



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

OHIO HISTORY CONNECTION

JUNE 27 2024

STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of 2

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 Springboro, Ohio (Municipality)

All City Departments

(Local Government Entity)

(Unit)

Lori A. Martin

Clerk of Council/Records Manager

6/25/24

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Springboro, Ohio Records Commission

937-748-4356 (Records Manager)

320 W. Central Avenue

Springboro

45066

(Telephone Number)

Warren

(Address)

(City)

(Zip Code)

(County)

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

recordscommission@cityofspringboro.com & lori@cityofspringboro.com

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.

6/27/24

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

7/11/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.



CITY OF SPRINGBORO, OHIO RECORDS RETENTION SCHEDULE

Revised Edition – 2024
(Records Commission Approval – June 25, 2024)

Approved by:

CITY OF SPRINGBORO RECORDS COMMISSION

City of Springboro
320 W. Central Avenue
Springboro, Ohio 45066
www.cityofspringboro.com
recordscommission@cityofspringboro.com

THE OHIO HISTORICAL SOCIETY

State Archives of Ohio
Local Government Records Program
1982 Velma Avenue
Columbus, Ohio 43211-2497
www.ohiohistory.org
localrecs@ohiohistory.org

OHIO AUDITOR OF STATE

Office of Auditor of State
88 East Broad Street, 5th Floor
Columbus, OH 43215
www.auditor.state.oh.us

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Ohio's Municipal Records Program

Government cannot function without the records that serve as an institutional memory. If they are created, maintained, and disposed of in an orderly manner, the records will serve their purpose well and be an asset to the public office that created them. If, on the other hand, they are created, maintained, or disposed of in a haphazard manner, the same records will become a legal liability, waste valuable space, increase operating expenses, and squander staff time.

The purpose of this manual is to provide a foundation for Ohio municipal officials who wish to establish and maintain a basic records management program. Although many municipal record series are listed, some are not. To establish a retention period for a record series, use the four values listed under Appraisal. The retention periods found in this manual are only suggestions. Before any municipal records may be disposed of in any manner, the municipal records commission must approve the action in an open meeting (Sec. 121.22 ORC) and submit the approved forms to the Ohio Historical Society's Local Government Records Program (LGRP). The LGRP will then send the forms to the Ohio Auditor of State. The Auditor of State returns the approved forms to the LGRP, which retains the original and sends a copy back to the municipal records commission. The commission should send a copy to the originating office. Questions about this manual or records retention and disposition should be addressed to Ohio Historical Society, State Archives of Ohio, Local Government Records Program (LGRP), 1982 Velma Avenue, Columbus, Ohio 43211-2497 (614/297-2553) or localrecs@ohiohistory.org

Establishing A Records Program

There are five basic steps in establishing a sound record management program.

1) Inventory. The idea is to inventory all the records found in each municipal office. The reality is that a total inventory is difficult unless a full-time records manager does it. However, it can be done if you divide up the work by office and each office completes a records inventory. The basic unit of the inventory is the records series. A records series is a sequence of records classified and filed as a single filing system. Examples of separate record series are checks, vouchers, minutes, and leave requests. A records inventory should include all records series whether they are located in an office or storage area.

2) Appraisal. This second step is difficult and generally raises the most questions. Appraisal is the determination of the appropriate retention period of each record series, based on its administrative, legal, fiscal, and historical value to the municipality or the State of Ohio.

A record has administrative value if it is needed to conduct the current business of the public office that creates it. Administrative value diminishes over time because it is no longer needed for current business.

A record has legal value if it documents or protects the legal rights of the public entity that created it. Records possessing legal value should be retained until the legal rights or obligations to which they pertain expire.

A record has fiscal value if it is used in accounting for public funds. Records having fiscal value must be retained at least until the accounts have been audited. Records of local activities funded with combinations of state and federal funds might have to be retained longer than records pertaining solely to local funds.

A record has historical (archival) value if it has continuing historical value to the State of Ohio and its citizens. The Ohio Historical Society Local Government Records Program staff makes this determination.

The retention periods suggested in this manual are based upon the application of each of the four values of records to each records series. Records often possess more than one value; retention periods are based on satisfying the value with the longest retention need. For example, a records series having administrative value of one month may be required to be retained for two years to be audited; therefore, the retention period should be three years. A city may adopt retention periods different from those suggested in this

manual. Please contact the OHS Local Government Records Program (LGRP) if you have questions concerning these suggested retention periods or the disposal process.

3) Adopt Retention Schedules. Municipal records may be disposed of only through the process mandated in section 149.39 Ohio Revised Code. Only three forms are used in the LGR Program. Master copies can be found on our website at <http://www.ohiohistory.org/resource/lgr/> or by requesting that copies be mailed.

A properly approved Schedule of Records Retention and Destruction (RC-2) constitutes continuing authority to dispose of records when the scheduled retention period has expired.

An Application for One-Time Record Disposal of Obsolete Records (RC-1) is used for the one-time disposition of obsolete records, and does not represent continuing authority to destroy records. It is absolutely valid for only the obsolete records listed on the form and can only be used for one disposal.

Retention periods may be expressed in one of three ways:

- 1) As a specific time period (e.g., retain five years, then destroy);
- 2) In relation to an event (e.g., destroy after audited by the Auditor of State and audit report is released);
- 3) As a combination of both of these (e.g., retain five years after audited, then destroy).

Retention periods should always be clearly stated to avoid confusion or improper disposal. The best retention period is one that everyone can follow. Therefore, a specific time period is probably the safest one to use.

4) Disposal. Once a records retention schedule has been properly approved for a municipal department it should be followed and reviewed annually. Following an approved schedule is a good business practice that will prevent an unwanted accumulation of useless records that have outlived their value.

Before the disposal of any municipal records can occur, a Certificate of Records Disposal (RC-3) must be filed with the OHS Local Government Records Program, which in turn, will send the RC-3 to the Auditor of State's Records Officer in Columbus. The Certificate of Disposal (RC-3) should be filed a minimum of fifteen (15) business days before the proposed disposal or destruction date. To prevent improper records disposal, all municipal employees involved with records retention or disposition activities should be familiar with Sections 149.31, 149.351, and 149.39 of the Ohio Revised. Errors can cost the municipality both money and embarrassment. Consult your legal counsel if you have any doubts concerning records disposal. To safeguard and protect public records, Section 149.31 ORC requires a written agreement between the Ohio Historical Society and certain entities concerning the transfer of records.

5) Maintenance of Records of Long - Term Value. Records with retention periods exceeding 10 years are often viewed as being long-term. Providing appropriate storage facilities is essential for the preservation of long-term records. Most municipalities cannot afford record storage centers or the latest equipment for controlling temperature and humidity. Nevertheless, it is important to provide a cool, dry, and secure storage area for municipal records, especially records having a long-term value. Exhaust fans, portable dehumidifiers, fire extinguishers, metal shelving, and regular cleaning will go a long way toward increasing the life span of paper records. Storing records in leaky attics, musty basements, and unheated outdoor storage sheds goes against common sense and good business practices. Commercial records storage may provide an alternative economic storage solution for seldom-needed records. However, examine all storage charges and access fees for a complete cost benefit analysis. Microfilm is another storage medium which, when properly utilized, can be a valuable asset in a records program. It can be used to reduce bulk or to provide security copies of vital records. Before beginning a microfilm program, thoroughly evaluate and cost justify it. Be sure to include the cost of a reader-printer if you wish to use the microfilm in lieu of the original (Sec. 9.01 ORC) or for public access (Sec. 149.43 ORC). All microfilming should meet or exceed American National Standards Institute (ANSI) standards. Currently, there are no ANSI standards for retaining permanent records either on optical disks or in other electronic formats.

The Ohio Historical Society, through the Ohio Network of American History Research Centers (ONAHRC), administers a program for the preservation of local government records that have continuing historical value.

