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OHIO MUNICIPAL RECORDS MANUAL
Suggested Records Retention Periods

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THE OHIO HISTORICAL SOCIETY
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TABLE OF CONTENTS

OHIO'S MUNICIPAL RECORDS PROGRAM.....	2
OHIO NETWORK OF AMERICAN HISTORY RESEARCH CENTERS.....	5
SECTION 1. - GENERAL ADMINISTRATIVE RECORDS.....	6
SECTION 2 - AIRPORT RECORDS.....	9
SECTION 3. BUILDING, PLANNING AND ZONING RECORDS.....	10
SECTION 4 - CEMETERY RECORDS.....	12
SECTION 5 - COUNCIL RECORDS.....	12
SECTION 6 COURT RECORDS.....	13
A. JUSTICE OF PEACE.....	13
B. MAYOR'S COURT.....	13
C. MUNICIPAL COURT RECORDS - EFFECTIVE OCTOBER 1, 1997.....	14
D. POLICE COURT RECORDS.....	14
SECTION 7 - ENGINEERING AND STREET RECORDS.....	14
A. ENGINEERING RECORDS.....	14
B. STREET RECORDS.....	15
SECTION 8 FINANCIAL RECORDS.....	15
A. GENERAL FINANCIAL RECORDS.....	15
B. MUNICIPAL INCOME TAX RECORDS.....	19
C. SINKING FUND RECORDS.....	19
SECTION 9 - FIRE AND POLICE RECORDS.....	20
B. POLICE DEPARTMENT RECORDS.....	21
SECTION 10 - HEALTH RECORDS.....	23
SECTION 11 - LEGAL RECORDS.....	26
SECTION 12 - PARKS AND RECREATION RECORDS.....	26
SECTION 13 - PAYROLL \ PERSONNEL RECORDS.....	27
A. PAYROLL RECORDS.....	27
B. PERSONNEL RECORDS.....	28
C. CIVIL SERVICE COMMISSION RECORDS.....	29
SECTION 14 - WATER AND SEWER RECORDS.....	29
A. BILLING AND ADMINISTRATION RECORDS.....	29
B. PLANT OPERATION RECORDS.....	31
APPENDIX 1.....	32
APPENDIX 2.....	33
GENERAL INDEX.....	34

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 ideal 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 can not 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

Suggested Records Retention Periods for OHIO MUNICIPAL RECORDS

Section 1. - General Administrative Records

Records listed in this section are generally found in most municipal offices. These General Administrative and General Financial record retention schedules (Section 8) apply to every municipal department, board, commission or other municipal related entities unless superseded by a specific schedule.

Record Series Title	Suggested Retention Period
1. Accident Reports \ Files Employee Injury Report Bodily Injury to non-employee Damage to Municipal Vehicle or Property	Place in personnel file 6 years provided no action pending 6 years provided no action pending
2. Activity Reports - All types	2 years
3. Agendas	6 years
4. Annual Departmental Budget	5 years
5. Annual Departmental Report	Permanent - at 50 years appraise for historical value
6. Annual Municipal Budget	Permanent - at 50 years appraise for historical value
7. Annual Municipal Report	Permanent - at 50 years appraise for historical value
8. Attendance Reports \ Records	3 years
9. Audiovisual, PR & Training Materials	Until information is superseded, obsolete, or replaced, then appraise for historical value
10. Badges and ID's	Turn in upon termination
11. Blank Forms	Until obsolete or superseded
12. Blueprints \ Vellums	Until updated, superseded or obsolete, appraise for historical value
13. Budget Preparation Documents (Working Papers)	4 years
14. Bulletins, Posters and Notices to Employees	Until no longer administratively necessary
15. Calibration Records - All types	5 years
16. City Manager's / Mayor's Journal	Permanent
17. Compliance Reports - All Types	5 years
18. Continuing Education Certifications \ Class \ Seminar \ Training Attendance Records	Place in personnel file
19. Contracts and Agreements	15 years after expiration or termination

- | | |
|---|--|
| 20. Copies - All media
Official File copy
Reading \ Informational \ Reference Copy | Use applicable records series retention period
Until no longer administratively necessary |
| 21. Correspondence
Routine Form Letters
General
With Legislative Branch
Executive | 1 year
2 years
3 years
5 years |
| 22. Delivery Slips \ Packing Slips | 2 years |
| 23. Disaster Plans | Until updated or superseded |
| 24. Dispatcher Radio/Phone Calls Audio Recordings | 30 days erase and reuse provided no action pending |
| 25. Drafts - All Media | Until no longer administratively needed |
| 26. Drawings, Tracings, Mylars | Until updated, superseded or obsolete, appraise for
historical value |
| 27. Equipment Inventories | 3 years |
| 28. Equipment Maintenance Records | Life of the equipment |
| 29. Equipment Records - Personal Use Items
(E.g. tools weapons, clothing etc.) | Until equipment returned by employee |
| 30. Executive Orders | Until superseded, obsolete, or replaced; then appraise
for historical value |
| 31. Expense Records | 3 years |
| 32. Facsimile (FAX)
Logs
Messages | 1 year
Treat as correspondence |
| 33. Flow Charts - Operations | 2 years |
| 34. Fuel Usage Records | 3 years |
| 35. General Orders, Directives, Policies,
Rules, Regulations or Procedures | Until superseded, retain one copy until audited |
| 36. Grant Files \ Records - Federal \ State | 5 years provided audited and disputes resolved |
| 37. Hearings (Not Employee Related)
Audio and Video Recordings
Report of Proceedings
Transcripts | 1 year
Permanent
5 years |
| 38. Leases
Equipment
Real Estate | 2 years after expiration
5 years after expiration |
| 39. Licenses, Permits, Certifications | 1 year after expiration |
| 40. Mail | |

Unsolicited Mail (e.g. anonymous \ slanderous letters, groundless complaints, sales materials transitory messages, informational brochures, etc.)	Until no longer administratively necessary
Postal Records (e.g. Registered \ Certified \ Insured Logs or Receipts \ Postal Meter Documents)	2 years
Electronic Mail (E-Mail)	Retain according to content. See Correspondence
41. Mailing Lists	Until updated, superseded or obsolete
42. Management \ Operations Reports Monthly \ Quarterly \ Semiannual Annual Consultant	Until incorporated into an annual report 5 years 5 years
43. Manuals, Handbooks and Directives	Until superseded, obsolete, or replaced. Retain one file copy 5 years
44. Maps \ Plats	Until updated, superseded or obsolete, then appraise for historical value
45. Material Safety Sheets	Until superseded
46. Meeting Notices (Sec. 121.22 ORC)	1 year
47. Memoranda	Use correspondence retention periods
48. Minutes of Meetings Approved Hardcopy Audio and Video Recordings of Meetings Drafts \ Notes	Permanent 1 year provided information concerning the meeting is substantially transcribed to hard copy Until hardcopy of minutes approved
49. Municipal Publications	Until superseded or obsolete, retain one copy
50. 911 System Documentation Logs Printouts Recording Tapes	Life of System 3 years 1 year 30 days then reuse provided no action pending
51. Oaths of Office of Elected Officials	10 years after leaving office
52. Photo File (includes prints, slides, negatives, Transparencies and related photographic items)	Until information is no longer current, then appraise for historical value
53. Press \ News Releases	3 years
54. Printing Orders	3 years
55. Project Plans \ Drawings \ As Built	Life of project or obsolete then appraise for historical value
56. Receipts/Receipt Books	2 years provided audited
57. Receiving Documents	3 years
58. Records Retention Documents RC 1, RC 2, RC 3	25 years

