



Public Records Commission
Regular Meeting Minutes
June 3, 2025

Call to Order:

The New Albany Public Records Commission held a regular meeting on June 3, 2025 in the New Albany Village Hall. Chair Sloan Spalding called the meeting to order at 4:30 p.m. and asked to hear the roll.

Roll Call:

Sloan Spalding, Mayor - Chair – present
Benjamin Albrecht, Law Director – Vice Chair - present
Bethany Staats, Finance Director - Secretary – present
Glenn Redick, Resident Member - present

City staff present: Jennifer Mason (Clerk of Council), Christina Madriguera (Deputy Clerk of Council); Lindsay Rasey (Human Resources Officer), Katherine Hall (Clerk, Police Department), Alicia McGovern (Administrative Assistant, Administration), Anne Low (Administrative Clerk, Administration), and Jacqueline Ayers (Administrative Clerk, Administration)

Minutes of Last Meeting:

Mayor Spalding moved to approve the November 25, 2024 meeting minutes. Director Staats seconded. All commission members voted to approve the minutes as submitted. Motion passed.

Old Business:

None.

New Business:

Police Department: Katherine Hall

RC-2 Records Retention Schedule

Clerk Hall presented the proposed RC-2 for the police department. The proposed schedule included the following eight additions: 25-353 Auctioned Equipment Correspondence; 25-354 BMV OL Recertification Form; 25-355 Personnel Training Roster; 25-358 Non-Hired Employee Background Files; 25-359 Duplicate Checks and Supporting Documents (invoicing); 25-360 Detective Pre-Employment Files. The proposed RC-2 also included the following removal: 99-180 Top Eight Traffic Enforcement.

Director Staats asked whether the Top Eight Traffic Enforcement data was kept residually somewhere. She noted that it was a lot of data. Clerk Hall stated that she would go back and check.

Human Resources Officer Rasey explained the policy underpinning the proposed addition of pre-employment files and establishing a 3-year retention period.

Mayor Spalding moved to approve the RC-2 Records Retention Schedule form as submitted. Director Staats seconded. All members voted to approve the form as submitted. Motion passed.

RC-3 Certificate of Records Disposal

Clerk Hall presented the proposed RC-3 Certificate of Records Disposal which included 61 items for disposal.

Mayor Spalding noted that these records were on a pre-existing retention schedule and encouraged staff to keep it as current as possible with disposing records pursuant to the schedule.

Director Staats asked whether everything disposed of needed to be documented. Clerk Mason explained that was not the case, however the police department listed everything to be destroyed on their RC-3 as a matter of practice.

Mayor Spalding moved to approve the RC-3 Certificate of Records Disposal as submitted. Member Redick seconded and all members voted to approve the RC-3 form as submitted. Motion passed.

City Council: Jennifer Mason and Christina Madriguera

RC-2 Records Retention

Clerk Mason stated that the proposed RC-2 was presented informally at the November 25, 2024 meeting. The proposed schedule suggested many non-substantive updates, in particular, to the Media Type column. The updated language provided for retention of records in Electronic or Other Fixed Media format, which was consistent with current practice. It also eliminated duplicate categories. Deputy Clerk Madriguera continued that, in response to Mayor Spalding's question from the prior meeting regarding retention periods for meeting minutes, the surrounding communities she researched retained them permanently. Mayor Spalding noted that New Albany's streaming service created a transcript, he asked whether that was retained as part of the minutes. He noted that there could be differences between the minutes and the transcript of the recording. There was discussion of adding the transcript as part of the minutes. Clerk Mason added that the retention period for meeting videos was two years.

Mayor Spalding moved to approve the RC-2 Records Retention form as submitted. Director Staats seconded and all members voted to approve the RC-2 Records Retention form as submitted. Motion passed.

Administration: Alicia McGovern

RC-2 Records Retention Schedule

Administrative Assistant McGovern explained that the administrative services department created a new RC-2 to ensure that the entire retention schedule was complete in electronic form, to remove duplicated items, and to make the Media Type column consistent with current practice. She thanked Administrative Clerk Low for her assistance with generating the new RC-2. She noted the newly added items. Director Staats asked whether the new item numbers comported with the prior schedule's numbers. Administrative Assistant McGovern said yes, for the most part the numbers were the same. There was discussion of sending items to Fireproof, best practices on signifying what each box contained, and actually disposing of the box timely - usage of a QR code, dating the box.

Mayor Spalding asked if there was further discussion. Hearing none, he moved to approve the proposed RC-2 Record Retention Schedule for the Administration department. Law Director Albrecht seconded the motion and all members voted to approve the proposed RC-2 as submitted.

Ms. McGovern then stated that, to ease searchability, the form should be organized alphabetically rather than chronologically. She asked whether the commission would need to approve that change. Director Staats and Mayor Spalding said yes, as a matter of best practice.

Proposed Revisions to C.O. 141 Records Commission

Deputy Clerk Madriguera presented the attached revisions changes to New Albany Codified Ordinance 141.01 Public Records Commission. The proposed revisions were informally presented at the November 25, 2024 meeting. The proposed changes included language updates and corresponded with the city's current practices and the 2017 Local Government Records Manual and 2000 Ohio Records Manual.

Mayor Spalding confirmed that these proposed changes would be presented at an upcoming council meeting. Mayor Spalding then moved to approve the proposed revisions and recommend them to city council. Law Director Albrecht seconded and all members voted to approve the proposed revisions. Motion passed.

Next Meeting:

The commission members agreed that the next meeting would occur on Tuesday, November 18, 2025 at 4:30 p.m. in the Village Hall.

Adjournment:

Mayor Spalding moved to adjourn the meeting. Law Director Albrecht seconded the motion and all members voted to adjourn the meeting at 4:59 p.m.



Sloan Spalding, Chair



Bethany Staats, Secretary

Date

11/18/25



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

Police Department

(Local Government Entity)

(Unit/Department)

Laura C White

Records Supervisor

4/23/25

(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:

records@newalbanyohio.org AND jmason@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

Signature

Title

Date

Section D: Auditor of State

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.