Municipalities devoting space to the storage of historical records that have outlived their administrative, legal, and fiscal value should consider transferring these records to the appropriate network center for permanent preservation in a true archival setting at no cost to the municipality and while permitting access to researchers.

Using this Manual

This manual is presented in a columnar format for quick and easy reference. The chapters correspond to major functional divisions common to municipal governments in Ohio. All municipal departments, boards, commissions should use the General Records Retention Schedules and other entities associated with municipality. The more complex functions are further divided when appropriate. Each entry includes the title of a record series and the suggested retention period. It is extremely difficult to create a comprehensive list of all municipal records therefore some records are not listed. Contact the OHS State Archives Local Government Records Program (614\297-2553) with your constructive comments and suggestions. Our E - Mail address is: localrecs@ohiohistory.org.

Role of the Ohio Historical Society

The Ohio Historical Society (OHS) is designated by section 149.31, Ohio Revised Code, as the "archives administration for the State of Ohio and its political subdivisions." It also has the first right to select for historical purposes local records which have continuing historical value to the State of Ohio and its citizens (Sec. 149.39 ORC). To fulfill these responsibilities, OHS administers the Local Government Records Program (LGRP). The LGRP works with municipalities to develop a practical records management program. The Ohio Historical Society has designated eight Ohio Network of American History Research Centers (Network Centers) as depositories for local government records within their respective regions. Municipal records transferred to the custody of a network center retain their own identity as records belonging to the originating municipality, and are available to the originating municipality should the need arise.

Note:

"Audited" and "Provided Audited" , when used in this manual and on all RC 1, RC 2 and RC 3s, means: the years encompassed by the records have been audited by the Ohio Auditor of State and the audit report has been released pursuant to Section 117.26 Ohio Revised Code. To confirm audit periods and release dates, contact your fiscal officer or the Ohio Auditor of State's Clerk of the Bureau, Columbus.

OHIO NETWORK OF AMERICAN HISTORY RESEARCH CENTERS

1. University of Akron - Archives Services
Polsky Building
225 S. Main St.
Akron, OH 44325-1702
(330) 972-7670

2. Center for Archival Collections
Jerome Library - 5th Floor
Bowling Green State University
Bowling Green, OH 43403-0175
(419) 372-2411

3. Archives & Rare Books Department
Blegen Library - 8th Floor
University of Cincinnati
Cincinnati, OH 45221-0113
(513) 556-1959

4. Local Government Records Program (LGRP)
Ohio Historical Society - State Archives
1982 Velma Avenue
Columbus, OH 43211-2497
(614) 297-2553

5. Archives and Special Collections
Ohio University - Alden Library
Athens, OH 45701-2978
(740) 593-2710

6. Western Reserve Historical Society Library
10825 East Blvd.
Cleveland, OH 44106-1788
(216) 721-5722

7. Archives and Special Collections
Wright State University - Dunbar Library
Dayton, OH 45435-0001
(937) 775-2092

8. Youngstown Historical Center of Industry and Labor
151 West Wood Street
PO Box 533
Youngstown, OH 44501-0533
(330) 743-5934

Records Retention Schedule for SPRINGBORO, OHIO MUNICIPAL RECORDS

Section 1 – General Administrative Records

Records listed in this section are generally found in most municipal offices. The General Administrative and General Financial (Section 6) record retention schedules apply to every municipal department, board, commission or other municipal related entities unless superseded by a specific schedule.

S#	Record Series Title	Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1.	Accident Reports \ Files	Reports and files of reports recording the details of accidents related to non-employee accidents and damages to City vehicles and property for accounting/insurance purposes	3 years, provided no action pending	Paper/ Electronic		
2.	Activity Reports - All types	Record of items with action taking place	2 years	Paper/ Electronic		
3.	Administrative Orders	Orders and instructions from the City Manager's Office	Until no longer administratively necessary	Paper/ Electronic		
4.	Agendas	Schedule of items slated for discussion and/or action at meetings	2 years	Paper/ Electronic		
5.	Annual Municipal Budget	Final budget book containing itemized summary detailing projected revenue and expenditures for City operations and capital approved by Council	3 years, provided audited	Paper/ Electronic		
	Budget Preparation Documents	Working papers created during the preparation of the proposed budget	Until final annual budget is approved by City Council	Paper/ Electronic		
6.	Audiovisual, PR & Training Materials	Used for updates and instructions	Until information is superseded, obsolete, or replaced, then appraise for historical value	Paper/ Electronic		
7.	Blank Forms	Standard forms used frequently by municipal employees	Until obsolete or superseded	Paper/ Electronic		
8.	Bulletins, Posters and Notices to Employees	Communicate employment related information	Until no longer administratively necessary	Paper/ Electronic		
9.	Case Files, Civil	Files of documents pertaining to civil cases e.g. court transcripts, claims, settlements	3 years, provided no action pending	Paper/ Electronic		

10.	City Calendars	Calendars of City meetings, events, holidays, etc.	1 year	Paper/ Electronic		
11.	Compliance Reports - All Types	Records of meeting compliance standards	5 years	Paper/ Electronic		
12.	Contracts and Agreements	Details of contract and stated contract term	5 years after expiration or termination	Paper/ Electronic		
13.	Correspondence	General written communication				
	Routine Form Letters	Used to provide general information	1 year	Paper/ Electronic		
	General	Used to provide general information	1 year	Paper/ Electronic		
	With Legislative Branch	Used to provide information with the legislative branch	3 years	Paper/ Electronic		
	Executive	Used to provide information with the executive branch	5 years	Paper/ Electronic		
14.	Drafts - All Media	Rough copy of a record	Until no longer administratively needed	Paper/ Electronic		
15.	Emergency Preparedness Plans	Emergency plan details	Until updated or superseded	Paper/ Electronic		
16.	Employee Policies	Employee guidelines including but not limited to policies, procedures, benefits and administrative orders	Until updated or superseded	Paper/ Electronic		
	Police Policy and Procedures	Police employee guidelines including but not limited to policies and procedures	Until updated or superseded	Paper/ Electronic		
17.	Equipment \ Vehicle Maintenance Records	Record of warranties, routine maintenance and repairs completed on City owned vehicles and equipment	Life of the equipment or vehicle	Paper/ Electronic		
18.	Facsimile (FAX) Logs	List of all incoming and outgoing faxes	3 months	Paper		
19.	Grant Files \ Records - Federal \ State	Grant applications submitted for funds	5 years, provided audited and disputes resolved	Paper/ Electronic		
20.	Hearings (Not Employee Related)	Proceedings related to applications or appeals generally				
	Audio and Video Recordings	Interview recordings	1 year	Electronic		
	Report of Proceedings	Report on investigation and outcome	5 years	Paper/ Electronic		
	Transcripts	Typed copy of interview	5 years	Paper/ Electronic		

21.	Internet Sites	Content posted on the City's internet based communication tools e.g. website	14 days	Electronic		
22.	Leases	Agreements to lease equipment, etc.				
	Equipment	Record of equipment make, model, and lease agreement	2 years after expiration	Paper/ Electronic		
	Real Estate	Lease Agreement including terms, amount, and length	2 years after expiration	Paper/ Electronic		
23.	Legal Opinions from Municipal Legal Counsel	Written opinions from legal counsel/City Law Director as requested	5 years	Paper/ Electronic		
24.	Licenses, Permits, Certifications (Not Included in Section 2- Building, Planning and Zoning Records)	Verification of permission for activities	1 year after expiration, excluding Police Issued Permits	Paper/ Electronic		
	Police Issued Permits	Verification of permission for activities, e.g., Solicitor Permits	30 days after expiration; Denials - until after expiration of appeal period	Paper/ Electronic		
25.	Mail					
	Unsolicited Mail (e.g. anonymous \ slanderous letters, groundless complaints, sales materials transitory messages, informational brochures, etc.)	Advertisement for services or products	Until no longer administratively necessary	Paper/ Electronic		
	Postal Records (e.g. Registered \ Certified \ Insured \ Logs or Receipts \ Postal Meter Documents)	Information on mailings sent by or received by the municipality	1 year	Paper/ Electronic		
	Electronic Mail (E-Mail)	Communication of varied content	Retain according to content. See Correspondence	Electronic		
26.	Mailing Lists	Contact information for common mail recipients or bulk mailings	Until updated, superseded or obsolete	Paper/ Electronic		
27.	Material Safety Sheets	Information regarding the safe use and practices for various materials	Until superseded	Paper / Electronic		
28.	Memoranda	Used to forward information	1 year	Paper/ Electronic		

