

Village of Bratenahl
Records Retention Schedule (RC-2)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type
1-000 General Administrative Records			
1-001	Accident Reports/Files; Employee Injury Reports; Bodily injury to non-employee, damage to municipal vehicle or property	Place in employee file; 6 years provided no action pending	Paper
1-003	Agendas	6 years	Electronic/Website
1-004	Annual Departmental Budget	5 years	Electronic
1-006	Annual Munny Budget (Appropriations)	Permanent	Electronic/County
1-008	Attendance Records	3 years	Electronic
1-010	Badges and IDs	Turn in upon separation	n/a
1-012	Blue Prints/ Vellums	Until updated, superseded or obsolete, appraise for historical value	Paper/Electronic
1-014	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary (RC-3 not required)	
1-017	Compliance Records- All types	5 Years	
1-018	Continuing Education Certifications\Class\Seminar\ Training		
1-018	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	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	
1-024	Disaster Plans	Until updated or superseded	
1-026	Drawing , Tracings, Mylars	Until updated or superseded or obsolete, appraise for historical value	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	

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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	Until equipment returned by employee Until superseded obsolete or replaced; then appraise for historical value	
1-031	Executive Order	3 years	
1-032	Expense Records		
	General Orders, Directives, Policies, Rules, Regulation, or Procedures		
1-036	Granted Files\ Records Federal\State	Until superseded, retain one copy until audited	
1-037	Hearings (Not Employee Related) Audio and Video Recordings	5 years provided audited and disputes resolved	
1-038	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	
		Retain 180 days, For e-mails such as transient correspondence, spam, personal e-mails, or emails that have no significant value, etc., retain until no longer administratively necessary (RC-3 not required)	
1-042	Electronic Mail (E-Mail)	Until updated superseded or obsolete	
1-043	Mailing List	Until superseded obsolete, or replaced. Retain one file copy for 5 years.	
1-045	Manuals, Handbooks and Directives	until updated, superseded or obsolete, appraise for historical value	
	Maps\Plats		
1-046	Material Safety Sheets	Until Superseded	
1-047	Meeting Notices (Sec. 121.22 ORC)	Website	
1-048	Memoranda	Use correspondence retention records.	

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1-049	Minutes of Meetings Approved Hardcopy Audio and Video Recordings of Meetings Draft\ Notes	Permanent 1 year provided information concerning the meeting is substantially transcribed to hard copy Until hardcopy of minutes approved	
1-050	Municipal Publications	Until superseded or obsolete, retain one copy	
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 materials)	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	Projects Plans\ Drawings\ As Built	Life of Project or obsolete then appraise for historical value	
1-057	Receipts\Receipts Books	2 years provided audited	
1-059	Records Retention Documents RC 1, RC 2, RC 3	25 Years	
1-060	Records Request	2 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	Charges\Bills Documentation	2 years provided audited Life of System	
01-073	System Equipment Inventory	Continually updated, retain superseded data 1 year	
01-074	Uniform Record	3 years, provided audited	
01-075	Vehicle Maintenance Records Vehicle Mileage Records	Until Vehicle sold Until Vehicle sold	
01-077	Voice Mail Messages	Until no longer administratively necessary (RC-3 not required)	
01-078	Warranties	2 years after expiration	
01-080	Work Schedules	1 year	
02-003	Appeals on Interpretation of Code	02-000 Building, Planning and Zoning Records	
		Permanent	

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02-004	Area Commission Files	25 Years	
02-005	Board of Zoning Adjustments Case Files	Permanent	
02-006	Boarding of Zoning Minutes	Permanent	
02-007	Building Applications	Until occupancy permit issues	
02-008	Building Cards	Permanent	
02-009	Building Folders	Permanent	
02-010	Building Inspection Reports	permanent	
02-011	Building Permit Record	permanent	
02-012	Building Plans, Residential, Commercial, Municipal Owned	Digital Permanent	
02-013	Building Sign Inspection Files	Permanent	
02-014	Case Files-Board of Building Standards and Appeals	Permanent	
02-015	Case Files-Board of Building Standards and Appeals	Permanent	
02-016	Certificates of Insurance	2 years after expiration, provided no claims pending (3 years total)	
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	
02-028	Industrial Use Permit Reviews	Permanent	
02-029	Legislative Research Files\Drafts	Until no longer of administrative value (RC-3 not required)	
02-031	Occupancy Permit Record	permanent	
02-032	Performance bonds- Contractors	3 years	
02-033	Permits-All types	permanent	
02-034	Planning Briefs	25 years	