(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) <u>For use by</u> <u>LGRP only</u> RC-3 Required
	ADD				<input type="checkbox"/>
25-353	Auctioned Equipment Correspondence	1 year	Digital		<input type="checkbox"/>
25-354	BMV OL Recertification Form	1 year	Digital/Paper		<input type="checkbox"/>
25-355	Personnel Training Roster	1 year	Paper		<input type="checkbox"/>
25-356	Personnel Training Roster	Merge with personnel file	Digital		<input type="checkbox"/>
25-357	Personnel Background Files	6 years	Digital		<input type="checkbox"/>
25-358	Non-Hired Employee Background Files	1 year	Digital		<input type="checkbox"/>
25-359	Duplicate Checks and Supporting Documents (invoicing)	3 years, if audited	Paper/Digital		<input type="checkbox"/>
25-360	Detective Pre-Employment Background Files	1 year, if not hired 3 years, if hired	Digital		<input type="checkbox"/>
					<input type="checkbox"/>
	REMOVE				<input type="checkbox"/>
99-180	Top Eight Traffic Enforcement		Paper		<input type="checkbox"/>
					<input type="checkbox"/>



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue Columbus,
Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

For State Archives – LGRP Use Only

Date Received Stamp:

Date Reviewed:

Items requested for transfer:

YES

NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

<u>City of New Albany</u>	<u>Police Department</u>	<u>Laura C White, Records Supervisor</u>	<u>614-855-1234</u>
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)
<u>50 Village Hall Rd</u>	<u>New Albany</u>	<u>43054</u>	<u>Franklin/Licking</u>
(Address)	(City)	(Zip Code)	(County)
			(Date Submitted to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Laura C White
(Signature of Responsible Official)

Records Supervisor 614-855-1234
(Title) (Telephone number)

To have this form returned to the Records Commission electronically, include an email address: Records@newalbanyohio.org and jmason@newalbanyohio.org

*Please Note: The State Archives retains RC-3 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.*



INSTRUCTIONS – FORM RC-3

- USE OF FORM:** Serves as a notification to your local records commission and to The Ohio History Connection/State Archives, Local Government Records Program (LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-2 form. It also provides an opportunity for the LGRP to select for historical records, or to provide for other disposition under Section 149.31ORC.
- WHEN TO USE:** Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.
- CERTIFICATION:** This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.
- SUBMISSION:** Send the original RC-3 to: localrecs@ohiohistory.org *or* The Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474 *or* [RC Forms Upload Submission](#)

Retain a permanent copy for your office files and send an additional copy to your records commission.

NOTE: Your office or records commission will **not** receive a copy of the RC-3 back unless requested. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

- (1) **RECORD SERIES TITLE:** Record series title as shown on your retention schedule (RC-2). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process.
- (2) **AUTHORIZATION FOR DISPOSAL:** Schedule number marked as needing review by LGRP as shown on your approved RC-2 and the date it was approved *by your local records commission*.
- (3) **MEDIA TYPE (DESTROYED):** Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.
- (4) **OTHER MEDIA TYPE (RETAINED)** If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.
- (5) **INCLUSIVE DATES OF RECORDS** Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.
- (6) **PROPOSED DATE OF DISPOSAL** Enter the proposed disposal date; LGRP has ***fifteen business days*** to review the disposal form. It is recommended that a few extra days for mail delivery be included.
- (7) **FOR USE BY LGRP** LGRP may write clarifying notes or notes about possible records transfers.

NOTICE CONCERNING MEDIA AND FORMAT CHANGES

The Local Government Records Program (LGRP) strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit <http://www.ohiohistory.org/ohiojunction/erc/>. Never use a microfilm master negative except to create a use copy from it.



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(Local Government Name)

(Unit/Department)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Domestic Violence Lethality Screen	18-110	06/01/2018	Paper	Digital	2019			
Diversion Log	15-213	6/29/2015	Paper		2023			
Prisoner Preliminary Health Forms	08-145	12/13/2011	Paper		2021			
Public Records Request	08-153	12/13/2011	Paper/Digital		2022			
Traffic Complaint Form	06-193	12/13/2011	Paper		2022			
House/Business Check Form	10-091	12/13/2011	Paper		2023			
Intoxilyzer Subject Test Form	10-011	12/13/2011	Paper	Digital	2022			
Manual-outdated alarm system	09-112	06/29/2015	Paper		2019			
Webcheck – Civilian Juvenile Waiver	10-118		Paper		2023			
Mayor's Court Bond Log	04-116	12/23/2019	Paper		2023			
Special Duty Schedule	99-180	12/13/2011	Paper/Digital		2022			
Special Duty Invoices	06-181	12/13/2011	Paper/Digital		2022			
Subpoenas	99-183	12/13/2011	Paper/Digital		2023			
Solicitor's Permits	99-179	12/13/2011	Paper		2023			
Solicitor's Applications/Permits	13-212		Digital		2018			



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(Local Government Name)

(Unit/Department)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
News Release	09-119		Digital		2017-2021			
Auctioned Equipment correspondence	25-353		Digital		2013-2023			
BMV OL recertification form	25-354		Digital/Paper		2013-2023			
Department Budget	99-059		Digital/Paper		2014-2019			
Civilian Observer Request	99-039		Digital/Paper		2023			
Deer Kill Slips	10-057		Digital		2022			
Reports-Monthly	08-156		Digital/Paper		2004-2021			
Accident Reports	01-002		Digital/Paper		2017-2018			
Reports-Offense/Incident	10-157		Digital/Paper		2017-2018			
Diversion Juvenile Records	CRT-08-002	06/20/2008	Digital/Paper		Once the juvenile turns 21 yoa			
Probation Files	CRT-02-002	06/20/2008	Digital/Paper		Once the juvenile turns 21 yoa			
Adult Diversion	24-251		Digital/Paper		10 years after probationer completes terms			
Case Files – Investigatory Records	15-038	06/29/2015	Digital/Paper		2018			
BMV 2255-ALS	10-031	12/13/2011	Digital/Paper		2018			
Court Charges – Original	11-207	12/13/2011	Paper	Digital	2018			