29.	Messages	Information of all types recorded by voicemail messages, written messages, text messages, etc.	Until no longer administratively necessary	Paper/ Electronic		
30.	Minutes of Meetings	Written record of meetings				
	Approved Hard Copy	Transcribed record of meetings	Permanent	Paper/ Electronic		✓
	Audio or Video Recordings of Meetings	Audio or video record of meetings; used to create minutes	Until paper copy of minutes approved	Electronic		
	Drafts \ Notes	Used to create minutes	Until paper copy of minutes approved	Paper / Electronic		
31.	Municipal Publications	Information published by the City	Until superseded or obsolete, retain one copy	Paper/ Electronic		
32.	Notices					
	Meeting Notices (Sec. 121.22 ORC)	Notice to public informing them of date, time, location, and content of an open meeting	1 year	Paper/ Electronic		
	Legal Notices, Proof of Publication, Tear Sheets	Notice to public informing them of public hearings, requests for bids, etc.	2 years	Paper/ Electronic		
33.	Organizational Chart	Chart of employee/official hierarchy	Until superseded	Paper/ Electronic		
34.	Photo File (includes prints, slides, negatives, transparencies and related photographic items)	Taken as reference material	Until information is no longer current, then appraise for historical value	Paper / Electronic		
35.	Press \ News Releases	Information sent to media about an event, meeting, etc.	2 years	Paper/ Electronic		
36.	Receipts \ Receipt Books	Record of items or monies received	2 years, provided audited	Paper		
37.	Records Requests	Requests made for public records including information being requested and individual completing the request	2 years	Paper/ Electronic		
38.	Records Retention Documents RC 1, RC 2, RC 3	Forms required for destruction of public records	10 years	Paper/ Electronic		
	Certificate of Destruction	Receipt from records destruction company documenting the secure destruction of records (e.g. shredding of documents)	2 years	Paper		
39.	Reference Materials	Used to access information	Until no longer administratively necessary	Paper/ Electronic		

40.	Reports					
	Management	Reports for a stated time period depicting management activity	3 years	Paper/ Electronic		
	Consultant	Project related reports/studies requested by management	3 years	Paper/ Electronic		
	Statistical	Consolidation of record totals for a stated time period	3 years	Paper/ Electronic		
	Speeches \ Presentations	Used to portray information	2 Years	Paper/ Electronic		
41.	Research Files	Used to collect information for project, reports, etc.	Until no longer administratively necessary	Paper/ Electronic		
42.	Rosters \ Directories	Listing of individuals and contact information	Until superseded or obsolete	Paper/ Electronic		
43.	Transient Documents	All informal communications which convey information of temporary importance in lieu of oral communication including telephone voicemail, chats, posts, instant and text messages, post-it notes, drafts, generic emails, social media posts, and shared departmental calendars. These communications have very little administrative value as they do not set policy, establish guidelines, define procedures, certify a transaction, or become a receipt.	Until no longer administratively necessary	Paper/ Electronic		
44.	Video \ Audio Recordings	Videos recorded with activity on Municipal property including right-of-way, police interview rooms, traffic cams, etc. /Audio recordings of police department phone calls (dispatch and detectives) excluding 911 calls	Kept a maximum of 15 days unless overwritten due to storage limitations	Electronic		
45.	Work Orders	Order for repairs or maintenance	2 years	Paper/ Electronic		

Section 2 – Building, Planning and Zoning Records						
S#	Record Series Title	Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1.	Annexation Case Files	Documents pertaining to a petition to annex	10 years	Paper		
2.	Annexation Record	Index of Annexations	Permanent	Paper		✓
3.	Appeals on Interpretation of Code	Refer to Board of Zoning Appeals Case Files (#5)	Refer to Board of Zoning Appeals Case Files (#5)	Paper		
4.	Blueprints \ Vellums	Scaled drawings of construction projects, development plans, etc.	Until updated, superseded or obsolete, appraise for historical value	Paper/ Electronic		
5.	Board of Zoning Appeals Case Files	Documents pertaining to a zoning code appeals	10 years	Paper		
6.	Board of Zoning Appeals Journal	Documents pertaining to zoning code appeals	Permanent	Paper		✓
7.	Building Permit Records	Documents pertaining to building permits issued including applications, building construction files, building inspection reports, permits of all types and daily report totals of payments for permits, etc.	3 years	Paper/ Electronic		
8.	Building Plans					
	Residential	Residential construction plans	3 years	Paper/ Electronic		
	Commercial	Commercial construction plans	3 years	Paper/ Electronic		
	Municipal owned	Municipal owned construction plans	Life of structure, appraise for historical value	Paper/ Electronic		
9.	Building Sign Inspection Files	Documents pertaining to building sign inspections	3 years	Paper/ Electronic		
10.	Case Files - Board of Building Standards and Appeals	Documents pertaining to Board of Building Standards and Appeals cases	10 years	Paper		
11.	Case Files - Board of Zoning Appeals	Refer to Board of Zoning Appeals Case Files (#5)	Refer to Board of Zoning Appeals Case Files (#5)	Paper		
12.	City Building Code	Regulations pertaining to building construction or existing structures	Until superseded; retain 1 copy permanently	Paper		

13.	Community Development Reports	Reports pertaining to economic development and growth in the City	Until no longer of administrative value	Paper		
14.	Complaints	Complaints concerning property maintenance code and zoning code violations	2 years, provided no action pending	Paper		
15.	House Number Record	List of addresses created for residential subdivisions	Permanent	Paper		✓
16.	Housing, Land Use, Population, and Other Special Studies	Research concerning land use planning, zoning density, build-out projections	Until no longer of administrative value; appraise for historical value	Paper		
17.	Index to Board of Zoning Appeals Case Files	Files pertaining to Board of Zoning Appeals Cases	25 years	Paper		
18.	Index to Variance Record	Files pertaining to Variance cases	25 years	Paper		
19.	Index to Zoning Case Record	Files pertaining to Zoning cases	25 years	Paper		
20.	Legislative Research Files \ Drafts	Files pertaining legal research pertaining to building, planning and zoning issues	Until no longer of administrative value	Paper		
21.	Loan and Grant Applications (copies)	Applications for loans and grants to fund building, planning and zoning projects/initiatives	3 years, provided audited	Paper		
22.	Occupancy Permit Record	Files pertaining to occupancy permits – Certificates of Occupancy	Permanent	Paper/ Electronic		
23.	Performance Bonds – Contractors	Performance Bonds submitted by developers/contractors	3 years after expiration	Paper/ Electronic		
24.	Planning Briefs	Summary of planning activity	25 years	Paper		
25.	Planning Commission Case Files	Files pertaining to Planning cases	10 years, provided no action pending	Paper		
26.	Project Planning Files	Documents pertaining to planning projects	5 years after completion of final project report	Paper		
27.	Project Reports	Reports pertaining to building, planning and zoning projects	25 years, appraise for historical value	Paper		
28.	Rezoning Applications	Request form to change the zoning of a property	Until final action taken and recorded	Paper		
29.	Rezoning Case Files	Documents pertaining to rezoning requests	5 years after final decision rendered	Paper		