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02-035	Planning Commission Case Files	Permanent	Paper or Electronic
02-036	Project Planning Files	Permanent	Paper or Electronic
02-037	Project Reports	25 years, appraise for historical value	Paper or Electronic
02-039	Rezoning Applications	Permanent	Paper or Electronic
02-040	Rezoning Case Files	5 years after final decision rendered (permanent)	Paper or Electronic
02-041	Street Name Change Recorded	Permanent	Paper or Electronic
02-042	Street/Alley vacation Case Files	Permanent	Paper or Electronic
02-043	Subdivision Files	Permanent	Paper or Electronic
02-046	Violations	Until Corrected or Adjudicated by a Court	Paper or Electronic
02-047	Zoning Case File	Permanent	Paper or Electronic
02-048	Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent	Paper or Electronic
02-049	Zoning Change Request	5 years; provided no action pending	Paper or Electronic
02-050	Zoning Permit Applications	Permanent	Paper or Electronic
02-051	Zoning Permit Record	Permanent	Paper or Electronic
02-052	Zoning Variance Case Files	Permanent	Paper or Electronic
02-053	Rental Registry Files	5 years	Paper or Electronic
03-000 Council Records			
03-001	Charter and Amendments	Permanent	Paper or Electronic
03-002	Council Member's Files	Term of Office then appraise for historical value	Paper or Electronic
03-003	Index to Council Minutes	Permanent	Paper or Electronic
03-004	Index to Ordinances/Resolutions	Permanent	Paper or Electronic
03-005	Liquor License Requests Approved Denied	3 years, 1 year	Paper or Electronic
03-006	Ordinances	Permanent	Paper or Electronic
03-007	Petitions (Miscellaneous not filed elsewhere)	5 years	Paper or Electronic
03-008	Proclamations	2 years	Paper or Electronic
03-009	Reports to Council	5 years	Paper or Electronic
03-010	Resolutions	Permanent	Paper or Electronic

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03-011	Subject and Administrative Files	5 years	Paper or Electronic
04-000 Court Records/Mayor's Court			
04-001	Annual Statement and Yearly Report	15 Years Appraise for Historical Value Permanent	Paper or Electronic
04-002	Case Files, Criminal, Traffic OVI	5 Years Provided Audited, 5 Years Provided Audited,	Paper or Electronic
04-003	Case Transfers	50 Years after Final Order of The Court	Paper or Electronic
04-004	Cash Payment Records	Transfer All Relevant Records Per ORC 1905.032	Paper or Electronic
04-005	Citations Parking	4 Years Provided Audited	Paper or Electronic
04-006	Citations-Traffic	Until Paid or Audited	Paper or Electronic
04-007	Complaints and Warrants	In Case Files	Paper or Electronic
		In Case Files	Paper or Electronic
04-008	Case Docket (Housed In The electronic Case Management System	Computer Generated on demand	Electronic
04-009	Expungements	Seal then Destroy as Case Files	Paper or Electronic
04-010	Fine and Fee Record	3 Years Provided Audited	Paper or Electronic
04-011	Marriage Licenses	5 Years After Audited Provide Certificate sent OT	N/A
04-012	Monthly Statements and Reports	probate Court per Sec.3101.13 & 3101.14 ORC	Paper or Electronic
04-013	Receipt Books	3 Years Provided Audited	Paper
04-014	Cases cited directly to Cleveland Municipal Court by Bratenahl Police. Entered into Mayor's Court Case Management System solely for the purpose of electronically transferring to CMC. Cases are "pass through" in Mayor's Court, Adjudicated in CMC.	Destroy after 1 year (RC-3 Not Required)	Electronic
05-000 Engineering Records			
05-001	Aerial Photographs	Until superseded then appraise for historical value	
05-002	Bridge Plans	Life of Bridge	
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	

