



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

May 21 2021

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

Citywide General Administrative Schedule

(local government entity)

(unit)

Belinda Anderson

City Clerk

05/17/2021

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

OBERLIN CITY

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.

05/21/2021

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Local Government Records Archivist

6/7/2021

Signature

Title

Date

Section D: Auditor of State

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**



Please note this schedule does not supersede any retention requirements listed in individual departments retention schedules, where they exist. All employees are advised to consult their department's retention schedule prior to making disposal decisions. This schedule also supersedes all previous General Administrative schedules.



Section E: Records Retention Schedule

City of Oberlin

(local government entity)

Citywide (General Administrative Records)

(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-GAR	<u>Agendas (Copies)</u> Boards and Commissions and City Council	Until no longer of administrative value. One copy retained permanently with the Clerk.	Paper Electronic*		<input type="checkbox"/>
2012-2-GAR	<u>Advertising:</u> Personnel ads, tear sheets, posting/vacancies	2 years	Paper Electronic		<input type="checkbox"/>
2012-3-GAR	<u>Annual Departmental Budget</u>	5 years provided audited	Paper Electronic		<input type="checkbox"/>
2012-4-GAR	<u>Annual Departmental Budget Preparation Documents & Work Papers</u>	3 years after final budget approved	Paper Electronic		<input type="checkbox"/>
2012-5-GAR	<u>Annual Departmental Report</u>	Retain until information is included in the Annual Municipal Report and reference value has been lost.	Paper Electronic*		<input type="checkbox"/>
2012-6-GAR	<u>Annual Municipal Budget</u>	Permanent – at 50 years appraise for historical value	Paper Electronic*		<input checked="" type="checkbox"/>
2012-7-GAR	<u>Annual Municipal Report</u>	Permanent – at 50 years appraise for historical value	Paper Electronic*		<input checked="" type="checkbox"/>
2012-8-GAR	<u>Appeals (Civil Service Commission)</u>	Filed Permanently with the Assistant City Manager/ Human Resources Administrator	Paper Electronic*		<input type="checkbox"/>
2012-9-GAR	<u>Applications for Design Approval (Design Review))</u>	1 year. Retain copy until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>



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2012-10-GAR	<u>Applications for Employment (not hired)</u>	2 years after receipt.	Paper Electronic		<input type="checkbox"/>
2012-11-GAR	<u>Attendance Reports/Records</u>	3 years	Paper Electronic		<input type="checkbox"/>
2015-12-GAR	<u>Audio and Video Recordings</u>	Boards and commissions destroy after approval of official written minutes. Staff meetings destroy after no longer of administrative value.	Electronic		<input type="checkbox"/>
2012-13-GAR	<u>Blank Forms</u>	Until revised, obsolete or superseded, then destroy	Paper Electronic		<input type="checkbox"/>
2012-14-GAR	<u>Blueprints/Vellums</u>	Until updated, superseded or obsolete, appraise for historical value	Paper Electronic*		<input type="checkbox"/>
2012-15-GAR	<u>Bulletins, Posters and Notices to Employees</u>	Retain until no longer of an administrative value, then destroy	Paper Electronic*		<input type="checkbox"/>
2012-16-GAR	<u>Business Card\Rotary & Rolodex Files</u>	Until obsolete or superseded, then destroy	Paper Electronic*		<input type="checkbox"/>
2012-17-GAR	<u>Classified Employees List</u>	Until superseded	Paper Electronic*		<input type="checkbox"/>
2012-18-GAR	<u>Compliance Reports – All Types</u>	5 years	Paper Electronic		<input type="checkbox"/>
2012-19-GAR	<u>Continuing Education Certifications / Class / Seminar / Training Attendance Records</u>	Place in personnel file	Paper Electronic		<input type="checkbox"/>
2012-20-GAR	<u>Contracts and Agreements</u>	15 years after expiration or termination	Paper Electronic		<input type="checkbox"/>



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2012-21-GAR	<u>Copies – (Reading, Informational & Reference)</u>	Retain until no longer of an admin. value, then destroy	Paper Electronic		<input type="checkbox"/>
2012-22-GAR	<u>Correspondence Electronic mail</u> This record series includes correspondence received via any electronic device including: Faxes, Email, Social Media Outlets, and via cell phone data entry service.	Print to hard copy and retain according to content.	Paper Electronic		<input type="checkbox"/>
2012-23-GAR	<u>Correspondence Executive</u> This record series includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters	6 years and no longer of an administrative or legal value. (Appraise for historical value)	Paper Electronic		<input type="checkbox"/>
2012-24-GAR	<u>Correspondence General</u> This record series includes both internal and external correspondence: also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy)	2 years and no longer of an administrative value	Paper Electronic		<input type="checkbox"/>
2012-25-GAR	<u>Correspondence Routine</u> This includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters	No longer of an administrative value	Paper Electronic		<input type="checkbox"/>
2012-26-GAR	<u>Correspondence Unsolicited</u>	Retain until no longer of an administrative value, then destroy	Paper Electronic		<input type="checkbox"/>
2012-27-GAR	<u>Delivery Slips\Packing Slips</u>	2 years	Paper Electronic		<input type="checkbox"/>