59. Records Requests	2 years
60. Reference \ Library Materials	Until superseded, obsolete or replaced
61. Requisitions	3 years
62. Research Files	5 years
63. Rosters \ Directories	1 year after superseded or obsolete
64. Scrapbooks, Yearbooks	Appraise for historical value
65. Speeches \ Presentations	3 years
66. Statistical Reports Monthly \ Quarterly \ Semiannual Annual Consultant produced	Until incorporated into yearly compilation 5 years 5 Years
67. Surveying - Field Notes	Permanent
68. Surveillance Tapes \ Videos	30 days then reuse provided no action pending
69. Table of Organization \ Organizational Charts	Until superseded
70. Telephone Messages - Telephone Records Charges \ Bills \ Call Detail Records Documentation Messages Service Records System Equipment Inventory	2 years provided audited Life of system Until no longer administratively necessary 2 years Continually updated, retain superseded data 1 year
71. Training Material \ Lesson Plans	Until superseded
72. Uniform Record	3 years, provided audited
73. Vehicle Maintenance Records	Until vehicle sold
74. Vehicle Mileage Records	Until vehicle sold
75. Visitors' Log or Sign-in Sheets	1 year
76. Voice Mail Messages System Documentation	Until no longer administratively necessary Life of system
77. Warranties	2 years after expiration
78. Work Orders	2 years
79. Work Schedules	1 year after schedule changed

Section 2 - Airport Records

Records Series Title

Suggested Retention Period

- | | | |
|----|--|---------------------|
| 1. | Air Traffic Reports
Monthly
Annual | 1 year
Permanent |
| 2. | FAA reports | 5 years |
| 3. | Parking Lot Receipts and Ticket Stubs | Until audited |

Section 3. Building, Planning and Zoning Records

Record Series Title	Suggested Retention Period
1. Annexation Case Files	Permanent
2. Annexation Record	Permanent
3. Appeals on Interpretation of Code	Permanent
4. Area Commission Files	25 years
5. Board of Zoning Adjustments Case Files	10 years
6. Board of Zoning Adjustments Journal	Permanent
7. Building Applications	Until occupancy permit issued
8. Building Cards	Permanent
9. Building Folders	Review at 5 years
10. Building Inspection Reports	5 years
11. Building Permit Record	Permanent
12. Building Plans Residential Commercial Municipal owned	3 years 5 years Life of structure, appraise for historical value
13. Building Sign Inspection Files	Permanent
14. Case Files - Board of Building Standards and Appeals	10 years
15. Case Files - Board of Zoning Appeals	10 years
16. Certificates of Insurance	2 years after expiration, provided no claims pending
17. City Building Code	Until superseded; retain 1 copy permanently
18. Community Development Reports	Until no longer of administrative value
19. Complaints	2 years, provided no action pending

20. Condemnation and Demolition Records	Permanent
21. Contractor's Registration	2 years
22. Demolition Permits	Permanent
23. House Number Record	Permanent
24. Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value; appraise for historical value
25. Index to Board of Zoning Adjustments Case Files	25 years
26. Index to Variance Record	25 years
27. Index to Zoning Case Record	25 years
28. Industrial Use Permit Reviews	Permanent
29. Legislative Research Files \ Drafts	Until no longer of administrative value
30. Loan and Grant Applications (copies)	3 years, provided audited
31. Occupancy Permit Record	Permanent
32. Performance Bonds - Contractors	10 years after expiration
33. Permits - All types	3 years provided audited
34. Planning Briefs	25 years
35. Planning Commission Case Files	10 years, provided no action pending
36. Project Planning Files	5 years after completion of final project report
37. Project Reports	25 years, appraise for historical value
38. Quadrant Files	5 years
39. Rezoning Applications	Until final action taken and recorded
40. Rezoning Case Files	5 years after final decision rendered
41. Street Name Change Record	Permanent
42. Street \ Alley Vacation Case Files	Permanent
43. Subdivision Files	Permanent
44. Transportation Research Files	10 years; appraise for historical value
45. Urban Renewal Files	Obsolete; appraise for historical value
46. Violations	Until corrected or adjudicated by a Court
47. Zoning Case Log	25 years
48. Zoning Certificate for Occupancy	

and Use of Land and Buildings	Permanent
49. Zoning Change Request	5 years, provided no action pending
50. Zoning Permit Applications	1 year after final decision rendered
51. Zoning Permit Record	Permanent
52. Zoning Variance Case Files	5 years after final decision, provided no action pending

Section 4 - Cemetery Records

Record Series Title	Suggested Retention Period
1. Burial Fee Receipts	3 years, provided audited
2. Burial Transit Permits	5 years
3. Burial Permit	Permanent
4. Deposit Record - Perpetual Care	Permanent
5. Deed Book	Permanent
6. Index to Burial Plots	Permanent
7. Minutes	Permanent
8. Plat Maps	Permanent
9. Record of Lot Sales	Permanent
10. Register of Interments	Permanent
11. Rules and Regulations	Permanent

Section 5 - Council Records

Record Series Title	Suggested Retention Period
1. Charter and Amendments	Permanent
2. Council Member's Files	Term of Office then appraise for historical value
3. Index to Council Minutes	Permanent
4. Index to Ordinances \ Resolutions	Permanent
5. Liquor License Requests	
Approved	3 years
Denied	1 year
6. Ordinances	Permanent

7. Petitions (Miscellaneous not filed elsewhere)	5 years
8. Proclamations	2 years
9. Reports to Council	5 years
10. Resolutions	Permanent
11. Subject and Administrative Files	5 years

Section 6 Court Records

Record Series Title	Suggested Retention Period
A. Justice of Peace	
1. Case Files	Appraise for Historical Value
2. Docket	Appraise for Historical Value
3. Execution and Lien Docket	Appraise for Historical Value
B. Mayor's Court	
1. Annual Statement and Yearly Report	Permanent
2. Case Files Criminal OMVI Traffic	5 years provided audited 7 years provided audited 5 years provided audited
3. Case Transfers	Transfer all relevant records per 1905.032 ORC
4. Cash Payment Records	4 years provided audited
5. Citations - Parking	Until paid and audited
6. Citations - Traffic	3 years if maintained separately
7. Complaints and Warrants	In case files
8. Docket, Index, Journal	Permanent
9. Expungements	Seal then destroy as Case Files
10. Fine and Fee Record	3 years provided audited
11. Marriage Licenses	5 years after audited, provided Certificate sent to Probate Court Per Sec. 3101.13 & 3101.14 ORC
12. Monthly Statements and Reports	3 years provided audited

13. Receipt Books

4 years provided audited

C. Municipal Court Records - Effective October 1, 1997

Municipal Court Administrative and Court Records are governed by the Supreme Court Rules of Superintendence, Rules 26 to 26.05. Please thoroughly read and follow these Supreme Court Rules.