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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 Records	3 years after final Payments, provided audited	
05-018	Bids Bonds Successful bidder	Retain until acceptance of project performance bond	
05-019	Unsuccessful bidder	Return after project awarded	
05-020	Bids - Successful	15 Years after completion of Project	
05-021	Bids-Unsuccessful	2 years after letting of the contract	
06-000 Street Records			
06-001	Blueprints, Maps, and plans	Life of infrastructure then appraise for historical value	
06-003	Pesticide Application Records	5 years	
06-004	Proposal for Street Improvements	Until approved or proposal rejected	
06-005	Sewer Repair Sheets	10 Years	
06-006	Street Lighting Assessment Records, Pole Locations	Until Paid off, 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	
07-000 Financial Records			
07-002	Accounts Ledger	5 years after last entry, provided audited	
07-003	Accounts Payable Record	3 years, provided audited	

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07-004	Accounts Receivable Ledger, General	3 years, provided audited	
07-006	Annual Appropriation Ordinances	Permanent	
07-007	Annual Certificate of Estimated Resources	7 years	
07-009	Annual Report to Auditor of State	5 years	
07-010	Appropriations Ledger	5 years, provided audited	
07-012	Audit Reports - Auditor of State	5 years, 5 Years	
07-015	Bank Records	3 Years Provided Audited	
07-023	Capital Improvements Bonds	Until paid off and audited, appraise for historical value	
07-025	Cash Receipts and Disbursements	3 years, provided audited	
07-027	Certificates of Result of Election (Bond Issues)	Until expiration of bond issues	
07-029	Check Registers	3 years, provided audited	
07-031	Checks-Voided	until audited	
07-033	Computer Generated Financial Reports	Until replaced by next printout or annual report	
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	
07-048	Invoices and Supporting Documents	3 years	
07-049	Licenses	Term of license plus 1 year	
07-052	Mortgages	Until paid and cancelled, Provided audited	
07-055	Performance bonds	After project successfully completed and accepted	
07-056	Permits	3 years, provided audited	
07-063	Purchase Orders	Until closed (RC-3 not required)	
07-064	Receipts and Expenditures Report to Auditor of State	3 years	
07-066	Reconciliation Sheets, Bank Accounts	3 years, provided audited	
07-070	Request for Proposals (RFPs)	2 years	
07-071	Retirement System Payments/Records	Permanent	
07-074	Settlement Sheet/Tax Distribution - County Auditor	Until paid off and audited	
07-076	Special Assessments	10 years after expiration	
07-077	Surety Bonds-Special		

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07-078	Surety Bonds of Officials or Employees	10 years after termination of officer of employee	
07-080	Tax Settlement Records	3 years, provided audited	
07-083	Travel Expense Records	3 years, provided audited	
07-085	Unemployment Compensation Records	3 years, provided audited	
07-086	Uniform Allowance Record	3 years, provided audited	
07-087	Vouchers	3 years, provided audited Until no longer administratively necessary (RC-3 not required)	
08-000 Municipal Income Tax Records			
08-001	Accounts Receivable	6 years	
08-002	Annual Summary of Cash Collected	3 Years Provided Audited	
09-000 Sinking Fund Records			
09-001	Bond Issue Ledger	Permanent	
09-003	Bonds(Redeemed)	2 years after issue is paid off then appraise for historical value	
09-007	Electronic Fund Transfer Records	10 Years	
10-000 Police Department Records			
10-001	Accident Reports, Property Damage, Bodily Injury and Traffic Alcohol Breath Testing, Records Operator Permits, Breath Test Result Forms, Calibration Records, Radio Frequency Interference, survey	3 years	
10-002	Animal Complaints	until renewed, 3 years, 3 years, 3 years, Until machine is moved	
10-003	Arrest Cards/Records (Non-Traffic)	2 years	
10-004	Arrest Cards/Records (Traffic)	15 years	
10-005	Arrest Cards/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	

