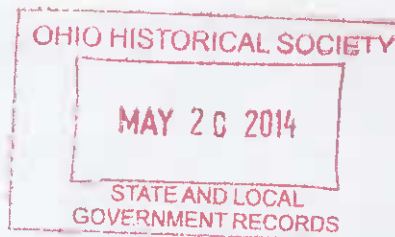




Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E 17th Avenue  
Columbus, Ohio 43211-2497



## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form

### Section A: Local Government Unit

CITY OF ASHTABULA

CITY MANAGER

(local government entity)

(unit)

JAMES TIMONERE

CITY MANAGER

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

CITY OF ASHTABULA

Records Commission

(440) 992-7141

(telephone number)

4717 MAIN AVENUE

ASHTABULA

44004

ASHTABULA

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: [csheldon@ashtabulacity.com](mailto:csheldon@ashtabulacity.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

Date

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Date

Please Note: The State Archives retains RC- 2 forms permanently.  
It is strongly recommended that the Records Commission retain a permanent copy of this form.

## Section E: Records Retention Schedule

CITY OF ASHTABULA

CITY MANAGER

(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	(6) RC-3 Required by OHS- LGRP
0000001	Policies, Procedures, Rules & Regulations:	6 Year(s) After Revised, Superseded, Rescinded and No Longer of an Administrative or Legal Value.	Paper		<input type="checkbox"/>
0000002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3):	25 Year(s) After Revised, Superseded, Rescinded and No Longer of an Administrative or Legal Value.	Paper		<input type="checkbox"/>
0000003	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, programs, fiscal and personnel matters.:	2 Year(s) And no longer of an Administrative or Legal value.	Multi		<input type="checkbox"/>
0000004	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		<input type="checkbox"/>
0000005	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		<input type="checkbox"/>
0000006	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.	Multi		<input type="checkbox"/>
0000007	Unsolicited Correspondence:	Retain until no longer of an Administrative Value, then destroy	Multi		<input type="checkbox"/>
0000008	Copies - (Reading, Informational & Reference):	Retain until no longer of an Administrative Value, then destroy	Multi		<input type="checkbox"/>
0000009	Drafts and Informal Notes:	Retain until no longer of an Administrative Value, then destroy	Multi		<input type="checkbox"/>
0000010	Bulletins, Posters and Notices:	Retain until no longer of an Administrative Value, then destroy	Paper		<input type="checkbox"/>
0000011	Blank Forms:	Until Revised, Obsolete or Superseded, then destroy.	Multi		<input type="checkbox"/>
0000012	Professional Magazines & Publications:	Retain until no longer of an Administrative Value, then destroy	Paper		<input type="checkbox"/>
0000013	Reference Publications & Directories:	Until Revised, Superseded or Obsolete.	Multi		<input type="checkbox"/>

## Section E: Records Retention Schedule

CITY OF ASHTABULA

CITY MANAGER

(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	(6) RC-3 Required by OHS- LGRP
0000014	Laws, Regulations & Rules (Local, County, State & Federal):	1 Year(s) After Revised, Rescinded, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000015	Vendor & Suppliers Information:	Until Revised, Obsolete or Superseded, then destroy.	Paper		<input type="checkbox"/>
0000016	Voice Mail, Pager and Cell Phone Messages \ Audio, Video and Digital Recordings:	Erase when no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
0000017	Business Card \ Rotary & Rolodex Files:	Until obsolete or superseded, then destroy	Multi		<input type="checkbox"/>
0000018	Planning, Scheduling, Calendar & Training Information on : Display Boards, Erasable \ Dry- Erase Boards, Chalkboards, Easel Pads and Microsoft Outlook:	Continually Updated, Revised or Erased	Multi		<input type="checkbox"/>
0000019	Daily, Weekly, Monthly & Yearly Appointment Books \ Calendars\ Schedules \ Organizers\ Planners & Microsoft Outlook:	Continually Updated, Revised or Erased	Multi		<input type="checkbox"/>
0000020	Facsimile Logs\ Cover Sheets\ Confirmation Notices\ Buffer Printouts:	Until no longer of an Administrative or Fiscal Value, then destroy	Paper		<input type="checkbox"/>
0000021	PC \ Computer System Backup Files:	Retain for 2 System Backup Cycles then Erase & Reuse Tapes, Disks or Cartridges.	Multi		<input type="checkbox"/>
0000022	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 Administratively necessary.	Multi		<input type="checkbox"/>
0000023	Awards, Newspaper Articles, Photographs:	Retain Permanently	Multi		<input checked="" type="checkbox"/>
0000024	Computer Generated Reports (Non - Specific) - Administrative & Financial Reports - Periodic:	Until no longer of an Administrative or Fiscal Value, then destroy	Multi		<input type="checkbox"/>
0000025	Computer Generated Reports (Non - Specific) Administrative & Financial - Annual \ Year End Cumulative:	Until no longer of Administrative or Fiscal Value	Multi		<input type="checkbox"/>
0000026	Training Materials:	Until no longer of an Administrative Value.	Multi		<input type="checkbox"/>
0000027	General Administrative Files:	Until no longer of Administrative or Legal Value	Multi		<input type="checkbox"/>
0000028	Professional Organizations & Association Files:	1 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>
0000029	News Releases:	2 Year(s)	Multi		<input checked="" type="checkbox"/>
0000030	Surveys & Questionnaires:	3 Year(s) And no longer of an Administrative or Legal value.	Paper		<input type="checkbox"/>

