

**CITY OF ST. CLAIRSVILLE RECORDS MANUAL
RECORDS RETENTION PERIODS**

2024

**CITY OF ST. CLAIRSVILLE
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St. Clairsville's Municipal Records Program

Government cannot function without the records that serve as an intuitional 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 was created then. If, on the other hand, they are created, maintained, or disposed of haphazardly, 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 St. Clairsville 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 (OHS-LGRP). The OHS-LGRP will then send the forms to the Ohio Auditor of State. The Auditor of the State returns the approved forms to the OHS-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), 800 E. 17th Ave., 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 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 on the application of each of the four values of records to each record 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 an 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 these 3 manuals. 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/lgrforms>. A properly approved Records Retention Schedule (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. Obsolete means that the records were only created once or are no longer created and were never properly scheduled on an RC-2. The RC-1 is 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 period (e.g., retain five years, then destroy).
2. With an event (e.g., destruction after audited by the Auditor of State and audit report is released).
3. As a combination of both (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 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.

During the review process for RC-2 forms, the OHS-LGRP will mark which records series require a Certificate of Records Disposal (RC-3) before disposal. Records not marked can be disposed of once they meet their retention period. The OHS-LGRP strongly suggests that an internal and permanent record of all public records disposals be maintained by the municipal records commission. If a records series has met the appropriate retention period and requires an RC-3

form, please file it at least fifteen (15) business days before the proposed disposal or destruction date. RC-3 forms should be mailed, emailed, or faxed to the OHS-LGRP. They are no longer reviewed by the Auditor of State's office. These procedures only apply to RC-2 forms signed on or after September 29, 2011, by the Municipal Records Commission. 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 that have 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 that, when properly utilized, can be an asset in a records program. It can be used to reduce bulk or to provide secure 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 instead 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 documents 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, and commissions should use the General Records Retention Schedules and other entities associated with the 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 challenging 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) for constructive comments and suggestions. Our email 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 that 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 (OHS-LGRP). The OHS-LGRP works with municipalities to develop a practical records management program. The Ohio Historical Society has designated six 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 according 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.

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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. Archives & Rare Books Department
Blegen Library - 8th Floor
University of Cincinnati
Cincinnati, OH 45221-0113
(513) 556-1959
3. Local Government Records Program (LGRP)
Ohio Historical Society - State Archives
800 E. 17th Ave.
Columbus, OH 43211-2497
(614) 297-2553
4. Western Reserve Historical Society Library
10825 East Blvd.
Cleveland, OH 44106-1788
(216) 721-5722
5. Archives and Special Collections
Wright State University - Dunbar Library
Dayton, OH 45435-0001
(937) 775-2092
6. Youngstown Historical Center of Industry and Labor
151 West Wood Street
PO Box 533
Youngstown, OH 44501-0533
(330) 743-5934

RECORDS RETENTION PERIODS FOR ST. CLAIRSVILLE

SECTION 1-GENERAL ADMINISTRATIVE RECORDS

1.	<u>Accident Reports/Files</u> Employee Injury Report Bodily Injury to Non-employee Damage to Municipal Vehicle or Property	Place in the 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 appraisal for historical value
6.	Annual Municipal Budget	Permanent-at 50 years appraisal for historical value
7.	Annual Municipal Report	Permanent-at 50 years appraisal for historical value
8.	Attendance Reports/Records	3 years
9.	Audiovisual, PR, & Training Materials	Until information is superseded, obsolete, or replaced, then appraised for historical value
10.	Badges & ID's	Turn in upon termination
11.	Bland 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, Poster, & 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.	<u>Continuing Education</u> Certifications/Class/Seminar/Training Attendance Records	Place in Personnel File
19.	Contracts & Agreements	15 years after expiration or termination
20.	<u>Copies-all media</u> Official File copy Reading/Informational/Reference Copy	Use applicable records series retention period Until no longer administratively necessary
21.	<u>Correspondence</u> Routine Form Letters General	1 year 2 years

