



## RECORDS RETENTION SCHEDULE (RC-2)

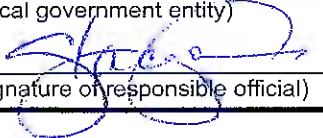
See instructions before completing this form.

### Section A: Local Government Unit

Village of Reminderville

(local government entity)

(unit)

  
 (signature of responsible official)

Stacey Task  
 (name)

Administrative Assistant  
 (title)

8/5/13  
 (date)

### Section B: Records Commission

Reminderville Records Commission

330-562-1234

Records Commission

(telephone number)

3382 Glenwood Boulevard  
 (address)

Reminderville  
 (city)

44202  
 (zip code)

Summit  
 (county)

To have this form returned to the Records Commission electronically, include an email address: stask@reminderville.com

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

  
 Records Commission Chair Signature

8/7/13  
 Date

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

Connie Conner  
 Signature

Govt. Records Archivist  
 Title

8/26/13  
 Date

### Section D: Auditor of State

Martin S. Muehl  
 Signature

9-9-13  
 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**



**Section E: Records Retention Schedule**

**Village of Reminderville**

(local government entity)

(unit)

**\*PLEASE NOTE: "Electronic" means storage on a CD, hard drive, or server**

(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
2013-1a	Voicemail messages	Until no longer of administrative value.			<input type="checkbox"/>
2013-1b	Telephone messages	Until no longer of administrative value provided no action pending.			
2013-2					<input type="checkbox"/>
2013-3a	Committee of the Whole & Council meetings – Audio recordings	Recordings deleted from recorder after copied electronically. Copy kept 2 years.	Electronic		<input type="checkbox"/>
2013-3b	Finance, Communications, Parks & Recreation, Long Term Community Development meetings – Audio recordings	Recordings deleted from recorder after minutes are approved.	Electronic		<input type="checkbox"/>
2013-14a	Committee of the Whole & Council meetings – Agendas	2 years	Paper Website		<input type="checkbox"/>
2013-14b	Finance, Communications, Parks & Recreation, Long Term Community Development meetings - Agendas	2 years	Paper Website		<input type="checkbox"/>
2013-15a	Finance, Committee of the Whole, & Council meetings; Zoning meetings – Minutes	Permanent; Website: 2 yrs	Paper Electronic		<input type="checkbox"/>
2013-15b	Communications, Parks & Recreation, Long Term Community Development meetings – Minutes	5 years then appraise for historical value; Website: 2 yrs	Paper Electronic		<input checked="" type="checkbox"/>



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-16	Activity spreadsheets, forms – community garden plot assignments, snow plow list, park reservations, holiday events.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
2013-17	Desk calendar pages	1 year	Paper		<input type="checkbox"/>
2013-18	Village quarterly newsletter-one copy	Permanent	Paper		<input type="checkbox"/>
2013-19	Administrative, Council, & Committee roster	1 year after superseded or obsolete	Paper Electronic		<input type="checkbox"/>
2013-20	Resident mailing lists	Until obsolete or replaced then appraise for historical value	Paper Electronic		<input checked="" type="checkbox"/>
2013-21	Blank forms	Until obsolete or replaced	Paper Electronic		
2013-22	Bulletins, posters, & notices for employees	Until no longer of administrative value	Paper		
2013-23	Delivery slips/Packing slips	2 years	Paper		
2013-24	Records request log/forms	5 years	Paper Electronic		
2013-25	Charter	Permanent	Paper		<input checked="" type="checkbox"/>
2013-26	Ordinances & Resolutions – hard copy	Permanent	Paper		<input checked="" type="checkbox"/>
2013-27	Ordinances & Resolutions – electronically stored	5 years	Electronic		
2013-28	Council member's files	Term of office then appraise for historical value	Paper		<input checked="" type="checkbox"/>
2013-29	Routing slips – meeting packet delivery	Until no longer of administrative value	Paper		