30.	Street \ Alley Vacation Case Files	Files pertaining to Vacation of right-of-way	Permanent	Paper		✓
31.	Street Name Change Record	Documentation of a name change to an existing street	Permanent	Paper		✓
32.	Subdivision Files	Documents pertaining to subdivisions in the City	3 years	Paper/ Electronic		
33.	Transportation Research Files	Files pertaining to Traffic studies	10 years; appraise for historical value	Paper		
34.	Violations (zoning, property maintenance)	Documentation of violations of the City's zoning and property maintenance codes	Until corrected or adjudicated by a Court	Paper/ Electronic		
35.	Zoning Case Log	Files pertaining to Zoning cases	25 years	Paper		
36.	Zoning Certificate for Occupancy and Use of Land and Buildings	Certificate of Occupancy - site has met all requirements and is approved for occupancy	Permanent	Paper		
37.	Zoning Change Request	Files pertaining to requests to rezone	5 years, provided no action pending	Paper		
38.	Zoning Permit Applications	Applications to determine zoning compliance	1 year after final decision rendered	Paper		
39.	Zoning Permit Record	Files pertaining to zoning permits	Permanent	Paper		
40.	Zoning Variance Case Files	Files pertaining to Zoning Variance cases	5 years after final decision, provided no action pending	Paper		

Section 3 – Council Records						
S#	Record Series Title	Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1.	Certificate of Election Results (All Issues)	Certification of election results issued by Board of Elections	Until expiration of issue	Paper/ Electronic		
2.	Charter and Amendments	Copy of City Charter and any revisions to the Charter	Permanent	Paper/ Electronic		✓
3.	Council Agendas	Lists items Council is scheduled to take action on or discuss at bi-weekly regular meetings or any special meetings	5 years	Paper/ Electronic		

4.	Council Agenda Packets	Agenda Packets are prepared bi-weekly for regularly scheduled Council meetings. Agenda Packets include the Regular Meeting Agenda and a copy of each item for discussion and/or action. Agenda Packets may include reports, newsletters, correspondence or other communications from the City Manager's Office or other City departments. Items included in Agenda Packets are reproductions of the originals, which are filed and retained by the Clerk of Council, the City Manager or other Department Officials based on origin	1 year	Electronic		
5.	Council Members' Files	Documents pertaining to individual Council Members	Term of Office then appraise for historical value	Paper		
6.	Council Minutes	Record of Council meetings				
	Approved Hard Copy	Transcribed record of meeting	Permanent	Paper		✓
	Audio or Video Recordings of Meetings	Audio or video record of meetings; used to create minutes	Until paper copy of minutes is approved	Electronic		
	Drafts/Notes	Used to create minutes	Until paper copy of minutes is approved	Paper		
7.	Index to Ordinances \ Resolutions	List of all ordinances and resolutions approved by City Council	Permanent	Paper/ Electronic		✓
8.	Liquor Licenses – Notices of Applications	Notices of Applications for Liquor Licenses from the Ohio Division of Liquor Control Information including applicant, name and address of establishment and type of license requested, license number, record of Council action, etc.	2 years	Paper		
9.	Marriage Licenses \ Certificates	Copy of certificate sent to county probate court - marriage records	5 years, provided Certificate sent to Probate Court Per Sec. 3101.13 & 3101.14 ORC	Paper		
10.	Oaths of Office of Elected Officials	Signed oath taken by the elected official when sworn into office	10 years after leaving office	Paper		
11.	Ordinances	Legislative actions approved by City Council	Permanent	Paper		✓

12.	Petitions/Proposals (Miscellaneous not filed elsewhere)	An official request to the public office to act or not act on behalf of the petitioner(s)	5 years	Paper		
13.	Proclamations	A formal announcement or declaration made under the Mayoral or Corporate Seal	2 years	Paper/ Electronic		
14.	Reports to Council	Documents containing information reported to City Council	5 years	Paper/ Electronic		
15.	Resolutions	Actions approved by Council	Permanent	Paper		✓
16.	Subject and Administrative Files	Finals containing work product/documents pertaining to certain projects	5 years	Paper/ Electronic		

Section 4 – Mayor's Court Records						
S#	Record Series Title	Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1.	Annual Statement and Yearly Report	Yearly statistics of case load and monies collected	Permanent	Paper		✓
2.	Case Files	Files containing routine documents specific to a court case				
	Criminal	Citation and report for defendants charged with committing a misdemeanor criminal offense and all court action pertaining to case	5 years provided audited	Paper		
	OMVI	Citation and report for defendants charged with committing an OMVI offense and all court action pertaining to case	5 years provided audited	Paper		
	Traffic	Citation for defendants charged with committing a traffic offense and all court action pertaining to case	5 years provided audited	Paper		
3.	Case Transfers	Copy of cases transferred to Warren County Court with certificate of filing from County Court and all necessary financial transfer information including receipt of payment from County Court	Transfer all relevant records per 1905.032 ORC	Paper		
4.	Cash Payment Records	Log of daily payments and reconciliation	3 years provided audited	Paper		

5.	Citations – Parking	Citation for defendants charged with committing a parking offense and all court action pertaining to case	Until paid and audited	Paper		
6.	Complaints and Warrants	Complaints of violations of the Springboro ordinances and copies of warrants for arrest or appearance served upon the defendant	In case files	Paper		
7.	Docket, Index, Journal	Log of all defendants and cases heard for each court date	Permanent	Paper		✓
8.	Expungements	Documents process of sealing a prior court record	Seal then destroy as Case Files	Paper		
9.	Fine and Fee Record	Magistrate approved schedule of bonds, fines, fees, etc	3 years provided audited	Paper		
10.	Monthly Statements and Reports	Monthly statistics of case load and monies collected	3 years provided audited	Paper/ Electronic		
11.	Receipt Books	Record of all monies collected with reference to associated case	3 years provided audited	Paper		

Section 5 – Engineering \ Street Records						
S#	Record Series Title	Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
A. Engineering Records						
1.	Aerial Photographs	GIS orthophotos in arcview format	Until superseded then appraise for historical value	Paper/ Electronic		
2.	Bid Book Proposals	Responses to requests for bids received for construction projects	2 years	Paper/ Electronic		
3.	Bridge Plans	Construction drawings of bridges	Life of bridge	Paper/ Electronic		
4.	Bridge Inspection Reports	Reports reviewing bridge conditions	5 years	Paper/ Electronic		
5.	Change Orders	Changes to original bid	Place in Project File	Paper/ Electronic		
6.	City Properties File	Deed/title documents for City-owned properties	Permanent	Paper/ Electronic		✓
7.	City Zoning Maps	Map depicting City zoning classifications	Permanent	Paper/ Electronic		✓
8.	Contractors' Prevailing Wage Records	Certified payrolls and employee notification forms for prevailing wage projects	3 years	Paper/ Electronic		

9.	Drawings, Mylars					
	Sanitary Sewer	Construction drawings of sanitary sewer system	Permanent	Paper/ Electronic		✓
	Water Main	Construction drawings of water main system	Permanent	Paper/ Electronic		✓
	Storm Sewer	Construction drawings of storm sewer system	Permanent	Paper/ Electronic		✓
10.	Easements	Permission from property owner to access property for public purposes	Permanent	Paper/ Electronic		✓
11.	Federal Project Files	Files pertaining to federally funded projects	5 years after completion of project provided audited	Paper/ Electronic		
12.	House Number Record	Residential addresses assigned to properties shown on City map	Permanent	Paper/ Electronic		✓
13.	Project Files	Documents filed pertaining to construction projects including contracts, specifications, change orders, progress reports, etc.)	5 years after completion of project	Paper/ Electronic		
14.	Project Inspection Records	Written inspection reports for projects	Include in project files	Paper/ Electronic		
15.	Project Plans \ Drawings \ As Built	Renderings of a project	Life of project or obsolete then appraise for historical value	Paper/ Electronic		
16.	Sewer Testing Records	Air and deflection testing of sanitary sewer	3 years	Paper/ Electronic		
17.	Special Assessments Record	Property locations of assessments and lists	3 years after final payment, provided audited	Paper/ Electronic		
B. Street Records						
1.	Blueprints, Maps and Plans of Infrastructure	Plans of infrastructure on newly constructed roads	Life of Infrastructure then appraise for historical value	Paper/ Electronic		
2.	EPA Water Supply \ PTI Forms	EPA Forms	3 years	Paper/ Electronic		
3.	Haul Tickets	Receipts kept in project file for any specific item such as gravel or asphalt	2 years, provided audited	Paper/ Electronic		
4.	Pesticide Application Records	Records of pesticide spray applications	5 years	Paper/ Electronic		

