendent tracking/notes/letters/documents/correspondence	Permanent	Electronic or other Fixed Media		☒ X
COU-2021-17	Codified Ordinances	Permanent	Electronic or other Fixed Media		☒ X
COU-2021-18	Codified Ordinances – digital/online	Until superseded	Electronic or other fixed Media		☐
COU-2021-21	Computer Discs	Until no longer of administrative value	CD		☐
COU-2021-23	Correspondence: paper	Until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-24	Council applications	5 years	Electronic or other Fixed Media		☐
COU-2021-25	Council Committee Reports	Permanent	Electronic or other Fixed Media		☒ X
COU-2021-26	Council projects – generated documents for workshops	5 years or until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-27	Council resignation letters	5 years after letter date, appraise for historic value	Electronic or other Fixed Media		☐

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

City of New Albany (Local Government Entity)		City Council (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) <u>For use by LGRP only</u> RC-3 Required
COU-2021-28	Development agreements/documents – return any originals to appropriate departments	1 year or until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-29	Electronic council meeting recordings	3 years	Electronic or other Fixed Media		☐
COU-2021-30	Electronic board/commission meeting recordings	3 years	Electronic or other Fixed Media		☐
COU-2021-31	Electronic recordings – other	Until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-32	Equipment manuals/documents	Until equipment is no longer needed	Electronic or other Fixed Media		☐
COU-2021-33	Finance forms, purchase orders, receipts	2 years	Electronic or other Fixed Media		☐
COU-2021-34	Grant funding applications/awards/correspondence/notes and background checks	5 years after award of grant	Electronic or other Fixed Media		☐
COU-2021-35	Index to ordinances	Permanent	Electronic or other Fixed Media		✓ X
COU-2021-36	Index to resolutions	Permanent	Electronic or other Fixed Media		✓ X
COU-2021-37	Legal notice of publications	3 years	Electronic or other Fixed Media		☐
COU-2021-38	Liquor license requests/hearings	3 years if approved, 1 year if denied or not applicable	Electronic or other Fixed Media		☐
COU-2021-39	McCoy Performing Arts Center documents (agendas, newspaper clippings, etc.)	10 years, appraise for historic value	Electronic or other Fixed Media		(Historical) ✓ X
COU-2021-40	Minutes – Council subcommittees	5 years	Electronic or other Fixed Media		☐

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COU-2021-41	Minutes of council meetings	Permanent	Electronic or other Fixed Media		☒ X
COU-2021-44	Oath of office for city officials Delete "of village/city"	10 years – appraise for historical value	Electronic or other Fixed Media		☐
COU-2021-46	Ohio Ethics Commission Certificates/Documents	2 years	Electronic or other Fixed Media		☐
COU-2021-47	Ordinances/Resolutions	Permanent	Electronic or other Fixed Media		☒ X
COU-2021-48	Parade related documents/invoices	1 year or until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-50	Parks and metro park related documents Administration Department generally holds the originals of these records.	10 years or until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-51	Petitions to council	5 years	Electronic or other Fixed Media		☐
COU-2022-81	Photos of council members/council events	Until no longer of administrative value – after evaluation for historical value	Electronic or other Fixed Media		☐
COU-2021-52	City plan documents – general	5 years	Electronic or other Fixed Media		☐
COU-2021-53	Plan documents – Rocky Fork Blacklick Accord	5 years	Electronic or other Fixed Media		☐

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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) <u>For use by LGRP only</u> RC-3 Required
COU-2021-54	Plan documents – Strategic Study	5 years	Electronic or other Fixed Media		No RC-3 Required X
COU-2021-55	Plan documents – Village Center Study	5 years	Electronic or other Fixed Media		☐
COU-2021-56	Proclamations	3 years – appraise for historical value	Electronic or other Fixed Media		(Historical) X
COU-2021-58	Professional development documents	Until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2022-80	Presentation slideshows for council meetings and workshops	2 years	Electronic or other Fixed Media		☐
COU-2021-59	Project files	Until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-60	Public hearing notices	5 years	Electronic or other Fixed Media		☐
COU-2021-61	Public records requests/tracking	5 years	Electronic or other Fixed Media		☐
COU-2021-63	Requisitions /purchase orders	3 years or until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-64	Responses/memos for legal services/opinions	If paper retain for 30 days after response or until no longer of administrative value. Retain electronic for 3 years.	Electronic or other Fixed Media		☐
COU-2021-66	Rules of procedure for Boards & Commissions	Until superseded	Electronic or other Fixed Media		☐

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COU-2021-68	Street name change/vacation of roads	Copies – 5 years, deliver any originals to Development Department	Electronic or other Fixed Media		☐
COU-2022-82	Sunshine Law Training Certificates	After relevant audit is complete and document is no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-69	Surveys, evaluations, feedback forms	One year or until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-70	SWACO documents	2 years	Electronic or other Fixed Media		☐
COU-2021-71	Time sheets, time off requests, and accrual sheets	1 year	Electronic or other Fixed Media		☐
COU-2021-72	Transitory Info. Misc.		Electronic or other Fixed Media		☐
COU-2022-83	Transitory Info. Misc. – clerk training manuals, handouts, certificates, and other materials	Until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-73	Transitory Info. Misc. – memos	Until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-74	Transitory Info. Misc. – phone/vm messages-emails-texts	Until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-75	Transitory Info. Misc. – post its, scratch notes	Until no longer of administrative value	Electronic or other Fixed Media		☐

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COU-2021-76	Transitory Info. Misc. - unsolicited info	Until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-77	Transitory Info. Misc. – Work in progress docs	Until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-78	Visitor sign in sheets – meetings, etc.	Until no longer of administrative value	Electronic or other Fixed Media		☐
COU-2021-79	Vote tally sheets – council/board	Until corresponding minutes approved and no longer of administrative value	Electronic or other Fixed Media		☐