D. Police Court Records

1. Case Files

Appraise for Historical Value

2. Cash Book

Appraise for Historical Value

3. Court Dockets

Appraise for Historical Value

Section 7 - Engineering and Street Records

Record Series Title

Suggested Retention Period

A. Engineering Records

1. Aerial Photographs

Until superseded then appraise for historical value

2. Bridge Plans

Life of bridge

3. Bridge Inspection Reports

10 years

4. Change Orders

Place in Project File

5. City Properties File

Permanent

6. City Zoning Maps

Permanent

7. Contractors' Prevailing Wage Records

5 years

8. Day Books

3 years

9. Federal Project Files
audited

5 years after completion of project provided

10. House Number Record

Permanent

11. Job Orders

3 years

12. Maintenance Orders

2 years

13. Project Files (Contracts, specifications,
change orders, progress reports etc.)

15 years after completion of project

14. Project Inspection Records

Include in project files

- 15. Sanitary Sewer Records Permanent
- 16. Sewer Testing Records 5 years
- 17. Special Assessments Record 3 years after final payment, provided audited

B. Street Records

- 1. Blueprints, Maps and Plans Life of Infrastructure then appraise for historical value
- 2. Haul Tickets 2 years, provided audited
- 3. Pesticide Application Records 5 years
- 4. Proposals for Street Improvement Until approved or proposal rejected
- 5. Sewer Repair Sheets 10 years
- 6. Street Lighting Assessment Records Until paid off
Petitions 3 years
Pole Locations Until updated
- 7. Street Opening Permits 3 years
- 8. Street Repair Cost Summary Record 3 years, provided audited
- 9. Street Repair Record 3 years
- 10. Traffic Study Files Until superseded then appraise for historical value

Section 8 Financial Records

Record Series Title Suggested Retention Period

A. General Financial Records

- 1. Acceptance of Utility Rate Ordinance Notices Permanent
- 2. Accounts Ledger 5 years after last entry, provided audited
- 3. Accounts Payable Record 3 years, provided audited
- 4. Accounts Receivable Ledger, General 3 years, provided audited
- 5. Accounts Receivable Ledger, Income Tax 6 years
- 6. Annual Appropriation Ordinances (copies) 5 years
- 7. Annual Certificate of Estimated Resources 7 years

8. Annual Municipal Financial Report	Permanent
9. Annual Report to Auditor of State	5 years
10. Appropriation Ledger	5 years, provided audited
11. Assessment Record	Until paid and audited
12. Audit Reports - Internal Federal \ Auditor of State	5 years 5 years
13. Bad Check or Bad Debt Records	2 years after payment or settlement
14. Balance Sheets	3 years
15. Bank Deposit Records (Receipts, Reconciliation, Slips, Statements etc.)	3 years provided audited
16. Bid Bonds Successful bidder Unsuccessful bidder	Retain until acceptance of project performance bond Return after projected awarded
17. Bids - Successful	15 years after completion of project
18. Bids - Unsuccessful	2 years after letting of the contract
19. Block Grant Documentation	5 years
20. Bond Register	Permanent
21. Canceled Checks	3 years provided audited
22. Canceled Warrants	3 years, provided audited
23. Capital Improvement Bonds	Until paid off and audited, appraise for historical value
24. Cash Books \ Cash Reports	3 years
25. Cash Receipts and Disbursements	3 years, provided audited
26. Cash Register Tapes \ Records	2 years provided internal control established
27. Certificate of Result of Election (Bond Issues)	Until expiration of bond issue
28. Chargeback Reports \ Records	3 years
29. Check Registers \ Stubs \ Carbons	3 years, provided audited
30. Checking Account Statement	3 years, provided audited
31. Checks - Voided	Until audited
32. Client Payment Files	3 years
33. Computer Generated Financial Reports Monthly, Quarterly, Semiannual Annual	Until replaced by next printout or annual report printed out 5 years

34. Computer Records	Create Separate Schedule
35. Cost Control Reports	3 years
36. Report of Cash Received	3 years, provided audited
37. Damage Claims	Until settled and all appeals exhausted
38. Deposit Refund Requests	Until deposit is refunded and account audited
39. Encumbrance Documents	3 years
40. Encumbrance and Expenditure Journal	7 years, provided audited
41. Federal Revenue Sharing Account	7 years, provided audited
42. Fixed Assets Record	10 years
43. General Ledger	25 years
44. Indebtedness Statement	Permanent
45. Insurance Policies	2 years after expiration, provided all claims settled
46. Intergovernmental Tax Receipts	3 years provided audited
47. Investment Records	3 years provided audited
48. Invitation to Bid (ITB)	2 years
49. Invoices and Supporting documents	3 years
50. Licenses	Term of license plus 1 year
51. Monthly Report of Municipal Court	3 years, provided audited
52. Monthly Statement of Balances	3 years, provided audited
53. Mortgages	Until paid and canceled, provided audited
54. Oil and Gas Drilling Permit	Permanent
55. Pay-In Records	3 years, provided audited
56. Performance Bonds	After project successfully completed and accepted
57. Permits	3 years, provided audited
58. Personal or Professional Services Invoice or Statement of Services	3 years
59. Petty Cash Record	3 years provided audited
60. Phone Quotes \ Confirmations	2 years
61. Posting Sheets and Cards for Paid Bills	3 years, provided audited

62. Prevailing Wage Records	3 years
63. Property Inventories	3 years
64. Purchase Orders Original Copies	3 years Until no longer administratively necessary
65. Receipts and Expenditures Report to Auditor Of State	3 years
66. Receiving Documents	3 years
67. Reconciliation Sheets, Bank Accounts	3 years, provided audited
68. Record of Funds Received	3 years, provided audited
69. Refund Check Ledger	5 years provided audited
70. Remittance Advice	3 years
71. Request for Proposals (RFPs)	2 years
72. Retirement System Payments \ Records	Permanent
73. Retirement System Exemption Record (Waiver)	Permanent
74. Sales Tax Records	4 years
75. Settlement Sheet or Tax Distribution from County Auditor	10 years
76. Solicitor's or Peddler's Permit	1 year after expiration
77. Special Assessments	Until paid off and audited
78. Surety Bonds - Special	10 years after expiration
79. Surety Bonds of Officials or Employees	10 years after termination of officer or employee
80. Tax Abatement Records	Duration of the abatement plus 1-year
81. Tax Settlement Reports	3 years, provided audited
82. Trial Balance Records	3 years
83. Transmittal of Ohio Wage and Tax Statement	6 years, provided audited
84. Travel Expense Records	3 years
85. Treasury Investment Board Report	10 years
86. Unemployment Compensation Records	3 years, provided audited
87. Uniform Allowance Record	3 years, provided audited
88. Vouchers Original	3 years, provided audited

Copies

Until no longer administratively necessary

B. Municipal Income Tax Records

- | | |
|--|---------------------------|
| 1. Accounts Receivable | 6 years |
| 2. Annual Summary of Cash Collected, | 3 years, provided audited |
| 3. Business Income Tax Reconciliation Form | 6 years |
| 4. Closed Account | 6 years |
| 5. Control Sheet | 6 years |
| 6. Corporate Partnership Fiduciary Income Tax Return | 6 years |
| 7. Daily Posting Recapitulation | 3 years, provided audited |
| 8. Detailed Cash Receipt Record | 6 years |
| 9. Delinquent Account Records | Until paid and audited |
| 10. Declaration of Estimated Income Tax, Business and Individual | 6 years |
| 11. Final Return for the Year | 6 years |
| 12. Individual's Tax Return | 6 years |
| 13. Quarterly Notice of Installment Due | 6 years |
| 14. Quarterly Payment Statement | 6 years |
| 15. Refund Voucher | 6 years |
| 16. Uncollectible Income Tax Accounts | 6 years |

C. Sinking Fund Records

- | | |
|------------------------------|--|
| 1. Bond Issue Ledger | Permanent |
| 2. Bond Transcripts | 10 years after issue redeemed |
| 3. Bonds (Redeemed) | 2 years after issue is paid off then appraise for historical value |
| 4. Call Notices - Securities | 10 years after call |
| 5. Cash Journal | 10 years, provided audited |

6. Coupons (Redeemed)	4 years after audited then appraise for historical value
7. Electronic Fund Transfer Records	10 years
8. Monthly Financial Statement	Until incorporated in annual report
9. Record of Registered Bonds	Permanent
10. Sinking Fund Ledger or Journal	Permanent