5.	Proposals for Street Improvement	Bids received for roadway construction	Until approved or proposal rejected	Paper/ Electronic		
6.	Right-of-Way Permits	Permit to do work in right-of-way	3 years	Paper/ Electronic		
7.	Sewer Repair Sheets	Sanitary Sewer repair project file	5 years	Paper/ Electronic		
8.	Street Lighting					
	Assessment Records	Assessment locations and cost	Until paid off	Paper/ Electronic		
	Petitions	Street lighting petitions for a certain location	3 years	Paper/ Electronic		
9.	Street Repair Cost Summary Record	Street resurfacing cost records	3 years, provided audited	Paper/ Electronic		
10.	Street Repair Record	Street resurfacing repair projects	3 years	Paper/ Electronic		
11.	Traffic Study Files	Traffic studies for specific projects	Until superseded then appraise for historical value	Paper/ Electronic		

Section 6 – Financial Records						
S#	Record Series Title	Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
A. General Financial Records						
1.	Accounts Payable Records and Reports	Record of payments made through accounts payable, including encumbrances, purchase orders, invoices, checks and related reports	3 years, provided audited	Paper/ Electronic		
	Delivery/Packing Slips	Record of delivery/itemized record of contents delivered	Until invoice is received	Paper/ Electronic		
2.	Accounts Receivable Records and Reports	Record of payments received, including cash receipts, check stubs, pay-ins, backup documentation and related reports	3 years, provided audited	Paper/ Electronic		
3.	Annual Certificate of Estimated Resources	The estimated amount of annual revenue the City expects to receive	2 years, provided audited	Paper/ Electronic		
4.	Annual Financial Report (AFR)	Annual Financial Report	5 Years	Paper/ Electronic		
	AFR Working Papers	Work papers related to the Comprehensive Annual Financial Report	1 year after AFR is completed	Paper/ Electronic		

5.	Annual Report to Auditor of State	Annual financial report filed with the State	3 years	Paper/ Electronic		
6.	Assessment Record	Assessments filed with the county	Until paid and audited	Paper/ Electronic		
7.	Audit Reports - Internal	Internal audits of cash drawers, merchandise, etc.	2 years, provided audited	Paper/ Electronic		
8.	Audit Report	Annual audits by State or federal government or independent public accountants	3 years	Paper/ Electronic		
9.	Bad Check or Bad Debt Records	Records of items returned by the bank	2 years after payment or settlement	Paper/ Electronic		
10.	Bank Reconciliation	Monthly balancing and reconciliation of bank statements to City records. This includes balancing sheets, bank statements, deposit slips, pay-ins, return items, monthly revenue reports from depts., etc.	3 years, provided audited	Paper/ Electronic		
11.	Bid Bonds	Insurance required to be submitted with bids				
	Successful bidder	Bid of contractor awarded the bid	Retain until acceptance of project performance bond	Paper/ Electronic		
	Unsuccessful bidder	Bid of contractor not awarded the bid	2 years after letting of the contract	Paper/ Electronic		
12.	Bids - Successful	Contracts awarded	5 years after completion of project	Paper/ Electronic		
13.	Bids - Unsuccessful	Contracts not awarded	2 years after letting of the contract	Paper/ Electronic		
14.	Block Grant Documentation	Paperwork related to a Block Grant	3 years after completion of funds used	Paper/ Electronic		
15.	Bond Transcripts	Report of the proceedings of the bond issue	3 years after issue redeemed	Paper/ Electronic		
16.	Canceled Checks	Checks that have cleared the bank	1 month, provided audited	Electronic		
17.	Capital Improvement Bonds	Bond issues related to any capital improvements	Until paid off and audited, appraise for historical value	Paper/ Electronic		
18.	Cash Register Tapes	Cash register tapes	1 year, provided audited	Paper		

19.	Claims for Damages	Claims for damage sent to insurance company, etc.	2 years	Paper/ Electronic		
20.	Debt Schedule	Debt service schedule for notes and bonds	1 year after note or bond is paid off	Paper / Electronic		
21.	Deeds	City property files	Permanent	Paper/ Electronic		✓
22.	Financial Reports					
	Monthly, Quarterly, Semiannual	reports from the finance software system	Until replaced by next printout or annual report printed out	Paper/ Electronic		
	Annual	reports from the finance software system	2 years, provided audited	Paper/ Electronic		
23.	Fixed Assets Record	Record of city's fixed assets over \$7,500	5 years	Paper/ Electronic		
24.	Insurance Policies	Property and liability insurance policies, including employee liability and employee theft	2 years after expiration, provided all claims settled	Paper/ Electronic		
25.	Lytle Five Points Joint Economic Development District Records	JEDD records maintained by the City <i>*(including JEDD contract, economic development plan, map, tax documents, annual financial statements, board minutes, etc.)*</i>	Kept for life of JEDD	Paper/ Electronic		
26.	Licenses (City vehicles)	Tags/Registration for City vehicles	Term of license plus 1 year	Paper/ Electronic		
27.	Mortgages	Mortgage on city owned property	Until paid and canceled, provided audited	Paper/ Electronic		
28.	Performance Bonds	Performance insurance submitted for projects	After project successfully completed and accepted	Paper/ Electronic		
29.	Permits	Permits not issued by the Building Department	3 years, provided audited	Paper/ Electronic		
30.	Petty Cash Record	Receipts documenting petty cash requests or reimbursements	2 years provided audited	Paper/ Electronic		
31.	Request for Proposals (RFPs)	Seeking proposals for project/goods/services	2 years	Paper/ Electronic		
32.	Tax Abatement Records	Abatement of property taxes on business property	Duration of the abatement plus 1-year	Paper/ Electronic		

B. Municipal Income Tax Records						
1.	Accounts Receivable	Income tax revenue received	3 years	Paper/ Electronic		
2.	Annual Summary of Cash Collected	Report of all income tax revenue collected	3 years, provided audited	Paper/ Electronic		
3.	Business Income Tax Reconciliation Form and W-2 Form	W-2 and W-3 forms remitted to the city by businesses withholding city tax	5 years	Paper/ Electronic		
4.	Closed Account	An account that is no longer active	2 years, provided audited	Paper/ Electronic		
5.	Corporate Partnership Fiduciary Income Tax Return \ Extension	City Business income tax return or request to file an extension	5 years	Paper/ Electronic		
6.	Daily Batch Posting	Daily Report of income taxes posted to accounts	3 years, provided audited	Paper/ Electronic		
7.	Declaration of Estimated Income Tax, Business and Individual	Estimated amount of income taxes that a business or individual estimates they will owe the city at the end of the year	5 years	Paper/ Electronic		
8.	Delinquent Account Records	Report of all accounts that have an outstanding balance owed	Until paid and audited	Paper/ Electronic		
9.	Detailed Cash Receipt Record (payment receipts)	Report of all income tax revenue collected	3 years	Paper/ Electronic		
10.	Final Return for the Year	Business and individual tax returns and W-3	5 years	Paper/ Electronic		
11.	Individual's Tax Return \ Extension	City individual income tax return or request to file an extension	5 years	Paper/ Electronic		
12.	Legal Tax Correspondence (Bankruptcy Notices, Court Summons)	Legal notices related to the City's income taxes	5 years, provided case closed	Paper/ Electronic		
13.	Monthly \ Quarterly Payment Statement	Monthly/quarterly report of revenues and expenditures	5 years	Paper/ Electronic		
14.	Monthly \ Year End Reports	Monthly and annual income tax reports relative to revenues and expenditures	3 years	Paper/ Electronic		
15.	Quarterly Notice of Installment Due	Notice of quarterly estimated tax payment due	5 years	Paper/ Electronic		
16.	Refund Request Forms	Request for refund of income taxes previously paid	5 years	Paper/ Electronic		