**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.**

## Section E: Records Retention Schedule

CITY OF ASHTABULA

CITY MANAGER

(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	(6) RC-3 Required by OHS- LGRP
0000031	Equipment Operating & Maintenance Manuals:	Life of Equipment	Multi		<input type="checkbox"/>
0000032	Equipment Maintenance & Repair Records:	Life of Equipment	Multi		<input type="checkbox"/>
0000033	Annual Departmental Budget ( Departmental Copy):	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000034	Annual Departmental Budget Preparation Documents & Workpapers:	3 Year(s) After final budget approved	Multi		<input type="checkbox"/>
0000035	Requisitions for Purchase Orders, Purchase Orders, Invoices & Statements (Departmental Copy):	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000036	Fixed Asset Form:	When Asset transferred or sold, Return this form to the Auditor's Office.	Paper		<input type="checkbox"/>
	CITY MANAGER:				<input type="checkbox"/>
0000100	Reports to City Council:	5 Year(s)	Paper		<input type="checkbox"/>
0000101	Labor Contracts (Copy):	6 Year(s) After expiration	Paper		<input type="checkbox"/>
0000102	Labor Contract Negotiations - Notes & Records:	Life of Contract	Paper		<input type="checkbox"/>
0000103	Service Contracts and Agreements:	15 Year(s) After expiration	Paper		<input type="checkbox"/>
0000104	Grievances - Not Covered in Contract:	Until resolved.	Paper		<input type="checkbox"/>
0000105	Receipts \ Receipt Records:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000106	Payroll \ Time Sheets:	3 Year(s)	Multi		<input type="checkbox"/>
0000107	Termination \ Promotion \ Reprimand Letters:	Incorporate into Personnel File	Multi		<input type="checkbox"/>
0000108	Electronic Mail (E- Mail) & Attachments:	Within 30 days print to paper or save to electronic folder email which has administrative, fiscal or legal value. File & retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will.	Multi		<input type="checkbox"/>
0000109	Material Safety Data Sheets (MSDS):	Until obsolete or superseded, then destroy	Multi		<input type="checkbox"/>