	With Legislative Branch Executive	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 equipment
29.	Equipment Records-Personal Use Items (e.g., tools, weapons, clothing, etc.)	Until equipment is returned by the employee
30.	Expense Orders	Until superseded, obsolete, or replaced; then appraised for historical value
31.	Expense Records	3 years
	<u>Facsimile (FAX)</u>	
32.	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
	<u>Hearings (Not Employee Related)</u>	
37.	Audio & Video Recordings Report of Proceedings Transcripts	1 year Permanent 5 years
	<u>Leases</u>	
38.	Equipment Real Estate	2 years after expiration 5 years after expiration
39.	Licenses, Permits, Certifications	1 year after expiration
	<u>Mail</u>	
40.	Unsolicited Mail (e.g., anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) Postal records (e.g., Registered / Certified / Insured Logs or Receipts / Postal Meter Documents)	Until no longer administratively necessary 2 Years
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 & Directives	Until superseded, obsolete, or replaced. Retain one file copy 5 years
44.	Maps/Plats	Until superseded, obsolete, or replaced; then appraised 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 & Video Recordings of Meetings Drafts/Notes	Permanent 1 year provided information concerning the meeting is substantially transcribed to hard copy Until superseded or obsolete, retain one copy
49.	Municipal Publications	Until superseded or obsolete, retain one copy
50.	911 System	
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/Receipts Books	2 years provided audited
57.	Receiving Documents	3 years
58.	Records Retention Documents RC 1, RC 2, RC 3	Permanent
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 the 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.	Visitor's Log or Sign-in Sheets	1 year
76.	<u>Voice Mail</u> Messages System Documentation	Until no longer administratively necessary Life of system
78.	Work Orders	2 Years
79.	Work Schedule	1 year after the schedule changed

SECTION 2 BUILDING, PLANNING, AND ZONING RECORDS

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 the 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.	Certifications 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	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, provide no action pending
36.	Project Planning Files	5 years after the completion of the final project report
37.	Project Reports	25 years, appraised for historical value
38.	Quadrant Files	5 years after the final decision rendered
39.	Rezoning Applications	Until final action is taken and recorded
40.	Rezoning Case Files	5 years after the final decision rendered
41.	Street Name Change Record	permanent
42.	Street/Alley Vacation Case Files	10 years; appraise for historical value
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 the final decision, provided no action pending

SECTION 3-COUNCIL RECORDS

1.	Charter and Amendments	Permanent
2.	Council Member's Files	Term of Office then appraises for historical value
3.	Index to Council Minutes	Permanent
4.	Index to Ordinance/Resolutions	Permanent
5.	<u>Liquor License Requests</u> Approved Denied	3 Years 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 4-COURT RECORDS

A. Mayor's Court

1.	Annual Statement and Yearly Report	5 years provided audited
2.	<u>Case Files</u> 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.	Expungement	Seal then destroys as Case Files
10.	Fine and Fee Record	3 years provided audited
11.	Monthly Statements & Reports	3 Years Provided Audited
12.	Receipt Books	4 Years Provided Audited

B. 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.

C. 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 5-ENGINEERING AND STREET RECORDS

A. Engineering Records

1.	Aerial Photographs	Until superseded then appraised 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 Files	Permanent
6.	City Zoning File	Permanent
7.	Contractor's Prevailing Wage Records	5 Years
8.	Day Books	3 Years
9.	Federal Project files	5 years after completion of the project provided audited
10.	House number records	Permanent
11.	Job Orders	3 Years
12.	Maintenance Orders	2 Years
13.	Project Files (contracts, specifications, change orders, progress reports, etc.)	15 years after the completion of the 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 the final payment, provided audited

B. Street Records

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

SECTION 6-FINANCIAL RECORDS

A. General Financial Records

1.	Acceptance of Utility Rate Ordinance Notices	Permanent
2.	Accounts Ledger	5 years after the 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 Certificates 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.	<u>Bid Bonds</u> Successful Bidder	Retain until acceptance of project performance bond
	Unsuccessful Bidder	Return after projected awarded
17.	Bids-Successful	15 years after the completion of the 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 Warranted	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 the expiration of the 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 the next printout or annual report printed out 5 years
34.	Cost Control Reports	3 years
35.	Report of Cash Received	3 years, provided audited
36.	Damage Claims	Until settled and all appeals exhausted
37.	Deposit Refund Requests	Until the deposit is refunded, and the account audited
38.	Encumbrance Documents	3 years
39.	Encumbrance and Expenditure Journal	7 years, provided audited
40.	Federal Revenue Sharing Account	7 years, provided audited
41.	Fixed Assets Record	10 years
42.	General Ledger	25 years
43.	Indebtedness Statement	Permanent
44.	Insurance Policies	2 years after expiration, provided all claims settled
45.	Intergovernmental Tax Receipts	3 years provided audited
46.	Investment Records	3 years provided audited
47.	Invitation to Bid (IVB)	2 years
48.	Invoices and Supporting documents	3 years
49.	Licenses	Term of license plus 1 year
50.	Monthly Report of Municipal Court	3 years, provided audited
51.	Monthly Statement of Balances	3 years, provided audited
52.	Mortgages	Until paid and canceled, provided audited
53.	Oil and Gas Drilling Permit	Permanent
54.	Pay-In Records	3 years, provided audited
55.	Performance Bonds	After the project is completed and accepted
56.	Permits	3 years, provided audited
57.	<u>Personal or Professional services</u> Invoice or Statement of Services	3 years
58.	Petty Cash Record	3 years provided audited
59.	Phone Quotes/Confirmations	2 years
60.	Posting Sheets and Cards for paid Bills	2 Years
61.	Prevailing Wage Records	3 years
62.	Property Inventories	3 years
63.	<u>Purchase Orders</u> Original Copies	3 years Until no longer administratively necessary
64.	Receipts and Expenditures Report to Auditor of State	3 years
65.	Receiving Documents	3 years