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(Local Government Name)

(Unit/Department)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Urban Deer Hunter Log	06-197		Digital/Paper		2018-2019			
Block Party Permits	19-027		Digital/Paper		2024			
Correspondence	99-048		Digital/Paper		2024			
Emergency Phone Ping	22-246		Paper		2024			
Personnel Shift Selection	08-143		Digital/Paper		2018-2021			
LEADS Employee Training Sign-Off	16-081		Digital/Paper		2021			
LEADS Printouts	99-099	12/13/2011	Paper		2022			
LEADS Towed Vehicle Form	01-107	12/13/2011	Paper		2022			
LEADS Validations	99-108	12/13/2011	Paper		2022			
LEADS TT and Logs	99-106	12/13/2011	Paper		2022			
Traffic Citation Issuance Receipt	22-245		Paper		2021			
Alarm Permit Correspondence	01-006		Paper		2023			
Visitors Log	08-201		Paper		2023			
Webcheck – FBI Dissemination Log	10-073		Paper		2023			
Vehicle Impound forms	99-092		Paper		2021			



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(Local Government Name)

(Unit/Department)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Mayors Court Bond Log	04-116	12/23/2019	Paper		2023			
Inmate Personal Property Form	18-166	06/01/2018	Paper	Digital	2021			
Abandoned Vehicle Removal from	08-001	06/29/2015	Paper		2017			
BCI Evidence Submission	06-024	06/29/2015	Paper	Digital	2017			
THF Weekly Safety Inspection	16-060	06/08/2016	Paper		2022			
Child ID Information Sheet	01-040		Paper		2024			
Diversion Log	15-213	06/29/2015	Paper		2023			
Cruiser videos (old system)	01-055		Digital		2011-2024			
BWC videos (old system)	01-055		Digital		2021-2024			
Mayors Court Bond Log	04-116	12/23/2019	Paper		2023			
LEADS Printouts (MISC. BOLO's)	99-099	12/13/2011	Paper		1/1/2022-12/31/2022			
LEADS Towed Vehicle	01-107	12/13/2011	Paper		1/1/2022-12/31/2022			
LEADS Validations	99-108	12/13/2011	Paper		1/1/2022-12/31/2022			
LEADS TT and Logs	99-106	12/13/2011	Paper		1/1/2022-12/31/2022			
LEADS Warrants	99-106	12/13/2011	Paper		1/1/2022-12/31/2022			
Personnel training roster	25-355		Paper		1/1/2019-12/31/2023			



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 A. McGovern</u>	Alicia McGovern
(Signature of Responsible Official)	(Name)
	Administrative Assistant
	(Title)
	05/28/25
	(Date)

Section B: Records Commission

Records Commission			
(Telephone Number)			
(Address)	(City)	(Zip Code)	(County)

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

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
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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)		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) <u>For use by LGRP only</u> 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 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) <u>For use by</u> <u>LGRP only</u> RC-3 Required
ADM-2025-026	Receipts/Receipt Books	2 years, provided audited	Paper/Multi		<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"/>

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

ADM-2025-038	City Property Files	Permanent	Paper/Multi		<input 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 type="checkbox"/>
ADM-2025-042	Easements	Permanent	Paper/Multi		<input 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 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"/>

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) <u>For use by LGRP only</u> 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"/>

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

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"/>

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) <u>For use by</u> <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"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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

(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) <u>For use by</u> <u>LGRP only</u> RC-3 Required
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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

See instructions before completing this form Must be submitted with PART 1

Section E: Table of Records to be Disposed

City of New Albany

Administrative Services

(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 LGRP	(6) RC-3 Required by LGRP
ADM-06-001	Personnel Files	Retain as permanent record	Paper		<input type="checkbox"/>
ADM-06-002	Incident Reports-Personnel	6 years provided no action pending	Paper		<input type="checkbox"/>
ADM-06-003	Position Descriptions	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-06-004	Policy and Procedure Manual	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-06-005	Orientation Manual	Update as needed, retain current as permanent record	Paper		<input type="checkbox"/>
ADM-06-006	Emergency Contact Forms-Personnel	Update as needed, retain current as permanent record	Paper		<input type="checkbox"/>
ADM-06-007	Council Notebooks including Agendas, Minutes, Notes, Legislation, Administrator Reports, Legislative Reports, Departmental Reports, Related Information	3 years	Paper		<input type="checkbox"/>

Previous
version

RECORDS RETENTION SCHEDULE (RC- 2) – Pa*See instructions before completing this form Must be submitted***Section E: Table of Records to be Disposed**

City of New Albany

Administrative Services

(Local Government Entity)

(Unit)

Previous
Version

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Audit or or LGRP	(6) RC-3 Required by LGRP
ADM-06-008	Boards and Commission Notebooks including Agendas, Submissions, Notes, Minutes, Plans, Related Information –Administration Copy	3 years	Paper		<input type="checkbox"/>
ADM-06-009	Annual Administration Budget Documents	2 years	Paper/Multi		<input type="checkbox"/>
ADM-06-010	Audiovisual, PR & Training Materials	5 years	Multi		<input type="checkbox"/>
ADM-06-011	Blank Forms- Personnel	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-06-012	Bulletins, Posters and Notices to Employees – Federal and State Employment	Update as needed, retain current as permanent record	Paper		<input type="checkbox"/>
ADM-06-013	Contracts, Agreements, Leases	15 years after expiration or termination	Paper		<input type="checkbox"/>
ADM-06-014	Correspondence-Form letters	1 year	Paper/Multi		<input type="checkbox"/>
ADM-06-015	Correspondence/Memorandum- General	2 years	Paper/Multi		<input type="checkbox"/>
ADM-06-016	Correspondence/Memorandum- Council	3 years	Paper/Multi		<input type="checkbox"/>
ADM-06-017	Correspondence-Resident Complaints	3 years	Paper/Multi		<input type="checkbox"/>
ADM-06-018	FAX Logs, Telephone Messages	1 year, treat as correspondence	Paper		<input type="checkbox"/>
ADM-06-019	Minutes of Meetings	Permanent	Paper/Multi		<input type="checkbox"/>
ADM-06-020	Disaster Plans	5 years	Paper/Multi		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with the records.

