



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474
614.297.2553
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

FINANCE

(Local Government Entity)

(Unit)

MARIE YVROSE AUGUSTEN

FINANCE DIRECTOR

07/01/2024

(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

07/01/2024

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

FINANCE

(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0000001	Policies, Procedures, Rules & Regulations:	6 Year(s) After Revised, Superseded, Rescinded and No Longer of an Administrative or Legal Value.	Paper		<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.	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 Administrative or Legal value.	Multi		<input 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 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.:	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.	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 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

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0000014	Laws, Regulations & Rules (Local, County, State & Federal):	1 Year(s) After Revised, Rescinded, Superseded or Obsolete.	Multi		<input type="checkbox"/>
0000015	Vendor & Suppliers Information:	Until Revised, Obsolete or Superseded, then destroy.	Paper		<input type="checkbox"/>
0000016	Voice Mail \ Pager and Cell Phone Messages:	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.	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:	Until no longer of an Administrative or Fiscal Value, then destroy.	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.	Multi		<input type="checkbox"/>
0000025	Computer Generated Reports (Non - Specific) Administrative & Financial - Annual \ Year End Cumulative:	Until no longer of Administrative or Fiscal Value	Multi		<input type="checkbox"/>
0000026	Training Materials:	Until no longer of an Administrative Value.	Multi		<input type="checkbox"/>
0000027	General Administrative Files:	Until no longer of an Administrative 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 Administrative or Legal value.	Paper		<input type="checkbox"/>

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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	Vouchers, Requisitions for Purchase Orders, Purchase Orders, Invoices, Statements and Documentation (Originals, Vendor copy & 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"/>
	AUDITOR:				<input type="checkbox"/>
0000100	Contracts \ Service Agreements \ Insurance Policies:	15 Year(s)	Multi		<input type="checkbox"/>
0000101	Ordinances (Copies):	10 Year(s)	Paper		<input type="checkbox"/>
0000102	Annual City Audit Report issued by Auditor of State:	15 Year(s)	Paper		<input type="checkbox"/>
0000103	Annual Certificate of Estimated Revenues:	7 Year(s)	Paper		<input type="checkbox"/>
0000104	Checks\Stubs\ Carbons \ Check Register \Cancelled & Voided Checks \ Checking Account Statements \ Bank Statements\ Deposit Slips & Records\ Bank Reconciliations with detail backup:	3 Year(s) Provided City Audited and Audit is released per Sec. 117.26 ORC	Multi		<input type="checkbox"/>
0000105	Assessment and Special Assessment Records:	5 Year(s) After paid and audited	Paper		<input type="checkbox"/>
0000106	Accounts Receivable (Pay Ins and Supporting Documentation) Including Tax Settlements, Distribution Reports, Receipt Books, Utilities, Trash, Sanitation, Gasoline Tax Refunds, etc:	3 Year(s) Provided City Audited and Audit is released per Sec. 117.26 ORC	Multi		<input type="checkbox"/>
0000107	Annual Municipal Financial Report - CAFR:	50 Year(s)	Paper		<input type="checkbox"/>
0000108	Annual Municipal Financial Report & CAFR Work Papers \ Worksheets:	5 Year(s)	Multi		<input type="checkbox"/>

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0000109	Cumulative Trail Balance Reports - Monthly, Month End Reports from the Accounting System:	3 Year(s)	Multi		<input type="checkbox"/>
0000110	Year End Reports - Trail Balances and Cumulative Expenditure \ Revenue Reports:	7 Year(s) And no longer of an Administrative or Fiscal Value.	Paper		<input type="checkbox"/>
0000111	Petty Cash Records:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000112	Petty Cash Original Authorization Records:	2 Year(s) After expiration or revocation of Authorization	Paper		<input type="checkbox"/>
0000113	Titles to City Owned Vehicles:	3 Year(s) After sale or other disposition, provided audited.	Paper		<input type="checkbox"/>
0000114	Utility Billing \ Sewer \ Trash:	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000115	Billing Journals:	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000116	Meter Reading Reports - Weekly:	1 Year(s) Provided data transferred to Billing Journal	Paper		<input type="checkbox"/>
0000117	Payment Receipts \ Records:	3 Year(s)	Multi		<input type="checkbox"/>
0000118	Computer Printouts - Various Monthly - Payment \ Adjustment \ Penalty \ Summary \ Closing \ Fund Balance Month End Reports or Spreadsheets:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000119	Delinquency Report Certified to County Auditor for Property Tax Assessment:	20 Year(s)	Paper		<input type="checkbox"/>
0000120	Title Search Inquiries - Completed:	2 Year(s) And no longer of an Administrative Value.	Paper		<input type="checkbox"/>
0000121	Fixed Asset Forms with detail backup:	1 Year(s) After Audited and Audit is released per Sec.117.26 ORC	Multi		<input type="checkbox"/>
0000122	Oath's of Office - City Officials and Employees:	10 Year(s) After no longer employed by the city or serving as an elected city official.	Paper		<input type="checkbox"/>
0000123	City Official and Employee Performance, Surety and Liability Bonds:	10 Year(s) After no longer employed by the city or serving as an elected city official.	Paper		<input type="checkbox"/>
0000124	Delinquency Account Records:	6 Year(s) after Account Certified Delinquent to the County Auditor	Multi		<input type="checkbox"/>