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-30	Correspondence – General; routine form letters	1 year	Paper		
2013-31	Correspondence – Legislative; executive	3 years	Paper		
2013-32	Manuals, Handbooks, and Directives	Until obsolete or replaced. Retain one copy permanent.	Paper		
2013-33	Meeting notices	1 year	Paper		
2013-34	Photographs (prints, slides, negatives, related photographic items)	Scrapbook	Paper Electronic		
2013-35	Press/News releases	Scrapbook	Paper	<b>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.</b>	
2013-36	Receipts/Receipt books	2 years provided audit	Paper		
2013-37	Records requests	2 years	Paper Electronic		
2013-38	Scrapbooks	Appraise for historic value	Paper		
2013-39	Telephone message logs	2 years provided audit and no action pending	Paper		
2013-40	Warranties	2 years after expiration	Paper		
2013-41	Records Retention schedule	5 years after superseded or obsolete	Paper		
2013-42	Records Disposal certificates (RC-3)	Permanent	Paper		
2013-43	Accident reports	5 years provided no action pending	Paper		



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-44	Attendance reports/records	3 years	Paper		
2013-45	Applications for employment	Personnel file if employed; others destroy after 2 years	Paper		
2013-46	Continuing education certifications	Personnel file	Paper		
2013-47	Commendations, promotions	Personnel file	Paper		
2013-48	Employee performance evaluation	Personnel file	Paper		
2013-49	Employee sick leave and vacation balances	Personnel file and updated by fiscal officer	Paper Electronic		
2013-50	Employee time cards/sheets	3 years	Paper Electronic		
2013-51	Grievance hearing records	1 year after resolved	Paper		
2013-52	Insurance enrollment records	1 year after employee leaves municipal employment	Paper		
2013-53	Letter of resignation	Personnel file	Paper		
2013-54	Unemployment Compensation case files	10 years after date of final payment	Paper		
2013-55	Worker's Compensation case files	20 years after date of final payment	Paper		
2013-56	Personnel actions	Personnel file	Paper		
2013-57	Record of disciplinary action	Personnel file	Paper		



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-58	Personnel files/records	Files purged 2 years after employee leaves municipal service. Information copied to Employment History Card and retained permanently	Paper		
2013-59	Annual Departmental Budget	5 years	Paper		
2013-60	Annual Departmental Report	Permanent; at 50 years appraise for historical value	Paper		✓
2013-61	Annual Municipal Budget	Permanent; at 50 years appraise for historical value	Paper		✓
2013-62	Annual Municipal Report	Permanent; at 50 years appraise for historical value	Paper		
2013-63	Contracts and Agreements	15 years after expiration or termination	Paper		
2013-64	Expense Records	3 years	Paper		
2013-65	Fuel Usage Records	3 years	Paper		
2013-66	Grant Files/Records – Federal/State	5 years provided audited and disputes resolved	Paper		
2013-67	Equipment leases	2 years after expiration	Paper		

**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.**



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-68	Real Estate leases	5 years after expiration	Paper		
2013-69	Requisitions	3 years	Paper		
2013-70	Acceptance of Utility Rate Ordinance Notices	Permanent	Paper		
2013-71	Accounts ledger	5 years after last entry, provided audited	Paper		
2013-72	Accounts Payable record	3 years, provided audited	Paper		
2013-73	Accounts Receivable ledger, general	3 years, provided audited	Paper		
2013-74	Accounts Receivable ledger, income tax	6 years	Paper		
2013-75	Annual Appropriation Ordinances (copies)	5 years	Paper		
2013-76	Annual Certificate of Estimated Resources	7 years	Paper		
2013-77	Annual Municipal Financial Report	Permanent	Paper		✓
2013-78	Annual Report to Auditor of State	5 years	Paper		
2013-79	Appropriation ledger	5 years, provided audited	Paper		
2013-80	Assessment Record	Until paid and audited	Paper		
2013-81	Audit Reports-Internal; Federal/Auditor of State	5 years	Paper		
2013-82	Bad Check or Bad Debt Records	2 years after payment or settlement	Paper		

**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.**



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-83	Balance Sheets	3 years	Paper		
2013-84	Bank Deposit Records (Receipts, Reconciliations, Slips, Statements, etc.)	3 years provided audited	Paper		
2013-85	Bid Bonds – Successful bidder	Retain until acceptance of project performance bond	Paper		
2013-86	Bid Bonds-Unsuccessful bidder	Return after project awarded	Paper		
2013-87	Bids-Successful	15 years after completion of project	Paper		
2013-88	Bids-Unsuccessful	2 years after letting of the contract	Paper		
2013-89	Block Grant Documentation	5 years	Paper		
2013-90	Bond Register	Permanent	Paper		✓
2013-91	Canceled checks	3 years provided audited	Paper		
2013-92	Canceled warrants	3 years provided audited	Paper		
2013-93	Capital Improvement Bonds	Until paid off and audited, appraise for historical value	Paper		
2013-94	Cash Books/Cash Reports	3 years	Paper		
2013-95	Cash Receipts and Disbursements	3 years provided audited	Paper		
2013-96	Cash Register Tapes/Records	2 years provided internal control	Paper		