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type
10-013	Business Security Records	Until Superseded review annually	
10-014	Child Abuse Case Records	7 years after case closed	
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 year	
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	
10-031	Jail Inmate Records:		
	Commissary Records	2 years	
	Intake/Discharge Records	6 years	
	Medical Records	6 years	
	Personal Property Returned	2 years	
10-032	Jail Register\Log Book	25 years	
10-033	Junk Vehicle Records	2 years after sale or other disposition	
	Juvenile Records	Until person turns 18 years of age or when Expungement order received from a court	

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10-035	Law Enforcement Automatic Data Systems Records Logs Printout	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	
10-044	Property Room: Log Records (Releases, Transfers, Disposals, etc.)	(RC-3 not required) 25 years 5 years	
10-045	Radio\Phone Calls Audio Recordings	30 days erase and reuse provided no action pending	
10-046	Radio and Telephone Log	(RC-3 not required)	
10-047	Records (Background) Check Requests	2 years	
10-048	Recovered Property Record	2 years	
10-049	Ride Along Forms	2 years after disposal of property	
10-050	Seizure Log\ Record	3 years	
10-051	State of Ohio Traffic Crash Records	6 years	
10-052	Stolen Property Hot List or Cards	3 years	
10-053	Subpenas, Summonses, or Warrants	3 years	
10-054	Tow Tickets	Until served, discharged, answered or withdrawn	
10-055	Traffic Citations	3 years after paid, provide audited	
10-056	Type of Crime File	3 years, provided audited	
10-057	Uniform Crime Reports (UCR)	Permanent	
10-058	Vacated House Check Records	3 years	
10-059	Wanted Posters	30 days after owners return Until person apprehended	

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10-060	Recordings - Body Camera Video- Footage documenting daily actions for law enforcement personnel for performance and evidentiary purpose.	90 days, provided no action pending	
10-061	Recordings - Dash Camera Video- footage documenting daily actions for law enforcement personnel for performance and evidentiary purpose.	90 days, provided no action pending	
12-000 Legal Records			
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	Workers Compensation Claims	10 years after date of final payment	
13-000 Parks and Recreation Records			
13-001	Fee Books	3 years, provided audited	
13-003	Liability Waivers	2 years provided no action pending	
13-006	Sign-in Sheets	2 years	
14-000 Payroll Records			
14-001	Application for PERS Refund or Waiver	Permanent	
14-002	Courts 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.	

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14-004	Employee Income Tax Withholding Certificate	3 years after termination of employment, provided audited	
14-005	Employee Pay Records	Continually updated until termination then place into personnel file or enter data	
14-006	Employee Withholding Request	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 Continually maintained and updated in personnel file.	
14-009	Leave Balance Reports	Purge 2 years after termination provided no outstanding balances.	
14-011	Overtime authorization	2 years provided audited	
14-012	Overtime reports	2 years, provided audited	
14-014	Reports to Retirement Systems	Until employee retires; terminates	
14-017	W-2 Forms	6 years, Provided audited	
14-018	W-4 Forms	Until superseded or employee terminates	
15-000 Personnel Records			
15-001	Application for Employment: Person Hired	Places in personnel file Destroy after 2 years Until no longer administratively needed. (RC-3 not required)	
15-002	Person not hired Commenations, 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 Continually updated by fiscal office until employee terminates. Balances verified yearly and recorded in personnel file.	
15-005	Employee Sick Leave and Vacation Balances	3 years	
15-006	Employee Time Cards\Sheets	Place in personnel file	
15-007	Employee Training Records	1 year after resolved	
15-009	Grievance Hearing Records	One year after superseded	
15-011	Job\Position Descriptions	3 years provided balances journalized	
15-013	Leave Requests-All Types Sick, Vacation, Overtime, etc.		

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15-014	Letter of Appointment	Place in personnel file	
15-015	Letters of Reference	2 years after hired	
15-016	Letter of 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.	
15-019	Promotion Action	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	
15-020	Record of Disciplinary Action	Place in personnel file	
15-022	Unemployment Compensation Case Files	4 years	
15-023	Worker's Compensation Case Files	4 years after date of final payment	
		10 years after date of final payment	