17.	Uncollectible Income Tax Accounts	Income tax accounts that are too old or not cost effective to collect money owed on them	5 years	Paper/ Electronic		
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Section 7--Police Records						
S#	Record Series Title	Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1.	Accident Reports	Log of parties involved in a crash to include but no limited to name, address, and vehicle information written on an OH-1 form. One copy is held and one sent to the state				
	Property Damage, Bodily Injury and Traffic	See above	3 years	Paper/ Electronic		
	Accident Reports – Fatal	See above	Permanent	Paper/ Electronic		
2.	Aggravated Burglary and Burglary cases	Case information involving Burglary and Aggravated Burglary offenses	20 years	Paper		
3.	Aggravated Robbery and Robbery cases	Case information involving Robbery and Aggravated Robbery offenses	20 years	Paper		
4.	Alcohol Breath Testing Operator Permits	State required card to perform tests	Until operator stops employment or transfers to another department	Paper		
5.	Arrest Reports	Information regarding an offense where a person was apprehended in a crime to include victim and offender information also includes Springboro Mayor's Court warrant arrests	50 years	Paper		
6.	Bicycle Records	Log of any repairs/ maintenance to police bicycles	2 years	Paper		
7.	Bite Investigation Reports	Information to include incident date, owner, vet, animal, and victim information, location, severity of wound and treatment provided for wound. Form submitted to Warren County Combined Health District	2 years	Paper		

8.	Calibration Records, Radar and Laser	Log of calibration for radar and laser units	Until superseded	Paper/ Electronic		
9.	Citations (traffic, criminal, parking, infractions, etc.)	Log of citations written by officers	3 years	Paper		
	Citations Card	Report of citations	3 years	Paper		
	Voided Citations	Report of voided citations	3 years	Paper		
10.	Citizen Complaints Against Staff	Written complaint received from citizens involving a staff member of the Police Department so that the complaint can be investigated to include investigation related documents				
	Unsubstantiated	Unproven complaints	1 year from date of complaint, provided no action pending	Paper/ Electronic		
	Substantiated	Proven complaints	Move to Discipline Files	Paper/ Electronic		
11.	Completed Report Requests	Copies of reports that were requested, but never picked up	1 year	Paper		
12.	Court Orders \ Expungement Orders	Order from a Court with direction to hold evidence or expunge offender records	Until Executed	Paper		
13.	Criminal Polygraph/Voice Analysis Records	Results from a polygraph voice analysis associated with a criminal report	2 years	Paper		
14.	Daily Reports	Staff log of daily activity	1 year	Paper		
15.	Death \ Suicide Reports	Any report taken in which a subject's life ended	Permanent	Paper		
16.	Discipline Files					
	Verbal/Written	Records of disciplinary actions of police union members – Verbal/Written	1 year	Paper/ Electronic		
	Suspension	Records of disciplinary actions of police union members – Suspension	4 years, provided no action pending	Paper/ Electronic		
	Termination	Records of disciplinary actions of police union members – Termination	Add to Personnel File	Paper/ Electronic		
17.	Drone Video	Recordings of drone video	Until no longer administratively necessary	Electronic		

18.	Expunged Records per Expungement Orders	Offender information destroyed per Court Order	Destroy all files, records and computer references when Expungement order received from a Court	Paper		
19.	Felonious Assault and Aggravated Assault on Police Officer	Reports of Felonious or Aggravated Assault on an Officer	Permanent	Paper		
20.	Field Interrogation Cards	Information logged on an individual in case of future activity	Until entered into records system	Paper/ Electronic		
21.	Fingerprints – Hard Copies	Fingerprints taken of individuals	50 years	Paper		
22.	Firearm Records and Inventories	List of make, model, and serial number of specific firearms issued to officers	3 years, provided audited	Paper		
	Firearm Qualification Records	Documentation of an officer qualifying with their service weapon	10 years	Paper		
	Firearm Purchase/Sale/Transfer Records	Documentation of purchases, sales and transfers of firearms by this department	Permanent	Paper		
23.	FTO Manual	Manual used by training officers to provide instruction to new officers and clerks	2 years	Paper		
24.	Homicide cases (solved and unsolved)	Reports taken involving homicides	Permanent	Paper		
25.	IBRS Report	Criminal statistical report sent monthly to the state per requirements	3 years	Paper		
26.	In-Car Video \ Body Camera Video	Recordings from officers' patrol videos and body camera videos	Kept 180 days	Electronic		
27.	Incident Reports (Except deaths or suicides)	Record of information involving a non-criminal incident	2 years	Paper/ Electronic		
28.	Investigative Work Product, Internal Investigation	Notes, interviews and other records pertaining to an internal investigation	Kept until a decision is rendered or all appeals are exhausted	Paper/ Electronic		
29.	Jail Records					
	Intake \ Discharge Records	Record of name & personal information of subjects detained in a holding cell to include date & time in and out	6 years	Paper		

	Juvenile Log	Log of juveniles brought into booking facility in custody	3 years	Paper		
	Inspection Logs	Log of routine checks of holding facility for cleanliness and maintenance issues	1 year	Paper		
	Personal Property Returned	List of items removed from person before being placed in a holding cell with signature of receipt by owner with return of items upon release	2 years	Paper		
	Jail Register \ Log Book	List of all subjects booked into holding facility	25 years	Paper		
30.	Law Enforcement Automated Data System Records					
	Audits	Reports verifying that the agency is in compliance with all of LEADS rules and regulations	2 years	Paper/ Electronic		
	TAC In-Service	Training provided to Terminal Agency Coordinator on a yearly basis that must then be provided to all operators	LEADS required retention period	Paper		
	LEADS Entry Packets	Documentation of entries of stolen/missing/etc. persons or property into LEADS	File with original report after removal from LEADS	Paper		
	LEADS Entry Sign Out	Log of items that were entered into LEADS that have been removed from LEADS (warrants, missing persons, stolen vehicles, etc.)	1 year	Paper		
	CCH Log	List of all CCHs ran for officers outside of agency with signature of receipt	1 year	Paper/ Electronic		
	Certifications	Certificate of successful completion of LEADS test by each individual user	Until new certification acquired	Paper/ Electronic		
	Newsletters	Quarterly information sent by LEADS to educate & update all users and signature sheet confirming all users have read and understood information	LEADS required retention period	Paper/ Electronic		
	Printouts	Printed version of information received from LEADS system	Destroy when no longer administratively necessary	Paper/ Electronic		
	Validations	Used to verify information entered into LEADS is still accurate	1 year	Paper/ Electronic		

31.	Liquor Permit Records	Verification from the state that a permit has been issued for a specific address	3 years	Paper		
32.	Lock-out Authorizations	Waiver form signed by vehicle owner allowing officer to attempt to open a locked vehicle	1 year	Paper		
33.	Lost \ Found Animal File	Log of lost and found animals to help return animals to their owners	Until no longer necessary	Paper		
34.	Missing Person Reports	Report with information on a person who has been reported as missing	20 years, or until found	Paper		
35.	Monthly Cruiser Inspection Reports	Inspection reports	2 years	Paper/ Electronic		
36.	Offense Reports, Felonies Except Homicide	Reports written where an offense resulted in felony activity	7 years, provided no action pending	Paper/ Electronic		
37.	Offense Reports, Misdemeanors	Reports written where an offense resulted in misdemeanor activity	2 years, provided no action pending	Paper/ Electronic		
38.	Offense Reports, Certain Sexually Oriented Offenses	Reports written in which the offense was specific to certain sexually oriented offenses				
	Rape or Sexual Battery		25 years	Paper		
	Trafficking in Persons, Unlawful Sexual Conduct with a Minor, Gross Sexual Imposition, or Compelling Prostitution		20 years	Paper		
39.	Officer's Pocket Notes	On-scene notes	Until no longer administratively necessary	Paper		
40.	OPS Plans (Operational Plans)	A detailed description of actions to be taken during a planned event	5 years, provided not action pending	Paper/ Electronic		
41.	Promotional Process	All documents created and used during a promotional process; Notice of Appointment placed in Personnel File; all other paperwork	4 years	Paper/ Electronic		
42.	Property Room					
	Log	List of all property taken into the evidence room; Log of property through August 31, 2020	25 years or until no longer administratively necessary	Paper/ Electronic		