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0000125	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 and 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"/>
0000126	Municipal Fixed Asset Inventory:	Continually Maintained and Updated.	Multi		<input type="checkbox"/>
0000127	Fixed Asset Reports:	7 Year(s)	Multi		<input type="checkbox"/>
0000128	Municipal Fixed Asset Detail Records and Documentation:	7 Year(s) After sale, transfer or other disposal of property.	Multi		<input type="checkbox"/>
0000129	Proof of Publication \ Legal Notices:	5 Year(s)	Paper		<input type="checkbox"/>
0000130	Month End Closing Records\ Folders - Interdepartmental Transfers, Journal entries etc.:	5 Year(s)	Multi		<input type="checkbox"/>
0000131	Computer Conversion Records:	5 Year(s)	Multi		<input type="checkbox"/>
0000132	Time Clock Uploads (Kronos):	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000133	Bank Reconciliations:	3 Year(s) After Audited and Audit is released per Sec.117.26 ORC	Multi		<input type="checkbox"/>
0000134	Sewer and Trash receipts:	3 Year(s) After Audited and Audit is released per Sec.117.26 ORC	Multi		<input type="checkbox"/>
0000135	Construction in Progress F/A project detail:	3 Year(s) After Audited and Audit is released per Sec.117.26 ORC	Multi		<input type="checkbox"/>
0000136	Original checks from sewer/trash receipts scanned into Mirror Image Database:	After data is entered into Departmental Database and inputted data is verified.	Paper		<input type="checkbox"/>
0000138	CMI Inactive dababase records:	10 Year(s) After Audited and Audit is released per Sec.117.26 ORC	Multi		<input type="checkbox"/>
0000139	Cash drawer reconciliation sheets:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000140	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"/>
0000141	Billing System Database Changes - Address \ Charges etc.:	Continually Updated, Revised or Superseded.	Computer		<input type="checkbox"/>

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0000142	Employee Lists \ Rosters\ Directories:	Continually Maintained and Updated.	Paper		<input type="checkbox"/>
0000143	Annual Tax Budget:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
	TREASURER:				<input type="checkbox"/>
0000200	Annual Report:	20 Year(s)	Paper		<input type="checkbox"/>
0000201	Check Register - Printed Copy:	3 Year(s)	Paper		<input type="checkbox"/>
0000202	Pay Ins:	5 Year(s)	Paper		<input type="checkbox"/>
0000203	Treasurer's Copy of Budgetary Checks:	3 Year(s)	Paper		<input type="checkbox"/>
0000204	Voided Checks:	2 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000205	Amended Certificate Report:	3 Year(s)	Paper		<input type="checkbox"/>
0000206	Financial Reports:	3 Year(s)	Multi		<input type="checkbox"/>
0000207	Investment Policy:	2 Year(s) Provided Audited and Audit is released per Sec. 117.26 ORC	Paper		<input type="checkbox"/>
0000208	Requests for Proposal:	5 Year(s)	Paper		<input type="checkbox"/>
0000209	Lists:	Continually Updated, Revised or Superseded.	Paper		<input type="checkbox"/>
0000210	Cash Management Records:	2 Year(s) Provided Audited and Audit is released per Sec. 117.26 ORC	Paper		<input type="checkbox"/>
0000211	Collateral Statement - Banks:	2 Year(s) Provided Audited and Audit is released per Sec. 117.26 ORC	Paper		<input type="checkbox"/>
0000212	Depository Contracts:	5 Year(s) After Contract Expires.	Paper		<input type="checkbox"/>
0000213	Wire Transfers & Confirmations:	5 Year(s)	Paper		<input type="checkbox"/>
0000214	Parking Deck Statements:	2 Year(s) After Bond issue redeemed or Notes paid off.	Paper		<input type="checkbox"/>
0000215	Bonds \ Coupons \ Notes:	5 Year(s) After Redeemed or Paid Off provided Audited	Paper		<input type="checkbox"/>

