



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

JAN 14 2020

This retention schedule supersedes all previous retention schedules for the Clerk of Council's Department and GAR Approved by the Oberlin City Records Commission prior to December 10, 2019.

STATE AND LOCAL
GOVERNMENT RECORDS

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

Clerk of Council's Office

(local government entity)

(unit)

Belinda B. Anderson

Belinda Anderson

City Clerk

12/07/2019

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Oberlin City Records Commission

440) 775-7203

Records Commission

(telephone number)

85 S. Main Street

Oberlin

44074

Lorain

(address)

(city)

(zip code)

(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.

Belinda B. Anderson

12/10/2019

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Wendy Korwin

Signature

Government Records Archivist

Title

1/16/2020

Date

Section D: Auditor of State

Martin E. McBride

Signature

1-27-20

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

Clerk of Council

(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 |
|---------------------------|---|---|----------------------|--|---|
| | ADMINISTRATIVE RECORDS (100) | | | | |
| 2020-101-CL | <u>Acknowledgement of Receipt Ethics Commission</u> | For City Council and Board and Commission members retain until completion of term plus 1 year. For employees retain until terminated from employment. | Paper | | <input type="checkbox"/> |
| 2020-102-CL | <u>Annual Reports (Municipal & Court)</u> | Permanent. | Paper | | <input checked="" type="checkbox"/> |
| 2020-103-CL | <u>Applications (with case file) for Agricultural Use in City</u> | 6 years. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-104-CL | <u>Applications for employment not hired</u> | 2 years after receipt. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-105-CL | <u>Association and Organizations File (Influences Policy)</u> This record series consists of records from organizations that have some form of association or relationship with agency. | Retain records for 6 year appraise for historical value. | Paper Electronic* | | <input checked="" type="checkbox"/> (historical) |
| 2020-106-CL | <u>Audits: State Auditor's Office (Copy)</u> This record series consists of an annual report issued by the State Auditor's Office to establish the position of the agency being audited against its standard of performance. | Permanent copy is kept on file in the Finance Department. Duplicates should be retained until obsolete, superseded, or administrative value is lost. | Paper Electronic* | | <input type="checkbox"/> |



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|---------------------------|---|--|----------------------|--|--|
| 2020-107-CL | <u>Blueprints and Specifications (Reference Copy)</u> This record series consists of blueprints and specifications of municipally owned buildings and facilities. May include as-built plans and related records concerning approved changes. | Original copy is kept on file in Planning Department. Retain until superseded, obsolete, or administrative value lost. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-108-CL | <u>Copies: Duplicates, Reading, Informational & Reference</u> | Retain until no longer of administrative value, and then destroy. | Paper Electronic* | | |
| 2020-109-CL | <u>Computer Generated Files meeting the definition of a record</u> This record series includes Outlook, Gmail, Word Documents, Excel, Access, Adobe PDF, IPAD, Data/Smart Phone Devices, Drop Box, Cloud Based and Social Media platforms, etc. Otherwise known as Electronic Records. | Retain according to content. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-110-CL | <u>Correspondence and Inquiries</u> | Retain for 6 month or until administrative value has been lost. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-111-CL | <u>Correspondence (Unsolicited)</u> This record series includes anonymous/slandorous letters, groundless complaints, sales materials, marketing materials, invitations, informational brochures, etc | Retain until no longer of administrative value. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-112-CL | <u>Directory Listings and Files</u> This record series documents current or former employees and/or phone listings, office listings or lists of contacts or service providers. | Retain until obsolete, superseded, or administrative value is lost. | Paper Electronic* | | <input type="checkbox"/> |



