



## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### Section E: Records Retention Schedule

Village of Bratenahl  
(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
<u>1-000</u>	<u>General Administrative Records</u>			
1-001	Accident Reports\Files Employee Injury Report	Place in personnel file  6 years provided no action pending		
	Bodily Injury to non-employee, Damage to Municipal Vehicle or Property			
1-002	Activity Reports – All types	2 years		
1-003	Agendas	6 years		
1-004	Annual Departmental Budget	5 years		
1-005	Annual Departmental Report	Permanent-at 50 years appraise for historical value		
1-006	Annual Municipal Budget	Permanent-at 50 years appraise for historical value		
1-007	Annual Municipal Report	Permanent-at 50 years appraise for historical value		
1-008	Attendance Reports/Records	3 years		
1-009	Audiovisual, PR & Training Materials	Unit information is superseded, obsolete, or replaced, then appraise for historical value.		
1-010	Badges and ID's	Turn in upon termination		
1-011	Blank Forms	Until obsolete or superseded		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
1-012	Blueprints\Vellums	Until updated, superseded or obsolete, appraise for historical value		
1-013	Budget Preparation Documents (Working Papers)	4 years		
1-014	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary (RC-3 not required)		
1-015	Calibration Records-All types	5 years		
1-016	City Manager's\Mayor's Journal	Permanent		
1-017	Compliance Records-All Types	5 years		
1-018	Continuing Education Certifications\Class\Seminar\ Training Attendance Records	Place in personnel file		
1-019	Contracts and Agreements	15 years after expiration or termination		
1-020	Copies-All Media Official File Copy  Reading\Information\Reference Copy	Use applicable records series retention period Until no longer administratively necessary (RC-3 not required)		
1-021	Correspondence (excluding email)	1 year and/or until no longer administratively necessary (RC-3 not required)		
1-022	Routine Form Letters General With Legislative Branch Executive	1 year 2 years 3 years 5 years		
1-023	Delivery Slips\Packing Slips	2 years		
1-024	Disaster Plans	Until updated or superseded		



1-025	Dispatcher Radio\Phone Calls Audio Recordings	30 days erase and reuse provided no action pending (RC-3 not required)		
	Drafts-All Media	Until no longer administratively needed (RC-3 not required)		
1-026	Drawings, Tracings, Mylars	Until updated, superseded or obsolete, appraise for historical value		
1-027	Electronic Records, Computer Record (excluding E-mail)	Will be retained in accordance with this retention schedule depending on the type of record		
1-028	Equipment Inventories	3 years		
1-029	Equipment Maintenance Records	Life of the equipment		
1-030	Equipment Records-Personal Use Items (E.g. tools, weapons, clothing, etc.)	Until equipment returned by employee		
1-031	Executive Orders	Until superseded, obsolete or replaced; then appraise for historical value		
1-032	Expense Records	3 years		
1-033	Facsimile (FAX) Logs Messages	1 year and/or until no longer administratively necessary (RC-3 not required)		
1-034	Flow Charts-Operations	2 years		
1-035	Fuel Usage Records	3 years		
1-036	General Orders, Directives, Policies, Rules, Regulation or Procedures	Until superseded, retain one copy until audited		
1-037	Grant Files\Records-Federal\State	5 years provided audited and disputes resolved		



1-038	Hearings (Not Employee Related) Audio and Video Recordings Report or Proceedings Transcripts	1 year Permanent 5 years	
1-039	Leases Equipment Real Estate	2 years after expiration 5 years after expiration	
1-040	Licenses, Permits, Certifications	1 year after expiration	
1-041	Unsolicited Correspondence/ Mail (regular and electronic) (e.g. anonymous\ slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, spam e-mails, etc.), Transient Correspondence	Until no longer administratively necessary (RC-3 not required)	
1-042	Logs or Receipts\Postal Meter Documents)  Electronic Mail (E-Mail)	2 years  Retain 180 days. For e-mails such as transient correspondence, spam, personal e- mails, or e-mails that have no significant value, etc., retain until no longer administratively necessary (RC-3 not required)	
1-043	Mailing Lists	Until updated, superseded or obsolete.	
1-044	Management\Operations Reports Monthly\Quarterly\Semianual  Annual  Consultant	Until incorporated into annual report  5 years  5 years	
1-045	Manuals, Handbooks and Directives	Until superseded, obsolete, or replaced. Retain one file copy for 5 years.	