Section 9 - Fire and Police Records

Record Series Title	Suggested Retention Period
A. Fire Department Records	
1. Above and Underground Storage Tank Records	10 years after tank is out of service or removed
2. Alarm Response Reports	5 years
3. Annexation Files	Until superseded
4. Arson Reports	50 years appraise for historical value
5. Burning Complaint File	1 year
6. Daily Alarm Log	5 years
7. Dispatch Sheets \ Logs	3 years
8. Disaster Plan	Until Superseded
9. Emergency Medical Services Records	7 Years
10. EPA Burning Violation Record	5 years after violation corrected
11. Fire Code	Until superseded
12. Fire Incident Reports	10 years
13. Fire Investigation Files and Index	50 years appraise for historical value
14. Fire and Loss Record	Permanent
15. Fireworks Application and Permits	1 year after expiration
16. Gas and Oil Disbursement Record	1 year, provided audited
17. Hydrant Location Record	Permanent
18. Hydrant Maintenance Record	2 years after test date
19. Inspection Reports \ Cards - all types	3 years

20. Insurance Claim File	10 years after final settlement
21. Master Run Reports	3 years
22. Mutual Aid Agreements	10 years after superseded
23. Radio/Phone Calls Audio Recordings	30 days then erase and reuse provided no action pending
24. Standpipe Test	3 years
25. Station House Daily Logs	10 years appraise for historical value
26. Violation Notices	1 year after violation corrected
27. Water Surveys	3 years

B. Police Department Records

1. Accident Reports Property Damage, Bodily Injury and Traffic	3 years
2. Alcohol Breath Testing Records Operator Permits Breath Test Result Forms Calibration Records Radio Frequency Interference Survey	Until renewed 3 years 3 years Until the machine is moved
3. Animal Complaints	2 years
4. Arrest Cards \ Records (Non - Traffic)	15 years
5. Arrest Cards \ Records (Traffic)	10 years
6. Arrest Cards \ Records \ Reports (Juvenile)	Until person turns 18 years of age or when Expungement order received from a Court
7. Arrest Reports (Adult)	50 years
8. Assignment Schedules \ Sheets	3 years
9. Bicycle License Receipts	3 years, provided audited
10. Bicycle License Register	7 years
11. Bicycle Theft Log	3 years
12. Block Watch Records	1 year
13. Business Security Records	Until superseded, review annually
14. Child Abuse Case Records	7 years after case closed

15. Citizen Complaints	4 years provided no action pending
16. Compliance Reports	5 years, provided no action pending
17. Criminal Case Files - Felonies Except Homicide	6 years, provided no action pending
18. Criminal Case files - Misdemeanors	2 years, provided no action pending
19. Daily Slating Records	1 year
20. Dispatch Sheet \ Log (Record of Runs)	3 years
21. Expunged Records per Expungement Orders	Destroy all files, records and computer references when Expungement order received from a Court
22. FBI \ BCI Investigation Reports	3 years
23. Field Interrogation Cards	6 months
24. Fingerprints	50 years
25. Firearm Records and Inventories	3 years, provided audited
26. Homicide Reports & Evidence (Closed cases)	30 years after all appeals exhausted
27. House \ Business Alarm Records	90 days
28. Incident Log \ Reports	5 years
29. Investigations	
Homicide & Rape including evidence (Pending)	Permanent
Homicide including evidence (Closed)	10 years after all appeals exhausted
Internal Affairs	4 years
30. Jail Daily Book - In Records	3 years
31. Jail Inmate Records	
Commissary records	2 years
Intake \ Discharge Records	6 years
Medical Records	6 years
Personal Property Returned	2 years
32. Jail Register \ Log Book	25 years
33. Junk Vehicle Records	2 years after sale or other disposition
34. Juvenile Records	Until person turns 18 year old or when Expungement order received from a Court
35. Law Enforcement Automatic Data System Records	
Logs	2 years
Printouts	Destroy when no longer administratively necessary
36. Liquor Permit Records	3 years
37. Master Name Index	Permanent
38. Missing Person Reports	20 years, or until found

39. Offense Reports, Felonies Except Homicide	6 years, provided no action pending
40. Offense Reports, Misdemeanors	2 years, provided no action pending
41. Parking Citations \ Infractions	3 years
42. Parking Meter Collection Record	Until audited
43. Prisoner Booking Video Recording Tape	30 days, erase and reuse provided no action pending
44. Property Room Log Records (Releases, Transfers, Disposals etc.)	25 years 5 years
45. Radio \ Phone Calls Audio Recordings	30 days erase and reuse, provided no action pending
46. Radio and Telephone Log	2 years
47. Records (Background) Check Requests	2 years
48. Recovered Property Record	2 years after disposal of property
49. Ride Along Forms	3 years
50. Seizure Log \ Record	6 years
51. State of Ohio Traffic Crash Reports (OH-1)	3 years
52. Stolen Property Hot List or Cards	3 years
53. Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn
54. Tow Tickets	3 years after paid, provided audited
55. Traffic Citations	3 years, provided audited
56. Type of Crime File	Permanent
57. Uniform Crime Reports (UCR)	3 years
58. Vacation House Check Records	30 days after owners return
59. Wanted Posters	Until person apprehended

Section 10 - Health Records

Record Series Title	Suggested retention period
1. Affidavits (Birth)	Permanent
2. Animal Bite Notifications Reports	3 years 3 years
3. Applications	

	Birth Certificate	6 months after audit
	Death Certificate	6 months after audit
	License \ or permit	6 months after audit
4.	Biohazards Waste Destruction Records	5 years
5.	Birth Certificates \ Index	Permanent
6.	Burial Transit Permits	5 years
7.	Case Reports - AIDS & Selected Class A \ Reportable Disease Log	50 years
8.	Certifications	5 Years
9.	Chronic Disease Records	1 year after final disposition of case
10.	Client Index File	20 years
11.	Client Records	
	Clinical Care - Adults	5 years
	Children	Until 18 years old
	Syphilis and HIV STD Records	50 years
12.	Communicable Disease Records	Permanent
13.	Dairy Farm Records - All Types	5 years
14.	Dairy Producers Records - All Types	5 years
15.	Death Certificates \ Index	Permanent
16.	Disease / Diagnosis Index	10 years
17.	Disease Statistics	10 Years
18.	Environmental Monitoring Records	5 years
19.	Environmental Site Assessment	30 years
20.	Epidemiological Case Records	5 years after case closed
21.	Family Case Files	5 years after last contact
22.	Family Index Cards	5 years after last contact
23.	Flu / Vaccine/ Immunization Records	10 years
24.	Food Handler's Permit	While food handler employed
25.	Food Service \ Establishment Records	5 years, provided audited
26.	Hazardous Materials Emergency Response \ Requests \ Logs	30 years
27.	Health Insurance Claims	5 years
28.	Health Services Reports	Permanent