## Section E: Records Retention Schedule

CITY OF ASHTABULA

CITY MANAGER

(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	(6) RC-3 Required by OHS- LGRP
0000110	City Owned Facility and Structure Upgrade Files:	Retain Permanently	Multi		<input checked="" type="checkbox"/>
0000111	Engineering Reports and Drawings:	10 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000112	Bid Packet - ITB, Specifications, Contracts, Bonds( copies), Tabulations, Prevailing Wage Documentation:	15 Year(s) After completion of project	Multi		<input type="checkbox"/>
0000113	Bid Bonds - Successful Bidder:	Retain until contract terms met and project accepted by the City then return to Bidder	Paper		<input type="checkbox"/>
0000114	Bid bonds - Unsuccessful Bidder:	Return Immediately after Project is awarded	Paper		<input type="checkbox"/>
0000115	Statistical and Operational Reports:	Until No Longer of an Administrative or Legal Value.	Multi		<input type="checkbox"/>
0000116	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		<input type="checkbox"/>
	<b>ECONOMIC DEVELOPMENT:</b>				<input type="checkbox"/>
0000200	Economic Development Meeting Notices & Agendas:	3 Year(s)	Multi		<input type="checkbox"/>
0000201	Economic Development Meeting Written Minutes:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000202	Economic Development Meeting Notes/Recordings:	Until official minutes prepared and approved.	Multi		<input type="checkbox"/>
0000203	Economic Development Project Files (whether or not they come to fruition):	3 Year(s) And no longer of an Administrative or Legal value.	Multi		<input type="checkbox"/>
0000204	Meeting Minutes from Merchant/Economic Development Related Committees- This includes the Lift Bridge Association, and Ashtabula Downtown Development Association.:	5 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000205	Economic Development Reports:	5 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>

## Section E: Records Retention Schedule

CITY OF ASHTABULA  
(local government entity)CITY MANAGER  
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
0000206	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		<input type="checkbox"/>
0000207	Electronic Mail (E-Mail) & Attachments:	Within 30 days print to paper or save to electronic folder email which has administrative, fiscal or legal value. File & retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will.	Multi		<input type="checkbox"/>
	INFORMATION TECHNOLOGY:				<input type="checkbox"/>
0000300	Information Resources Management and Network Data Processing Service Plans:	6 Year(s) After Revised, Rescinded, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000301	Network Data System Specifications:	3 Year(s) After system replaced and until all system data transferred to new operating equipment.	Multi		<input type="checkbox"/>
0000302	Network Disaster Preparedness and Recovery Plans:	Until Revised, Rescinded, or Obsolete.	Multi		<input type="checkbox"/>
0000303	Network Backup Files:	Retain for 3 System Backup Cycles, then erase, reuse or destroy storage media.	Multi		<input type="checkbox"/>
0000304	Site - Equipment Support Files:	Until Warranty or Guarantee of Service has expired. Retain Service Histories and other summary records until the related equipment is no longer in use.	Multi		<input type="checkbox"/>
0000305	WEB Statistics:	6 Month(s)	Multi		<input type="checkbox"/>
0000306	WEB Reports:	Until no longer of Administrative or Fiscal Value	Multi		<input type="checkbox"/>
0000307	City of Ashtabula World Wide Web Site Data and Information:	Continually maintained, updated or superseded.	Computer		<input type="checkbox"/>
0000308	Annual Report:	10 Year(s)	Multi		<input type="checkbox"/>
0000309	Network Administration Files:	5 Year(s)	Multi		<input type="checkbox"/>
0000310	Network Security Records:	Continually Maintained, Updated or Superseded.	Multi		<input type="checkbox"/>
0000311	Electronic Mail ( E-Mail ) System:	Retain for 3 System Backup Cycles, then erase, reuse or destroy storage media.	Multi		<input type="checkbox"/>

## Section E: Records Retention Schedule

CITY OF ASHTABULA

CITY MANAGER

(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	(6) RC-3 Required by OHS- LGRP
0000312	Electronic Mail ( E-Mail):	Within 30 days print to paper or save to electronic folder email which has administrative, fiscal or legal value. File & retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will.	Multi		<input type="checkbox"/>
0000313	PC, Network & Server - System Reviews \ Data Analysis \File Downloads\Screen Saves and supporting documentation \ reports:	Until no longer of Administrative or Legal Value	Multi		<input type="checkbox"/>
0000314	Professional Magazines & Publications:	Retain until no longer of an Administrative Value, then destroy	Paper		<input type="checkbox"/>
0000315	Vendor & Supplies Information:	Until Revised, Obsolete or Superseded, then destroy.	Paper		<input type="checkbox"/>
0000316	Planning, Scheduling, Calendar & Training Information on: Display Boards, Erasable/Dry-Erase Boards, Chalkboards, Easel Pads and Microsoft Outlook:	Continually Updated, Revised or Erased	Paper		<input type="checkbox"/>
0000317	Facsimile Logs/Cover Sheets/Confirmation Notices/Buffer Printouts:	Until no longer of Administrative or Fiscal Value	Paper		<input type="checkbox"/>
0000318	Bakup 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		<input type="checkbox"/>
	RECREATION:				<input type="checkbox"/>
0000400	Annual Reports:	25 Year(s)	Paper		<input type="checkbox"/>
0000401	Educational and Public Service Programs Brochures \ Pamphlets \ Handouts:	Until Revised, Superseded or Obsolete.	Paper		<input type="checkbox"/>
0000402	Recreation Board Agendas and Meeting Notices (Sec. 121.22 ORC):	3 Year(s) And no legal actions or claims pending	Paper		<input type="checkbox"/>
0000403	Recreation Written Board Minutes:	25 Year(s) Appraise for Historical Value	Paper		<input checked="" type="checkbox"/>
0000404	Maps and Plans of Park Lands:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000405	Personal Service Agreements (Game Officials, Instructors, Program Leaders etc.):	3 Year(s) And no legal actions or claims pending	Paper		<input type="checkbox"/>
0000406	Participant Registration Files & Liability Waivers- Juveniles:	Until the person turns 21 years old	Paper		<input type="checkbox"/>