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|---------------------------|--|--|----------------------|--|--|
| 2020-113-CL | <u>Directives/ Policies/Procedures (Original)</u> This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures which outline the methods for accomplishing the functions and activities assigned to the agency. The series may include, but is not limited to, such materials as employee handbooks, standard operating procedures, and correspondence and memoranda stating the policies and procedures to be followed by employees. | 2 anniversary years after superseded or becoming obsolete. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-114-CL | <u>Feasibility Study</u> This record series consists of working papers, correspondence, consulting firm reports, and management committee reports investigating various projects of the governing agency. These files cover potential projects under consideration or those ideas which are studied and discarded by a governmental agency. | Retain duplicates until obsolete, superseded, or administrative value is lost. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-115-CL | <u>Fee/Service Schedules</u> This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees. The price sheet or report may be reviewed and revised as necessary. | 3 fiscal years after obsolete or superseded. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-116-CL | <u>Finding Aids and File Locators</u> This record series consists of lists created to locate files, records, or artifacts. | Retain as long as administratively necessary then destroy. | Paper Electronic* | | <input type="checkbox"/> |



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|------------------------|---|--|-------------------|--|----------------------------------|
| 2020-117-CL | <u>Capital Asset Inventory</u> This record series may include a list of equipment maintained by the office. | Original is kept on file in the Finance Department. Retain duplicates until obsolete, superseded, or administrative value is lost. | Paper | | <input type="checkbox"/> |
| 2020-118-CL | <u>Mail (Registered and Certified)</u> This record series consists of receipts for registered or certified mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason. | 1 fiscal year. | Paper | | <input type="checkbox"/> |
| 2020-119-CL | <u>Mail (Registered and Certified) Legal Matters</u> This record series consists of certified mail sent as a result of quasi-judicial matters, charter amendments, annexation or rezoning requests, agricultural district designations, mail initiated as a result of action pending from an appeals board such as but not limited to: the Housing Commission, Fire Code Appeals Board, Planning and Development Commission, and Historic Preservation Commission. | 2 years, if no appeal or litigation is pending. | Paper | | <input type="checkbox"/> |
| 2020-120-CL | <u>Mail (Undeliverable/Returned)</u> This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. It does NOT include returned registered or certified mailings. | 1 year after returned undeliverable. | Paper | | <input type="checkbox"/> |
| 2020-121-CL | <u>Mailing List</u> This record series consists of mailing lists used in City mail outs. | Retain until obsolete, superseded, or administrative value is lost. | Paper | | <input type="checkbox"/> |



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|---------------------------|--|---|----------------------|--|---|
| 2020-122-CL | <u>Oaths of Office – City Council</u> | For City Council retain for 1 year after leaving office. | Paper | | <input type="checkbox"/> |
| 2020-123-CL | <u>Oaths of Office</u> | For Council appointees and employees retain for 10 years after leaving office. | Paper | | <input type="checkbox"/> |
| 2020-124-CL | <u>Organizational Charts</u> This record series consists of files related to visual representation of government lines of authority and responsibility. | Original on file with City Manager. Destroy all other copies when superseded, obsolete, or no longer of administrative value. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-125-CL | <u>Personnel File - Clerk of Council and staff</u> May include employee application package, cover letter for employment when applicant is hired; identification, employee performance evaluation reports, records of employment status, position description and job classification; letters of recommendations, oath of office, training records, information and termination letters; letter of appointment, letters of reference, disciplinary action, personnel action | 10 years after separation or termination of employment. | Paper Electronic* | | |
| 2020-126-CL | <u>Public Hearing Records</u> This record series includes back up information and sign in sheets. Does not include agendas or minutes which are retained permanently under a separate schedule. | Retain five years (Appraise for historical value and legal value). | Paper Electronic* | | <input checked="" type="checkbox"/> (historical) |