Section E: Table of Records to be Disposed

City of New Albany

(Local Government Entity)

Administrative Services

(Unit)

Previous
Version

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
ADM-06-021	Municipal Publications including but not limited to newsletters and surveys	5 years	Paper/Multi		<input type="checkbox"/>
ADM-06-022	Photographs	5 years	Prints		<input type="checkbox"/>
ADM-06-023	Photographs	5 years	Slides		<input type="checkbox"/>
ADM-06-024	Photographs	5 years	Negatives		<input type="checkbox"/>
ADM-06-025	Photographs	5 years	Compact Disk		<input type="checkbox"/>
ADM-06-026	News Release issued by Administration	3 years	Paper/Multi		<input type="checkbox"/>
ADM-06-027	Developer Project-Subdivision Files	10 years after subdivision acceptance by Council	Paper		<input type="checkbox"/>
ADM-06-028	Receipts/Receipt Books	2 years provided Audited	Paper		<input type="checkbox"/>
ADM-06-029	Record Retention Documents/RC-1, RC-2, RC-3	25 years	Paper		<input type="checkbox"/>
ADM-06-030	Public Records Requests	2 years	Paper		<input type="checkbox"/>
ADM-06-031	Reference/Library Materials	Update as needed, retain current as permanent record	Paper		<input type="checkbox"/>
ADM-06-032	Requisitions/Purchase Orders including invoices for purchases made through Administration	3 years	Paper		<input type="checkbox"/>
ADM-06-033	Administration Research Files	5 years	Multi		<input type="checkbox"/>
ADM-06-034	Annual Administration Statistical Reports	5 years	Paper/Multi		<input type="checkbox"/>
ADM-06-035	Annual Statistical Reports-Consultant Produced	5 years	Paper/Multi		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part*See instructions before completing this form. Must be submitted with***Section E: Table of Records to be Disposed**

City of New Albany

Administrative Services

(Local Government Entity)

(Unit)

Previous
version

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Audit or LGRP	(6) RC-3 Required by LGRP
ADM-06-036	Surveillance Tapes/Video	30 days then re-use provided no action pending	Video Tape		<input type="checkbox"/>
ADM-06-037	Organizational Charts	Update as needed, retain current as permanent record	Paper/Multi		<input type="checkbox"/>
ADM-06-038	Legal-Civil Case Files	10 years, provided no action pending	Paper		<input type="checkbox"/>
ADM-06-039	Legal-Criminal Case Files	20 years, provided no action pending	Paper		<input type="checkbox"/>
ADM-06-040	City Property Files	Permanent	Paper		<input type="checkbox"/>
ADM-06-041	Claims for Damages	2 years after case settled and all appeals exhausted	Paper		<input type="checkbox"/>
ADM-06-042	Court Transcripts	3 years after case settled	Paper		<input type="checkbox"/>
ADM-06-043	Deeds	Permanent	Paper		<input type="checkbox"/>
ADM-06-044	Easements	Permanent	Paper		<input type="checkbox"/>
ADM-06-045	Proof of Publication	5 years	Paper		<input type="checkbox"/>
ADM-06-046	Legal opinion from Village Legal Counsel	Permanent	Paper		<input type="checkbox"/>
ADM-06-047	Liability Waivers	3 years provided no action pending	Paper		<input type="checkbox"/>
ADM-06-048	Settlements	3 years	Paper		<input type="checkbox"/>
ADM-06-049	Loan and Grant applications	5 years	Paper		<input type="checkbox"/>
ADM-06-050	Community Reinvestment Applications	Permanent	Paper		<input type="checkbox"/>
ADM-06-051	Enterprise Zone Applications	Permanent	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 1*See instructions before completing this form. Must be submitted with the records.***Section E: Table of Records to be Disposed**

City of New Albany Administrative Services
 (Local Government Entity) (Unit)

Previous
Version

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
ADM-06-052	Village Hall Construction Documents	10 years post completion	Paper		<input type="checkbox"/>
ADM-06-053	Annexation Information including news clippings, memorandum, maps, notes	10 years	Paper		<input type="checkbox"/>
ADM-06-054	Environmental case files including complaints, EPA correspondence, memorandum, and construction documentation	5 years or until superseded or obsolete	Paper		<input type="checkbox"/>
ADM-06-055	Economic Development Information	3 years or superseded	Paper/Multi		<input type="checkbox"/>
ADM-06-056	Event Permit Applications	2 years or until superseded	Paper		<input type="checkbox"/>
ADM-06-057	Event Permits	2 years or until superseded	Paper/Multi		<input type="checkbox"/>
ADM-06-058	Public Works Facility Construction Documents	10 years post completion	Paper		<input type="checkbox"/>
ADM-06-059	Police Facility Construction Documents	10 years post completion	Paper		<input type="checkbox"/>
ADM-06-060	Performing Arts Center Construction Documents	10 years post completion	Paper		<input type="checkbox"/>
ADM-06-061	Information Technology Reports-Consultant	2 years	Paper/Multi		<input type="checkbox"/>
ADM-06-062	Mail, unsolicited, sales material, information brochures, transitory e-mail messages, daily sign in logs, and calendar for scheduled meetings	Until no longer of Administrative value. (RC-3 Not Required)	Multi		<input type="checkbox"/>
ADM-06-063	Requests to work outside established Hours of Work	2 years	Paper		<input type="checkbox"/>
ADM-06-064	New Hire Checklist	Until no longer of Administrative value. (RC-3 Not Required)	Paper		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part*See instructions before completing this form. Must be submitted with***Section E: Table of Records to be Disposed**

City of New Albany

Administrative Services

(Local Government Entity)

(Unit)

