

Form RC-2

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Millersburg Records Commission Holmes County

6 North Washington Street Millersburg, OH 44654 (330) 674-1886

(2) FROM: Village of Millersburg Holmes County

6 North Washington Street Millersburg, OH 44654 (330) 674-1886

Karen Shaffer Title: Village Clerk-Treasurer Date

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed 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 case, claim, action, or request. This was approved on February 11, 2019 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Mayor, Jeff Huebner Date

(4) Approvals: Subject to selection upon receipt of a Certificate of Records Disposal (RC-3)

For The Ohio Historical Society Date

For The Auditor of State Date

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Adm-1	Accident Reports/Files - Employee Injury or injury to non-employee; Damages to Municipal Vehicle or Property	6 years provided no action pending	
Adm-2	Badges and ID's	Turn in upon termination; destroy after 1 year; no RC-3 required	
Adm-3	Bankruptcy Notices	1 year provided no claim pending	
Adm-4	Blank Forms	Until obsolete or superseded – No RC-3 Required	
Adm-5	Bulletins, Posters, Notices to Employees	Until no longer of administrative value; No RC-3 Required	
Adm-6	Calibration Records	Life of Equipment	
Adm-7	Certifications of Publishing Legal Notice	2 years	
Adm-8	Compliance Reports-All types & departments	5 years	
Adm-9	Contracts & Agreements	15 years after expiration	
Adm-10	Copies – All Media; File copy; Informational; Reference Copy	Until no longer of administrative value – No RC-3 Required	
Adm-11	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Adm-12	Delivery Slips/Packing Slips	2 years	
Adm-13	Disaster Plans	Until updated or superseded	
Adm-14	Drafts – All media	Until no longer of administrative value – No RC-3 Required	
Adm-15	Drawings, Tracings, Mylar	Until updated, superseded, or obsolete	
Adm-16	Equipment Inventories	3 years	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Adm-17	Equipment Maintenance Records	Life of equipment	
Adm-18	Expense Records – All departments	3 years	
Adm-19	Facsimile Logs/Messages	Treat as correspondence	
Adm-20	Fuel Use Records – All departments	3 years	
Adm-21	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded provided audited	
Adm-22	Grant Files Federal/State/Local	5 years provided audited	
Adm-23	Hearings (Public) Audio Recordings	Until minutes prepared and approved – No RC-3 Required	
Adm-24	Leases – Equipment	2 years after expiration	
Adm-25	Leases – Real Estate	5 years after expiration	
Adm-26	Licenses, Permits, Certifications	1 year after expiration	
Adm-27	Mailing Lists	Until updated, superseded or obsolete	
Adm-28	Manuals, Handbooks, and Directives	Until superseded, obsolete, or replaced	
Adm-29	Marriage Licenses	5 years provided audited/certificate sent to Probate Court	
Adm-30	Material Safety Sheets – All depts.	Until superseded – No RC-3 Required	
Adm-31	Meeting Notices	1 year	
Adm-32	Oaths of Office of Elected Officials	10 years after leaving office	
Adm-33	Photo File (prints/slides/negatives/and any photographic related items) All Department	Until no longer of administrative value; 1 year	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Adm-34	Press/News Release	Until no longer of administrative value; 1 year	
Adm-35	Property Inventories	Until Superseded provided audit	
Adm-36	Purchases & Bids	Until Audited	
Adm-37	Random Drug Testing – All Depts.	2 years	
Adm-38	Receipts/Receipt Books	2 years provided audited	
Adm-39	Records Retention Documents RC1, RC2, RC3	25 years	
Adm-40	Records Request Files	2 years	
Adm-41	Reference/Library Material	Until Superseded or replaced – No RC-3 required	
Adm-42	Research Files	3 years	
Adm-43	Rosters/Directories	Until no longer of administrative value; 1 year	
Adm-44	Training Material	Until superseded – No RC-3 required	
Adm-45	Vehicle maintenance & Mileage Records	Until vehicle sold or disposed of	
Adm-46	Visitor’s Log or Sign-in Sheets	1 year	
Adm-47	Warranties – All departments	Until expiration – No RC-3 Required	
Adm-48	Work Orders	2 years	
Adm-49	MAIL Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory	Until no longer of administrative value – NO RC-3 Required	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule # agency	Record Title and description	Retention Period	For use by approving
	messages, informational brochures, etc.)		
	Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value	
Adm-50	<p>ELECTRONIC MAIL (E-MAIL)</p> <p>Non-Record Messages Personal Messages Family Friends Miscellaneous</p> <p>Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages</p> <p>General Correspondence: includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p>	<p>Delete at will – No RC-3 Required</p> <p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
	Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.	Retain until superseded, obsolete or replaced No RC-3 Required	
Adm-51	Veriato Investigator Recording and Tracking	30 days, erase provided no action pending No RC-3 required	
Adm-52	1099-M	6 years	
Adm-53	Facility Security Camera Video	30 days if no action pending; No RC-3 required	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule #
agency