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|---------------------------|---|---|-----------------------|--|---|
| 2020-127-CL | <u>Public Meeting Notices</u> This record series documents the publishing of public notices of meetings and proposed schedules. | Retain until obsolete, superseded, or administrative value is lost. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-128-CL | <u>Public Records Exempt from Disclosure</u> This series of records pertains to blue prints, emergency operations plans, other documents and agreements that contain proprietary information. | Retain until revised, superseded and no longer of administrative value, provided no action pending. | Paper Electronic** | | <input type="checkbox"/> |
| 2020-129-CL | <u>Publications Received</u> This record series includes books, magazines, periodicals, pamphlets, brochures, journals and newspapers, whether printed or electronic. | Destroy in office when reference value ends. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-130-CL | <u>Subject Files</u> This record series documents various projects, issues, programs, and activities overseen or managed by the office including but not limited to correspondence, printed emails, plans, proposals, presentations reports, and memoranda. | 2 years (appraise for historical value). | Paper Electronic* | | <input checked="" type="checkbox"/> (historical) |
| 2020-131-CL | <u>Transient Documents</u> This record series includes telephone messages, appointment books, calendars, outlook room scheduler, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication. | Until no longer of administrative value. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-132-CL | <u>Vendor & Suppliers Information</u> This record series includes merchandise catalogs and contact information for various vendors of the municipality. | Until no longer of administrative value | Paper Electronic* | | <input type="checkbox"/> |



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|---------------------------|---|---|----------------------|--|--|
| 2020-133-CL | <u>Web Planning and Management Records</u> Records related to planning and management of the City's Internet and Intranet presence including but not limited to plans, surveys, designs, memoranda, emails, reports, and posting requests. | 2 years. | Paper Electronic* | | <input type="checkbox"/> |
| | BOARDS AND COMMISSIONS (200) | | | | |
| 2020-201-CL | <u>Action Agenda</u> | Retain 1 Copy permanently. Electronic copy can be disposed of when no longer of administrative value. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-202-CL | <u>Annual Reports</u> This record series contains reports on the annual proceedings of City boards and commissions submitted to the Clerk of Council, pursuant to Section XIX of the Oberlin City Charter (OCC). | Permanent. | Paper Electronic* | | <input checked="" type="checkbox"/> |
| 2020-203-CL | <u>Appeals Review File (Fire Code Board of Appeals)</u> This record series consists of appellants right to appeal the decision of the Fire Chief or any Municipal Fire Safety based on a claim that the intent of the Fire Prevention Code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this Code do not fully apply, or an equivalent method of protection or safety is proposed. | Retain until violation is corrected and all civil penalties have been paid. Appraise for legal value. | Paper Electronic* | | <input type="checkbox"/> |



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|---------------------------|---|--|----------------------|--|--|
| 2020-204-CL | <u>Appeals Review File (Housing Renewal Commission)</u> This record series consists of an aggrieved party's right to appeal a decision made by the Housing Renewal Commission to City Council. File includes transcript, receipts, reimbursements, and further appeals action to the Court of Common Pleas. | Retain until violation is corrected and no further action is pending (appraise for legal value). Appeals escalated to the Court of Common Pleas are kept permanently. | Paper Electronic* | | <input type="checkbox"/> |
| | <i>Note: Zoning Board of Appeals review files are filed with schedule # 20162018-1306-CL Zoning and Rezoning Files</i> | | | | |
| 2020-205-CL | <u>Appointments/Board Vacancy Files</u> This record series documents the search for and appointment of individuals to serve on commissions, taskforces and other volunteer organizations, including applications and spreadsheets created to aid in the search. File also includes letters of resignation and dismissal letters as well. | Destroy in office records concerning appointed individuals 1 year after expiration of final term. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-206-CL | <u>Historic Landmark File</u> Includes Historic Landmark recommendations from the Historic Preservation Commission and relevant materials. | Permanent. | Paper Electronic* | | <input checked="" type="checkbox"/> |
| 2020-207-CL | <u>Minutes (Boards and Commissions)</u> This record series contains copies of minutes submitted to the Council Clerk's office, pursuant to Section XIX of the Oberlin City Charter. | 1 Permanent copy maintained. | Paper | | <input checked="" type="checkbox"/> |