29. HIV Counseling and Test Report Forms	5 years
30. Immunization Cards	10 years after date of last entry
31. Inspection Records - All Types	5 years after date of inspection, provided all violations corrected
32. Laboratory Records	5 years
33. License Renewals	5 years
34. Medicaid Records - All Types	5 years after last contact with patient
35. Medicare Records - All types	5 years after last contact with patient
36. Milk Plant Records - All Types	5 years
37. Not - Admit Log \ Referral Forms	1 year
38. Note Books - Field Visits \ Inspections	2 years
39. Nuisance Investigation Reports	5 years
40. Nuisance Investigation Summary Records	5 years after situation is corrected
41. Nursing Service Cards	5 years after last contact with patient
42. OSHA Logs \ Records	5 years
43. Registry Information	50 years
44. Rheumatic Fever Enrollment Records	5 years after last contact
45. Sanitation Orders	1 year after compliance
46. Sewage Disposal System Applications	1 year after date of final approval
47. Solid Waste Site Record	10 years after site ceases operation
48. Stillbirth Certificates \ Index	Permanent
49. Swimming Pool Operation Reports	1 year
50. Swimming Pool Sanitation Records	5 years after pool ceases operation
51. Test Logs	5 years
52. Test Results - Computer Reports	5 years
53. Treated Sanitary Flow Agreements	Until audited
54. Tuberculin Test Records	Positive results permanent; negative results 3 years
55. Tuberculosis Case Records	Lifetime of patient
56. Tuberculosis Register Records	Lifetime of patient

57. Venereal Disease Case Records	Permanent
58. Venereal Disease Case Register or Index	Permanent
59. Venereal Disease Laboratory Reports	1 year
60. Vital Statistics Reports	5 years after date of filing
61. Water Bacteriological Examinations	2 years
62. Water Sample Cards	1 year after date of test, provided test is negative; if positive; 1 year after problem is corrected or well closed
63. Water Supply Records	5 years after well is closed
64. Well Logs	10 years
65. X - Ray Film (Employee)	20 years

Section 11 - Legal Records

Record Series Title	Suggested Retention Period
1. Case Files, Civil	10 years, provided no action pending
2. Case Files, Criminal	20 years, provided no action pending
3. City Property Files	Permanent
4. Claims for Damages	2 years after case settled and all appeals exhausted
5. Court Transcripts	3 years after case settled
6. Deeds	Permanent
7. Easements	Permanent
8. Legal Notices	2 years
Tear Sheets	5 years
Proof of Publication	
9. Legal Opinions from Municipal Legal Counsel	Permanent
10. Liability Waivers	3 years provided no action pending
11. Settlements	3 years
12. Worker's Compensation Claims	10 years after date of final payment

Section 12 - Parks and Recreation Records

Record Series Title	Suggested Retention Period
1. Fee Books	3 years, provided audited

2. Golf Course Membership Cards	2 years
3. Golf Course Use Records	3 years
4. Plans of Park Property	Permanent
5. Permission Slips	2 years provided no action pending
6. Shelter House Permits	2 years
7. Swimming Pool Records	2 years
8. Team Rosters and Score Books	1 year

Section 13 - Payroll \ Personnel Records

Record Series Title	Suggested Retention Period
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A. Payroll Records

1. Application for PERS Refund or Waiver	Permanent
2. Court Orders for Payroll Deduction	Until employee terminates or Order rescinded
3. Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly
4. Employee Income Tax Withholding Certificate	3 years after termination of employment, provided audited
Withholding Payment Record	6 years, provided audited
5. Employee Pay Records	Continually updated until termination then place into personnel file or enter data onto Employee History Card
6. Employee Withholding Requests	Until replaced or revoked by employee
7. Employer Quarterly Federal Tax Return	4 years, provided audited
8. Garnishment Orders	Until employee terminates or Order rescinded
9. Leave Balances \ Reports	Until incorporated in annual leave balances report
BI-weekly Report of Leave Use and Balances	5 years
Annual Employee Leave Use \ Balances Report	25 years
Annual Leave Use and Balances by Muni Unit	Continually maintained and updated in personnel file.
Individual Employee	Purge 2 years after termination provided no outstanding balances
10. Notification of Pay \ Pay Step Increase	Until superseded. Copy in personnel file
11. Overtime authorization	2 years provided
12. Overtime Reports	2 years, provided audited

- | | |
|--|---|
| 13. Payroll Journal \ Record
Annual Cumulative Printout
Weekly \ Monthly Payroll Journal | 50 years
3 years, provided audited and cumulative employee payroll data retained in personnel file |
| 14. Reports to Retirement Systems | 50 years |
| 15. State Income Tax Report | 25 years |
| 16. Tax Withholding Reports | 6 years, provided audited |
| 17. W-2 Forms | 6 years, provided audited |
| 18. W-4 Forms | Until superseded or employee terminates |

B. Personnel Records

- | | |
|--|--|
| 1. Application for Employment
Person Hired
Person not hired
Copies | Place in Personnel File
Destroy after 2 years
Until no longer administratively needed. |
| 2. Commendations, Promotions | Place in personnel file |
| 3. Employee Exposure to Hazardous Chemicals \
Biological Hazards or Infectious Diseases Reports | Place in Personnel File |
| 4. Employee Performance Evaluation | 5 years |
| 5. Employee Sick Leave and Vacation Balances | Continually updated by fiscal office until employee terminates. Balances verified yearly and recorded in personnel file. |
| 6. Employee Time Cards \ Sheets | 3 years |
| 7. Employee Training Records | Place in Personnel file |
| 8. Employment History Record Card | Permanent, in lieu of personnel file |
| 9. Grievance Hearing Records | 1 year after resolved |
| 10. Insurance Enrollment Record | 1 year after employee leaves municipal employment |
| 11. Job \ Position Descriptions | One year after superseded |
| 12. Labor Union Agreements | 15 years after termination |
| 13. Leave Requests - All Types
Sick, Vacation, Overtime etc. | 3 years provided balances journalized |
| 14. Letter of Appointment | Place in personnel file |
| 15. Letters of Reference | 2 years after hired |
| 16. Letter of Resignation | Place in Personnel file |

17. Personnel Actions	Place in Personnel File
18. Personnel File \ Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.
19. Promotion Action	Place in Personnel File
20. Record of Disciplinary Action	4 years
21. Reports to Bureau of Employment Services	2 years
22. Unemployment Compensation Case Files	4 years after date of final payment
23. Worker's Compensation Case Files	10 years after date of final payment

C. Civil Service Commission Records

1. Background Investigations	2 years after position eligibility lists expires
2. Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets etc.	2 years after position eligibility lists expires
3. Classified Employees List	Until superseded
4. Eligibility List	Until list expires
5. Employment Information Files	Until superseded
6. Hearing Case Files	10 years
7. Job Classification List	Until superseded
8. Job \ Position Descriptions	One year after superseded
9. Polygraph \ Voice Analysis Exams	2 years after the eligibility list expires
10. Substance Reports	2 years after the eligibility list expires

Section 14 - Water and Sewer Records

Record Series Title	Suggested Retention Period
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A. Billing and Administration Records

1. Applications for Service	Until service terminated
2. Application for Water or Sewer Tap Permits	1 year after final decision rendered

3. Billing Adjustment Books	Until audited
4. Billing Ledger Cards	3 years after date of final entry, provided audited
5. Cost Control Data	Until no longer of administrative value
5. Curb Box Location Record	Permanent
6. Customer Meter Reader Cards	2 years
7. Daily Meter Repair Sheets	3 years
8. Daily Over and Short Reports	3 years, provided audited
9. Daily Work Orders	3 years
10. Dam Inspection Reports	Permanent
11. House Service Cards	Permanent
12. Industrial Waste Records	Permanent
13. Meter and Valve Location Record	Permanent
14. Meter Reading Records	4 years
15. Meter Test Records	3 years
16. Monthly Account Register	10 years
17. Monthly Collection Report	3 years, provided audited
18. Project Files	Until project completed and final report issued
19. Project Final Reports	Permanent
20. Property Records (Deeds, Rights-of-Way, Annexations, Vacations, Easements)	Permanent
21. Rate Schedules	Until superseded
22. Security Deposit Records	Until refunded to the Depositor
23. Security Deposit Refund Requests	Until audited
24. Sewer Rent Record	3 years, provided audited
25. Sewer \ Water Billing Stubs	3 years provided audited
26. Shut-Off Lists	3 years
27. Special Sewer Authorizations or Hookups	Permanent
28. Suspense Account Record	Until account settled, provided audited
29. Test Boring Record	Permanent

