

VILLAGE OF BELLE CENTER, OHIO RECORDS RETENTION POLICY

1. A public record shall be defined as is set forth in Ohio Revised Code Section 149.43
2. All confidential information shall be redacted from public records included within the official records of the Village of Belle Center, Ohio, including, but not limited to:
 - A. Social security numbers or other federal tax identification numbers;
 - B. The name of any minor;
 - C. The numeric designation of any bank account.
3. There shall be a Village of Belle Center Public Records Commission which shall be comprised of:
 - A. The acting or elected mayor at any given time;
 - B. The appointed fiscal officer at any given time;
 - C. The village solicitor at any given time;
 - D. One village resident appointed by the mayor and serving at the pleasure of the mayor.
4. The commission shall meet at least once every six months.
5. The purpose of the commission shall be:
 - A. To provide rules for the retention of records;
 - B. To provide rules, policies and procedures for disposal or destruction of records;
 - C. To have a continuing analysis and review of the record retention and record destruction of the official records of the Village of Belle Center, Ohio.
6. Records in various categories or designations shall be retained as follows:

*See attached schedule setting forth the classification of record and length of retention.

RC2 – VILLAGE OF BELLE CENTER

RECORDS RETENTION SCHEDULE

General Administrative Records (ID = Schedule number)

ID	Type	Retention period
GO1	Accident reports	Permanent
GO2	Injury reports - employee	Permanent
GO3	Injury reports - non-employee	6 years if no action taken
GO4	Damage to municipal vehicle	6 years if no action taken
GO5	Damage to municipal property	6 years if no action taken
GO6	Activity reports	2 years
GO7	Annual budget ordinance	permanent
GO8	Blue prints	superseded/obsolete
GO9	Budget preparation documents	4 years
G10	Continuing education certificates	permanent
G11	Correspondence letters	2 years
G12	Delivery/ packing slips	2 years after audited
G13	Disaster plan	superseded/obsolete
G14	Equipment inventory	superseded/obsolete
G15	Equipment maintenance records	life of equipment
G16	Equipment leases	2 years after lease end
G17	Expense records	2 years after audited
G18	Facsimiles, logs and messages	2 years
G19	General orders, directives, policies, rules, regulations, procedures	until superseded/obsolete
G20	Grants received, federal or state	5 years after end of project
G22	Disaster plan	superseded/obsolete
G23	Licenses, Permits, Certificates	1 year after expiration

General Administrative Records continued

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
G24	Mail – registered, unsolicited, anonymous, slanderous,	until no longer necessary administratively
G25	advertisements	until no longer necessary
G26	Citizen complaint	1 year after reviewed by Council
G27	Mailing lists	No longer needed
G28	Maps	superseded/obsolete
G29	Municipal publications	superseded/obsolete
G30	Oaths of office of elected officials	permanent if taken in Village (Council minutes)
G31	Press release	1 year
G32	Receipts	2 years after audited
G33	Record retention documents (RC1, RC2, RC3)	25 years
G34	Records requests	2 years
G35	Statistical reports	5 years
G36	Surveillance tapes	30 days if no action
G37	Telephone message	until no longer needed
G38	Vehicle maintenance records	until sold
G39	Vehicle mileage records	until sold
G40	Warranties	2 years after expiration

Building, Planning and Zoning Records

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
Z01	Zoning Resolution	superseded/obsolete
Z02	Building permit applications	5 years after decision
Z03	Building permits	5 years
Z04	Board of Zoning Appeals cases	10 years
Z05	Zoning complaints	1 year after final action
Z06	House numbers record	permanent
Z07	Zoning permit applications	5 years after decision
Z08	Zoning variance cases	5 years after decision
Z09	Rezoning applications	5 years after decision
Z10	Rezoning case files	5 years after decision
Z11	Street name change	permanent
Z12	Street/alley vacation case files	permanent

Engineering and Street Records

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
S01	Street maps/blue prints	permanent
S02	Street repair costs	3 years
S03	Street repair records	3 years
S04	Street lighting records	3 years

Council Records

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
C01	Meeting notices	1 year
C02	Meeting agendas	permanent, with minutes
C03	Meeting attendance	permanent, with minutes
C04	Meeting minutes	permanent
C05	Index to ordinances/resolutions	permanent
C06	Ordinances/resolutions	permanent
C07	Petitions	5 years
C08	Proclamations	2 years
C09	Administrative files	5 years