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|---------------------------|--|---|----------------------|--|--|
| 2020-208-CL | <u>Referrals Files</u> This record series contains records pertaining to Council action items referred to boards and commissions and of follow-up activities. Also includes correspondence documenting the decision of commissions serving in an advisory capacity. | 2 years. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-209-CL | <u>Rosters</u> | Retain until superseded, obsolete, or no longer of administrative value. | Paper Electronic* | | <input type="checkbox"/> |
| | BUDGET (300) | | | | |
| 2020-301-CL | <u>Annual Appropriation Ordinances (Original)</u> | Permanent. | Paper | | <input checked="" type="checkbox"/> |
| 2020-302-CL | <u>Annual Budget (Copy)</u> This record series includes consolidated budget as submitted by the Finance Director to Council. File does not include work papers from City staff. | 1 year after approved by Council. Original is kept on file in Finance Director's office | Paper | | <input type="checkbox"/> |
| 2020-303-CL | <u>Department Budget (Work Papers)</u> | Retain in office copy until no longer of administrative value. | Paper | | <input type="checkbox"/> |
| 2020-304-CL | <u>Financial Documents submitted to the Finance Department or generated by Finance Department documenting expenditure of funds):</u> <u>Invoice, receipts, Line Item Transfer Sheets,</u> <u>Purchase order, travel expense reports, Revenue and Expense – Monthly Reports</u> | Filed with Finance Department. Duplicates Retain until no longer of administrative value. | Paper Electronic* | | <input type="checkbox"/> |



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|---------------------------|--|---|----------------------|--|--|
| | CONTRACTS AND AGREEMENTS (400) | | | | |
| 2020-401-CL | <u>Contracts and Agreements</u> This record series includes contracts and agreements for services rendered along with change orders. | 8 years after expiration (Appraise for legal and fiscal value). | Paper | | <input type="checkbox"/> |
| 2020-402-CL | <u>Contract Ledger</u> This record series consists of ledgers kept for administrative tracking purposes. | Until no longer of administrative value. | Paper | | <input type="checkbox"/> |
| 2020-403-CL | <u>Grants/Loans/Contracts (Funded)</u> <i>Municipality or Authorized unit as administrator</i> This record series documents the administration of the application review process and expenditures to an entity by the municipality. Funding cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that funding cycle. (i.e., Community Funding Organization Contracts, Business Incentives Program, Bed Tax). | Retain 5 years after termination or in accordance with terms of the agreement, including contracts, whichever is greater, then destroy. | Paper Electronic* | | <input type="checkbox"/> |



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|---------------------------|---|--|----------------------|--|--|
| 2020-404-CL | <u>Grants/Loans (Funded)</u> <i>Municipality as recipient</i> This record series documents grant acceptance or approval, completion and conformance with grant stipulations relating to grant funded projects conducted by the municipality. Project completion has not occurred until all reporting requirements are satisfied and final payments have been received. Check with applicable granting agency for any additional requirements. | Retain 5 years after termination or in accordance with terms of grant, whichever is greater, then destroy. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-405-CL | <u>Submitted Grants/Contracts (Unfunded)</u> This record series documents proposals that did not receive funding. This series may include, but is not limited to: letter of intent, application reviews, budget, supporting materials and notification of denial. | Retain 1 year after notification of denial then destroy. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-406-CL | <u>Temporary Contracts</u> This record series consists of short-term or annual contracts including MOUs'. | Retain until life of contract and audit has been completed and no action is pending. | Paper | | <input type="checkbox"/> |
| | COUNCIL (500) | | | | |
| 2020-501-CL | <u>Calendar:</u> This record series includes the official calendar of Oberlin City Council Meeting dates approved by Council at the beginning of each year and city boards and commissions meeting dates. Also includes holiday calendar. | Retain hard copy, until obsolete, superseded, or administrative value is lost. | Paper Electronic* | | <input type="checkbox"/> |