	Maps\Plats	Until updated, superseded or obsolete, then appraise for historical value.	
1-046	Material Safety Sheets	Until superseded	
1-047	Meeting Notices (Sec. 121.22 ORC)	1 year	
1-048	Memoranda	Use correspondence retention records.	
1-049	Minutes of Meetings Approved Hardcopy Audio and Video Recordings of Meetings	Permanent 1 year provided information concerning the meeting is substantially transcribed to hard copy	
	Drafts\Notes	Until hardcopy of minutes approved	
1-050	Municipal Publications	Until superseded or obsolete, retain one copy	
1-051	911 System Documentation Logs Printouts Recording Tapes	Life of System 3 years 1 year 30 days then reuse provided no action pending (RC-3 not required)	
1-052	Oaths of Office of Elected Officials	10 years after leaving office	
1-053	Photo File (includes prints, slides, negatives, transparencies and related photographic material)	Until information is no longer current, then appraise for historical value	
1-054	Press\News Releases	3 years	
1-055	Printing Orders	3 years	
1-056	Project Plans\Drawings\As Built	Life of project or obsolete then appraise for historical value	
1-057	Receipts\Receipt Books	2 years provided audited	



1-058	Receiving Documents	3 years		
1-059	Records Retention Documents RC 1, RC 2, RC 3	25 years		
1-060	Records Requests	2 years		
1-061	Reference\Library Materials	Until superseded, obsolete or replaced		
01-062	Requisitions	3 years		
01-063	Research Files	5 years		
01-064	Rosters\Directories	1 year after superseded or obsolete		
01-065	Scrapbooks\Yearbooks	Appraise for historic value		
01-066	Speeches\Presentations	3 years		
01-067	Statistical Reports Monthly/Quarterly/Semiannual Annual Consultant	Until incorporated into yearly compilation 5 years 5 years		
01-068	Surveying-Field Notes	Permanent		
01-069	Surveillance Tapes\Videos	30 days then reuse provided no action pending (RC-3 not required)		
01-070	Table of Organization\ Organizational Charts	Until superseded		
01-071	Telephone Messages-Telephone Records Charges\Bills\Call Detail Records  Documentation  Messages  Service Records	2 years provided audited  Life of system  Until no longer administratively necessary (RC-3 not required)  2 years		



	System Equipment Inventory	Continually updated, retain superseded data 1 year	
01-072	Training Material\Lesson Plans	Until superseded	
01-073	Uniform Record	3 years, provided audited	
01-074	Vehicle Maintenance Records	Until vehicle sold	
01-075	Vehicle Mileage Records	Until vehicle sold	
01-076	Visitors' Log or Sign-in Sheets	1 year	
01-077	Voice Mail Messages	Until no longer administratively necessary (RC-3 not required)	
	System Documentation	Life of system	
01-078	Warranties	2 years after expiration	
01-079	Work Orders	2 years	
01-080	Work Schedules	1 year after schedule changed	
<u>02-000</u>	<u>Building, Planning and Zoning Records</u>		
02-001	Annexation Case Files	Permanent	
02-002	Annexation Record	Permanent	
02-003	Appeals on Interpretation of Code	Permanent	
02-004	Area Commission Files	25 years	
02-005	Board of Zoning Adjustments Case Files	10 years	
02-006	Board of Zoning Adjustments Journal	Permanent	
02-007	Building Applications	Until occupancy permit issues	
02-008	Building Cards	Permanent	
02-009	Building Folders	Review at 5 years	