- | | |
|-----------------------------------|---------------------------|
| 30. Water and Sewer Receipt Books | 2 years, provided audited |
| 31. Water and Sewer Tap Record | Permanent |
| 32. Water Main Location Record | Permanent |
| 33. Water Usage Reports | 3 years |

B. Plant Operation Records

- | | |
|--|-------------------------------|
| 1. Analytical Data \ Chemical Analyses \ Monitoring Records \ EPA Reports \ Water Quality Reports \ Operating Logs \ Monthly Reports - All types | 10 years |
| 2. Flow-Charts - Fluids | 5 years |
| 3. Laboratory Testing Records | 5 years |
| 4. Lime Sale Tickets | 3 years, provided audited |
| 5. Monthly Laboratory Testing Summary Reports | 25 years |
| 6. Rainfall Statistics | 5 years |
| 7. Septic Tank Hauler Record | 3 years, provided audited |
| 8. Well Maintenance and Field Logs | 10 years after well is capped |

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 PREVIOUS ROLL (if applicable)	Must be eye-legible.
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 CAMERA OPERATOR OR VENDOR	Certifies the date microfilm created and type of work performed by camera operator and vendor.
8. SPECIAL NOTATIONS MATERIAL MISSING PAGES MISNUMBERED RETAKE INSERTED HERE	Other eye-legible targets may be made up on white paper as needed.
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.

General Index

9		Applications for Service.....	30
911 System.....	8	Appropriation Ledger.....	16
A		Area Commission Files.....	10
Above and Underground Storage Tank Records....	20	Arrest Cards \ Records (Traffic).....	21
Acceptance of Utility Rate Ordinance Notices.....	15	Arrest Cards \ Records (Non - Traffic).....	21
Accident Reports		Arrest Cards \ Records \ Reports (Juvenile).....	21
Police Department.....	21	Arrest Reports (Adult).....	21
Accident Reports \ Files		Arson Reports.....	20
General Administrative Records.....	6	Assessment Record.....	16
Accounts Ledger.....	15	Assignment Schedules \ Sheets.....	21
Accounts Payable Record.....	15	Attendance Reports \ Records.....	6
Accounts Receivable.....	19	Audiovisual, PR & Training Materials.....	6
Accounts Receivable Ledger, General.....	16	Audit Reports.....	16
Accounts Receivable Ledger, Income Tax.....	16	B	
Activity Reports.....	6	Background Investigations.....	29
Aerial Photographs.....	14	Bad Check or Bad Debt Records.....	16
Affidavits (Birth).....	24	Badges and ID's.....	6
Agendas.....	6	Balance Sheets.....	16
Air Traffic Reports.....	10	Bank Deposit Records.....	16
Alarm Response Reports.....	20	Bicycle License Receipts.....	22
Alcohol Breath Testing Records.....	21	Bicycle License Register.....	22
Analytical Data.....	31	Bicycle Theft Log.....	22
Animal Bite.....	24	Bid Bonds.....	16
Animal Complaints.....	21	Bids - Unsuccessful.....	16
Annexation Case Files.....	10	Bids - Successful.....	16
Annexation Files.....	20	Billing Adjustment Books.....	30
Annexation Record.....	10	Billing Ledger Cards.....	30
Annual Appropriation Ordinances (copies).....	16	Biohazards Waste Destruction Records.....	24
Annual Certificate of Estimated Resources.....	16	Birth Certificates.....	24
Annual Departmental Budget.....	6	Blank Forms.....	6
Annual Departmental Report.....	6	Block Grant Documentation.....	16
Annual Municipal Budget.....	6	Block Watch Records.....	22
Annual Municipal Financial Report.....	16	Blueprints \ Vellums.....	6
Annual Municipal Report.....	6	Blueprints, Maps and Plans.....	15
Annual Report to Auditor of State.....	16	Board of Zoning Adjustments Case Files.....	10
Annual Statement and Yearly Report.....	13	Board of Zoning Adjustments Journal.....	10
Annual Summary of Cash Collected		Bond Issue Ledger.....	20
Municipal Income Tax Records.....	19	Bond Register.....	16
Appeals on Interpretation of Code.....	10	Bond Transcripts.....	20
Appendix 1		Bonds (Redeemed).....	20
Microfilming.....	32	Bridge Inspection Reports.....	14
Appendix 2		Bridge Plans.....	14
Records Disposition Forms \ Supreme		Budget Preparation Documents (Working Papers)...	6
Court Rule 26	33	Building Applications.....	10
Application for Employment.....	28	Building Cards.....	10
Application for PERS Refund or Waiver.....	27	Building Folders.....	10
Application for Water or Sewer Tap Permits.....	30	Building Inspection Reports.....	10
Applications		Building Permit Record.....	10
Birth Certificate.....	24	Building Plans.....	10
Death Certificate.....	24	Building Sign Inspection Files.....	10
License or Permit.....	24	Bulletins, Posters and Notices to Employees.....	6
		Burial Fee Receipts.....	12

Burial Permit.....	12	Commendations, Promotions.....	28
Burial Transit Permits		Communicable Disease Records.....	24
Cemetery Records.....	12	Community Development Reports.....	11
Health Records.....	24	Complaints.....	11
Burning Complaint File.....	20	Complaints and Warrants.....	13
Business Income Tax Reconciliation Form.....	19	Compliance Reports.....	22
Business Security Records.....	22	Compliance Reports - All Types	
C		General Administrative Records.....	6
Calibration Records - All types.....	6	Computer Generated Financial Reports.....	17
Call Notices - Securities.....	20	Computer Records.....	17
Canceled Checks.....	16	Condemnation and Demolition Records.....	11
Canceled Warrants.....	16	Continuing Education Certifications \ Class \ Seminar	
Capital Improvement Bonds.....	16	\ Training Attendance Records.....	6
Case Files		Contractors' Prevailing Wage Records.....	14
Board of Building Standards and Appeals.....	10	Contractor's Registration.....	11
Board of Zoning Appeals.....	10	Contracts and Agreements.....	6
Civil.....	26	Control Sheet.....	19
Criminal.....	26	Copies.....	7
Justice of Peace.....	13	Corporate Partnership Fiduciary Income Tax Return	
Mayor's Court.....	13	19
Police Court.....	14	Correspondence.....	7
Case Reports.....	24	Cost Control Data.....	30
Case Transfers.....	13	Cost Control Reports.....	17
Cash Book.....	14	Council Member's Files.....	12
Cash Books.....	16	Coupons (Redeemed).....	20
Cash Journal.....	20	Court Dockets.....	14
Cash Payment Records.....	13	Court Orders for Payroll Deduction.....	27
Cash Receipts and Disbursements.....	16	Court Transcripts.....	26
Cash Register Tapes \ Records.....	16	Criminal Case Files - Felonies Except Homicide.....	22
Certificate of Result of Election (Bond Issues).....	16	Criminal Case files - Misdemeanors.....	22
Certificates of Insurance.....	10	Curb Box Location Record.....	30
Certifications.....	24	Customer Meter Reader Cards.....	30
Change Orders.....	14	D	
Chargeback Reports \ Records.....	16	Daily Alarm Log.....	20
Charter and Amendments.....	12	Daily Meter Repair Sheets.....	30
Check Registers \ Stubs \ Carbons.....	16	Daily Over and Short Reports.....	30
Checking Account Statement.....	16	Daily Posting Recapitulation.....	19
Checks - Voided.....	17	Daily Slating Records.....	22
Child Abuse Case Records.....	22	Daily Work Orders.....	30
Chronic Disease Records.....	24	Dairy Farm Records - All Types.....	24
Citations - Parking.....	13	Dairy Producers Records - All Types.....	24
Citations - Traffic.....	13	Dam Inspection Reports.....	30
Citizen Complaints.....	22	Damage Claims.....	17
City Building Code.....	10	Day Books.....	14
City Manager's / Mayor's Journal.....	6	Death Certificates.....	24
City Properties File.....	14	Declaration of Estimated Income Tax.....	19
City Property Files.....	26	Deed Book.....	12
City Zoning Maps.....	14	Deeds.....	26
Civil Service Examination Forms.....	29	Delinquent Account Records.....	19
Claims for Damages.....	26	Delivery Slips \ Packing Slips.....	7
Classified Employees List.....	29	Demolition Permits.....	11
Client Index File.....	24	Deposit Record - Perpetual Care.....	12
Client Payment Files.....	17	Deposit Refund Requests.....	17
Client Records.....	24	Detailed Cash Receipt Record.....	19
Closed Account.....	19	Disaster Plan	