Previous
version

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
ADM-06-065	Work Orders submitted by Administration	Until no longer of Administrative value. (RC-3 Not Required)	Paper/Multi		<input type="checkbox"/>
ADM-06-066	Ride Along Request Forms	2 years	Paper		<input type="checkbox"/>
ADM-06-067	Solicited and Unsolicited Applications and Resumes for employment for candidates not selected for hire	1 year	Paper		<input type="checkbox"/>
ADM-06-068	Village Hall Elevator Certificate of Operation	1 year or until superseded	Paper		<input type="checkbox"/>
ADM- 06-069	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			<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Pa*See instructions before completing this form Must be submitted***Section E: Table of Records to be Disposed**Previous
Version

City of New Albany

Administrative Services

(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 LGRP	(6) RC-3 Required by LGRP
ADM- 06-070	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, 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)		3 years		<input type="checkbox"/>
ADM- 06-071	Family Medical Leave Forms		5 years		<input type="checkbox"/>
ADM- 06-072	Hepatitis B Vaccinations		1 year after termination		<input type="checkbox"/>
ADM- 06-073	Employee Exposure to Blood Borne Pathogens		Permanent		<input type="checkbox"/>
ADM- 06-074	OSHA 300 (log and summary of all occupational injuries and illnesses)		5 years		<input type="checkbox"/>

MAY 09 2024

STATE AND LOCAL
GOVERNMENT RECORDS

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

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, Ohio	Administration		
(Local Government Entity)	(Unit)		
<i>Alicia A. McGovern</i>	Alicia McGovern	Admin. Assist.	04/29/24
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

New Albany	Records Commission	614.939.2244
(Local Government Entity)		(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
amcgovern@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.

<i>[Signature]</i>	<i>7 May 24</i>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	5/23/2024
Signature	Title	Date

Section D: Auditor of State

	Records Manager
Signature	Title

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.

RECORDS RETENTION SCHEDULE (RC-2) - Pa

See instructions before completing this form. Must be submitted

Section E: Table of Records to be Disposed

City of New Albany, Ohio

Administration

(Local Government Entity)

(Unit)

Previous
Version

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-2 Required by LGRP
ADM-06-075	Website content	Until superseded or no longer of administrative value	Paper and/or electronic		<input type="checkbox"/>
ADM-06-076	Social media posts	Until superseded or no longer of administrative value	Paper and/or electronic		<input type="checkbox"/>
ADM-06-077	GIS system data	Until superseded or no longer of administrative value	Paper and/or electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



New Albany Public Records Commission Staff Report
June 3, 2025 Meeting

TO: Public Records Commission

FROM: Christina Madriguera

DATE: May 28, 2025

RE: City Council Records Retention Schedule and Proposed Revisions to C.O. 141.01

I. City Council Records Retention Schedule Request and Background

In 2024, Clerk Mason requested research and proposed updates to the Council Retention Schedule (RC-2) in order to incorporate electronic storage and maintenance of records where permissible. She also requested proposed updates to C.O. 141.01; Public Records Commission; Members; Powers and Duties.

Pursuant to Clerk Mason's request proposed updates to Council's RC-2 was presented at the November 25, 2024 PRC for review and comment. The most significant proposed change was to the Media Type column; wherever possible the media type was recommended to be designated as "Electronic or Other Fixed Media." There were very few, if any, comments on the proposed changes. However, Mayor Spalding and members of the PRC asked how long other jurisdictions retain meeting minutes. See II for findings.

II. How long do other jurisdictions retain meeting minutes – follow up from November 25, 2024 meeting.

- Ohio Municipal Records Manual Suggested Records Retention Periods, Third Revised Edition January 2000 – recommends permanent retention of the approved hardcopy of meeting minutes, and a 1-year retention period for audio and video recordings of meetings provided information concerning the meeting is substantially transcribed to hard copy. See General Administrative Records Section 1, line 48; Cemetery Records Section 4, line 7; See also Council Records Section 5, line 3 Index to Council Minutes.
- Dublin – retains in multi format Council, Board, Commission, and Committee minutes permanently. 540-13-314.
- UA – retention schedule not found;
- Gahanna – retains in multi format Council, Board, Committee, and Commission minutes permanently. CN-16;

- City of Powell – retains in paper and electronic format minutes of all public meetings permanently. C-29

III. Relevant Statutes

- R.C. 149.011(G) provides that the term “Records” includes any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in R.C. 1306.01, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, or other activities of the office.
- R.C. 1306.01(G) defines “Electronic Record” to mean, a record created, generated, sent communicated, received, or stored by electronic means...
- R.C. 1306.01(M) defines “Record” as information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

IV. Evaluation

Council’s current RC-2 requires records to be kept in “Paper,” “Digital,” and “Paper and/or digital” format. However, the definition of record under Ohio law includes any document regardless of physical form or characteristic, including an electronic record. Thus Ohio law permits but does not require retention of paper records. Likewise Ohio also seemingly permits but does not require retention of records in more than one form.

Council’s current RC-2 usage of “and/or,” specifically the use of “and” could cause some confusion regarding whether Council’s RC-2 requires retention of paper records in addition to retention of digital records, or whether retention of paper records is an alternative to retention of digital records. Admittedly this confusion could be sorted out easily under normal, collaborative working conditions, but the confusion could be exacerbated when there is conflict or pending litigation.

And, significantly, here in New Albany, in most instances the consistent practice is to retain records in digital format. Thus, there are instances where our practices comply with Ohio law, but not with our own RC-2.

V. Recommendation – See Proposed New Albany City Council Proposed Record Retention Schedule RC2 - redlined and clean

Because it is not required by Ohio law, and because our current practice is to retain records in electronic format, I recommend the removal of “and/” from the Media Type column of Council’s RC-2, and further, that the Media Type language be broad and inclusive of all permutations of records. This could be accomplished by the removal of “and” from the existing language. Alternatively, they could also be accomplished by striking “Paper,” “Digital,” and “Paper and/or digital,” and using a consistent media type throughout such as “Electronic or Other Fixed Media,” or similar language.

I have also proposed eliminating duplicate entries, and words that might not be useful.