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| 2020-502-CL | <u>Goals and Objectives (Original)</u> This record series consists of goals and objectives agreed upon by Council during work sessions and Council retreats. | Retain records with historical value permanently. | Paper | | <input checked="" type="checkbox"/> (historical) |
| 2020-503-CL | <u>Goals and Objectives (Copy)</u> This record series consists of goals and objectives agreed upon by Council during work sessions and Council retreats. | Electronic version can be erased when no longer of administrative value. | Electronic* | | <input type="checkbox"/> |
| 2020-504-CL | <u>Individual Files & Biographies</u> Council members | Retain 2 years after term expires. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-505-CL | <u>Personnel – Other Personnel Services (OPS), Temporary, Interim Management</u> This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee used to replace an appointment of Council. The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, fingerprints, job-related medical examination reports. | Retain 3 years after separation or termination of employment provided applicable audits have been released. | Paper Electronic* | | <input type="checkbox"/> |



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| 2020-506-CL | Public Information Files This record series documents an agency's efforts to disseminate information to the public about its programs and services through such activities as speeches, presentations, exhibits, displays, etc. The series may include, but is not limited to, speeches (including outlines, speaking points, and drafts), photographs or other illustrations used in agency publications or displays, and examples of brochures, handouts, or other items meant for public distribution. | Retain for 90 days and review for historical value. Retain duplicates until obsolete, superseded or administrative value is lost. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-507-CL | Sister City Records This series consists of records of city participation in sister programs with cities in other countries. Includes documentation of the selection of Sister Cities and the administration of programs. Records correspondence, ceremonial agreements, proclamations, exchange visit records, expense statements, photographs, and important related documents. In some cities, non-public groups are responsible for sister city arrangements and events. | 5 years, appraise for historic value. | Paper Electronic* | | <input checked="" type="checkbox"/> (historical) |
| 2020-508-CL | Staff Referrals Copies of referrals from City Council members seeking information on various topics routed through and coordinated by the City Manager's Office. | Until matter is closed and no longer needed for reference. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-509-CL | Training This record series includes schedule of conferences and training opportunities for elected officials. Also includes National Incident Management System (NIMS) Certificates attained by members of Council. | Retain until end of term plus 2 years. | Paper Electronic* | | <input type="checkbox"/> |



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Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

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|---------------------------|---|--|----------------------|--|---|
| | ELECTIONS (600) | | | | |
| 2020-601-CL | <u>Campaign Disclosure Statements</u> This record series consists of personal financial information submitted to a local governing body by individuals elected to City Council | 10 fiscal years provided audited. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-602-CL | <u>Certificates of Result of Election (Bond Issues)</u> | Until expiration of bond issue. | Paper | | <input type="checkbox"/> |
| 2020-603-CL | <u>Certificate of Result of Election-Issues and Council Members</u> | 4 years (appraise for historical value). | Paper Electronic* | | <input checked="" type="checkbox"/> (historical) |
| 2020-604-CL | <u>Charter including Amendments</u> | Retain in office permanently. | Paper Electronic* | | <input checked="" type="checkbox"/> |
| 2020-605-CL | <u>Petitions</u> This record series consists of proceedings for initiatives, referendums, charter amendments and recalls. | Petitions to be destroyed 8 months after certification of results, unless subject to judicial proceedings. | Paper | | <input type="checkbox"/> |
| | EQUIPMENT (700) | | | | |
| 2020-701-CL | <u>Lease (Equipment)</u> | 2 years after expiration. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-702-CL | <u>Purchases</u> | Until life of Equipment or obsolete. | Paper Electronic* | | <input type="checkbox"/> |
| | LEGAL (800) | | | | |