Fire Department.....	20	Field Interrogation Cards.....	22
Disaster Plans		Final Return for the Year.....	19
General Administrative Records	7	Fine and Fee Record.....	13
Disease / Diagnosis Index.....	24	Fingerprints	22
Disease Statistics	24	Fire and Loss Record	20
Dispatch Sheet \ Log (Record of Runs)	22	Fire Code.....	20
Dispatch Sheets \ Logs.....	20	Fire Incident Reports.....	20
Dispatcher Radio/Phone Calls Audio Recordings	7	Fire Investigation Files and Index	20
Docket.....	13	Firearm Records and Inventories.....	22
Docket, Index, Journal	13	Fireworks Application and Permits	21
Drafts - All Media	7	Fixed Assets Record.....	17
Drawings, Tracings, Mylars.....	7	Flow Charts - Operations	7
E		Flow-Charts - Fluids.....	31
Easements	26	Flu / Vaccine/ Immunization Records.....	25
Electronic Fund Transfer Records	20	Food Handler's Permit.....	25
Eligibility List.....	29	Food Service \ Establishment Records	25
Emergency Medical Services Records.....	20	Fuel Usage Records	7
Employee Earning Record	27	G	
Employee Exposure to Hazardous Chemicals \		Garnishment Orders	28
Biological Hazards or Infectious Diseases Reports		Gas and Oil Disbursement Record.....	21
.....	28	General Ledger.....	17
Employee Income Tax Withholding	27	General Orders, Directives, Policies, Rules,	
Employee Pay Records	27	Regulations or Procedures.....	7
Employee Performance Evaluation.....	28	Golf Course Membership Cards	27
Employee Sick Leave and Vacation Balances.....	28	Golf Course Use Records	27
Employee Time Cards \ Sheets.....	28	Grant Files \ Records - Federal \ State	7
Employee Training Records.....	28	Grievance Hearing Records	29
Employee Withholding Requests	27	H	
Employer Quarterly Federal Tax Return	27	Haul Tickets	15
Employment History Record Card.....	28	Hazardous Materials Emergency Response \	
Employment Information Files	29	Requests \ Logs.....	25
Encumbrance and Expenditure Journal	17	Health Insurance Claims	25
Encumbrance Documents.....	17	Health Services Reports.....	25
Environmental Monitoring Records.....	24	Hearing Case Files.....	29
Environmental Site Assessment	24	Hearings (Not Employee Related)	7
EPA Burning Violation Record.....	20	HIV Counseling and Test Report Forms.....	25
Epidemiological Case Records.....	24	Homicide Reports & Evidence.....	22
Equipment Inventories	7	House \ Business Alarm Records	22
Equipment Maintenance Records	7	House Number Record	
Equipment Records - Personal Use Items	7	Building, Planning, and Zoning Records.....	11
Execution and Lien Docket	13	Engineering and Street Records	14
Executive Orders	7	House Service Cards	30
Expense Records	7	Housing, Land Use, Population, and Other Special	
Expunged Records.....	22	Studies	11
Expungements.....	13	Hydrant Location Record.....	21
F		Hydrant Maintenance Record	21
FAA reports	10	I	
Facsimile (FAX) Records	7	Immunization Cards	25
Family Case Files	24	Incident Log \ Reports.....	22
Family Index Cards	25	Indebtedness Statement	17
FBI \ BCI Investigation Reports	22	Index	
Federal Project Files	14	Birth Certificates	24
Federal Revenue Sharing Account.....	17	Board of Zoning Adjustments Case Files	11
Fee Books	27		

Burial Plots.....	12	Loan and Grant Applications (copies)	11
Council Minutes	12	<i>M</i>	
Death Certificates	24	Mail	8
Disease / Diagnosis	24	Mailing Lists.....	8
Ordinances \ Resolutions	12	Maintenance Orders	15
Stillbirth Certificates	25	Management \ Operations Reports	8
Variance Record.....	11	Manuals, Handbooks and Directives	8
Verenal Disease Case	26	Maps \ Plats	8
Zoning Case Record	11	Marriage Licenses.....	14
Individual's Tax Return	19	Master Name Index.....	23
Industrial Use Permit Reviews.....	11	Master Run Reports.....	21
Industrial Waste Records	30	Material Safety Sheets.....	8
Inspection Records - All Types	25	Medicaid Records - All Types	25
Inspection Reports \ Cards.....	21	Medicare Records - All Types	25
Insurance Claim File	21	Meeting Notices	8
Insurance Enrollment Record	29	Memoranda	8
Insurance Policies	17	Meter and Valve Location Record.....	30
Intergovernmental Tax Receipts	17	Meter Reading Records	30
Investigations	22	Meter Test Records	30
Investment Records	17	Milk Plant Records - All types	25
Invitation to Bid (ITB).....	17	Minutes	
Invoices and Supporting Documents.....	17	Cemetery Records	12
<i>J</i>		Minutes of Meetings	8
Jail Daily Book - In Records	22	Missing Person Reports	23
Jail Inmate Records	22	Monthly Account Register	30
Jail Register \ Log Book.....	22	Monthly Collection Report.....	30
Job \ Position Descriptions	29	Monthly Financial Statement.....	20
Civil Service Commission	30	Monthly Laboratory Testing Summary Reports.....	31
Job Classification List	29	Monthly Report of Municipal Court.....	17
Job Orders	14	Monthly Statement of Balances.....	17
Junk Vehicle Records	22	Monthly Statements and Reports.....	14
Juvenile Records	23	Mortgages.....	17
<i>L</i>		Municipal Publications	8
Labor Union Agreements	29	Mutual Aid Agreements	21
Laboratory Records.....	25	<i>N</i>	
Laboratory Testing Records.....	31	Not - Admit Log \ Referral Forms	25
Law Enforcement Automatic Data System Records	23	Note Books - Field Visits \ Inspections	25
Leases.....	7	Notification of Pay \ Pay Step Increase	28
Leave Balances \ Reports	28	Nuisance Investigation Reports.....	25
Leave Requests	29	Nuisance Investigation Summary Records.....	25
Legal Notices	26	Nursing Service Cards.....	25
Legal Opinions from Municipal Legal Counsel.....	27	<i>O</i>	
Legislative Research Files \ Drafts	11	Oaths of Office of Elected Officials.....	8
Letter of Appointment.....	29	Occupancy Permit Record	11
Letter of Resignation.....	29	Offense Reports, Felonies Except Homicide	23
Letters of Reference	29	Offense Reports, Misdemeanors	23
Liability Waivers.....	27	Oil and Gas Drilling Permit.....	17
License Renewals	25	Ordinances	13
Licenses.....	17	OSHA Logs \ Records	25
Licenses, Permits, Certifications	7	Overtime authorization.....	28
Lime Sale Tickets	31	Overtime Reports	28
Liquor License Requests.....	13		
Liquor Permit Records	23		