See Proposed New Albany City Council Proposed Record Retention Schedule RC2 redlined and clean

**VI. Proposed changes to C.O. 141.01; Public Records Commission Established;
Members; Powers and Duties**

The proposed changes are non-substantive. They are tracked and underlined. The change in assignment of the records officer duty from city manager to department head was approved by the city manager. These are conforming changes to correspond to our current practices, and also to correspond with the 2017 Local Government Records Manual.

See Proposed Ordinance and Redlined Changes to New Albany C.O. 141.01 Public Records Commission; Established: Powers and Duties



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

Signature

Title

Date

Section D: Auditor of State

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) For use by LGRP only RC-3 Required
COU-2021-01	Acting Administrator/Manager Documents	2 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-03	Agendas for Council Meetings and Workshops	5 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-05	Agendas for council meetings – council subcommittees	5 years	Electronic or other Fixed Media		<input type="checkbox"/>
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		<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	Electronic or other Fixed Media		X
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		<input type="checkbox"/>

City of New Albany (Local Government Entity)	City Council (Unit/Department)
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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
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		<input type="checkbox"/>
COU-2021-21	Computer Discs	Until no longer of administrative value	CD		<input type="checkbox"/>
COU-2021-23	Correspondence: paper	Until no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-24	Council applications	5 years	Electronic or other Fixed Media		<input type="checkbox"/>
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		<input type="checkbox"/>
COU-2021-27	Council resignation letters	5 years after letter date, appraise for historic value	Electronic or other Fixed Media		<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)		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) For use by LGRP only 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		<input type="checkbox"/>
COU-2021-29	Electronic council meeting recordings	3 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-30	Electronic board/commission meeting recordings	3 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-31	Electronic recordings – other	Until no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-32	Equipment manuals/documents	Until equipment is no longer needed	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-33	Finance forms, purchase orders, receipts	2 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-34	Grant funding applications/awards/correspondence/notes and background checks	5 years after award of grant	Electronic or other Fixed Media		<input type="checkbox"/>
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		<input type="checkbox"/>
COU-2021-38	Liquor license requests/hearings	3 years if approved, 1 year if denied or not applicable	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-39	McCoy Performing Arts Center documents (agendas, newspaper clippings, etc.)	10 years, appraise for historic value	Electronic or other Fixed Media		X
COU-2021-40	Minutes – Council subcommittees	5 years	Electronic or other Fixed Media		<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)		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-2021-41	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		<input type="checkbox"/>
COU-2021-46	Ohio Ethics Commission Certificates/Documents	2 years	Electronic or other Fixed Media		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
COU-2021-51	Petitions to council	5 years	Electronic or other Fixed Media		<input type="checkbox"/>
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		<input type="checkbox"/>
COU-2021-52	City plan documents – general	5 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-53	Plan documents – Rocky Fork Blacklick Accord	5 years	Electronic or other Fixed Media		<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)			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-2021-54	Plan documents – Strategic Study	5 years	Electronic or other Fixed Media		X
COU-2021-55	Plan documents – Village Center Study	5 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-56	Proclamations	3 years – appraise for historical value	Electronic or other Fixed Media		X
COU-2021-58	Professional development documents	Until no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2022- 80	Presentation slideshows for council meetings and workshops	2 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-59	Project files	Until no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-60	Public hearing notices	5 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-61	Public records requests/tracking	5 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-63	Requisitions /purchase orders	3 years or until no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>
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		<input type="checkbox"/>
COU-2021-66	Rules of procedure for Boards & Commissions	Until superseded	Electronic or other Fixed Media		<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)		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) For use by LGRP only RC-3 Required
COU-2021-68	Street name change/vacation of roads	Copies – 5 years, deliver any originals to Development Department	Electronic or other Fixed Media		<input type="checkbox"/>
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		<input type="checkbox"/>
COU-2021-69	Surveys, evaluations, feedback forms	One year or until no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-70	SWACO documents	2 years	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-71	Time sheets, time off requests, and accrual sheets	1 year	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-72	Transitory Info. Misc.		Electronic or other Fixed Media		<input type="checkbox"/>
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		<input type="checkbox"/>
COU-2021-73	Transitory Info. Misc. – memos	Until no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-74	Transitory Info. Misc. – phone/vm messages-emails-texts	Until no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-75	Transitory Info. Misc. – post its, scratch notes	Until no longer of administrative value	Electronic or other Fixed Media		<input type="checkbox"/>

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

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



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

Signature

Title

Date

Section D: Auditor of State

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) For use by LGRP only RC-3 Required
COU-2021-01	Acting Administrator/Manager Documents	2 years	Paper and/or digital Electronic or other Fixed Media		<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 Electronic or other Fixed Media		<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	Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-06	Annexation Files & Maps	permanent	Paper and/or digital 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	Paper and/or digital Electronic or other Fixed Media		<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 Electronic or other Fixed Media		X

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

COU-2021-10	Board & Commission Minutes	Permanent	Paper and/or digital <u>Electronic or other Fixed Media</u>		X
COU-2021-11	Cemetery documents – <u>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.</u>	Permanent	Paper and/or digital <u>Electronic or other Fixed Media</u>		X
COU-2021-12	Charter Review Commission – miscellaneous documents – not including minutes or reports	Until no longer of administrative value, appraise for historical value	Paper and/or digital <u>Electronic or other Fixed Media</u>		X
COU-2021-13	Charter Review Commission Reports, Prior Charters, Amendments	Permanent	Paper <u>Electronic or other Fixed Media</u>		X
COU-2021-14	City Charter – current	Permanent	Paper <u>Electronic or other Fixed Media</u>		<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)		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) For use by LGRP only RC-3 Required
COU-2021-15	City Charter – current	Permanent	Digital		<input type="checkbox"/>
COU-2021-16	City Founder descendent tracking/notes/letters/documents/correspondence	Permanent	Paper and/or digital <u>Electronic or other Fixed Media</u>		X
COU-2021-17	Codified Ordinances – paper	Permanent	Paper <u>Electronic or other Fixed Media</u>		X
COU-2021-18	Codified Ordinances – digital/online	Until superseded	Digital <u>Electronic or other fixed Media</u>		<input type="checkbox"/>
COU-2021-19	Community Authority (NACA, NAECA) – paper <u>These records are retained and covered by the Finance Department</u>	10 years	Paper		X
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 <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-24	Council applications	5 years after oath of office	Paper and/or digital		<input type="checkbox"/>