02-010	Building Inspection Reports	5 years		
02-011	Building Permit Record	Permanent		
02-012	Building Plans Residential Commercial Municipal Owned	3 years 5 years Life of structure, appraise for historical value		
02-013	Building Sign Inspection Files	Permanent		
02-014	Case Files-Board of Building Standards and Appeals	10 years		
02-015	Case Files-Board of Zoning Appeals	10 years		
02-016	Certificates of Insurance	2 years after expiration, provided no claims pending		
02-017	City Building Code	Until superseded; retain 1 copy permanently		
02-018	Community Development Reports	Until no longer of administrative value (RC-3 not required)		
02-019	Complaints	2 years, provided no action pending		
02-020	Condemnation and Demolition Records	Permanent		
02-021	Contractor's Registration	2 years		
02-022	Demolition Permits	Permanent		
02-023	House Number Record	Permanent		
02-024	Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value (RC-3 not required); appraise for historical value		
02-025	Index to Board of Zoning Adjustments Case Files	25 years		
02-026	Index to Variance Record	25 years		
02-027	Index to Zoning Case Record	25 years		



02-028	Industrial Use Permit Reviews	Permanent		
02-029	Legislative Research Files\Drafts	Until no longer of administrative value (RC-3 not required)		
02-030	Loan and Grant Application (copies)	3 years, provided audited		
02-031	Occupancy Permit Record	Permanent		
02-032	Performance bonds-Contractors	10 years after expiration		
02-033	Permits-All types	3 years, provided audited		
02-034	Planning Briefs	25 years		
02-035	Planning Commission Case Files	10 years, provide no action pending		
02-036	Project Planning Files	5 years after completion of final project report		
02-037	Project Reports	25 years, appraise for historical value		
02-038	Quadrant Files	5 years		
02-039	Rezoning Applications	Until final action taken and recorded		
02-040	Rezoning Case Files	5 years after final decision rendered		
02-041	Street Name Change Record	Permanent		
02-042	Street\Alley Vacation Case Files	Permanent		
02-043	Subdivision Files	Permanent		
02-044	Transportation Research Files	10 years; appraise for historical value		
02-045	Urban Renewal Files	Obsolete; appraise for historical value		
02-046	Violations	Until corrected or adjudicated by a Court		



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02-047	Zoning Case Log	25 years		
02-048	Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent		
02-049	Zoning Change Request	5 years; provided no action pending		
02-050	Zoning Permit Applications	1 year after final decision rendered		
02-051	Zoning Permit Record	Permanent		
02-052	Zoning Variance Case Files	5 years after final decision, provided no action pending		
<u>03-000</u>	<u>Council Records</u>			
03-001	Charter and Amendments	Permanent		
03-002	Council Member's Files	Term of Office then appraise for historical value		
03-003	Index to Council Minutes	Permanent		
03-004	Index to Ordinances\Resolutions	Permanent		
03-005	Liquor License Requests Approved Denied	3 years 1 year		
03-006	Ordinances	Permanent		
03-007	Petitions (Miscellaneous not filed elsewhere)	5 years		
03-008	Proclamations	2 years		
03-009	Reports to Council	5 years		
03-010	Resolutions	Permanent		
03-011	Subject and Administrative Files	5 years		
04-000	<u>Court Records/Mayor's Court</u>			
04-001	Annual Statement and Yearly Report	Permanent		



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04-002	Case Files Criminal OMVI Traffic	5 yrs. provide audited 7 yrs. provide audited 5 yrs. provide audited		
04-003	Case Transfers	Transfer all relevant records per 1905.032 ORC		
04-004	Cash Payment Records	4 years provided audited		
04-005	Citations-Parking	Until paid and audited		
04-006	Citations-Traffic	3 years if maintained separately		
04-007	Complaints and Warrants	In case files		
04-008	Docket, Index, Journal	Permanent		
04-009	Expungements	Seal then destroy as Case Files		
04-010	Fine and Fee Record	3 years provided audited		
04-011	Marriage Licenses	5 years after audited, provide Certificate sent to Probate Court Per Sec. 3101.13 & 3101.14 ORC		
04-012	Monthly Statements and Reports	3 years provided audited		
04-013	Receipt Books	4 years provided audited		
04-014				
<u>05-000</u>	<u>Engineering Records</u>			
05-001	Aerial Photographs	Until superseded then appraise for historical value		
05-002	Bridge Plans	Life of bridge		