P

Parking Citations \ Infractions	23
Parking Lot Receipts and Ticket Stubs	10
Parking Meter Collection Record	23
Pay-In Records	17
Payroll Journal \ Record	28
Performance Bonds	
Financial Records	17
Performance Bonds - Contractors	11
Permission Slips	27
Permits	
Building, Planning and Zoning Records	11
Financial Records	17
Personal or Professional Services Invoice or Statement of Services	18
Personnel Actions	29
Personnel File \ Records	29
Pesticide Application Records	15
Petitions	13
Petty Cash Record	18
Phone Quotes \ Confirmations	18
Photo File and Related Photographic Items	8
Planning Briefs	11
Planning Commission Case Files	11
Plans of Park Property	27
Plat Maps	
Cemetery Records	12
Polygraph \ Voice Analysis Exams	30
Posting Sheets and Cards for Paid Bills	18
Press \ News Releases	8
Prevailing Wage Records	18
Printing Orders	8
Prisoner Booking Video Recording Tape	23
Proclamations	13
Project Files	
Engineering and Street Records	15
Water and Sewer	30
Project Final Reports	30
Project Inspection Records	15
Project Planning Files	11
Project Plans \ Drawings \ As Built	8
Project Reports	11
Promotion Action	29
Property Inventories	18
Property Records	30
Property Room	23
Proposals for Street Improvement	15
Purchase Orders	18
<i>Q</i>	
Quadrant Files	11
Quarterly Notice of Installment Due	19
Quarterly Payment Statement	19

R

Radio \ Phone Calls Audio Recordings	
Police Department	23
Radio and Telephone Log	23
Radio/Phone Calls Audio Recordings	21
Rainfall Statistics	31
Rate Schedules	31
Receipt Books	14
Receipts and Expenditures Report to Auditor of State	18
Receipts/Receipt Books	8
Receiving Documents	8
Financial Records	18
Reconciliation Sheets, Bank Accounts	18
Record of Disciplinary Action	29
Record of Funds Received	18
Record of Lot Sales	12
Record of Registered Bonds	20
Records (Background) Check Requests	23
Records Requests	9
Records Retention Documents	9
Recovered Property Record	23
Reference \ Library Materials	9
Refund Check Ledger	18
Refund Voucher	19
Register of Interments	12
Registry Information	25
Remittance Advice	18
Report of Cash Received	17
Reports to Bureau of Employment Services	29
Reports to Council	13
Reports to Retirement Systems	28
Request for Proposals (RFPs)	18
Requisitions	9
Research Files	9
Resolutions	13
Retirement System Exemption Record (Waiver)	18
Retirement System Payments \ Records	18
Rezoning Applications	11
Rezoning Case Files	11
Rheumatic Fever Enrollment Records	25
Ride Along Forms	23
Rosters \ Directories	9
Rules and Regulations	
Cemetery Records	12
<i>S</i>	
Sales Tax Records	18
Sanitary Sewer Records	15
Sanitation Orders	25
Scrapbooks, Yearbooks	9
Security Deposit Records	31
Security Deposit Refund Requests	31
Seizure Log \ Record	23
Septic Tank Hauler Record	31

Settlement Sheet or Tax Distribution.....	18	Transmittal of Ohio Wage and Tax Statement.....	18
Settlements	27	Transportation Research Files	11
Sewage Disposal System Applications	25	Travel Expense Records.....	19
Sewer \ Water Billing Stubs	31	Treasury Investment Board Report.....	19
Sewer Rent Record.....	31	Treated Sanitary Flow Agreements	26
Sewer Repair Sheets	15	Trial Balance Records	18
Sewer Testing Records	15	Tuberculin Test Records.....	26
Shelter House Permits.....	27	Tuberculosis Case Records.....	26
Shut-Off Lists	31	Tuberculosis Register Records	26
Sinking Fund Ledger or Journal	20	Type of Crime File.....	23
Solicitor's or Peddler's Permit.....	18		
Solid Waste Site Record	25	<i>U</i>	
Special Assessments.....	18	Uncollectible Income Tax Accounts.....	19
Special Assessments Record.....	15	Unemployment Compensation Case Files	29
Special Sewer Authorizations or Hookups.....	31	Unemployment Compensation Records	19
Speeches \ Presentations	9	Uniform Allowance Record	19
Standpipe Test.....	21	Uniform Crime Reports (UCR)	23
State Income Tax Report	28	Uniform Record	9
State of Ohio Traffic Crash Reports (OH-1)	23	Urban Renewal Files.....	11
Station House Daily Logs	21		
Statistical Reports.....	9	<i>V</i>	
Stillbirth Certificates	25	Vacation House Check Records	23
Stolen Property Hot List or Cards.....	23	Vehicle Maintenance Records.....	9
Street \ Alley Vacation Case Files	11	Vehicle Mileage Records.....	9
Street Lighting	15	Venereal Disease Case Records.....	26
Street Name Change Record	11	Venereal Disease Case Register or Index.....	26
Street Opening Permits	15	Venereal Disease Laboratory Reports	26
Street Repair Cost Summary Record.....	15	Violation Notices.....	21
Street Repair Record	15	Violations	12
Subdivision Files.....	11	Visitors' Log or Sign-in Sheets	9
Subject and Administrative Files	13	Vital Statistics Reports.....	26
Subpoenas, Summonses, or Warrants.....	23	Voice Mail	9
Substance Reports.....	30	Vouchers	19
Surety Bonds - Special	18		
Surety Bonds of Officials or Employees	18	<i>W</i>	
Surveillance Tapes \ Videos	9	W-2 Forms	28
Surveying - Field Notes	9	W-4 Forms	28
Suspense Account Record.....	31	Wanted Posters.....	23
Swimming Pool Operation Reports.....	25	Warranties.....	9
Swimming Pool Records	27	Water and Sewer Receipt Books.....	31
Swimming Pool Sanitation Records.....	26	Water and Sewer Tap Record.....	31
		Water Bacteriological Examinations	26
<i>T</i>		Water Main Location Record.....	31
Table of Organization \ Organizational Charts	9	Water Sample Cards	26
Tax Abatement Records.....	18	Water Supply Records.....	26
Tax Settlement Reports.....	18	Water Surveys	21
Tax Withholding Reports.....	28	Water Usage Reports	31
Team Rosters and Score Books	27	Well Logs.....	26
Telephone Messages \ Records	9	Well Maintenance and Field Logs.....	31
Test Boring Record	31	Work Orders	9
Test Logs.....	26	Work Schedules	9
Test Results - Computer Reports	26	Worker's Compensation Case Files	29
Tow Tickets	23	Worker's Compensation Claims.....	27
Traffic Citations.....	23		
Traffic Study Files.....	15	<i>X</i>	
Training Material \ Lesson Plans	9	X - Ray Film (Employee)	26

Z

Zoning Case Log 12
Zoning Certificate for Occupancy and Use of Land
and Buildings 12

Zoning Change Request 12
Zoning Permit Applications 12
Zoning Permit Record 12
Zoning Variance Case Files 12