



**Ohio History Connection**  
 State Archives of Ohio  
 Local Government Records Program  
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 localrecs@ohiohistory.org  
 www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION  
 JULY 08 2024  
 STATE AND LOCAL  
 GOVERNMENT RECORDS

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

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

### Section A: Local Government Unit

CITY OF ASHTABULA

SANITATION

(Local Government Entity)

(Unit)

JOHN MELNIK

PUBLIC SERVICES SUPE

07/03/2024

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.38 - ORC149.412 for Records Commission information*

CITY OF ASHTABULA

Records Commission

(440) 992-7141

(Telephone Number)

4250 LAKE AVENUE

ASHTABULA

44004

ASHTABULA

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: csheldon@cityofashtabula.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

07/02/2024

Date

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

Government Records Archivist

7/12/2024

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 (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA

SANITATION

(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	<b>Policies, Procedures, Rules &amp; Regulations:</b>	6 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.	Paper		<input type="checkbox"/>
0000002	<b>Ohio Public Records Compliance File (RC-1, RC-2, RC-3):</b>	25 Year(s) After Revised, Superseded, Resinded and No Longer of an Administrative Value or Legal Value.	Paper		<input type="checkbox"/>
0000003	<b>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.:</b>	2 Year(s) And no longer of an Admin.or Legal value.	Multi		<input type="checkbox"/>
0000004	<b>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):</b>	1 Year(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000005	<b>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.:</b>	6 Month(s) And no longer of an Administrative Value	Multi		<input type="checkbox"/>
0000006	<b>Transient Documents - This includes text messages, telephone messages, telephone message books \ logs and other limited documents which serve to convey information of temporary importance in lieu of oral communication.:</b>	Retain until no longer of an administrative value, then destroy. No RC-3 required.	Multi		<input type="checkbox"/>
0000007	<b>Unsolicited Correspondence:</b>	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
0000008	<b>Copies - (Reading, Informational &amp; Reference):</b>	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
0000009	<b>Drafts and Informal Notes:</b>	Retain until no longer of an Admin. Value, then destroy	Multi		<input type="checkbox"/>
0000010	<b>Bulletins, Posters and Notices:</b>	Retain until no longer of an Admin. Value, then destroy	Paper		<input type="checkbox"/>
0000011	<b>Blank Forms:</b>	Until Revised, Obsolete or Superseded, then destroy.	Multi		<input type="checkbox"/>
0000012	<b>Professional Magazines &amp; Publications:</b>	Retain until no longer of an Admin. Value, then destroy	Paper		<input type="checkbox"/>
0000013	<b>Reference Publications &amp; Directories:</b>	Until Revised, Superseded or Obsolete.	Multi		<input type="checkbox"/>

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(Local Government Entity)

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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	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 type="checkbox"/>
0000030	Surveys & Questionnaires:	3 Year(s) And no longer of an Admin.or Legal value.	Paper		<input type="checkbox"/>

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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
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"/>
0000044	Personnel Files:	After Hired send to City Auditor - Payroll Unit.	Paper		<input type="checkbox"/>
0000045	Training Records & Files:	3 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000046	Voice Mail \ Answering Machine:	Erase when no longer of an administrative or legal value. No RC-3 required.	Multi		<input type="checkbox"/>
0000047	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"/>
1000048	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"/>
1000049	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	Audited means the years encompassed by the record 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"/>
1500050	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"/>