	Property Sheets	Forms stating which items were released back to an owner, transferred, or disposed of	5 years	Paper/ Electronic		
	Recovered Property Record	Record of receipt of found property	Following destruction of property	Paper/ Electronic		
	Destruction Records	Destruction request sent to the court for approval/denial of items to be destroyed	10 years	Paper/ Electronic		
43.	Pursuit Reports	Report of vehicle/foot pursuit	7 years	Paper		
44.	Records and Background Check Requests	Forms requesting printed copies of reports taken or requests for background checks	1 year	Paper		
45.	Records Sign Out Sheet	Log of records that have been removed from the records room, by whom, the date removed and date returned	After all records signed out on the page have been returned	Paper		
46.	Ride Along Forms	Signed waiver of liability for persons voluntarily riding with officers	2 years	Paper		
47.	Salvage Title Request	Requests made on behalf of tow companies for vehicles impounded that have never been retrieved by the owner, request submitted on BMV3701 form	5 years after sale or other disposition	Paper		
48.	Schedules \ Sheets	Includes daily schedules, leave requests, Overtime requests, and call-in slips	1 year	Paper		
49.	School Bus Complaints	Complaint made by bus driver advising a subject violated traffic laws pertaining to school bus laws	1 year	Paper		
50.	Shredding Witness Sheet	Log of the date, time and witness to the destruction by shredding of police department records by shredding service company	2 years	Paper		
51.	Special Assignment Process	All documents created and used during a special assignment process; Notice of Appointment placed in Personnel File; all other paperwork	2 years	Paper/ Electronic		
52.	Subpoenas, Summonses, or Warrants	Court order for officer appearance or submission of records	Until served, discharged, answered or withdrawn	Paper		

53.	Taser Activity Log					
	Test Records	Log of Taser activity-Tests	1 year	Paper/ Electronic		
	Usage Records	Log of Taser activity-Usage	5 years	Paper/ Electronic		
54.	Tow Tickets	Form logging owner vehicle information when a tow is requested by an officer	1 year after released by department	Paper		
55.	Use of Force Reports	Any report generated that details when force is used by a department employee, including how and why the force was used	7 years	Paper		
56.	Vacation House Check Records	Forms completed at the request of a Homeowner for added patrol while away	30 days after owners return	Paper		
57.	Victim Rights Forms	Forms completed and signed by victims informing them of their rights as victims	Refer to retention periods for related Offense Reports under Police Records	Paper/ Electronic		
58.	Warrant Arrest Reports (another agency's warrant only)	Record of persons detained for the purpose of transferring custody to another agency on their warrant	3 years	Paper		
59.	Warrant Entry Packets	For Warren County Court; remaining paperwork from packet after warrant has been served/recalled	Until no longer administratively necessary	Paper		
60.	Written Warnings	Warning issued in lieu of a traffic citation	1 year	Paper		

Section 8 – Parks and Recreation Records						
S#	Record Series Title	Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1.	Annual List of Golf Course Membership	Report of memberships listed by year	2 years	Paper/ Electronic		
2.	Banquet Files	File of each banquet event including contract and payment information	1 year after event date, provided audited and paid in full	Paper/ Electronic		

3.	Daily Transaction Packets	Includes backup information for the daily reconciliation of transactions to the Cash Reconcile Report and Sales Report	2 years, provided audited	Paper/ Electronic		
4.	Golf Cart Maintenance Records	Record of the maintenance done to each golf cart	Maintain until golf cart is returned to lessor or sold	Paper/ Electronic		
5.	Monthly Inventory Reports	Inventory of merchandise, food and all beverages	2 years, provided audited	Paper/ Electronic		
6.	Outing Files	File of each outing event including contract and payment information	1 year after event date, provided audited and paid in full	Paper/ Electronic		
7.	Plans of Park Property	Renderings of park property including any master plans	Permanent	Paper/ Electronic		✓
8.	Shelter Reservations	Reservations made for the use of park shelters	1 year	Paper/ Electronic		
9.	Spray Logs	Log of each spray application for greens, tees, fairways and roughs	3 years	Paper/ Electronic		

Section 9 – Payroll\Personnel Records						
S#	Record Series Title	Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1.	Annual Payroll Report	Annual report of wages paid to employees	5 years, provided audited	Paper/ Electronic		
2.	Application for Employment	Applicants by individual seeking employment with the city				
	Person Hired	Application of person hired	Place in Personnel File	Paper/ Electronic		
	Person not hired	Applications of people not hired	2 years	Paper/ Electronic		
	Copies	Copies of employment applications	Until no longer administratively needed	Paper/ Electronic		
3.	Bi-weekly Payroll Packets	Backup Information and reports for each payroll run made in a bi-weekly pay period	5 years, provided audited	Paper/ Electronic		
4.	COBRA Reports	Report of COBRA notices sent to current and former employees	5 years, provided audited	Paper/ Electronic		

5.	Court Orders for Payroll Deduction	Legal documents ordering employee payroll deductions including child support and garnishments	Until employee terminates or Court Order rescinded	Paper/ Electronic		
6.	Deduction Reports \ Filings	Files of deductions withheld and remitted, except tax withholdings	3 years, provided audited	Paper/ Electronic		
7.	Employee Pay Records	Report of wages paid to an employee and deductions withheld from an employee's pay	Until digitized	Paper		
7a.	Employee Pay Records	Report of wages paid to an employee and deductions withheld from an employee's pay	Maintained in employee's file in payroll software system until 5 years after termination	Electronic		
8.	Grievance Hearing Records	Report of a grievance filed by a union employee	1 year after resolved	Paper / Electronic		
9.	Job \ Position Descriptions	Description of the duties, etc. for each position in the city	One year after superseded	Paper/ Electronic		
10.	Labor Union Agreements	Agreement between the city and a labor union	3 years after expiration	Paper/ Electronic		
11.	Off-time Balances	Record of all leave requested / taken by an employee	Maintained in employee's file on payroll software system and time clock software system until 5 years after termination	Paper/ Electronic		
12.	Payroll \ Personnel File	Includes Employee's documents, not limited to the following: -Application of employment -Commendations/ promotions -Deduction Requests -Dept of Homeland Security form (Terrorist) -Employee exposure to hazardous chemicals/ biological hazards or infectious diseases reports -Employee OPERS refund or waiver request -Employment history record -I-9 form -Insurance enrollment Paperwork -Letter of employment -Letter of pay increase -Letter of references -Letter of resignation -Performance evaluations -Personnel actions -Random drug test results -Training/certification/ continuing education records -W-4 -Withholding requests -Miscellaneous employee Information	Continually maintained and updated; purge 5 years after termination of employment	Paper/ Electronic		