66.	Reconciliation Sheets, Bank Accounts	3 years, provided audited
67.	Record of Funds Received	3 years, provided audited
68.	Refund Check Ledger	5 years, provided audited
69.	Remittance Advice	3 years
70.	Request for Proposals (RFPs)	2 years
71.	Retirement System Payments/Records	Permanent
72.	Retirement System Exemption Record (Waiver)	Permanent
73.	Sales Tax Records	4 years
74.	Settlement Sheet or Tax Distribution Form County Auditor	10 years
75.	Solicitor's or Peddler's Permit	1 year after expiration
76.	Special Assessments	Until paid off and audited
77.	Surety Bonds-Special	10 years after expiration
78.	Surety Bonds of Officials or Employees	10 years after termination of an officer or employee
79.	Tax Abatement Records	Duration of the abatement plus 1 year
80.	Tax Settlement Reports	3 years, provided audited
81.	Trial Balance Records	3 years
82.	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited
83.	Travel Expense Records	3 years
84.	Treasury Investment Board Report	10 years
85.	Unemployment Compensation Records	3 years, provided audited
86.	Uniform Allowance Record	3 years, provided audited
87.	Vouchers Original Copies	3 years, provided audited 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 account Records	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 the issue redeemed
3.	Bonds (Redeemed)	2 years after the issue is paid off and then appraised for historical value
4.	Call Notices-Securities	10 years after the call
5.	Cash Journal	10 years, provided audited
6.	Coupons (Redeemed)	4 years after audited then appraised for historical value
7.	Electronic Fund Transfer Records	10 years
8.	Monthly Financial Statement	Until incorporated in the annual report
9.	Record of Registered Bonds	Permanent
10.	Sinking Fund Ledger or Journal	Permanent

SECTION 7-POLICE RECORDS

1.	<u>Accident Reports</u> Property Damage, Bodily Injury and Traffic	3 years
2.	<u>Alcohol Breath Testing Records</u> 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 complaint	2 years
4.	Arrest Cards/Records (Non-Traffic)	15 Years
5.	Arrest cards/Records (Traffic)	10 years
6.	Arrest Cards/Records/Reports (Juvenile)	Until a person turns 18 years of age or when an 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 the 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 is needed
19.	Daily Slating Records	1 year
20.	Dispatch Sheet/Log (Return of Runs)	3 years
21.	Expunged Records per Expungement Orders	Destroy all Files, records, and computer references when an 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.	<u>Investigation</u> Homicide & Rape including evidence (pending)	Permanent
	Homicide Including evidence (closed) Internal Affairs	10 years 4 years
30.	Jail Daily Book-In Records	3 years
31.	Jail Inmate Records	2 years
	Commissary records	6 years
	Intake/Discharge Records	6 years
	Medical Records	2 years
32.	Personal Property Returned	25 years
33.	Jail Register/Logbook	2 years after the sale or other disposition
34.	Junk Vehicle Records	Until the person turns 18 years old or when an Expungement order received from a court
35.	<u>Law Enforcement Automatic Data</u> System Records	2 years
	Logs	Destroy when no longer administratively necessary
	Printouts	
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 Kays erase and reuse provided no action pending
44.	<u>Property Room</u> Log Records (Release, Transfers, Disposals, etc.)	25 years 5 years
45.	Radio / Phone Calls Audio Requests	2 years
46.	Radio and Telephone Log	2 years
47.	Records (Background) Check Requests	2 years
48.	Recovered Property Record	2 years after the disposal of the 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.	Vehicle Tow Tickets	3 years after paid, provided audited
55.	Traffic Citations	3 years, proved audited
56.	Type of Crime File	Permanent
57.	Uniform Crime Reports (URC)	3 years
58.	Vacation House Check Records	30 Days after owners return
59.	Wanted Posters	Until person apprehended