Record Title and description

Retention Period

For use by approving

Cem-1	Badges and ID's	Turn in upon termination; destroy after 1 year; no RC-3 required	
Cem-2	Burial Fee Receipts	3 years provided audited	
Cem-3	Burial Transit Permits	5 years	
Cem-4	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Cem-5	Burial Permit	Permanent	
Cem-6	Deposit Record – Perpetual Care	Permanent	
Cem-7	Deed Book	Permanent	
Cem-8	Index to Burial Plots	Permanent	
Cem-9	Maps	Permanent	
Cem-10	Minutes of Cemetery Association or Board	Permanent	
Cem-11	Record of Lot Sales	Permanent	
Cem-12	Register of Internment	Permanent	
Cem-13	Rules & Regulations	Permanent	
Cem-14	MAIL Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value – NO RC-3 Required	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule # agency	Record Title and description	Retention Period	For use by approving
		Until no longer of administrative value	
Cem-15	<p>ELECTRONIC MAIL (E-MAIL)</p> <p>Non-Record Messages Personal Messages Family Friends Miscellaneous</p> <p>Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages</p> <p>General Correspondence: includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p>	<p>Delete at will – No RC-3 Required</p> <p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
	Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.	Retain until superseded, obsolete or replaced No RC-3 Required	
Crt-1	Affidavits & Warrants	Civil & Criminal 5 yrs after case closed; Traffic-5 yrs after case closed	
Crt-2	Case Files, Civil & Criminal	5 years after case closed	
Crt-3	Case Files, Traffic	5 years after case closed	
Crt-4	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Crt-5	Criminal Docket	Permanent	
Crt-6	Fine & Fee Record	3 years provided audited	
Crt-7	Monthly Statements & Reports	3 years provided audited	
Crt-8	Receipts & Receipt Books	3 years provided audited	
Crt-9	Traffic Docket	Permanent	
Crt-10	MAIL Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value – NO RC-3 Required Until no longer of administrative value	
Crt-11	ELECTRONIC MAIL (E-MAIL) Non-Record Messages Personal Messages Family Friends	Delete at will – No RC-3 Required	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule # agency	Record Title and description	Retention Period	For use by approving
<p>Crt-11 Cont.</p>	<p>Miscellaneous</p> <p>Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages</p> <p>General Correspondence: includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # Record Title and description Retention Period For use by approving
agency