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05-003	Bridge Inspection Reports	10 years		
05-004	Change Orders	Place in Project File		
05-005	Properties File	Permanent		
05-006	Zoning Maps	Permanent		
05-007	Contractors' Prevailing Wage Records	5 years		
05-008	Day Books	3 years		
05-009	Federal Project Files	5 years after completion provided audited		
05-010	House Number Record	Permanent		
05-011	Job Orders	3 years		
05-012	Maintenance Orders	2 years		
05-013	Project Files (Contracts, specifications, change orders, progress reports, etc.)	15 years after completion of project		
05-014	Project Inspection Records	Include in Project Files		
05-015	Sanitary Sewer Records	Permanent		
05-016	Sewer Testing Records	5 years		
05-017	Special Assessments Record	3 years after final payments, provided audited		
<u>06-000</u>	<u>Street Records</u>			
06-001	Blueprints, Maps and Plans	Life of infrastructure then appraise for historical value		
06-002	Haul Tickets	2 years, provided audited		
06-003	Pesticide Application Records	5 years		



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06-004	Proposals for Street Improvement	Until approved or proposal rejected		
06-005	Sewer Repair Sheets	10 years		
06-006	Street Lighting Assessment Records Petitions Pole Locations	Until paid off 3 years Until updated		
06-007	Street Opening Permits	3 years		
06-008	Street Repair Cost Summary Report	3 years, provided audited		
06-009	Street Repair Record	3 years		
06-010	Traffic Study Files	Until superseded then appraise for historical value		
<u>07-000</u>	<u>Financial Records</u>			
07-001	Acceptance of Utility Rate Ordinance Notices	Permanent		
07-002	Accounts Ledger	5 years after last entry, provided audited		
07-003	Accounts Payable Record	3 years, provided audited		
07-004	Accounts Receivable Ledger, General	3 years, provided audited		
07-005	Accounts Receivable Ledger, Income Tax	6 years		
07-006	Annual Appropriation Ordinances (copies)	5 years		
07-007	Annual Certificate of Estimated Resources	7 years		
07-008	Annual Municipal Financial Report	Permanent		
07-009	Annual Report to Auditor of State	5 years		



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07-010	Appropriations Ledger	5 years, provided audited		
07-011	Assessment Record	Until paid and audited		
07-012	Audit Reports-Internal Federal\Auditor of State	5 years 5 years		
07-013	Bad Check or Bad Debt Records	2 years after payment or settlement		
07-014	Balance Sheets	3 years		
07-015	Bank Deposit Records (Receipts, Slips, Statements, etc.)	3 years provided audited		
07-016	Bid Bonds Successful bidder	Retain until acceptance of project performance bond		
	Unsuccessful bidder	Return after project awarded		
07-017	Bids-Successful	15 years after completion of project		
07-018	Bids-Unsuccessful	2 years after letting of the contract		
07-019	Block Grant Documentation	5 years		
07-020	Bond Register	Permanent		
07-021	Cancelled Checks	3 years provided audited		
07-022	Cancelled Warrants	3 years provided audited		
07-023	Capital Improvement Bonds	Until paid off and audited, appraise for historical value		
07-024	Cash Books\Cash Reports	3 years		
07-025	Cash Receipts and Disbursements	3 years, provided audited		