**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.**





**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
		established			
2013-97	Certificate of Result of Election (Bond Issues)	Until expiration of bond issue	Paper		
2013-98	Chargeback Reports/Records	3 years	Paper		
2013-99	Check Registers/Stubs/Carbons	3 years provided audited	Paper		
2013-100	Checking Account Statement	3 years provided audited	Paper		
2013-101	Checks-Voided	Until audited	Paper		
2013-102	Client payment files	3 years	Paper		
2013-103	Computer Generated Financial Reports- monthly, quarterly, semiannual, annual	Until replaced by annual report; annual report kept 5 years	Paper		
2013-104	Cost Control Records	3 years	Paper		
2013-105	Report of Cash Received	3 years provided audited	Paper		
2013-106	Damage Claims	Until settle and all appeals exhausted	Paper		
2013-107	Deposit Refund Requests	Until deposit is refunded and account audited	Paper		
2013-108	Encumbrance Documents	3 years	Paper		
2013-109	Encumbrance and Expenditure Journal	7 years, provided audited	Paper		

**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.**



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-110	Federal Reserve Sharing Account	7 years, provided audited	Paper		
2013-111	Fixed Assets Record	10 years	Paper		
2013-112	General Ledger	25 years	Paper		
2013-113	Indebtedness Statement	Permanent	Paper		
2013-114	Insurance Policies	2 years after expiration, provided all claims settled	Paper		
2013-115	Intergovernmental Tax Receipts	3 years provided audited	Paper		
2013-116	Investment Records	3 years provided audited	Paper		
2013-117	Invitation to Bid (ITB)	2 years	Paper		
2013-118	Invoices and Supporting documents	3 years	Paper		
2013-119	Licenses	Term of license plus 1 year	Paper		
2013-120	Monthly Report of Municipal Court	3 years, provided audited	Paper	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.	
2013-121	Monthly Statement of Balances	3 years, provided audited	Paper		
2013-122	Mortgages	Until paid and cancelled, provided audited	Paper		
2013-123	Oil and Gas Drilling Permit	Permanent	Paper		✓
2013-124	Pay-In Records	3 years, provided audited	Paper		



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-125	Performance Bonds	After project successfully completed and accepted	Paper		
2013-126	Permits	3 years, provided audited	Paper		
2013-127	Invoice or Statement of Services	3 years	Paper		
2013-128	Petty Cash Record	3 years provided audited	Paper		
2013-129	Phone Quotes/Confirmations	2 years	Paper		
2013-130	Posting Sheets and Cards for Paid Bills	3 years provided audited	Paper		
2013-131	Prevailing Wage Records	3 years	Paper		
2013-132	Property Inventories	3 years	Paper		
2013-133	Purchase Orders – Original	3 years	Paper		
2013-134	Purchase Orders – Copies	Until no longer of administrative value	Paper		
2013-135	Receipts and Expenditures Report to Auditor of State	3 years	Paper		
2013-136	Receiving Documents	3 years	Paper		
2013-137	Reconciliation Sheets, Bank Accounts	3 years provided audited	Paper		
2013-138	Record of Funds Received	3 years, provided audited	Paper		
2013-139	Refund Check Ledger	5 years provided audited	Paper		

**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.**



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-140	Remittance Advice	3 years	Paper		
2013-141	Request for Proposals (RFP's)	2 years	Paper		
2013-142	Retirement System Payments/Records	Permanent	Paper		
2013-143	Sales Tax Records	4 years	Paper		
2013-144	Settlement Sheet or Tax Distribution from County Auditor	10 years	Paper		
2013-145	Special Assessments	Until paid off and audited	Paper		
2013-146	Surety Bonds – special	10 years after expiration	Paper		
2013-147	Surety Bonds of officials or employees	10 years after termination of officer or employee	Paper		
2013-148	Tax Abatement Records	Duration of the abatement plus 1 year	Paper		
2013-149	Tax Settlement Reports	3 years provided audited	Paper		
2013-150	Trial Balance Records	3 years	Paper		
2013-151	Transmittal of Ohio Wage and Tax Statement	6 years provided audited	Paper		
2013-152	Travel Expense Records	3 years	Paper		
2013-153	Treasury investment board report	10 years	Paper		
2013-154	Unemployment Compensation Records	3 years provided audited	Paper		