Eng-1	Bids (Successful)	15 years after completion of project	
Eng-2	Bids (Unsuccessful)	2 years after award contract provided audited	
Eng-3	Village Property Files	Permanent	
Eng-4	Village Zone Maps	Permanent	
Eng-5	Change Orders	15 years after completion of project	
Eng-6	Contracts & Agreements	15 years after termination	
Eng-7	Contractor's Payroll Record	15 years after completion of project	
Eng-8	Correspondence – Non-Electronic	Until no longer of administrative value; 1 year	
Eng-9	Day Books	3 years	
Eng-10	Equipment Maintenance Records	Life of Equipment	
Eng-11	Field Notes	Permanent	
Eng-12	House Number Record	Permanent	
Eng-13	Job Orders	3 years	
Eng-14	Maintenance Orders	2 years	
Eng-15	Maps, Blueprints, Vellums	Permanent	
Eng-16	Pay Applications/Disbursement Requests	15 years after completion of project	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Eng-17	Project Files	15 years after completion of project	
Eng-18	<p>MAIL</p> <p>Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)</p> <p>Postal Records (e.g. Registered/Certified/Insured)</p>	<p>Until no longer of administrative value – NO RC-3 Required</p> <p>Until no longer of administrative value</p>	
Eng-19	<p>ELECTRONIC MAIL (E-MAIL)</p> <p>Non-Record Messages</p> <p>Personal Messages</p> <p>Family</p> <p>Friends</p> <p>Miscellaneous</p> <p>Transitory Messages</p> <p>Drafts</p> <p>Publications</p> <p>Reports</p> <p>Memos</p> <p>Meeting Notices</p> <p>Phone Messages</p> <p>General Correspondence:</p> <p>Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence:</p> <p>Referral letters, requests for routine information or publications provided to the public and are answered</p>	<p>Delete at will – No RC-3 Required</p> <p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Eng-19 Cont.	<p>by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Fin-1	Accounts Payable/Receivable	3 years provided audited	
Fin-2	Annual Appropriation Ordinances (copies)	5 years	
Fin-3	Annual Budget	Permanent	
Fin-4	Annual Certificate of Estimated Resources	7 years	
Fin-5	Annual Financial Report	Permanent	
Fin-6	Annual Report to Auditor of State	5 years	
Fin-7	Appropriation Ledger	3 years provided audited	
Fin-8	Assessment Record	Until paid and audited	
Fin-9	Audit Reports	5 years	
Fin-10	Bad Check or Bad Debt Records	2 years after payment or settlement	
Fin-11	Bank Deposit Records (Receipts/Reconciliation/Slips/Statements etc	3 years provided audited	
Fin-12	Bed Tax Grant Applications	3 years provided audited	
Fin-13	Bed Tax Award Notice	3 years provided audited	
Fin-14	Bed Tax Disbursement Request Forms	3 years provided audited	
Fin-15	Bed Tax – Monthly Occupancy Tax Report	3 years provided audited	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Fin-16	Bed Tax Establishment Registration Form	3 years provided audited	
Fin-17	Bed Tax Advisory Board Minutes	Permanent	
Fin-18	Bid Bond	Upon rejection or completion of project	
Fin-19	Bids (Successful)	15 years	
Fin-20	Bids (Unsuccessful)	2 years after letting contract provided audited	
Fin-21	Block Grant Documents	5 years	
Fin-22	Bonds of Officials/Employees	10 years after term of office or employee termination	
Fin-23	Budget Working Papers	4 years	
Fin-24	Canceled Checks, Carbons, Stubs, Registers	3 years provided audited	
Fin-25	Canceled Warrants	3 years provided audited	
Fin-26	Capital Improvement Bonds	Until paid off & audited	
Fin-27	Cash Book/Receipts/Disbursements	3 years provided audited	
Fin-28	Certificate of Result of Election (Bond Issue)	Until expiration of bond	
Fin-29	Checking Account Statement	3 years provided audited	
Fin-30	Checks (voided)	Until audited	
Fin-31	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Fin-32	Computer Generated Financial Reports Monthly, Quarterly, Semi-Annual	Until replaced by next print out or annual report printed out	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Fin-33	Computer Generated Financial Report Annual	3 years provided audited	
Fin-34	Daily report of Cash Received	3 years provided audited	
Fin-35	Encumbrance & Expenditure Journal	3 years provided audited	
Fin-36	Federal Revenue Sharing Account	7 years provided audited	
Fin-37	Insurance Policies	2 years after expiration if all claims settled	
Fin-38	Inventory of Equipment	Until revised and audited – No RC-3 Required	
Fin-39	Investment Records	3 years provided audited	
Fin-40	Invoices and Supporting Documents	3 years provided audited	
Fin-41	Licenses	Term of license plus 1 year	
Fin-42	Monthly Statement of Balances	3 years provided audited	
Fin-43	Pay-In Orders	3 years provided audited	
Fin-44	Performance Bonds	After project completed and accepted	
