



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E 17th Avenue  
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

FEB 25 2015

STATE AND LOCAL  
GOVERNMENT RECORDS

### RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form

**Section A: Local Government Unit**

CITY OF ASHTABULA

CIVIL SERVICE

(local government entity)

(unit)

BRET CIMORELL

CIVIL SERVICE CHAIRMAN

(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

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

2-25-15

Date

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

Signature

Govt. Records Archivist

Title

3/9/15

Date

**Section D: Auditor of State**

Signature

3-11-15

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

## CIVIL SERVICE

CITY OF ASHTABULA

(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0000001	Policies, Procedures, Rules & Regulations:	6 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.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0000002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3):	25 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.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, program, fiscal and personnel matters.:	2 Year(s) And no longer of an Admin.or Legal value.	Multi		<input checked="" 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. No RC-3 required.	Multi		<input type="checkbox"/>
0000007	Unsolicited Correspondence:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Multi		<input type="checkbox"/>
0000008	Copies - (Reading, Informational & Reference):	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
0000009	Drafts and Informal Notes:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Multi		<input type="checkbox"/>
0000010	Bulletins, Posters and Notices:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Paper		<input type="checkbox"/>
0000011	Blank Forms:	Until Revised, Obsolete or Superseded, then destroy.	Multi		<input type="checkbox"/>
0000013	Reference Publications & Directorles:	Until Revised, Superseded or Obsolete.	Multi		<input type="checkbox"/>

## Section E: Records Retention Schedule

CITY OF ASHTABULA  
(local government entity)CIVIL SERVICE  
(unit)

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0000014	Laws, Regulations & Rules (Local, County, State & Federal):	1 Year(s) After Revised, Resinded, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000015	Vendor & Suppliers Information:	Until Revised, Obsolete or Superseded, then destroy.	Paper		<input type="checkbox"/>
0000016	Civil Service Annual Report:	25 Year(s)	Paper		<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"/>
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 type="checkbox"/>
0000024	Computer Generated Reports (Non - Specific) - Administrative & Financial Reports - Periodic:	Until no longer of an administrative or fiscal value, then destroy. No RC-3 required.	Multi		<input type="checkbox"/>
0000025	Computer Generated Reports (Non - Specific) Administrative & Financial - Annual \ Year End Cumulative:	Until no longer of Admin. or Fiscal Value	Multi		<input type="checkbox"/>
0000026	Training Materials:	Until no longer of an Admin. Value.	Multi		<input type="checkbox"/>
0000027	General Administrative File:	Until no longer of Admin. 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 Admin.or Legal value.	Paper		<input type="checkbox"/>
0000031	Equipment Operating & Maintenance Manuals:	Life of Equipment	Multi		<input type="checkbox"/>

**Section E: Records Retention Schedule**

**CITY OF ASHTABULA**  
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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"/>
0000037	Commission Meeting Notices & Agendas ( 121.22 ORC ):	3 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>
0000038	Commission Meeting Written Minutes:	Retain Permanently	Paper		<input type="checkbox"/>
0000039	Employee Files - Schools:	7 Year(s) And no longer of an Admin. Value.	Paper		<input type="checkbox"/>
0000040	Eligibility Lists:	7 Year(s) After position eligibility list expires	Paper		<input type="checkbox"/>
0000041	Classified Employees List:	7 Year(s) After superseded	Paper		<input type="checkbox"/>
0000042	Applications for Examinations \ Appointments - NOT HIRED:	7 Year(s)	Paper		<input type="checkbox"/>
0000043	Examination Results:	7 Year(s) After position eligibiity list expires	Paper		<input type="checkbox"/>
0000044	Hearing Case Files \ Tapes:	7 Year(s) After case closed	Multi		<input type="checkbox"/>
0000045	Evaluations - Police \ Fire - Copies for Eligibility Purposes:	Until No Longer of an Admin. or Legal Value.	Paper		<input type="checkbox"/>
0000046	Letters of Appointment:	Send to Personnel File kept by City Auditor - Payroll Unit	Paper		<input type="checkbox"/>
0000047	Commission Meeting Notes\ Recordings:	Until official minutes prepared and approved.	Multi		<input type="checkbox"/>
0000048	Records, Files and Documentation pertaining to persons NOT HIRED:	7 Year(s)	Multi		<input type="checkbox"/>
0000049	Applications and all other files, records and documentation pertaining to persons HIRED:	Send to Personnel File kept by City Auditor - Payroll Unit	Paper		<input type="checkbox"/>

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0000050	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		<input type="checkbox"/>
0000051	Voice Mail:	Erase when no longer of an administrative or legal value. No RC-3 required.	Multi		<input type="checkbox"/>
0000052	Professional Magazines & Publications:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Paper		<input type="checkbox"/>
0000053	Facsimile Logs /Cover Sheets/Confirmation Notices/Buffer Printouts:	Until no longer of an administrative or fiscal value, then destroy. No RC-3 required.	Paper		<input type="checkbox"/>
1000054	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"/>
1500055	RC100 and RC 101: Public records request forms (RC100) and response or disposition (RC 101)	2 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>