



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Oberlin

(local government entity)

Assistant City Manager/Human Resources

(unit)

(signature of responsible official)

Darlene Colaso

(name)

ACH/HRA

(title)

5-7-12

(date)

### Section B: Records Commission

(440) 775-7203

(telephone number)

Records Commission

85 S. Main Street

(address)

Oberlin

(city)

OH

(zip code)

Lorain

(county)

To have this form returned to the Records Commission electronically, include an email address: **banderson@cityofoberlin.com**

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

Elizbeth Lombardo Spirit Records Archivist - LGRP 5/25/12

Signature

Title

Date

### Section D: Auditor of State

Martin E. Mueh

Signature

Date

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



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## Section E: Records Retention Schedule

### City of Oberlin

### Assistant City Manager/Human Resources Administrator

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2012-1-HR	<u>Affirmative Action Reports (Federal)</u>	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-2-HR	<u>Annual Reports</u>	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-3-HR	<u>Civil Service Commission Reports (copies only – originals in Director's office).</u>	Until no longer administratively necessary, and then destroyed.	Paper Electronic*		<input type="checkbox"/>
2012-4-HR	<u>Civil Service</u> Civil Service Exam, correspondence from applicants, eligibility lists, applications, answer sheets (if applicable), promotional exam booklets, promotional exam appeals forms, assessment exercise packet (contains information, note, and answer sheets used by each individual candidate during assessment test exercise), letters to applicants not selected, promotional exam folders, testing proposals, validation list of participants; signed physical skills release form (pre-employment; drug screen notebooks (entry level)	7 years after position eligibility list expires.	Paper Electronic*		<input type="checkbox"/>
2012-5-HR	<u>Collective Bargaining Agreements</u>	Permanent.	Paper Electronic*		<input type="checkbox"/>
2012-6-HR	<u>Contract Negotiation Files</u>	Until approval of negotiated agreement.	Paper Electronic*		<input type="checkbox"/>





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2012-7-HR	<u>Correspondence and Inquires</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper		<input type="checkbox"/>
2012-8-HR	<u>Correspondence (email)</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		<input type="checkbox"/>
2012-9-HR	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-10-HR	<u>Drug-Free Safety Program</u> Tests, training logs and, certifications, acknowledgment forms, policies, application and reports.	5 years.	Paper Electronic*		<input type="checkbox"/>
2012-11-HR	<u>EEO Compliance for Successful Bids</u>	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-12-HR	<u>EEO Yearly Reports</u>	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-13-HR	<u>EEO Surveys</u> Survey requests, back-up paperwork and survey report submission.	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-14-HR	<u>Ergonomic/Hazard Assessments/Reports</u>	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-15-HR	<u>Executive and Divisional Safety Committee</u> Minutes, attachments and reports.	10 years.	Paper Electronic*		<input type="checkbox"/>
2012-16-HR	<u>Employee Directories/Rosters</u>	Destroy when obsolete or superseded.	Paper Electronic*		<input type="checkbox"/>
2012-17-HR	<u>Employee Policy Manuals</u>	Permanent.	Paper Electronic*		<input type="checkbox"/>



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2012-18-HR	<u>Employee Policy Manual Drafts/Backup</u>	5 years or until no longer administratively necessary.	Paper Electronic*		<input type="checkbox"/>
2012-19-HR	<u>Employee Medical Records</u>	5 years after separation of employment.	Paper Electronic*		<input type="checkbox"/>
2012-20-HR	<u>Employee Training Logs</u> Training curriculum information and sign-in sheets.	10 years.	Paper Electronic*		<input type="checkbox"/>
2012-21-HR	<u>FMLA</u> Requests, applications, correspondence, certifications.	3 years from leave dates.	Paper Electronic*		<input type="checkbox"/>
2012-22-HR	<u>Grievances and Appeals</u>	3 years after resolved.	Paper Electronic*		<input type="checkbox"/>
2012-23-HR	<u>Incident/Accident Forms</u>	5 years, unless worker's compensation case filed (then 10 years after date of final payment).	Paper Electronic*		<input type="checkbox"/>
2012-24-HR	<u>Investigation Reports</u> Agency copies of investigations of allegations of fraud or violations of state laws or regulations.	10 years.	Paper Electronic*		<input type="checkbox"/>
2012-25-HR	<u>Job/Position Descriptions</u>	Until superseded or classification abolished (see position description history files).	Paper Electronic*		<input type="checkbox"/>
2012-26-HR	<u>MBE Annual Reports</u>	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-27-HR	<u>MBE Quarterly Reports</u>	Until incorporated into annual report.	Paper Electronic*		<input type="checkbox"/>
2012-28-HR	<u>MBE Directories</u>	Until superseded.	Paper Electronic*		<input type="checkbox"/>



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2012-29-HR	MBE Firms Certification, MBE investigations for successful bids.	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-30-HR	Miscellaneous Subject Files	2 years (appraise for historical value).	Paper Electronic*		<input checked="" type="checkbox"/>
2012-31-HR	Personnel File May include employee application and resume/ cover letter for employment when applicant is hired; identification, criminal background checks; employee performance evaluation reports, commendations, promotions; investigation reports; records of employment status, position description and job classification; citations, letters of recommendation; oaths of office; training records; copies of drug test information and termination letters; letter of appointment, letters of reference; disciplinary action, personnel action; anti-harassment/sexual harassment signature forms.	10 years after separation or termination of employment.	Paper Electronic*		<input type="checkbox"/>
2012-32-HR	Personnel File Other May include employee exposure to hazardous chemicals/biological hazards or infectious diseases reports; retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers (this is generally maintain by the Finance Department). Retain OSHA-related records 20 years.	Permanent.	Paper Electronic*		<input type="checkbox"/>
2012-33-HR	Position Classification Studies Details on specific role and position of each job title, duties, obligations, surveys, and analysis related to designation.	Destroy when obsolete or superseded plus 6 years.	Paper Electronic*		<input type="checkbox"/>



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2012-34-HR	<u>Position Description History Files</u>	Permanent.	Paper Electronic*		<input type="checkbox"/>
2012-35-HR	<u>Prevailing Wage Information</u>	3 years after completion of contract.	Paper Electronic*		<input type="checkbox"/>
2012-36-HR	<u>Recruitment Files</u> Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant lists, conditional job offers signed for candidates not hired; copies of correspondence sent and received from applicants; interview questions and notes, selection documents and employee applications (not hired).	2 years if no litigation pending.	Paper Electronic*		<input type="checkbox"/>
2012-37-HR	<u>Record Retention Compliance File</u> RC1, RC2, RC3, and Inventory Forms.	25 years after superseded. Permanent copy kept on file in Clerk's office.	Paper Electronic*		<input type="checkbox"/>
2012-38-HR	<u>Unemployment Compensation Case Files</u>	4 years after date of final payment.	Paper Electronic*		<input type="checkbox"/>
2012-39-HR	<u>Union Arbitration Files</u> Case histories of disputes between agency and union settled through arbitration.	6 years.	Paper Electronic*		<input type="checkbox"/>
2012-40-HR	<u>Workers Compensation Case Files</u>	10 years after date of final payment.	Paper Electronic*		<input type="checkbox"/>

\*Retain electronic copy as long as intact and fully accessible.