Fin-45	Personal or Professional Services Invoice or Statement of Services	3 years provided audited	
Fin-46	Petty Cash Records	3 years provided audited	
Fin-47	Prevailing Wage Record	3 years provided audited	
Fin-48	Purchase Orders – Originals * Purchase Orders – Copies**	3 years provided audited* Until no longer of administrative value-No RC-3 Required**	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Fin-49	Receipt Books	3 years provided audited	
Fin-50	Receipt for Certified Mail	2 years	
Fin-51	Request for Proposals (RFPs)	2 years	
Fin-52	Settlement Sheet/Tax Distribution from County Auditor	10 years	
Fin-53	Transmittal of Ohio Wage & Tax Statement	6 years	
Fin-54	Vouchers	3 years provided audited	
Fin-55	MAIL Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer of administrative value – NO RC-3 Required	
	Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value	
Fin-56	ELECTRONIC MAIL (E-MAIL) Non-Record Messages Personal Messages Family Friends Miscellaneous	Delete at will – No RC-3 Required	
	Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages	Delete when no longer of administrative value – No RC-3 Required	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Fin-56 Cont.	<p>General Correspondence: Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
ITax-1	Accounts Receivable	6 years	
ITax-2	Annual Summary of Cash Collected	3 years provided audited	
ITax-3	Board of Appeals Minutes	Permanent	
ITax-4	Business Income Tax Forms	6 years	
ITax-5	Closed Accounts	6 years	
ITax-6	Corporate Partnership Fiduciary Income Tax Return	6 Years	
ITax-7	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
ITax-8	Daily Posting Report	3 years provided audited	
ITax-9	Detailed Cash Receipts Record	6 years	
ITax-10	Delinquent Account Record	Until paid and audited	
ITax-11	Declaration of Estimated Tax Business and Individual	6 years	
ITax-12	Final Return for the Year	6 years	
ITax-13	Individual Tax Return	6 years	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
ITax-14	Quarterly Notice of Installment Due	6 years	
ITax-15	Quarterly Payment Statement	6 years	
ITax-16	Refund Voucher	6 years	
ITax-17	Small Claims Filing – Judgments – Dismissals – Wage Garnishment – Debtor’s Exam	6 years after full payment	
ITax-18	Uncollectible Income Tax Accounts	6 years	
ITax-19	MAIL Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer of administrative value – NO RC-3 Required	
	Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value	
ITax-20	ELECTRONIC MAIL (E-MAIL)		
	Non-Record Messages Personal Messages Family Friends Miscellaneous	Delete at will – No RC-3 Required	
	Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages	Delete when no longer of administrative value – No RC-3 Required	
	General Correspondence: Includes internal correspondence (letters, memos);	1 year, then destroy	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Itax-20 Cont.	<p>also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>6 months then destroy</p> <p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	
Itax-21	1099-G	6 years	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Law-1	Case Files, Civil	10 years provided no action pending	
Law-2	Case Files, Criminal	20 years provided no action pending	
Law-3	Claims for Damages	2 years after case settled & all appeals exhausted	
Law-4	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Law-5	Court Transcripts	3 years after case settled	
Law-6	Opinions of Village Solicitor	Permanent	
Law-7	Research Files	Until no longer of administrative value – No RC-3 Required	
Law-8	Settlements	3 years	
Law-9	Workers Compensation Claims Involving Litigation	10 years after final payment	
Law-10	<p>MAIL</p> <p>Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)</p> <p>Postal Records (e.g. Registered/Certified/Insured)</p>	<p>Until no longer of administrative value – NO RC-3 Required</p> <p>Until no longer of administrative value</p>	
Law-11	<p>ELECTRONIC MAIL (E-MAIL)</p> <p>Non-Record Messages</p> <p>Personal Messages</p> <p>Family</p> <p>Friends</p> <p>Miscellaneous</p>	Delete at will – No RC-3 Required	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Law-11 Cont.	<p>Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages</p>	Delete when no longer of administrative value – No RC-3 Required	
	<p>General Correspondence: Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p>	1 year, then destroy	
	<p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p>	6 months then destroy	
	<p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p>	2 years	
<p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	Retain until superseded, obsolete or replaced No RC-3 Required		