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

			<u>Electronic or other Fixed Media</u>		
COU-2021-25	Council Committee Reports	Permanent	<u>Paper</u> <u>Electronic or other Fixed Media</u>		X
COU-2021-26	Council projects – generated documents for workshops	5 years or until no longer of administrative value	<u>Paper and/or Digital</u> <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-27	Council resignation letters	5 years after letter date, appraise for historic value	<u>Paper and/or digital</u> <u>Electronic or other Fixed Media</u>		<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)		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) For use by LGRP only RC-3 Required
COU-2021-28	Development agreements/documents – return any originals to appropriate departments	1 year or until no longer of administrative value	Paper and/or digital Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-29	Electronic council meeting recordings	3 years	Digital Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-30	Electronic board/commission meeting recordings	3 years	Cassette Tape, CD, Digital Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-31	Electronic meeting recordings – other	Until no longer of administrative value	Digital Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-32	Equipment manuals/documents	Until equipment is no longer needed	Paper and/or digital Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-33	Finance forms, purchase orders, receipts	2 years	Paper and/or digital Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-34	Grant funding applications/awards/correspondence/notes and background checks	5 years after award of grant	Paper and/or digital Electronic or other Fixed Media		<input type="checkbox"/>

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

COU-2021-35	Index to ordinances	Permanent	Paper and/or digital <u>Electronic or other Fixed Media</u>		X
COU-2021-36	Index to resolutions	Permanent	Paper and/or digital <u>Electronic or other Fixed Media</u>		X
COU-2021-37	Legal notice of publications	35 years	Paper and/or digital <u>Electronic or other Fixed Media</u>		<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 <u>Electronic or other Fixed Media</u>		<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 <u>Electronic or other Fixed Media</u>		X
COU-2021-40	Minutes – Council subcommittees	5 years	Paper and/or digital <u>Electronic or other Fixed Media</u>		<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)		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) For use by LGRP only RC-3 Required
COU-2021-41	Minutes of council meetings	Permanent	Paper and/or digital Electronic or other Fixed Media		X
COU-2021-42	Miscellaneous documents of historic significance This category is too vague. Council records are covered by more specific schedules. If an item is not on a schedule, it can only be disposed of using an RC-1 and going to the PRC for approval.	Permanent	Paper and/or digital		X
COU-2021-43	MORPC Files	2 years	Paper and/or digital		<input type="checkbox"/>
COU-2021-44	Oath of office for city officials of village/city <u>Delete "of village/city"</u>	10 years – appraise for historical value	Paper Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-45	Oath of office for officials of village <u>Delete entirely as duplicate</u>	Permanent	Digital		<input type="checkbox"/>
COU-2021-46	Ohio Ethics Commission Certificates/Documents	2 years	Paper and/or digital Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-47	Ordinances/Resolutions	Permanent	Paper and/or digital Electronic or other Fixed Media		X
COU-2021-48	Parade related documents/invoices	1 year or until no longer of administrative value	Paper and/or digital Electronic or other Fixed Media		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

COU-2021-49	Parks and metro park related documents — digital	Permanent	Digital		<input type="checkbox"/>
COU-2021-50	Parks and metro park related documents — paper <u>Administration Department generally holds the originals of these records.</u>	10 years or until no longer of administrative value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-51	Petitions to council	5 years	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2022-81	Photos of council members/council events	Until no longer of administrative value – after evaluation for historical value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-52	City plan documents – general	5 years	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-53	Plan documents – Rocky Fork Blacklick Accord	5 years	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>

City of New Albany

(Local Government Entity)

City Council

(Unit/Department)

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

(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-2021-54	Plan documents – Strategic Study	5 years	Paper and/or digital <u>Electronic or other Fixed Media</u>		X
COU-2021-55	Plan documents – Village Center Study	5 years	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-56	Proclamations —paper <u>Deleted paper.</u>	3 years – appraise for historical value	Paper <u>Electronic or other Fixed Media</u>		X
COU-2021-57	Proclamations — digital	permanent			<input type="checkbox"/>
COU-2021-58	Professional development documents	Until no longer of administrative value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2022- 80	Presentation slideshows for council meetings and workshops	2 years	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-59	Project files	Until no longer of administrative value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-60	Public hearing notices	5 years	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

COU-2021-61	Public records requests/tracking	5 years	Digital Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-62	Public records requests/tracking	2 years	paper		<input type="checkbox"/>
COU-2021-63	Requisitions /purchase orders	3 years or until no longer of administrative value	Paper Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-64	Responses/memos for legal services/opinions	30 days after response or until no longer of administrative value If paper retain for 30 days after response or until no longer of administrative value. Retain electronic for 3 years.	Paper Electronic or other Fixed Media		<input type="checkbox"/>
COU-2021-65	Responses/memos for legal services/opinions	3 years	Digital		<input checked="" type="checkbox"/>
COU-2021-66	Rules of proc/ Bd. Comm <u>medure for Boards & Commissions</u>	Until superseded	Paper and/or Digital Electronic or other Fixed Media		<input type="checkbox"/>

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

COU-2021-67	Rules of proc/Bd. Comm	Until superseded	Paper and/or Digital		<input type="checkbox"/>
Delete entirely_ (duplicate)					
COU-2021-68	Street name change/vacation of roads	Copies – 5 years, deliver any originals to Development Department	Paper <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2022-82	Sunshine Law Training Certificates	After relevant audit is complete and document is no longer of administrative value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-69	Surveys, evaluations, feedback forms	One year or until no longer of administrative value	Paper <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-70	SWACO documents	2 years	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-71	Time sheets, time off requests, and accrual sheets	1 year	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-72	Transitory Info. Misc.		Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2022-83	Transitory Info. Misc. – clerk training manuals, handouts, certificates, and other materials	Until no longer of administrative value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-73	Transitory Info. Misc. – memos	Until no longer of administrative value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>

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

COU-2021-74	Transitory Info. Misc. – phone/vm messages-emails-texts	Until no longer of administrative value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-75	Transitory Info. Misc. – post its, scratch notes	Until no longer of administrative value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-76	Transitory Info. Misc. - unsolicited info	Until no longer of administrative value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-77	Transitory Info. Misc. – Work in progress docs	Until no longer of administrative value	Paper and/or digital <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>
COU-2021-78	Visitor sign in sheets – meetings, etc.	Until no longer of administrative value	Paper and/or Digital <u>Electronic or other Fixed Media</u>		<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 <u>Electronic or other Fixed Media</u>		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.



