



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

(local government entity)

FIRE DEPARTMENT

(unit)

[Signature]
(signature of responsible official)

JEFF GIANANTONIO

(name)

ACTING FIRE CHIEF

(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: 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.

[Signature]
Records Commission Chair Signature

2-25-15
Date

Section C: Ohio Historical Society - State Archives

Connie Connor
Signature

Govt. Records Archivist
Title

3/9/15
Date

Section D: Auditor of State

Martin E. Mueh
Signature

3-12-15
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

FIRE DEPARTMENT

CITY OF ASHTABULA

(unit)

(local government entity)

(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0000001	Policies, Procedures, Rules & Regulations:	6 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.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0000002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3):	25 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.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 Admin. Value, then destroy.	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. No RC-3 required.	Multi		<input type="checkbox"/>
0000012	Professional Magazines & Publications:	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

FIRE DEPARTMENT

CITY OF ASHTABULA

(unit)

(local government entity)

(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
0000013	Reference Publications & Directories:	Until revised, obsolete, or superseded, then destroy. No RC-3 required.	Multi		<input type="checkbox"/>
0000014	Laws, Regulations & Rules (Local, County, State & Federal):	After Revised, Resinded, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000015	Vendor & Suppliers Information:	Until Revised, Obsolete or Superseded, then destroy.	Multi		<input type="checkbox"/>
0000016	Material Safety Data Sheets (MSDS):	Until obsolete or superseded, then destroy.	Multi		<input type="checkbox"/>
0000017	Business Card \ Rotary & Rolodex Files:	Until obsolete or superseded, then destroy. No RC-3 required.	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.	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"/>
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 an administrative or fiscal value, then destroy. No RC-3 required.	Multi		<input type="checkbox"/>
0000026	Training Materials:	Until no longer of an Admin. Value.	Multi		<input type="checkbox"/>
0000027	General Administrative Files:	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"/>

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

FIRE DEPARTMENT

CITY OF ASHTABULA

(unit)

(local government entity)

(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
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"/>
0000037	Voice Mail:	Erase when no longer of an administrative or legal value. No RC-3 required.	Multi		<input type="checkbox"/>
0000038	AFD Annual Report:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000039	Firehouse Software:	Continually Updated, Revised or Erased	Computer		<input type="checkbox"/>
0000040	Fire Incident Reports:	10 Year(s) Data is entered directly into Fire Department Database and imputed data verified. Additional Data may be added at a later date. Continually maintained and updated.	Computer		<input type="checkbox"/>
0000041	Investigations Bureau - Suspicious Fire Reports:	10 Year(s) And no longer of an Admin. or Legal Value.	Paper		<input type="checkbox"/>
0000042	Investigations Bureau - Incident Reports & Evidence - Fatalites:	Retain Permanently	Multi		<input checked="" type="checkbox"/>
0000043	Investigation Bureau - Incident Reports & Evidence - Arson:	Retain Permanently	Multi		<input checked="" type="checkbox"/>
0000044	EMS Incident Reports:	6 Month(s) after data entered into Fire Department Database.	Paper		<input type="checkbox"/>
0000045	EMS Exchange Records:	1 Year(s)	Paper		<input type="checkbox"/>
0000046	EMS Controlled Substance Inventory including seals and reseals:	5 Year(s) And no longer of an Admin. or Legal value.	Paper		<input type="checkbox"/>
0000047	EMS - Quality & Assurance Review Reports:	1 Year(s) And no longer of an Admin. or Legal value.	Paper		<input type="checkbox"/>
0000048	Emergency Response & Special Response Protocols:	2 Year(s) After Revised, Resinded, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000049	Fire Inspection Records:	10 Year(s) After Audited and Audit is released per Sec.117.26 ORC	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule

FIRE DEPARTMENT

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
0000050	Fire Code Violations:	Life of Registrant	Paper		<input type="checkbox"/>
0000051	Fire Hydrant Location Maps:	Continually Updated, Revised or Superseded.	Multi		<input checked="" type="checkbox"/>
0000052	Fire Hydrant Inspection and Testing Files - Records Maintained by Ohio American Water Company:	5 Year(s) And no longer of an Admin.or Legal value.	Multi		<input type="checkbox"/>
0000053	Hose Testing Files:	4 Year(s) And no longer of an Admin.or Legal value.	Multi		<input type="checkbox"/>
0000054	Ground Ladder and Aerial Ladder Inspections:	4 Year(s) And no longer of an Admin.or Legal value.	Multi		<input type="checkbox"/>
0000055	Daily Equipment Inspection Reports, Maintenance Sheets, Operational and Assignment Logs:	5 Year(s) And no longer of an Admin.or Legal value.	Multi		<input type="checkbox"/>
0000056	SCBA Testing and Flow Tesitng:	5 Year(s)	Multi		<input type="checkbox"/>
0000059	Daily Log:	4 Year(s) And no longer of an Administrative Value.	Multi		<input type="checkbox"/>
0000060	Licenses - DEA \ Ohio Board of Pharmacy:	2 Year(s) After expiration of License.	Paper		<input type="checkbox"/>
0000061	Licenses - FCC:	After expiration of License.	Paper		<input type="checkbox"/>
0000063	NFIRS - Handbook & Coding:	3 Year(s) After Revised, Resinded, Superseded or Obsolete.	Paper		<input type="checkbox"/>
0000064	ISO Rating Inspection Report:	3 Year(s) From receipt of Compliance Notice from ISO	Paper		<input type="checkbox"/>
0000065	Tactical Pre - Plans:	Until Revised, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000067	Mutual Aid Agreements:	6 Year(s) After Revised, Resinded, Superseded or Obsolete.	Paper		<input type="checkbox"/>
0000068	S.A.R.A. "Right to Know " Files:	2 Year(s) After Revised, Resinded, Superseded or Obsolete.	Paper		<input type="checkbox"/>
0000069	Commerical & Industrial Building Plans \ Drawings:	Until obsolete, superseded or no longer having any Admin. Value.	Paper		<input type="checkbox"/>
0000070	Above and Underground Storage Tank Records - Deligated authority to the State of Ohio:	Life of Equipment plus 1 year	Paper		<input type="checkbox"/>
0000071	"Knox" Box Records:	Until obsolete, superseded or no longer having any Admin. 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

FIRE DEPARTMENT

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
0000072	OSHA Title 1561 - Exposure Files:	30 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000074	Fire Prevention & Safety Programs Publications and Educational Pamphlets\ Brochures\ Handouts:	Until Revised, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000075	Video \ Audio \ Digital Recordings:	Erase and reuse when no longer of an Administrative Value.	Multi		<input type="checkbox"/>
0000076	Vistor Observer Release Forms (Completed):	1 Year(s)	Paper		<input type="checkbox"/>
0000077	Fireworks Permits:	3 Year(s)	Paper		<input type="checkbox"/>
0000078	Investigations Bureau Evidence Logs \ Tags & Disposition:	10 Year(s) Provided No Longer of an Administrative or Legal Value.	Multi		<input type="checkbox"/>
0000082	Special Permit File:	1 Year(s) After expiration	Paper		<input type="checkbox"/>
0000083	Write Down - Report:	Incorporate into NIFRS then dispose of paper.	Paper		<input type="checkbox"/>
0000084	Voluntary Statement Forms:	4 Year(s)	Paper		<input type="checkbox"/>
0000085	Litigation Files - Suits against the Department:	3 Year(s) After case settled and all appeals exhausted.	Paper		<input type="checkbox"/>
0000086	Labor Contracts - Negotiation Notes & Files:	1 Year(s) After expiration of Contract	Paper		<input type="checkbox"/>
0000089	Accident Investigations Involving AFD Equipment \ Property:	4 Year(s) And no longer of an Admin.or Legal value.	Multi		<input type="checkbox"/>
0000091	Daily Time Sheets \ Records:	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000092	Requests for Training:	Incorporate into training files. No RC-3 required.	Paper		<input type="checkbox"/>
0000093	Training Records \ Files - By Individual Employee:	3 Year(s) After employee leaves municipal employment	Multi		<input type="checkbox"/>
0000094	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"/>
0000095	Voice Mail:	Erase when no longer of an administrative or legal value. No RC-3 required.	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule

CITY OF ASHTABULA

FIRE DEPARTMENT

(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
0000101	Planning, Scheduling, Calendar & Training Information on: Display Boards, Erasable/Dry-Erase Boards, Chalkboards, Easel Pads and Microsoft Outlook:	Continually updated, revised or erased. No RC-3 required.	Multi		<input type="checkbox"/>
0100096	Daily Runs - Computer Record - Data taken from Daily Log:	10 Year(s)	Computer		<input type="checkbox"/>
0200097	Occupancy Records:	10 Year(s) And no longer of an Admin. or Legal value.	Paper		<input type="checkbox"/>
0900098	Dispatch Sheets:	2 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>
0900099	Fire Department leave reports:	1 Year(s) And no longer of an Administrative Value	Computer		<input type="checkbox"/>
0900100	Awards, newspaper articles, photographs:	Until no longer of an administrative or fiscal value, then destroy. No RC-3 required.	Multi		<input checked="" type="checkbox"/>
1000102	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"/>
1500104	RC 100 and RC 101: Public records forms (RC 100) and response or disposition (RC 101)	2 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>