**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.**

**Section E: Records Retention Schedule**

**CITY OF ASHTABULA**  
(local government entity)

**CITY MANAGER**  
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
0000407	Participant Registration Files & Liability Waivers - Adults:	3 Year(s) After event or season is over and no legal actions pending.	Paper		<input type="checkbox"/>
0000408	Recreational Program Files:	3 Year(s) After program discontinued or no longer of an administrative value.	Multi		<input type="checkbox"/>
0000409	Team Rosters and Score Cards:	3 Year(s)	Multi		<input type="checkbox"/>
0000410	Registration Forms and Tracking Sheets:	Until no longer of an Administrative Value.	Multi		<input type="checkbox"/>
0000411	Program and Participant Rules and Regulations:	2 Year(s) After revised or rescinded.	Paper		<input type="checkbox"/>
0000412	Appropriation Transfers - Requests and Approvals:	2 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000413	Park and Recreation Refunds:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000414	Permits (Facility Rentals & Use):	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000415	Electronic Mail (E-Mail) & Attachments:	Within 30 days print to paper or save to electronic folder email which has administrative, fiscal or legal value. File & retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will.	Multi		<input type="checkbox"/>
0000417	Bakup 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		<input type="checkbox"/>
	<b>SERVICE DEPARTMENT:</b>				<input type="checkbox"/>
0000501	Contracts, Service Agreement, Leases:	15 Year(s) After expiration	Paper		<input type="checkbox"/>
0000502	Statistical and Operational Reports:	And no longer of an Administrative or Legal value	Multi		<input type="checkbox"/>
0000503	Labor Contracts - Departmental Copy:	6 Year(s) After expiration	Paper		<input type="checkbox"/>
0000504	Labor contracts - Negotiation Notes and Records:	3 Year(s) After expiration	Multi		<input type="checkbox"/>
0000505	Engineering Reports:	10 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>



## Section E: Records Retention Schedule

CITY OF ASHTABULA  
(local government entity)

CITY MANAGER  
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
0000506	City Owned Facility and Structures Upgrades File:	Retain Permanently	Multi		<input checked="" type="checkbox"/>
0000507	Audio \ Video \ Digital Recordings:	Erase when no longer of an Administrative or Legal Value.	Paper		<input type="checkbox"/>
0000508	Receipts:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000509	Bid Packet - ITB, Specifications, Contracts, Bonds - copies, Tabulations, Prevailing Wage Records:	15 Year(s) After completion of project	Multi		<input type="checkbox"/>
0000510	Bid Bonds - Successful Bidder:	Retain until contract meet and project accepted by the city then return to bidder	Paper		<input type="checkbox"/>
0000511	Bid Bonds - Unsuccessful Bidder:	Return Immediately After Project is Awarded	Paper		<input type="checkbox"/>
0000512	Electronic Mail (E- Mail) & Attachments:	Within 30 days print to paper or save to electronic folder email which has administrative, fiscal or legal value. File & retain according to content based on RC-2. Purge records w/approved RC-3 Purge transient email at will.	Multi		<input type="checkbox"/>
0000513	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		<input type="checkbox"/>

**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.**