ORDINANCE O-XX-2025

AN ORDINANCE TO AMEND CHAPTER 141 "RECORDS COMMISSION" OF THE CITY OF NEW ALBANY CODIFIED ORDINANCES AS REQUESTED BY THE CITY OF NEW ALBANY

WHEREAS, Codified Ordinances Chapter 141 establishes the city's records commission, sets the membership, and contains a limited records retention schedule; and

WHEREAS, this chapter was last updated in February of 1996 via Ordinance O-12-1996 and needs to be updated to reflect current city practices and record keeping; and

WHEREAS, the New Albany Public Records Commission recommended approval of the proposed amendments to the codified ordinances at its meeting on June 3, 2025.

NOW, THEREFORE, BE IT RESOLVED by Council for the City of New Albany, Counties of Franklin and Licking, State of Ohio, that:

Section 1: Council hereby amends portions of codified ordinance chapter 141 as set forth in Exhibit A, which depicts these amendments in red font and strikethroughs.

Section 2. It is hereby found and determined that all formal actions of this council concerning and relating to the adoption of this legislation were adopted in an open meeting of council, and that all deliberations of the council and or any of its committees that resulted in such formal action were in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code.

Section 3. Pursuant to Article 6.07(B) of the New Albany Charter, this ordinance shall become effective thirty (30) days after adoption.

CERTIFIED AS ADOPTED this _____ day of _____, 2025.

Attest:

Sloan T. Spalding
Mayor

Jennifer H. Mason
Clerk of Council

Approved as to form:

Benjamin S. Albrecht
Law Director

Legislation dates:

Prepared: 05/28/2025

Introduced: 06/17/2025

Revised:

Adopted:

Effective:

New Albany Codified Ordinance 141.01; Records Commission Established; Members; Powers and Duties.

- (a) A Records Commission is hereby created to provide rules for retention and disposal of records of the ~~City~~Municipality. The rules provided for shall be in accordance with ORC 149.39. The Records Commission hereby created will have such powers and duties as are provided for in ORC 149.39.
- (b) The Records Commission hereby created shall be composed of the Mayor or his/her appointed representative, who shall serve as chairman; the Finance Director; the ~~Law Director~~Solicitor; and a citizen appointed by the Mayor. Terms of the Mayor's representative and the citizen appointee shall be indefinite, subject to annual approval of the Mayor. Except as prohibited by the Charter, members of the Records Commission may hold other public offices or be employed by the ~~Municipality~~City.
- (c) ~~The City Manager Administrator is hereby directed to appoint~~ Each department head shall designate a records officer within each department of the ~~Municipality~~City to inventory, appraise, and oversee retention of records of the department according to criteria set by the Ohio Municipal Records Manual and ~~the adopted~~ records retention schedule ~~adopted herein~~; and ~~to inform apply to~~ the New Albany Records Commission when records indicated by the appropriate state organization as requiring approval have reached the end of their assigned retention period, in writing annually by January 31 ~~as to when records held by the department have reached the end of their assigned retention period~~. The records officer shall receive written permission from the New Albany Records Commission prior to the disposal of any record subject to the retention schedule herein established.
- (d) Unless otherwise provided for in a department's approved record retention schedule, As each section governs municipal records requirements pursuant to ORC 149.40, the Ohio Municipal Records Manual records retention schedule sections listed in this section or as amended herein pursuant to the powers granted in ORC 149.39, are hereby adopted as the official records retention schedule of the Municipality:

SECTIONS

- 2. Building Records
- 4B. Mayor's Court Records
- 5. Engineering & Street Records
- 6. Executive and General Administration Records
- 7. Financial Records
- 8B. Police Records
- 10. Legal & Legislative Records
- 11. Parks & Recreation Records
- ~~132A & B.~~ Personnel Records, with amendments as follows:
- ~~132B.12.~~ "Record of Disciplinary Action." Records of disciplinary action shall be retained as follows:
 - a. Oral reprimands. Oral reprimands shall remain in the disciplined employee's file for a minimum of 180 days, and shall be removed only upon request in writing from the employee; provided that no additional discipline(s) for the same offense has occurred within the same 180-day period. Should an additional

discipline for the same offense occur within the 180-day period, the original discipline shall not be removed until the period of retention of the additional discipline(s) has elapsed.

b. Written reprimands. Written reprimands shall be removed from the disciplined employee's file after twenty-four (24) months, and shall be removed only upon request in writing from the employee, provided that no additional discipline(s) for the same offense has occurred within the same 24-month period. Should an additional discipline(s) for the same offense occur within the 24-month period, the original discipline shall not be removed until the period of retention of the additional discipline(s) has elapsed.

c. Notice of Suspension. Written documentation of suspension shall remain in the disciplined employee's file for sixty (60) months, and shall be removed upon request in writing from the employee, provided that no additional discipline(s) for the same offense has occurred within the 60-month time period. If additional discipline(s) has occurred for the same offense within the 60-month time period, the original discipline(s) shall not be removed until the period of retention of the additional discipline(s) has elapsed.

Add to ~~132B~~:

~~20. Personnel Appeals Board case files — permanent~~

~~21. Personnel Appeals Board minutes — permanent~~

~~22. Personnel Appeals Board correspondence — until no longer of administrative value; generally 1 — 5 years.~~

~~13.~~ Planning & Zoning Records

14A. Water & Sewer Records.

(Ord. 25-90. Passed 5-15-90; Ord. 12-96. Passed 2-20-96.)