**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.**



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State LGRP	(6) RC-3 Required by OHS- LGRP
2013-155	Uniform Allowance Record	3 years provided audited	Paper	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.	
2013-156	Vouchers-original	3 years provided audited	Paper		
2013-157	Accounts Receivable	6 years	Paper		
2013-158	Annual Summary of Cash Collected	3 years provided audited	Paper		
2013-159	Business Income Tax Reconciliation Form	6 years	Paper		
2013-160	Closed Account	6 years	Paper		
2013-161	Control Sheet	6 years	Paper		
2013-162	Corporate partnership fiduciary income tax return	6 years	Paper		
2013-163	Daily Posting Recapitulation	3 years provided audited	Paper		
2013-164	Detailed Cash Receipt Record	6 years	Paper		
2013-165	Delinquent Account Records	Until paid and audited	Paper		
2013-166	Declaration of Estimated Income Tax, Business and Individual	6 years	Paper		
2013-167	Final Return for the Year	6 years	Paper		
2013-168	Individual's Tax Return	6 years	Paper		
2013-169	Quarterly Notice of Installment Due	6 years	Paper		



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-170	Quarterly Payment Statement	6 years	Paper		
2013-171	Refund Voucher	6 years	Paper		
2013-172	Uncollectible Income Tax Accounts	6 years	Paper		
2013-173	Bond Issue Ledger	Permanent	Paper		✓
2013-174	Bond Transcripts	10 years after issue redeemed	Paper		
2013-175	Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value	Paper		
2013-176	Call Notices-Securities	10 years after call	Paper		
2013-177	Cash Journal	10 years provided audited	Paper		
2013-178	Electronic Fund Transfer Records	10 years	Paper		
2013-179	Monthly Financial Statement	Until incorporated in annual report	Paper		
2013-180	Record of Registered Bonds	Permanent	Paper		
2013-181	Sinking Fund Ledger or Journal	Permanent	Paper		✓
2013-182	Application for PERS Refund or Waiver	Permanent	Paper		
2013-183	Court Orders for Payroll Deduction	Until employee terminates or Order	Paper		



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
		rescinded			
2013-184	Employee Earning Record	Updated until termination; placed in personnel file	Paper	<b>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.</b>	
2013-185	Employee Income Tax Withholding Certificate	3 years after termination of employment, provided audited	Paper		
2013-186	Employee Withholding Payment Record	6 years provided audited	Paper		
2013-187	Employee Pay Records	Updated until termination; placed in personnel file	Paper		
2013-188	Employee Withholding Requests	Until replaced or revoked by employee	Paper		
2013-189	Employer Quarterly Federal Tax Return	4 years provided audited	Paper		
2013-190	Garnishment Orders	Until employee terminates of Order rescinded	Paper		
2013-191	Leave Balances/Reports Bi-weekly report of leave use and balances	Until incorporated in annual leave balances report	Paper		
2013-192	Leave Balances/Reports Annual employee leave use/balances report	5 years	Paper		
2013-193	Leave Balances/Reports Annual leave use and balances by Muni-unit	25 years	Paper		
2013-194	Leave Balances/Reports Individual Employee	Updated in personnel file. Purge 2 years after termination	Paper		



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
		provided no outstanding balances			
2013-195	Notification of Pay/Pay Step Increase	Until superseded. Copy in personnel file	Paper	<b>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.</b>	
2013-196	Overtime Authorization	2 years provided audited	Paper		
2013-197	Overtime Reports	2 years provided audited	Paper		
2013-198	Payroll Journal/Record Annual Cumulative Printout Weekly/Monthly Payroll Journal	50 years 3 years, provided audited	paper		
2013-199	Reports to Retirement Systems	50 years	Paper		
2013-200	State Income Tax Report	25 years	Paper		
2013-201	Tax Withholding Reports	6 years provided audited	Paper		
2013-202	W-2 Forms	6 years provided audited	Paper		
2013-203	W-4 Forms	Until superseded or employee terminates	Paper		
2013-204	Blueprints, vellums	Until updated or obsolete then appraise for historical value	Paper		
2013-205	Drafts	Until no longer of administrative value	Paper Electronic		
2013-206	Drawings, Tracings, Mylars	Until updated or obsolete then appraise for historical value	Paper		✓