Financial Records

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
F01	All Council ordinances concerning utilities Including rates and appropriations	permanent
F02	All Council resolutions concerning utilities Including rates and appropriations	permanent
F03	Appropriation ledger	5 years after audited
F04	Asset reports	5 years after audited
F05	Liability reports	5 years after audited
F06	Cash reports	5 years after audited
F07	Cash receipts and disbursements	5 years after audited
F08	Computer generated financial reports	5 years
F09	Annual report to State Auditor	5 years
F10	Certificates of Estimated Resources	7 years
F11	Annual appropriation ordinances	permanent
F12	Audit reports	5 years

Financial Records continued

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
F13	Bank deposit records	3 years
F14	Bank reconciliation reports	3 years
F15	Canceled checks (or statement copies)	3 years after audited
F16	Checking account statements	3 years after audited
F17	Block Grant Documentation	5 years after project completion
F18	Loan/Grant statement and schedule	25 years after payoff
F19	Capital improvement bonds	5 years after project completion
F20	Deposit refund request	2 years after audited
F21	Insurance policies	2 years after expiration provided claims settled
F22	Purchase orders	2 years after audited
F23	Invoices	2 years after audited
F24	Property inventories	superseded/obsolete
F25	Retirement system payment records	permanent
F26	County Auditor tax distribution summary	10 years
F27	Surety bonds	10 years after employee has left Village employ
F28	Ohio tax settlement reports	6 years after audited
F29	Federal tax settlement reports	6 years after audited
F30	Municipal tax settlement reports	6 years after audited
F31	Municipal income tax receipts	10 years

Legal Records

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
L01	City property files	permanent
L02	Municipal Counsel legal opinions	permanent

Park Records

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
K01	Park property plans	permanent
K02	Park maintenance record	2 years
K03	Park grants	10 years after project completion

Payroll/personnel Records

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
P01	Employee pay records	5 years
P02	Overtime pay records	5 years
P03	Wage reports	5 years
P06	Leave usage and balances	5 years
P06	Garnishment Orders	5 years after order is rescinded or employee terminates
P07	W-2 forms	5 years
P08	W-4 forms	superseded/obsolete
P09	Application for employment	2 years after position is filled or, if hired, 2 years after employee terminates

Payroll/personnel Records continued

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
P10	Drug tests	2 years after position is filled or, if hired, 2 years after employee terminates
P11	Background checks	2 years after position is filled or, if hired, 2 years after employee terminates
P12	Continuing education certificates	2 years after employee terminates
P13	Commendations, promotions	2 years after employee terminates
P14	Performance evaluations	2 years after employee terminates
P15	Travel expense records	3 years
P16	Uniform allowance	3 years
P17	Time cards, time sheets	3 years
P18	Job descriptions	1 year after superseded
P19	Request vacation, sick leave	3 years
P20	Disciplinary action	3 years
P21	Letter of resignation	3 years if no open action
P22	Workers Compensation claims	10 years after final payment

Utility Records

<u>ID</u>	<u>Type</u>	<u>Retention period</u>
U01	Application for services	Until service terminated
U02	Application for water and sewer tap	1 year after instillation
U03	Billing detail data	2 years after audited
U04	Curb box location record	permanent
U05	Customer water usage data	2 years after audited
U06	Meter repair work orders	2 years
U07	Regular work orders	3 years
U08	Hydrant location	permanent
U09	Hydrant maintenance	permanent
U10	Meter and valve location	permanent
U11	Meter reading records	3 years
U12	Monthly collection reports	2 years after audited
U13	Rate schedules	permanent by ordinance
U14	Security deposit records	2 years after account closed
U15	Sewer repair records	3 years
U16	Shut off work orders	3 years
U17	Special sewer hookup authorization	permanent
U18	Well boring records	permanent
U19	Water and sewer tap records	permanent
U20	Water main locations	permanent
U21	Water usage reports	EPA compliant
U22	Sewer test records	EPA compliant
U23	Water bacteriological reports	EPA compliant
U24	Failed water or sewer sample test	EPA compliant
U25	Water supply records	EPA compliant
U26	Well maintenance and field logs	EPA compliant
U27	Analytical Data	EPA compliant
U28	Chemical analysis	EPA compliant
U29	Water quality reports	EPA compliant

Utility Records continued

ID	<u>Type</u>	<u>Retention period</u>
U30	Monitoring records, operation logs	EPA compliant
U31	Laboratory testing reports	EPA compliant
U32	Rainfall statistics	EPA compliant

*Fire service is provided to the Village of Belle Center by BMRT Fire Service. All records are maintained by BMRT.

*Police service provided to the Village of Belle Center by the Logan County Sheriff's Department. All records are maintained by the Logan County Sheriff's Department.

*Health department service provided to the Village of Belle Center by the Logan County Health District. All records are maintained by the Logan County Health District.

*The Village of Belle Center does not maintain a cemetery, an airport, nor a Municipal Court. Therefore, there are no records in those areas to be retained.