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07-026	Cash Register Tapes\Records	2 years provide internal control established		
07-027	Certificate of Result of Election (Bond Issues)	Until expiration of bond issue		
07-028	Chargeback Reports\Records	3 years		
07-029	Check Registers\Stubs\Carbons	3 years, provided audited		
07-030	Checking Account Statement	3 years, provided audited		
07-031	Checks-Voided	Until audited		
07-032	Client Payment Files	3 years		
07-033	Computer Generated Financial Reports Monthly, Quarterly, Semiannual Annual	Until replaced by next printout or annual report  5 years		
07-034	Cost Control Reports	3 years		
07-035	Report of Cash Received	3 years, provided audited		
07-036	Damage Claims	Until settled and all appeals exhausted		
07-037	Deposit Refund Requests	Until deposit is refunded and account audited		
07-038	Encumbrance Documents	3 years		
07-039	Encumbrance and Expenditure Journal	7 years, provided audited		
07-040	Federal Revenue Sharing Account	7 years, provided audited		
07-041	Fixed Assets Record	10 years		
07-042	General Ledger	25 years		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
07-043	Indebtedness Statement	Permanent		
07-044	Insurance Policies	2 years after expiration, provided all claims settled		
07-045	Intergovernmental Tax Receipts	3 years provided audited		
07-046	Investment Records	3 years provided audited		
07-047	Invitation to Bid (ITB)	2 years		
07-048	Invoices and Supporting Documents	3 years		
07-049	Licenses	Term of license plus 1 year		
07-050	Monthly Report of Municipal Court	3 years, provided audited		
07-051	Monthly Statement of Balances	3 years, provided audited		
07-052	Mortgages	Until paid and cancelled, provided audited		
07-053	Oil and Gas Drilling Permit	Permanent		
07-054	Pay-In Records	3 years, provided audited		
07-055	Performance Bonds	After project successfully completed and accepted		
07-056	Permits	3 years, provided audited		
07-057	Personal or Professional Services Invoice or Statement of Services	3 years		
07-058	Petty Cash Record	3 years provided audited		



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07-059	Phone Quotes\Confirmations	2 years		
07-060	Posting Sheets and Cards for Paid Bills	3 years, provided audited		
07-061	Prevailing Wage Records	3 years		
07-062	Property Inventories	3 years		
07-063	Purchase Orders Original Copies	3 years Until no longer administratively necessary (RC-3 not required)		
07-064	Receipts and Expenditures Report to Auditor of State	3 years		
07-065	Receiving Documents	3 years		
07-066	Reconciliation Sheets, Bank Accounts	3 years, provided audited		
07-067	Record of Funds Received	3 years, provided audited		
07-068	Refund Check Ledger	5 years, provided audited		
07-069	Remittance Advice	3 years		
07-070	Request for Proposals (RFPs)	2 years		
07-071	Retirement System Payments\ Records	Permanent		
07-072	Retirement System Exemption Record (Waiver)	Permanent		
07-073	Sales Tax Records	4 years		
07-074	Settlement Sheet or Tax Distribution from County Auditor			
07-075	Solicitor's or Peddler's Permit	1 year after expiration		
07-076	Special Assessments	Until paid off and audited		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
07-077	Surety Bonds-Special	10 years after expiration		
07-078	Surety Bonds of Officials or Employees	10 years after termination of officer of employee		
07-079	Tax Abatement Records	Duration of the abatement plus 1 year		
07-080	Tax Settlement Records	3 years, provided audited		
07-081	Trial Balance Records	3 years		
07-082	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited		
07-083	Travel Expense Records	3 years		
07-084	Treasury Investment Board Report	10 years		
07-085	Unemployment Compensation Records	3 years, provided audited		
07-086	Uniform Allowance Record	3 years, provided audited		
07-087	Vouchers Original Copies	3 years, provided audited Until no longer administratively necessary (RC-3 not required)		
<u>08-000</u>	<u>Municipal Income Tax Records</u>			
08-001	Accounts Receivable	6 years		
08-002	Annual Summary of Cash Collected	3 years, provided audited		
08-003	Business Income Tax Reconciliation Form	6 years		
08-004	Closed Account	6 years		
08-005	Control Sheet	6 years		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
08-006	Corporate Partnership Fiduciary Income Tax Return	6 years		
08-007	Daily Posting Recapitulation	3 years, provided audited		
08-008	Detailed Cash Receipt Record	6 years		
08-009	Delinquent Account Records	Until paid and audited		
08-010	Declaration of Estimated Tax, Business and Individual	6 years		
08-011	Final Return for the Year	6 years		
08-012	Individual's Tax Return	6 years		
08-013	Quarterly Notice of Installment Due	6 years		
08-014	Quarterly Payment Statement	6 years		
08-015	Refund Voucher	6 years		
08-016	Uncollectible Income Tax Accounts	6 years		
<u>09-000</u>	<u>Sinking Fund Records</u>			
09-001	Bond Issue Ledger	Permanent		
09-002	Bond Transcripts	10 years after issue redeemed		
09-003	Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value		
09-004	Call Notices-Securities	10 years after call		
09-005	Cash Journal	10 years, provided audited		
09-006	Coupons (Redeemed)	4 years after audited then appraise for historical value		
09-007	Electronic Fund Transfer Records	10 years		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
09-008	Monthly Financial Statement	Until incorporated in annual report		
09-009	Record of Registered Bonds	Permanent		
09-010	Sinking Fund Ledger or Journal	Permanent		
<u>10-000</u>	<u>Police Department Records</u>			
10-001	Accident Reports, Property Damage, Bodily Injury and Traffic	3 years		
10-002	Alcohol Breath Testing Records Operator Permits Breath Test Result Forms Calibration Records Radio Frequency Interference Survey	Until renewed 3 years 3 years Until machine is moved		
10-003	Animal Complaints	2 years		
10-004	Arrest Cards\Records (Non-Traffic)	15 years		
10-005	Arrest Card\Records (Traffic)	10 years		
10-006	Arrest Cards\Records\Reports (Juvenile)	Until person turns 18 years of age or when Expungement order received from a Court		
10-007	Arrest Records (Adult)	50 years		
10-008	Assignment Schedules\Sheets	3 years		
10-009	Bicycle License Receipts	3 years, provided audited		
10-010	Bicycle License Register	7 years		
10-011	Bicycle Theft Log	3 years		
10-012	Block Watch Records	1 year		
10-013	Business Security Records	Until superseded, review annually		
10-014	Child Abuse Case Records	7 years after case closed		