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| 2020-801-CL | <u>Assessing Costs to Abate Nuisance (Receipts)</u> | 2 years provided audited and no legal action pending. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-802-CL | <u>Codified Ordinances</u> Updates to Oberlin City Code | 1 Copy is permanent and filed with the Clerk of Council. Additional copies and work papers can be disposed of when no longer of administrative value | Paper Electronic* | | <input checked="" type="checkbox"/> |
| 2020-803-CL | <u>Codified Ordinances (Website Version)</u> | Retain until obsolete, superseded or administrative value is lost. | Electronic* | | <input type="checkbox"/> |
| 2020-804-CL | <u>Legal Notices</u> | 5 years. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-805-CL | <u>Legal Opinions (Requested by the Locality).</u> This record series consists of opinions requested by the locality, its officials, employees, and departments from the Law Director or the Attorney General's Office on matters of law. | Municipal Law Directors Opinions Permanent. Attorney General's opinion viewed as reference and supporting documents. | Paper Electronic* | | <input type="checkbox"/> |
| | LEGISLATIVE HISTORY (900) | | | | |
| 2020-901-CL | <u>Agenda and Supporting Documentation Files (Council Packets)</u> This record series documents the publishing of public notices of meetings and proposed schedules, along with includes materials reviewed or used by City Council. May also include other items presented to or introduced by the staff, City administration of members of Council. File largely influences policy making decisions. | 7 years, appraise for historic value. Retain all electronic copies until no longer of administrative value. <i>Note: This item was formerly known as Packets. All agenda and supporting documentation files prior to (2005) have been disposed of in compliance with former retention period guidelines.</i> | Paper Electronic* | | <input checked="" type="checkbox"/> |



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800 E. 17th Avenue
 Columbus, Ohio 43211-2497

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| (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 |
|------------------------|---|---|----------------------|--|-------------------------------------|
| 2020-902-CL | <u>Audio and Visual Recordings</u> | Clerk's reference copy is destroyed after approval of official written minutes. Live Streamed video is retained until no longer of administrative value | Electronic* | | <input type="checkbox"/> |
| 2020-903-CL | <u>Governing Agenda File (Agenda Session)</u> This record series documents proposed agendas of meetings of city council and administrative staff. Also includes supporting documentation presented to the council or board prior to Council meetings. | Copies should be disposed of when no longer of administrative value. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-904-CL | <u>Index Logs</u> This series includes legislative logs that have been organized for administrative purpose they include but are not limited to: Ordinances, Resolutions, Proclamations, Cross Reference, and Legislation, Information has significant historic and administrative value. | Permanent. | Paper | | <input type="checkbox"/> |
| 2020-905-CL | <u>Index Logs (Copy)</u> This series includes legislative logs that have been organized for administrative purpose they include but are not limited to: Ordinances, Resolutions, Proclamations, Cross Reference, and Legislation, information has significant historic and administrative value. | Electronic copy is retained until no longer of administrative value. | Electronic* | | <input type="checkbox"/> |
| 2020-906-CL | <u>Minutes (Official)</u> This record series consists of hard copy. | Permanent – appraise for historical value in 50 years. | Paper Microfilm | | <input checked="" type="checkbox"/> |
| 2020-907-CL | <u>Ordinances</u> | Permanent – appraise for historical value in 50 years. | Paper Microfilm | | <input checked="" type="checkbox"/> |



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|------------------------|--|---|----------------------|--|---|
| 2020-908-CL | <u>Proclamations</u> | Permanent – appraise for historical value in 50 years. | Paper Microfilm | | <input checked="" type="checkbox"/> |
| 2020-909-CL | <u>Resolutions</u> | Permanent – appraise for historical value in 50 years. | Paper Microfilm | | <input checked="" type="checkbox"/> |
| | PLANS (1000) | | | | |
| 2020-1001-CL | <u>Comprehensive Plan</u> Long-range plan outlining policies, guidelines and plans for future development of the municipality. Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans. | Retain official copy in office permanently. Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan. | Paper Electronic* | | <input checked="" type="checkbox"/> (official) |
| 2020-1002-CL | <u>Master Facility Plan</u> | Retain official copy in office permanently. Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan. | Paper Electronic* | | <input checked="" type="checkbox"/> (official) |
| 2020-1003-CL | <u>Strategic Plan</u> | Retain official copy in office permanently. Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan. | Paper Electronic* | | <input checked="" type="checkbox"/> (official) |
| | PERSONNEL (1100) | | | | |
| 2020-1101-CL | <u>Payroll Documents</u> | Original copy on file in Finance office. Retain until no longer of administrative value. | Paper | | <input type="checkbox"/> |



