



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17th Avenue  
Columbus, OH 43211-2474

FEB 20 2019

STATE AND LOCAL  
GOVERNMENT RECORDS

Ashtabula City Council

RECEIVED  
APR 02 2019

### RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

**Section A: Local Government Unit**

CITY OF ASHTABULA

(local government entity)

CLERK OF COUNCIL

(unit)

LAVETTE HENNIGAN CLERK OF COUNCIL, MW

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

CITY OF ASHTABULA

Records Commission

(440) 992-7141

(telephone number)

4717 MAIN AVENUE

(address)

ASHTABULA

(city)

44004

(zip code)

ASHTABULA

(county)

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

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

2/20/2019

Date

**Section C: Ohio History Connection - State Archives**

Signature

Local Government Records Archivist 3/14/19

Title

Date

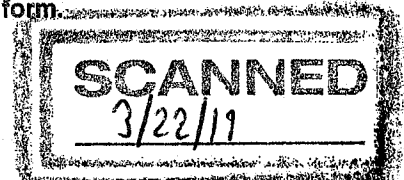
**Section D: Auditor of State**

Signature

3-14-19

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 (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA

CLERK OF COUNCIL

(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0000001	Policies, Procedures, Rules & Regulations:	6 Year(s) After Revised, Superseded, Rescinded and No Longer of an Administrative or Legal Value.	Multi		<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.	Multi		<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 Administrative 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.:	12 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.	Multi		<input type="checkbox"/>
0000011	Blank Forms:	Until Revised, Obsolete or Superseded, then destroy.	Multi		<input type="checkbox"/>
0000012	Professional Magazines, Publications, & Newsletters:	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 (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA

CLERK OF COUNCIL

(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):	After Revised, Resinded, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000015	Vendor & Suppliers Information:	Until revised, superseded, or obsolete.	Multi		<input type="checkbox"/>
0000016	Voice Mail:	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 Value or Fiscal Value, then destroy.	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:	Until no longer of Admin. or Fiscal Value	Multi		<input checked="" type="checkbox"/>
0000024	Computer Generated Reports (Non - Specific) - Administrative & Financial Reports - Periodic:	Until no longer of an Administrative Value or Fiscal Value, then destroy.	Multi		<input type="checkbox"/>
0000025	Computer Generated Reports (Non - Specific) Administrative & Financial - January Cumulative Reports:	Until no longer of an Administrative Value or Fiscal Value, then destroy.	Multi		<input type="checkbox"/>
0000026	Training Materials:	Until no longer of 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	Multi		<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.	Multi		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA

CLERK OF COUNCIL

(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	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.	<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	Multi		<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	City Charter and Amendments to the Charter:	Retain Permanently	Multi		<input checked="" type="checkbox"/>
0000038	Ordinances:	Retain Permanently	Multi	<input checked="" type="checkbox"/>	
0000039	Resolutions:	Retain Permanently	Multi	<input checked="" type="checkbox"/>	
0000040	Commendations issued by Council:	5 Year(s)	Multi		<input type="checkbox"/>
0000041	Ordinances \ Resolutions NOT Passed:	10 Year(s)	Multi		<input type="checkbox"/>
0000042	City of Ashtabula Written Council Minutes:	Retain Permanently	Multi		<input type="checkbox"/>
0000043	Committee Meetings \ Workshops Minutes, if written:	20 Year(s) Appraise for Historical Value	Multi		<input checked="" type="checkbox"/>
0000044	Audio \ Video \ Digital Recordings:	Erase and reuse when no longer of an Administrative Value.	Multi		<input type="checkbox"/>
0000045	Minutes of Council Meetings or Committee \ Work Session Meetings on the World Wide Web:	Until no longer of Administrative Value	Multi		<input type="checkbox"/>
0000046	Council and Committee Meetings Notices \ Agendas (Sec. 121.22 ORC):	5 Year(s)	Multi		<input type="checkbox"/>
0000049	Zoning Maps and Plats (Copies):	Continually Maintained and Updated.	Multi		<input type="checkbox"/>
0000050	Special Informational Projects \ Reports to Council:	Until no longer of an Administrative Value.	Multi		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA

CLERK OF COUNCIL

(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
0000051	Unsolicited Plans, Drawings, Renderings, Maps, Plans, Proposals and Reports:	When No Longer of an Administrative Value: Return to Submitter or destroy.	Multi		<input type="checkbox"/>
0000052	Council Members - Oaths of Office (Copies):	Until original is given to the Auditor's Office	Multi		<input type="checkbox"/>
0000053	Lists - Various:	Continually Updated, Revised or Erased	Multi		<input type="checkbox"/>
0000054	Comprehensive Financial Annual Report (Copy):	10 Year(s)	Paper		<input type="checkbox"/>
0000055	Media Notifications (Sec. 121.22 ORC):	3 Year(s)	Multi		<input type="checkbox"/>
0000056	Faxed Items:	1 Year(s) Until no longer of Administrative Value	Multi		<input type="checkbox"/>
0000057	Codified City Ordinances -1998 Edition \ Revisions and Additions:	Continually Updated, Revised or Superseded.	Multi		<input type="checkbox"/>
0000058	Name Plates:	Until no longer of Administrative Value	Multi		<input type="checkbox"/>
0000059	Original Council Packages \ List of Documents:	10 Year(s)	Multi		<input type="checkbox"/>
0000060	Preparation Files & Reports:	Continually maintained and updated.	Multi		<input type="checkbox"/>
0000061	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 and retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will.	Multi		<input type="checkbox"/>
1000062	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"/>
1400063	Election Result Certificates: Original certificate of election result from the Board of Elections—Receipt from the Board of Elections showing delivery for Ballot purposes.	Retain Permanently	Multi		<input checked="" type="checkbox"/>
1600064	Boards and Commission: Application for Membership	2 Year(s) Until no longer of Administrative Value	Multi		<input type="checkbox"/>
1600065	RC100 AND RC101: RC100 PUBLIC RECORDS REQUEST FORM RC101 PUBLIC RECORDS RESPONSE OF DISPOSITION	2 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>