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2012-28-GAR	<u>Drafts and Informal Notes</u>	Final document is retained according to content. Retain until no longer of an administrative value, then destroy	Paper Electronic		<input type="checkbox"/>
2012-29-GAR	<u>Drawing, Tracings, Mylars</u>	Retain until no longer of an administrative value, then destroy	Paper Electronic		<input type="checkbox"/>
2012-30-GAR	<u>Equipment Inventories</u>	3 years	Paper Electronic		<input type="checkbox"/>
2012-31-GAR	<u>Equipment Operating & Maintenance Manuals</u> This series includes manuals as well as maintenance and repair records.	Life of Equipment	Paper Electronic		<input type="checkbox"/>
2012-32-GAR	<u>Evaluations (Annual):</u> Maintained in Personnel files	Active +6 years (inactive when no longer employed)	Paper Electronic		<input type="checkbox"/>
2012-33-GAR	<u>Expense Records:</u> (including: Travel, meals, mileage, and monthly cellular telephone bills reimbursed via allowance.)	Original required documentation submitted to Finance Department. Copies and materials not required by the Finance Department retained until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2012-34-GAR	<u>Photo File</u> (including prints, slides, Negatives, transparencies and related Photographic items)	Until information is no longer current, then appraise for historical value	Paper Electronic		<input checked="" type="checkbox"/>
2012-35-GAR	<u>General Orders, Directives, Policies, Rules, Regulations or Procedures</u>	Until superseded, retain one copy until audited	Paper Electronic		<input type="checkbox"/>



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2012-36-GAR	<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"/>
2012-37-GAR	<u>Grants (Unfunded)</u> This record series documents grant 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"/>
2012-38-GAR	<u>Laws, Regulations & Rules (Local, County, State & Federal)</u>	After revised, rescinded, superseded or obsolete	Paper Electronic		<input type="checkbox"/>
2012-39-GAR	<u>Leases</u> Equipment Real Estate	2 years after expiration 5 years after expiration	Paper Electronic		<input type="checkbox"/>
2012-40-GAR	<u>Licenses, Permits, Certifications</u>	1 year after certification	Paper Electronic		<input type="checkbox"/>
2012-41-GAR	<u>Lists – Various</u>	Continually updated, revised or erased.	Paper Electronic		<input type="checkbox"/>



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2012-42-GAR	<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"/>
2012-43-GAR	<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"/>
2012-44-GAR	<u>Mail - Unsolicited Mail</u> This record series includes anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	<u>Until no longer administratively necessary</u>	Paper Electronic*		<input type="checkbox"/>
2012-45-GAR	Mailing Lists	Until updated, superseded or obsolete	Paper Electronic*		<input type="checkbox"/>
2012-46-GAR	<u>Management /Operations Reports</u> Monthly / Quarterly / Semiannual Annual and Consultant	<u>Until incorporated into an annual report</u> <u>5 years</u>	Paper Electronic		<input type="checkbox"/>
2012-47-GAR	<u>Manuals, Handbooks, Policies, Procedures, Directives, Rules, and Regulations (copies)</u> This 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.	5 years after revised, superseded, rescinded and no longer of administrative or legal value.	Paper Electronic		<input type="checkbox"/>
2012-48-GAR	<u>Maps/Plats</u>	Until updated, superseded or obsolete, then appraise for historical value	Paper Electronic		<input checked="" type="checkbox"/>



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2012-49-GAR	<u>Meeting Notices (Sec. 121.22 ORC) (Copies)</u>	Retain until no longer of administrative value. Original is filed with the Clerk's office.	Paper Electronic		<input type="checkbox"/>
2012-50-GAR	<u>Meeting Packets - Boards and Commissions (Copies)</u> Includes background information	Retain until no longer of administrative value. Original should be retained for 2 years.	Paper Electronic		<input type="checkbox"/>
2012-51-GAR	<u>Meeting Packets - Council (Copies)</u>	Retain until no longer of administrative value. Original is permanently filed with the Clerk's office.	Paper Electronic*		<input type="checkbox"/>
2012-52-GAR	<u>Minutes of Meetings (copies)</u>	Permanent copy retained in Clerk's office. Dispose copies when no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2012-53-GAR	<u>Monthly Departmental Reports</u>	Until incorporated into an annual reports; if not incorporated into an annual report- permanent	Paper Electronic*		<input type="checkbox"/>
2012-54-GAR	<u>Municipal Publications</u>	Until superseded or obsolete, retain one copy	Paper Electronic*		<input type="checkbox"/>
2012-55-GAR	<u>Oaths of Office of Elected Officials (Copies)</u>	Retain until no longer of administrative value. Original is filed with the Clerk's office for 10 years after leaving office	Paper Electronic*		<input type="checkbox"/>
2012-56-GAR	<u>Organizational Chart (Copies)</u>	Original retained in on file in the City Manager's office. Retain copies until superseded or obsolete.	Paper Electronic*		<input type="checkbox"/>
2012-57-GAR	<u>PC\Computer System Backup Files</u>	Retain for 2 System Backup Cycles then erase & reuse tapes, disks or cartridges.	Paper Electronic		<input type="checkbox"/>
2012-58-GAR	<u>PC\Computer System\Servers-Hard Drives</u> , This record series includes RAM, Disks, Diskettes, Tapes, Cartridges and similar electronic storage media (All Documents)	FDISK, format, reformat, overwrite, erase or delete data as administratively necessary.	Paper Electronic		<input type="checkbox"/>