SECTION 8-LEGAL RECORDS

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 the case was settled and all appeals exhausted
5.	Court Transcripts	3 years after the case settled
6.	Deeds	Permanent
7.	Easements	Permanent
8.	<u>Legal Notices</u> Tear Sheets Proof of Publication	2 years 5 years
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 the date of the final Payment

SECTION 9-PARKS & RECREATION RECORDS

1.	Fee Books	3 years, provided audited
2.	Plans of Park Property	Permanent
3.	Permission Slips	2 years provided no action pending
4.	Shelter House/Amphitheater/Gym Rentals	2 years
5.	Team Rosters and Score Books	1 year

SECTION 10-PAYROLL/PERSONNEL RECORDS

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 Records	Continually compiled and updated until termination. Information placed in personnel files yearly
4.	Employee Income Tax Withholding Certificate Withholding Payment Record	3 years after termination of employment, provided audit 6 years, provided audited
5.	Employee Pay Records	Continually updated until termination then placed into personnel file or enter data onto Employee History Card
6.	Employee Withholding Requests	Until replaced or revoked by an employee
7.	Employer Quarterly Federal Tax Return	4 years, provided audited
8.	Garnishment Orders	Until the employee terminates or the Order rescinded
9.	Leave Balances/Reports Bi-weekly Report of Leave Use and Balances Annual Employee Leave Use/Balances Report Annual Leave Use and Balances by Municipal Unit Individual Employee	Until incorporated in the annual leave balances report 5 years 25 years Continually maintained and updated in the personnel file. Purge 2 years after termination provided no outstanding balances.
10.	Notification of Pay/Pay Step Increases	Until superseded. Copy in the personnel file
11.	Overtime authorization	2 years provided audited
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 the 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 the employee terminates

B. Personnel Records

1.	<u>Application for Employment</u> Person Hired Person not hired Copies	Place in Personnel File Destroy after 2 years Until no longer administratively needed
2.	Commendation, Promotions	Place in the personnel file
3.	Employee Exposure to Hazardous Chemical/Biological Hazards or Infections Diseases Reports	Place in Personnel File
4.	Employee Performance Evaluation	5 years
5.	Employee Sick Leave and Vacation Balances	Continually updated by the fiscal office until the employee terminates. Balances are verified yearly and recorded in the personnel file.
6.	Employee Timecards/Sheets	3 years
7.	Employee Training Records	Place in Personnel Files
8.	Employee History Record Card	Permanent, instead of personnel files
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 the Personnel file
15.	Letter of Reference	2 years after hired
1.	Letter of Resignation	Place in the Personnel file
17.	Personnel Action	Place in the Personnel file

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

C. Civil Service Commission Records

1.	Background Investigations	2 years after position eligibility lists expire
2.	Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets, etc.	2 years after position eligibility 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 11-WATER AND SEWER RECORDS

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 the date of final entry, provided audited
5.	Cost Control Data	Until no longer of administrative value
6.	Curb Box Location Record	Permanent
7.	Customer Meter Reader Cards	2 years

8.	Daily Meter Repair Sheets	3 years
9.	Daily Over and Short Reports	3 years provided audited
10.	Daily Work Orders	3 years
11.	Dam Inspection Reports	Permanents
12.	House Service Cards	Permanent
13.	Industrial Waster Records	Permanent
14.	Meter and Valve Location Record	Permanent
15.	Meter Reading Records	4 years
16.	Meter test Records	3 years
17.	Monthly Account Register	10 years
18.	Monthly Collection Report	3 years, provided audited
19.	Project files	Until project completed
20.	Project Final Reports	Permanent
21.	Property Records (Deeds, Rights-of-Way, Annexations, Vacation, Easements)	Permanent
22.	Rate Schedules	Until Superseded
23.	Security Deposit Records	Until refunded to the Depositor
24.	Security Deposit Refund Requests	Until audited
25.	Sewer Rent Record	3 years, provided audited
26.	Sewer/Water Billing Stubs	3 years, provided audited
27.	Shut-off Lists	3 years
28.	Special Sewer Authorizations or Hookups	Permanent
29.	Suspense Account Record	Until the account is settled, provide audited
30.	Test Boring Record	Permanent
31.	Water and Sewer Receipt Books	2 years, provided audited
32.	Water and Sewer Tap Record	Permanent
33.	Water Main Location Reports	Permanent
34.	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 the well is capped