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|------------------------|--|---|----------------------|--|-------------------------------------|
| | RECORDS AND INFORMATION MANAGEMENT (1200) | | | | |
| 2020-1201-CL | <u>House Bill 9 Compliance File (State Auditors Training)</u> This record series pertains to Legislative Updates and Certificate of Completion. | 10 years. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-1202-CL | <u>Record Retention Compliance File</u> This record series includes RC1, RC2, RC3 (completed), Internal request for disposition form, transfer forms and Inventory Forms attached to disposition requests for all City Departments. | RC1, RC2, and RC3 and Clerk of Council and City Council's Internal Disposition forms are maintained permanently. Internal disposition forms for other departments maintained according to departments retention schedule and disposed in Clerk of Council's office when no longer of administrative value. Inventory forms not attached to disposition request can be disposed of when obsolete, superseded, and when administrative value is lost. Electronic copy can be deleted when no longer of administrative value. | Paper Electronic* | | <input checked="" type="checkbox"/> |
| 2020-1203-CL | <u>Records Management Forms (Blank)</u> | Retain until obsolete, superseded or administrative value is lost. | Paper Electronic* | | <input type="checkbox"/> |
| 2020-1204-CL | <u>Transfer of Records List</u> This series of records pertains to records moved to offsite location for storage purposes and to other City departments. | Permanent. | Paper | | <input checked="" type="checkbox"/> |



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|---------------------------|---|--|----------------------|--|--|
| | REAL PROPERTY (1300) | | | | |
| 2020-1301-CL | <u>Appraisals (Historical Only)</u> Evaluations of properties and structures within proposed projects. File includes financial assessments of the worth of real estate and buildings within proposed project areas. This series also includes assessments of architectural and historical significance and condition of the involved structures and real estate. | a.) can be disposed of when obsolete, superseded, or administrative value is lost. b.) Retain records with historical value permanently. c.) Appraisal project files are maintained by the Planning and Development Department | Paper Electronic* | | <input checked="" type="checkbox"/> |
| 2020-1302-CL | <u>Annexation</u> This series of records consists of requests from applicants to annex property into the City boundaries. Includes petitions, reports, maps, ordinances and public hearings. | Permanent. | Paper | | <input checked="" type="checkbox"/> |
| 2020-1303-CL | <u>Bonds and notes</u> | Life of Bond. | Paper | | <input type="checkbox"/> |
| 2020-1304-CL | <u>Deeds</u> | Permanent. | Paper | | <input checked="" type="checkbox"/> |



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|---------------------------|---|-------------------------|----------------------|--|--|
| 2020-1305-CL | <u>Easements</u> Granted to and by the City. | Permanent. | Paper | | <input checked="" type="checkbox"/> |
| 2020-1306-CL | <u>Liens/Condemnation</u> | Permanent. | Paper | | <input checked="" type="checkbox"/> |
| 2020-1307-CL | <u>Zoning and Rezoning Files</u> File includes records pertaining to approval of variances to code requirements, requested by property owners and developers due to hardships and circumstances outside of their control. Also includes applications, contact information, roster of board members, decisions, reports | Permanent. | Paper | | <input checked="" type="checkbox"/> |
| | STATE OF OHIO DEPARTMENT OF LIQUOR CONTROL (1400) | | | | |
| 2020-1401-CL | <u>Permits (Case Files)-Liquor</u> Approved. Denied. | 3 years. 1 year. | Paper Electronic* | | <input type="checkbox"/> |

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