	Background Investigations (Applicants and Employees)	Background check (verification of information on job application, authenticating credentials / references, criminal records check, etc)	2 years	Paper/ Electronic		
	Pre-Employment Polygraph	Polygraph test questions and results from pre-employment screening	2 years	Paper/ Electronic		
13.	Payroll Registers	Report of wages paid to employees per pay period	5 years, provided audited	Paper/ Electronic		
	Yearly Payroll Report	Annual report of wages paid to employees	10 years	Paper/ Electronic		
14.	Reports to Ohio Department of Job and Family Services	Unemployment reports filed quarterly	3 years provided audited	Paper/ Electronic		
15.	Reports to Retirement Systems	All reports to OPERS and OPFDPF	10 years	Paper/ Electronic		
16.	Tax Withholding Reports \ Filings	Reports of all taxes withheld from employees and remitted	3 years, provided audited	Paper/ Electronic		
17.	Timesheets	Employee records of time worked and time taken off	5 years, provided audited	Paper/ Electronic		
18.	Training Records	Records, including but not limited to, class registrations, training materials/lesson plans, continuing education training, hours of training, certificates of completion, etc.	As long as administratively necessary	Paper/ Electronic		
19.	Unemployment Compensation Case Files	Files on prior employees that the city pays unemployment compensation on	3 years after date of final payment	Paper/ Electronic		
20.	W-2 Forms	Statement of earnings per employee	2 years, provided audited	Paper/ Electronic		
21.	Worker's Compensation Case Files	Files on employees that had a work related injury	3 years after date of final payment	Paper/ Electronic		
22.	Worker's Compensation Claims	Claim reports on employees that had a work related injury	3 years after date of final payment	Paper/ Electronic		

Section 10 – Water and Sewer Records						
S#	Record Series Title	Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
A. Billing and Administration Records						
1.	ACH Autopay Forms	Customer requests to have their utility bill auto debited from their bank account	3 years	Paper/ Electronic		
2.	Backflow Tests	Paperwork on annual backflow test by a plumber as to whether it passed or failed the test	1 year	Paper/ Electronic		
3.	Cash Receipt Batches	The backup for daily batches of payments collected	2 years, provided audited	Paper/ Electronic		
4.	Meter Reading Records	Report of water usage	5 years	Paper/ Electronic		
5.	New Meter Installation Sheets	Installation of a new meter	1 year, provided completed	Paper/ Electronic		
6.	Notifications to Water Department	Request to have the water/sewer bill put in their name	2 years, provided audited	Paper/ Electronic		
7.	Rate Schedules	The schedule showing the amounts to be charged for water and sewer based on the water usage	1 year, provided audited	Paper/ Electronic		
8.	Shut-Off Lists	Report of customers that is to be shut-off each month for non-payment	1 month or until payment made	Paper/ Electronic		
9.	Utility Billing Reports	Reports from the utility billing software system				
	Daily, Monthly, Quarterly, Semiannual Reports	Reports from the utility billing software system	Until replaced by next report or annual report	Paper/ Electronic		
	Annual	Reports from the utility billing software system	2 years, provided audited	Paper/ Electronic		
10.	Water Deposit Records	Deposit amount for water and sewer service to be started	2 years or until customer moves, whichever is less	Paper/ Electronic		
11.	Water \ Sewer Assistance Program Files	Application and documentation of program assistance rates on the utility bills of program participants	2 years	Paper/ Electronic		

Appendix 1

Targets suggested for use in municipal planetary camera microfilm programs. (See ANSI Standards)

Microfilm Targets for Each Roll

Target Explanation

1. BEGIN ROLL # Must be eye-legible; begin each record series anew with roll #1.
2. TITLE BOARD Must be eye-legible; for example:

Akron

City Council

Ordinances, 1945 - 1947

3. UNIT CONTINUED FROM Must be eye-legible.

PREVIOUS ROLL (if applicable)

4. PUBLIC OFFICIAL'S CERTIFICATION Certifies microfilm is an official record of a public office and complies with Section 9.01 ORC.

5. NOTES TO RESEARCHERS Typed on white paper providing user with information such as where original the material is located, who filmed records, and where copies are available.

6. TECHNICAL TARGETS Include the five (5) standard resolution charts and state the reduction ratio being used.

7. CERTIFICATION BY MICROFILM Certifies the date microfilm created and type.

CAMERA OPERATOR OR VENDOR of work performed by camera operator and vendor.

8. SPECIAL NOTATIONS Other eye-legible targets may be made up on white.

MATERIAL MISSING paper as needed.

PAGES MISNUMBERED

RETAKE INSERTED HERE

9. UNIT CONTINUES ON NEXT ROLL Must be eye-legible. (If applicable)

10. END OF ROLL REWIND Must be eye-legible.

ANSI STANDARDS

For copies of ANSI/AIIM Standards which cover microfilm, microfiche, and computer output microfilm (COM), contact The Association for Information and Image Management International (AIIM), 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910-5603. Printed copies of the ANSI standards and technical reports are not inexpensive. Professionals creating or processing microfilm should know and comply with ANSI standards especially if the micrographic image is replacing an original record pursuant to Section 9.01 ORC. After microfilming, do not destroy any public record unless you have an approved RC-2 which clearly states that the records will be destroyed after microfilming and a properly completed RC-3 submitted fifteen business days prior to the disposal. Municipal Courts should dispose of their records pursuant to Sup. CT. Rule 26 (E), of the Supreme Court of Ohio Rules of Superintendence.

Appendix 2

1. Local Government Records Forms:

Application for One-Time Records Disposal of Obsolete Records (RC-1)

This form is used to request authorization to dispose of obsolete records series or record series no longer being created. Only the specific records listed on the application may be disposed of. Once the RC -1 is been approved and signed by all parties, a completed Certificate of Records Disposal (RC-3) should be filed before the actual disposal takes place.

Schedule of Records Retention and Disposition (RC-2)

This form is used to request continuing authority to dispose of records after the end of the approved record retention period. Each records series must be listed separately, given a unique schedule number, and assigned a retention period. Use the retention period suggested in this manual or one based upon the administrative, fiscal, or legal value of the records to your municipality. Once a RC-2 form has been properly approved it is in effect and should be followed. Before a disposal takes place, it is not necessary for a Municipal Records Commission to review or re-approve the RC-2 that authorized the disposal.

Certificate of Records Disposal (RC-3)

Fifteen business days before a disposal takes place, the originating office should send an original Certificate of Records Disposal (RC-3) to the Ohio Historical Society's Local Government Records Program (LGRP) and a copy to their municipal records commission. The RC-3 certificate serves as official notification of the proposed intent to dispose of municipal records. Complete all the columns accurately so the LGRP can send the RC-3 to the Auditor of State for possible compliance verification.

Records Inventory Form

This form is for use when conducting a municipal records inventory. It is designed to allow for the recording of all pertinent information about each record series inventoried, and is suitable for use as a worksheet for records appraisal. Use a separate sheet for each record series.

2. Supreme Court Rules of Superintendence - Rules 26 - 26.05. Effective October 1, 1997

The following Rules of Superintendence for the Courts of Ohio, adopted by the Ohio Supreme Court on July 7, 1997, apply to municipal and county court records:

Rule 26 Court Records Management and Retention

Rule 26.01 Retention Schedule for the Administrative Records of the Courts

Rule 26.05 Municipal and County Courts - Records Retention Schedule

Consult the Ohio Bar Journal, August 11, 1997, issue for the complete rules or contact the Ohio Supreme Court (614/466-4199) or the Supreme Court Website at: www.state.oh.us

These rules of superintendence concern court records management and retention. Sup. Rule 26 (E)(2) requires that a written notice be sent to the Ohio Historical Society at least Sixty (60) Days prior to the destruction of a court record having a retention period greater than 10 years old or created prior to 1960. This written notice should be sent to: The Ohio Historical Society, State Archives of Ohio, Local Government Records Program (LGRP), 1982 Velma Avenue, Columbus, OH 43211-2497. During the sixty (60) day review period, the OHS - LGRP will notify the Court if any of the records set for disposal have continuing historical value. Transfer or disposition of court records to entities other than to the OHS - LGRP are subject to Section 149.31 ORC which requires a signed agreement between the Ohio Historical Society (LGRP) and the entity receiving the record. Currently, there are no American National Standards Institute (ANSI) standards for the long-term preservation of electronic data.

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