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2012-59-GAR	<u>Postal Receipts</u> Certified letter receipts/returned Letters	1 year	Paper Electronic		<input type="checkbox"/>
2012-60-GAR	<u>Press/News Releases</u>	2 Years	Paper Electronic		<input type="checkbox"/>
2012-61-GAR	<u>Printing Orders</u>	3 Years	Paper Electronic		<input type="checkbox"/>
2012-62-GAR	<u>Professional Magazines & Publications</u>	Retain until no longer of an admin. value, then destroy	Paper Electronic		<input type="checkbox"/>
2012-63-GAR	<u>Professional Organizations & Association Files</u>	1 year and no longer of an administrative value. If it influences policy file with like materials and retain for 6 years.	Paper Electronic*		<input type="checkbox"/>
2012-64-GAR	<u>Public Hearing Records</u> This record series includes back up information and sign in sheets. Does not pertain to City Council public hearing agendas and minutes which are retained permanently under a separate schedule.	Retain five years (Appraise for historical value and legal value).	Paper Electronic		<input type="checkbox"/>
2012-65-GAR	<u>Receipts/Reports Books</u>	2 years, provided audited	Paper Electronic		<input type="checkbox"/>
2012-66-GAR	<u>Receiving Documents</u>	3 years	Paper Electronic		<input type="checkbox"/>
2012-67-GAR	<u>Records Retention Compliance File</u> <u>RC1, RC2, RC3, and Inventory Form</u>	25 years after superseded. Permanent copy kept on file in the Clerk's office.	Paper Electronic*		<input type="checkbox"/>
2012-68-GAR	<u>Reference Publications & directories</u>	Until revised, superseded or obsolete	Paper Electronic		<input type="checkbox"/>



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2012-69-GAR	<u>Records Requests</u>	2 years	Paper Electronic		<input type="checkbox"/>
2012-70-GAR	<u>Requisitions for Purchase Orders,</u> This Purchase Orders Invoices & Statements (Departmental Copy)	3 years provided audited	Paper Electronic		<input type="checkbox"/>
2012-71-GAR	<u>Rosters/Directories</u>	1 year after superseded or obsolete	Paper Electronic		<input type="checkbox"/>
2012-72-GAR	<u>Scrapbook, Year Book</u>	Appraise for historical value	Paper Electronic		<input checked="" type="checkbox"/>
2012-73-GAR	<u>Special Informational Projects\ Reports to Council</u>	Until no longer of an administrative value	Paper Electronic*		<input type="checkbox"/>
2012-74-GAR	<u>Statistical Reports</u> Monthly / Quarterly / Semiannual Annual and Consultant produced	Until incorporated into yearly compilation 5 years	Paper Electronic*		<input type="checkbox"/>
2012-75-GAR	<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 type="checkbox"/>
2012-76-GAR	Telephone charges/bills	3 years	Paper Electronic		<input type="checkbox"/>
2012-77-GAR	Training Materials	Until no longer of an administrative value	Paper Electronic*		<input type="checkbox"/>



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2012-78-GAR	<u>Transient Documents</u> This series includes telephone messages, appointment books, calendars, outlook room scheduler, documents which serve to convey information of temporary importance in lieu of oral communication)	<u>Until no longer administratively needed</u>	Paper Electronic		<input type="checkbox"/>
2012-79-GAR	<u>Vehicle Mileage Records</u> , Including maintenance records, owner's manuals, and similar records	Until vehicle sold	Paper Electronic		<input type="checkbox"/>
2012-80-GAR	<u>Vendor & Suppliers Information</u> This information includes merchandise catalogs and contact information	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
2012-81-GAR	<u>Warranties</u>	2 years after expiration	Paper Electronic		<input type="checkbox"/>
2012-82-GAR	<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"/>
2012-83-GAR	<u>Postal Receipts</u> Certified letter receipts/returned Letters	1 year	Paper Electronic		<input type="checkbox"/>
2012-84-GAR	<u>Closed captioning and live transcription records – Sub-titles or notes of spoken in-meeting communications</u>	Recorded closed captioning kept with life of video recording. Transcript considered draft notes and can be disposed of when no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>

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

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