

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

To: CITY OF ASHTABULA Records Commission (440) 992-7141 Telephone Number

4717 MAIN AVENUE ASHTABULA 44004 ASHTABULA
 (Address) (City) (Zip Code) (County)

From CITY OF ASHTABULA Service Department
 (Political Subdivision Name) (Unit)
 Anthony Cantagallo City Manager 9/14/2011
 (Signature Of Responsible Official) (Name) (Title) (Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on 08/17/2011 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

 9/28/11
 Signature Date

Subject to selection upon receipt of a Certificate of Records Disposal (RC-3)

Connie Bonner 10/11/11
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

 10-14-11
 For the Ohio Auditor of State Date

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
00-00001	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.	Paper	
00-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.	Paper	
00-00003	Executive Correspondence - This 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.	2 Year(s) And no longer of an Admin.or Legal value.	Multi	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: CITY OF ASHTABULA Service Department _____
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
00-00004	General Correspondence - This 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).	1 Year(s) And no longer of an Administrative Value	Multi	
00-00005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	6 Month(s) And no longer of an Administrative Value	Multi	
00-00006	Transient Documents - This includes telephone messages, telephone message books \ logs and other limited documents which serve to convey information of temporary importance in lieu of oral communication.	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Multi	
00-00007	Unsolicited Correspondence	Retain until no longer of an Admin. Value, then destroy	Multi	
00-00008	Copies - (Reading, Informational & Reference)	Retain until no longer of an Admin. Value, then destroy	Multi	
00-00009	Drafts and Informal Notes	Retain until no longer of an Admin. Value, then destroy	Multi	
00-00010	Bulletins, Posters and Notices	Retain until no longer of an Admin. Value, then destroy	Paper	
00-00011	Blank Forms	Until Revised, Obsolete or Superseded, then destroy.	Multi	
00-00012	Professional Magazines & Publications	Retain until no longer of an Admin. Value, then destroy	Paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: CITY OF ASHTABULA Service Department _____
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
00-00013	Reference Publications & Directories	Until Revised, Superseded or Obsolete.	Multi	
00-00014	Laws, Regulations & Rules (Local, County, State & Federal)	1 Year(s) After Revised, Resinded, Superseded or Obsolete.	Multi	
00-00015	Vendor & Suppliers Information	Until Revised, Obsolete or Superseded, then destroy.	Paper	
00-00016	Material Safety Data Sheets (MSDS)	Until obsolete or superseded, then destroy	Paper	
00-00017	Business Card \ Rotary & Rolodex Files	Until obsolete or superseded, then destroy	Multi	
00-00018	Planning, Scheduling, Calendar & Training Information on : Display Boards, Erasable \ Dry-Erase Boards, Chalkboards, Easel Pads and Microsoft Outlook	Continually Updated, Revised or Erased	Multi	
00-00019	Daily, Weekly, Monthly & Yearly Appointment Books \ Calendars\ Schedules \ Organizers\ Planners & Microsoft Outlook	Continually Updated, Revised or Erased	Multi	
00-00020	Facsimile Logs\ Cover Sheets\ Confirmation Notices\ Buffer Printouts	Until no longer of an Adminstrative Value or Fiscal Value, then destroy	Paper	
00-00021	PC \ Computer System Backup Files	Retain for 2 System Backup Cycles then Erase & Reuse Tapes, Disks or Cartridges.	Multi	
00-00022	PC \ Computer Systems \ Servers- Hard Drives, RAM, Disks, Diskettes, Tapes, Cartridges and similar electronic storage media	FDISK, Format, Reformat, Overwrite, Erase or Delete Data as Administatively necessary.	Multi	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: CITY OF ASHTABULA
(Political Subdivision Name)

Service Department _____
(Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
00-00023	Awards, Newspaper Articles, Photographs	Permanent	Multi	
00-00024	Computer Generated Reports (Non - Specific) - Administrative & Financial Reports - Periodic	Until no longer of an Administrative Value or Fiscal Value, then destroy	Multi	
00-00025	Computer Generated Reports (Non - Specific) Administrative & Financial - Annual \ Year End Cumulative	Until no longer of Admin. or Fiscal Value	Multi	
00-00026	Training Materials	Until no longer of an Admin. Value.	Multi	
00-00027	General Administrative File	Until no longer of Admin. or Legal Value	Multi	
00-00028	Professional Organizations & Association Files	1 Year(s) And no longer of an Administrative Value	Paper	
00-00029	News Releases	2 Year(s)	Multi	
00-00030	Surveys & Questionnaires	3 Year(s) And no longer of an Admin. or Legal value.	Paper	
00-00031	Equipment Operating & Maintenance Manuals	Life of Equipment	Multi	
00-00032	Equipment Maintenance & Repair Records	Life of Equipment	Multi	
00-00033	Annual Departmental Budget (Departmental Copy)	3 Year(s) Provided Audited	Multi	
00-00034	Annual Departmental Budget Preparation Documents & Workpapers	3 Year(s) After final budget approved	Multi	
00-00035	Requisitions for Purchase Orders, Purchase Orders, Invoices & Statements (Departmental Copy)	3 Year(s) Provided Audited	Paper	
00-00036	Fixed Asset Form	When Asset transferred or sold, Return this form to the Auditor's Office.	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.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: CITY OF ASHTABULA
(Political Subdivision Name)

Service Department _____
(Unit)

Schedule Number	Records title and description.	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
00-00037	Voice Mail	Erase when no longer of an administrative or legal value. No RC-3 required.	Multi	
00-00038	Contracts, Service Agreement, Leases	15 Year(s) After expiration	Paper	
00-00039	Statistical and Operational Reports	Until No Longer of an Admin. or Legal Value.	Multi	
00-00040	Labor Contracts - Departmental Copy	6 Year(s) After expiration	Paper	
00-00041	Labor contracts - Negotiation Notes and Records	3 Year(s) After expiration	Multi	
00-00042	Engineering Reports	10 Year(s) And no longer of an Administrative Value	Paper	
00-00043	City Owned Facility and Structures Upgrades File	Permanent	Multi	
00-00044	Audio \ Video \ Digital Recordings	Erase when no longer of an Administrative or Legal Value.	Paper	
00-00045	Receipts	3 Year(s) Provided Audited	Paper	
00-00046	Bid Packet - ITB, Specifications, Contracts, Bonds - copies, Tabulations, Prevailing Wage Records	15 Year(s) After completion of project	Multi	
00-00047	Bid Bonds - Successful Bidder	Retain until contract meet and project accepted by the city then return to bidder	Paper	
00-00048	Bid Bonds - Unsuccessful Bidder	Return Immediately After Project is Awarded	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.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

From: CITY OF ASHTABULA Service Department _____
 (Political Subdivision Name) (Unit)

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
00-00049	Electronic Mail (E- Mail) & Attachments	Within 30 days print to paper or save to electronic folder email which has admin., fiscal or legal value. File & retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will- no RC-3 required.	Multi	
10-00050	Backup Data Required by Change of Personnel	3 Year(s) Backup data created by reason of change of personnel (i.e. existing computer used by new employee) will be retained by dept. head for 3 yrs unless data is separately reviewed and retained or disposed of in accordance with retention schedules.	Multi	