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10-015	Citizen Complaints	4 years provided no action pending		
10-016	Compliance Records	5 years provided no action pending		
10-017	Criminal Case Files-Felonies Except Homicide	6 years provide no action pending		
10-018	Criminal Case Files- Misdemeanors	2 years provided no action pending		
10-019	Daily Slating Records	1 year		
10-020	Dispatch Sheet\Log (Record of Runs)	3 years		
10-021	Expunged Records per Expungement Orders	Destroy all files, records and computer references when Expungement order received from a Court		
10-022	FBI\BCI Investigation Records	3 years		
10-023	Field Interrogation Cards	6 months		
10-024	Fingerprints	50 years		
10-025	Firearm Records and Inventories	3 years, provided audited		
10-026	Homicide Reports & Evidence (Closed cases)	30 years after all appeals exhausted		
10-027	House\Business Alarm Records	90 days		
10-028	Incident Log\Reports	5 years		
10-029	Investigations Homicide & Rape including evidence (Pending)	Permanent		
	Homicide including evidence (Closed)	10 years after all appeals exhausted		
	Internal Affairs	4 years		
10-030	Jail Daily Book-In Records	3 years		



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10-031	Jail Inmate Records Commissary Records Intake\Discharge Records Medical Records Personal Property Returned	2 years 6 years 6 years 2 years		
10-032	Jail Register\Log Book	25 years		
10-033	Junk Vehicle Records	2 years after sale or other disposition		
10-034	Juvenile Records	Until person turns 18 years old or when Expungement order received from a Court		
10-035	Law Enforcement Automatic Data Systems Records Logs Printouts	2 years Destroy when no longer administratively necessary (RC-3 not required)		
10-036	Liquor Permit Records	3 years		
10-037	Master Name Index	Permanent		
10-038	Missing Person Reports	20 years, or until found		
10-039	Offense Reports, Felonies Except Homicide	6 years, provided no action pending		
10-040	Offense Reports, Misdemeanors	2 years, provided no action pending		
10-041	Parking Citations\Infractions	3 years		
10-042	Parking Meter Collection Record	Until audited		
10-043	Prisoner Booking Video Recording Tape	30 days, erase and reuse provided no action pending (RC-3 not required)		
10-044	Property Room Log Records (Releases, Transfers, Disposals, etc.)	25 years 5 years		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
10-045	Radio\Phone Calls Audio Recordings	30 days erase and reuse, provided no action pending (RC-3 not required)		
10-046	Radio and Telephone Log	2 years		
10-047	Records (Background) Check Requests	2 years		
10-048	Recovered Property Record	2 years after disposal of property		
10-049	Ride Along Forms	3 years		
10-050	Seizure Log\Record	6 years		
10-051	State of Ohio Traffic Crash Records	3 years		
10-052	Stolen Property Hot List or Cards	3 years		
10-053	Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn		
10-054	Tow Tickets	3 years after paid, provide audited		
10-055	Traffic Citations	3 years, provided audited		
10-056	Type of Crime File	Permanent		
10-057	Uniform Crime Reports (UCR)	3 years		
10-058	Vacated House Check Records	30 days after owners return		
10-059	Wanted Posters	Until person apprehended		
11-000	<u>Heath Records</u>			