**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-207	Maps/Plats	Until updated or obsolete then appraised for historical value	Paper		✓
2013-208	Material Safety Sheets	Until superseded	Paper Electronic		
2013-209	Project Plans/Drawings	Life of project or obsolete then appraised for historical value	Paper		
2013-210	Surveying – Field Notes	Permanent	Paper		
2013-211	Aerial photographs	Until superseded then appraised for historical value	Paper		
2013-212	Bridge plans	Life of bridge	Paper		✓
2013-213	Bridge inspection reports	10 years	Paper		
2013-214	Change Orders	Place in project file	Paper		
2013-215	City Properties File	Permanent	Paper		✓
2013-216	City Zoning Maps	Permanent	Paper		✓
2013-217	Contractors' Prevailing Wages Records	5 years	Paper	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.	
2013-218	Federal Project Files	5 years after completion of project provided audited	Paper		



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-219	House Number Record	Permanent	Paper		✓
2013-220	Job Orders	3 years	Paper		
2013-221	Maintenance Orders	2 years	Paper		
2013-222	Project Files (Contracts, specifications, change orders, progress reports, inspections, etc.)	15 years after completion of project	Paper		
2013-223	Sanitary Sewer Records	Permanent	Paper		
2013-224	Sewer Testing Records	5 years	Paper		
2013-225	Special Assessments Record	3 years after final payment provided audited	Paper		
2013-226	Blueprints, Maps, and Plans	Life of infrastructure then appraised for historical value	Paper		✓
2013-227	Sewer Repair Sheets	Until approved or proposal rejected	Paper		
2013-228	Street Lighting Pole Locations	Until updated	Paper		
2013-229	Street Opening Permits	3 years	Paper		
2013-230	Street Repair Cost Summary Record	3 years provided audited	Paper		
2013-231	Street Repair Record	3 years	Paper		
2013-232	Traffic Study Files	Until superseded then appraised for	Paper		✓

**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.**



**Ohio Historical Society**  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

(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
		historical value			
2013-233	Case Files, Civil	10 years provided no action pending	Paper		✓
2013-234	Case Files, Criminal	20 years provided no action pending	Paper		✓
2013-235	City Property Files	Permanent	Paper		
2013-236	Claims for damages	2 years after case settled and all appeals exhausted	Paper		
2013-237	Court Transcripts	3 years after case settled	Paper		
2013-238	Deeds	Permanent	Paper		✓
2013-239	Easements	Permanent	Paper		✓
2013-240	Legal Notices	5 years	Paper		
2013-241	Annexation Case Files	Permanent	Paper		✓
2013-242	Annexation Record	Permanent	Paper		✓
2013-243	Building Applications	Until occupancy permit issued	Paper		
2013-244	Building Inspection Reports	5 years	Paper		
2013-245	Building Permit Record	Permanent	Paper		✓



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

(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
2013-246	Building Plans-Residential Commercial Municipal Owned	3 years 5 years Life of structure then appraise for historical value	Paper		
2013-247	Building Sign Inspection Files	Permanent	Paper		
2013-248	Case Files-Board of Building and Zoning Appeals	Permanent	Paper		✓
2013-249	Certificates of Insurance	1 year after expiration provided no claims pending	Paper		
2013-250	City Building Code	Until superseded; retain one copy permanently	Paper		
2013-251	Community Development Records	Until no longer of administrative value	Paper		
2013-252	Complaints	Until no longer of administrative value provided no action pending	Paper		
2013-253	Condemnation and Demolition Records	Permanent	Paper		
2013-254	Contractor's Registration	2 years	Paper		
2013-255	Demolition Permits	Permanent	Paper		
2013-256	House Number Record	Permanent	Paper		✓



**Ohio Historical Society**  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

(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
2013-257	Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value then appraised for historical value	Paper		✓
2013-258	Legislative Research Files/Drafts	Until no longer of administrative value	Paper		
2013-259	Planning Briefs	25 years	Paper		
2013-260	Planning Commission Case Files	25 years provided no action pending	Paper		
2013-261	Occupancy Permit Record	Permanent	Paper		✓
2013-262	Street Name Change Record	Permanent	Paper		✓
2013-263	Street/Alley Vacation Case Files	Permanent	Paper		✓
2013-264	Subdivision Files	Permanent	Paper		✓
2013-265	Violations	Until corrected or adjudicated by a Court	Paper		
2013-266	Zoning Certificate for Occupancy and Use of Lands and Buildings	Permanent	Paper		✓