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0000216	Treasury Board Investments \ Reports:	10 Year(s)	Paper		<input type="checkbox"/>
0000217	Bond \ Notes Transcripts \ Legal Opinions:	5 Year(s) After Bond issue redeemed or Notes paid off.	Paper		<input type="checkbox"/>
0000218	Bond Register:	10 Year(s) After Redeemed or Paid Off provided Audited	Paper		<input type="checkbox"/>
0000219	Certificate of Results of Election (Bond Issues):	Until Bond Issue Redeemded or Called.	Paper		<input type="checkbox"/>
0000220	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.	Paper		<input type="checkbox"/>
0000221	Statistical Reports from the State of Ohio Bureau of Motor Vehicles:	1 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000222	Annual payroll audits to verify no ghost employees:	3 Year(s) After Audited and Audit is released per Sec.117.26 ORC	Paper		<input type="checkbox"/>
0000223	Biannual report from Ashtabula County Auditor of inheritance tax:	3 Year(s) After Audited and Audit is released per Sec.117.26 ORC	Paper		<input type="checkbox"/>
0000224	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"/>
1500225	City Income Tax Board of Review: Agendas, Rosters, Letters of Intent to Serve	Retain until no longer of an administrative value, then destroy.	Paper		<input type="checkbox"/>
1500226	City Income Tax Board of Review: Meeting Notices	2 Year(s)	Paper		<input type="checkbox"/>
1500227	City Income Tax Board of Review: Meeting Minutes	7 Year(s)	Paper		<input type="checkbox"/>
1500228	Depository Commission: Agendas, Rosters, Letters of Intent to Serve	Retain until no longer of an Admin. Value, then destroy	Paper		<input type="checkbox"/>
1500229	Depository Commission: Meeting Notices	2 Year(s)	Paper		<input type="checkbox"/>
1500230	Depository Commission: Meeting Minutes	7 Year(s)	Paper		<input type="checkbox"/>
1500231	JEDD Board, Ashtabula Township: Agendas, Rosters, Letters of Intent to Serve	Retain until no longer of an Admin. Value, then destroy	Paper		<input type="checkbox"/>

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1500232	JEDD, Ashtabula Township: Meeting Notices	2 Year(s)	Paper		<input type="checkbox"/>
1500233	JEDD Board, Ashtabula Township: Meeting Minutes	7 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>
1500234	JEDD Board, Saybrook Township: Agendas, Rosters, Letters of Intent to Serve	Retain until no longer of an Admin. Value, then destroy	Paper		<input type="checkbox"/>
1500235	JEDD Board, Saybrook Township: Meeting Notices	2 Year(s)	Paper		<input type="checkbox"/>
1500236	JEDD, Saybrook Township: Meeting Minutes	7 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>
1500237	Treasury Investment Board: Agendas, Rosters, Letters of Intent to Serve	And no longer of an Administrative Value	Paper		<input type="checkbox"/>
1500238	Treasury Investment Board: Meeting Notices	2 Year(s)	Paper		<input type="checkbox"/>
1500239	Treasury Investment Board: Meeting minutes	7 Year(s) And no longer of an Administrative Value	Paper		<input type="checkbox"/>
1900240	Purchasing Card Compliance Review: Monthly Detail, Quarterly Review, Annual Rewards	3 Year(s) And Audited	Multi		<input type="checkbox"/>
2000241	Original Checks: All original checks received and scanned into Mirror Image Database.	90 Day(s) 90 days or bank reconciliation completed, whichever is later	Paper		<input type="checkbox"/>
2400242	Sanitation: Private Haulers Lists, Billing Records, Statements	3 Year(s)	Multi		<input type="checkbox"/>
2400243	Sanitation: Delinquent Account Lists	3 Year(s)	Multi		<input type="checkbox"/>
2400244	Sanitation: Container Rentals, Lists, Billing Records, Statements	3 Year(s)	Multi		<input type="checkbox"/>
2400245	Sanitation: Customer Container Receipts & Receipt Books	3 Year(s)	Multi		<input type="checkbox"/>
2400246	Sanitation: Receipt Books	3 Year(s)	Multi		<input type="checkbox"/>
2400247	Sanitation: Special Pickup Receipt Books	3 Month(s) After Book is Full	Multi		<input type="checkbox"/>
2400248	Sanitation: Deposit Slips	3 Year(s)	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

