



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

PUBLIC WORKS

(local government entity)

(unit)

(signature of responsible official)

LARRY MEANEY

SUPINTENDENT PUBLIC

02-12-15

(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

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

PUBLIC WORKS

(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0000001	Policies, Procedures, Rules & Regulations:	6 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.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0000002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3):	25 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.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 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 Admin. Value, then destroy	Multi		<input type="checkbox"/>
0000010	Bulletins, Posters and Notices:	Retain until no longer of an Admin. 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 Admin. 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

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(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, Resinded, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000015	Vendor & Suppliers Information:	Until Revised, Obsolete or Superseded, then destroy.	Paper		<input type="checkbox"/>
0000016	Material Safety Data Sheets (MSDS):	Until obsolete or superseded, then destroy	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"/>
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"/>
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 Value 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 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 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"/>

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

Section E: Records Retention Schedule Sec. 117.26 O.R.C.

CITY OF ASHTABULA
(local government entity)

PUBLIC WORKS
(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"/>
0000037	Voice Mail:	Erase and reuse when no longer of an administrative value. No RC-3 required.	Multi		<input type="checkbox"/>
0000038	Annual Report:	25 Year(s)	Paper		<input type="checkbox"/>
0000039	Weekly Report Traffic Control Devices:	2 Year(s)	Paper		<input type="checkbox"/>
0000040	Monthly Fuel & Oil Report:	2 Year(s)	Paper		<input type="checkbox"/>
0000041	Weekly Service Report to Service Director:	4 Year(s)	Paper		<input type="checkbox"/>
0000042	Work Orders:	2 Year(s) After disposition	Paper		<input type="checkbox"/>
0000043	Daily Fuel & Oil Usage Report:	1 Year(s) And No Claims Pending	Multi		<input type="checkbox"/>
0000044	Sanitary Sewer & Storm Sewer Maps \ Drawings:	Continually Updated, Revised or Superseded.	Paper		<input type="checkbox"/>
0000045	Underground Tank Storage Records:	15 Year(s) After Removal	Paper		<input type="checkbox"/>
0000046	Public Works Tank Records:	2 Year(s) After Removal	Paper		<input type="checkbox"/>
0000047	Service Complaints:	3 Year(s) After resolved	Paper		<input type="checkbox"/>
0000048	Emergency Response Protocols:	Until Revised, Superseded, Discontinued and no longer of an Admin. Value.	Paper		<input type="checkbox"/>

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PUBLIC WORKS
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(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
0000049	Confined Space Safety Program Records:	Until No Longer of an Admin. or Legal Value.	Paper		<input type="checkbox"/>
0000050	Recycling Program Records:	Until No Longer of an Admin. or Legal Value.	Paper		<input type="checkbox"/>
0000051	Time Cards \ Sheets:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000052	Payroll Excell Database:	4 Year(s) then Erase.	Paper		<input type="checkbox"/>
0000053	Petty Cash Receipts:	Until Turned into City Auditor	Paper		<input type="checkbox"/>
0000054	Monthly Sick & Vacation Report:	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000055	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"/>
0100056	Accident Reports:	4 Year(s)	Paper		<input type="checkbox"/>
1000057	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 reviewd and retained or disposed of in accordance with retention schedules.	Multi		<input type="checkbox"/>
1500058	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"/>