11-001	Affidavits (Birth)	Permanent		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
11-002	Animal Bite Notifications Reports	3 years 3 years		
11-003	Applications Birth Certificate Death Certificate License/or Permit	6 months after audit 6 months after audit 6 months after audit		
11-004	Biohazards Waster Destruction Records	5 years		
11-005	Birth Certificates\Index	Permanent		
11-006	Burial Transit Permits	5 years		
11-007	Certifications	5 years		
11-008	Client Index File	20 years		
11-009	Communicable Disease Records	Permanent		
11-010	Death Certificates\Index	Permanent		
11-011	Disease\Diagnosis Index	10 years		
11-012	Disease Statistics	10 years		
11-013	Environmental Monitoring Records	5 years		
11-014	Environmental Site Assessment	30 years		
11-015	Epidemiological Case Records	5 years after case closed		
11-016	Family Case Files	5 years after last contact		
11-017	Family Index Cards	5 years after last contact		
11-018	Flu\Vaccine\Immunization Records	10 years		
11-019	Food Handler's Permit	While food handler employed		
11-020	Food Service\Establishment Records	5 years, provided audited		



11-021	Hazardous Materials Emergency Response\Requests\Logs	30 years		
11-022	Health Insurance Claims	5 years		
11-023	Health Services Reports	Permanent		
11-024	Immunization Cards	10 years after date of last entry		
11-025	Inspection Records-All Types	5 years after date of inspection, provided all violations corrected		
11-026	Laboratory Records	5 years		
11-027	License Renewals	5 years		
11-028	Medicaid Records-All Types	5 years after last contact with patient		
11-029	Medicare Records-All Types	5 years after last contact with patient		
11-030	Note Books-Field Visits\ Inspections	2 years		
11-031	Nuisance Investigation Reports	5 years		
11-032	Nuisance Investigation Summary Records	5 years after situation is corrected		
11-033	Nursing Service Cards	5 years after last contact with patient		
11-034	OSHA Logs\Records	5 years		
11-035	Registry Information	50 years		
11-036	Rheumatic Fever Enrollment Records	5 years after last contact		
11-037	Sanitation Orders	1 year after compliance		
11-038	Sewage Disposal System Applications	1 year after date of final approval		
11-039	Solid Waste Site Record	10 years after site ceases operation		
11-040	Test Results-Computer Records	5 years		



11-041	Treated Sanitary Flow Agreements	Until audited	
11-042	Vital Statistics Reports	5 years after date of filing	
11-043	Water Bacteriological Examinations	2 years	
11-044	Water Sample Cards	1 year after date of test, provided test is negative; if positive, 1 year after problem is corrected or well closed	
11-045	Water Supply Records	5 years after well is closed	
11-046	Well Logs	10 years	
11-047	X-Ray File (Employee)	20 years	
<u>12-000</u>	<u>Legal Records</u>		
12-001	Case Files, Civil	10 years, provided no action pending	
12-002	Case Files, Criminal	20 years, provided no action pending	
12-003	Property Files	Permanent	
12-004	Claims for Damages	2 years after case settled and all appeals exhausted	
12-005	Court Transcripts	3 years after case settled	
12-006	Deeds	Permanent	
12-007	Easements	Permanent	
12-008	Legal Notices Tear Sheets Proof of Publication	2 years 5 years	
12-009	Legal Opinions from Municipal Legal Counsel	Permanent	
12-010	Liability Waivers	3 years provided no action pending	



12-011	Settlements	3 years		
12-012	Worker's Compensation Claims	10 years after date of final payment		
<u>13-000</u>	<u>Parks and Recreation Records</u>			
13-001	Fee Books	3 years, provided audited		
13-002	Plans of Park Property	Permanent		
13-003	Permission Slips	2 years provided no action pending		
13-004	Shelter House Permits	2 years		
13-005	Team Rosters and Score Books	1 year		
<u>14-000</u>	<u>Payroll Records</u>			
14-001	Application for PERS Refund or Waiver	Permanent		
14-002	Court Orders for Payroll Deduction	Until employee terminates or Order rescinded		
14-003	Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly.		
14-004	Employee Income Tax Withholding Certificate	3 years after termination of employment, provided audited		
	Withholding Payment Record	6 years, provided audited		
14-005	Employee Pay Records	Continually updated until termination then place into personnel file or enter data		
14-006	Employee Withholding Requests	Until replaced or revoked by employee		
14-007	Employer Quarterly Federal Tax Return	4 years, provided audited		



14-008	Garnishment Orders	Until employee terminates or Order rescinded	
14-009	<p>Leave Balances\Reports Bi-Weekly Report of Leave Use and Balances</p> <p>Annual Employee Leave Use\Balances Report</p> <p>Annual Leave Use and Balances by Muni Unit</p> <p>Individual Employee</p>	<p>Until incorporated in annual leave balances report 5 years</p> <p>25 years</p> <p>Continually maintained and updated in personnel file. Purge 2 years after termination provided no outstanding balances.</p>	
14-010	Notification of Pay\Pay Step Increase	Until superseded. Copy in personnel file.	
14-011	Overtime authorization	2 years provided audited	
14-012	Overtime reports	2 years, provided audited	
14-013	Payroll Journal\Record Annual Cumulative Printout Weekly\Monthly Payroll Journal	<p>50 years</p> <p>3 years, provided audited and cumulative employee payroll data retained in personnel file</p>	
14-014	Reports to Retirement Systems	50 years	
14-015	State Income Tax Report	25 years	
14-016	Tax Withholding Reports	6 years, provided audited	
14-017	W-2 Forms	6 years, provided audited	
14-018	W-4 Forms	Until superseded or employee terminates	



<u>15-000</u>	<u>Personnel Records</u>			
15-001	Application for Employment Person Hired Person not hired Copies	Place in personnel file Destroy after 2 years Until no longer administratively needed. (RC-3 not required)		
15-002	Commendations, Promotions	Place in personnel file		
15-003	Employee Exposure to Hazardous Chemicals\Biological Hazards or Infectious Diseases Reports	Place in personnel file		
15-004	Employee Performance Evaluation	5 years		
15-005	Employee Sick Leave and Vacation Balances	Continually updated by fiscal office until employee terminates. Balances verified yearly and recorded in personnel file.		
15-006	Employee Time Cards\Sheets	3 years		
15-007	Employee Training Records	Place in personnel file		
15-008	Employee History Record Card	Permanent, in lieu of personnel file		
15-009	Grievance Hearing Records	1 year after resolved		
15-010	Insurance Enrollment Card	1 year after employee leaves municipal employment		
15-011	Job\Position Descriptions	One year after superseded		
15-012	Labor Union Agreements	15 years after terminated		
15-013	Leave Requests-All Types Sick, Vacation, Overtime, etc.	3 years provided balances journalized		
15-014	Letter of Appointment	Place in personnel file		
15-015	Letters of Reference	2 years after hired		
15-016	Letter or Resignation	Place in personnel file		



15-017	Personnel Actions	Place in personnel file		
15-018	Personnel File/Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.		
15-019	Promotion Action	Place in personnel file		
15-020	Record of Disciplinary Action	4 years		
15-021	Reports to Bureau of Employment Services	2 years		
15-022	Unemployment Compensation Case Files	4 years after date of final payment		
15-023	Worker's Compensation Case Files	10 years after date of final payment		