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Leg-1	Agendas of Council	2 years	
Leg-2	Alley Vacation Record	Permanent	
Leg-3	Annexation Files	Permanent	
Leg-4	Contracts & Agreements	15 years after expiration	
Leg-5	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Leg-6	Council Members Files	Term of Office	
Leg-7	Deeds	Permanent	
Leg-8	Easements	Permanent	
Leg-9	Liquor License Requests	3 Years	
Leg-10	Minutes (Journal, Proceedings of Council and Committees) and Index	Permanent	
Leg-11	Official Rosters	Until Superseded – No RC3 Required	
Leg-12	Ordinances & Index	Permanent	
Leg-13	Petitions	5 Years	
Leg-14	Proclamations	2 Years	
Leg-15	Public Hearing Notices	3 Years	
Leg-16	Reports to Council	3 Years	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Leg-17	Resolutions & Index	Permanent	
Leg-18	Stenographic or Audio Record of Council Meetings	Until minutes are prepared and approved – No RC3 required	
Leg-19	<p>MAIL</p> <p>Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)</p> <p>Postal Records (e.g. Registered/Certified/Insured)</p>	<p>Until no longer of administrative value – NO RC-3 Required</p> <p>Until no longer of administrative value</p>	
Leg-20	<p>ELECTRONIC MAIL (E-MAIL)</p> <p>Non-Record Messages Personal Messages Family Friends Miscellaneous</p> <p>Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages</p> <p>General Correspondence: Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or</p>	<p>Delete at will – No RC-3 Required</p> <p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Leg-20 Cont.	<p>publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Park Bureau-1	Affidavits & Warrants	Civil & Criminal 5 yrs after case closed; Traffic-5 yrs after case closed	
Park Bureau-2	Case Files, Civil & Criminal	5 years after case closed	
Park Bureau-3	Case Files, Traffic	5 years after case closed	
Park Bureau-4	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Park Bureau-5	Criminal Docket	Permanent	
Park Bureau-6	Fine & Fee Record	3 years provided audited	
Park Bureau-7	Monthly Statements & Reports	3 years provided audited	
Park Bureau-8	Receipts & Receipt Books	3 years provided audited	
Park Bureau-9	Traffic Docket	Permanent	
Park Bureau-10	MAIL Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value – NO RC-3 Required Until no longer of administrative value	
Park Bureau-11	ELECTRONIC MAIL (E-MAIL) Non-Record Messages Personal Messages Family Friends	Delete at will – No RC-3 Required	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule # agency	Record Title and description	Retention Period	For use by approving
Park Bureau-11 Cont.	<p>Miscellaneous</p> <p>Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages</p> <p>General Correspondence: Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Park/Rec-1	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Park/Rec-2	Equipment Inventories	2 years provided audited	
Park/Rec-3	Maps and Plans of Park Property	Permanent	
Park/Rec-4	Swimming Pool Passes Information Sheets	2 years	
Park/Rec-5	Swimming Pool Use Records	2 years	
Park/Rec-6	Swimming Pool Daily Sheets	2 years	
Park/Rec-7	Swimming Pool Daily Maintenance Records	2 years	
Park/Rec-8	Swimming Pool Receipts Books	2 years provided audited	
Park/Rec-9	MAIL Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer of administrative value – NO RC-3 Required	
	Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value	
Park/Rec-10	ELECTRONIC MAIL (E-MAIL) Non-Record Messages Personal Messages Family Friends Miscellaneous	Delete at will – No RC-3 Required	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving	
Park/Rec-10 Cont.	<p>Transitory Messages</p>	<p>Delete when no longer of administrative value – No RC-3 Required</p>		
	<ul style="list-style-type: none"> Drafts Publications Reports Memos Meeting Notices Phone Messages 			
	<p>General Correspondence: Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p>			1 year, then destroy
	<p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p>			6 months then destroy
	<p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p>			2 years
<p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>Retain until superseded, obsolete or replaced No RC-3 Required</p>			

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Pol-1	Accident Files	2 years providing no pending claim	
Pol-2	Annual Report	Permanent	
Pol-3	Business Security Records	Until Superseded – Review Annually	
Pol-4	Calibration Records	Life of Equipment	
Pol-5	Child Abuse Case Records	7 years after case closed	
Pol-6	Complaint Records	2 years providing no action pending	
Pol-7	Correspondence – Non-Electronic	Until no longer of administrative value; 1 year	
Pol-8	Criminal Case Files - Felonies Except Homicide	6 years provided no action pending	
Pol-9	Criminal Case Files – Misdemeanors	2 years providing no action pending	
Pol-10	Drafts – All Media	Until no longer of administrative value- No RC-3 required	
Pol-11	Expunged Records per Expungement Orders	Destroy when all files, records and computer references when expungement order received from Court	
Pol-12	FBI Reports	3 years	
Pol-13	Field Interrogation Cards	6 months	
Pol-14	Firearm Records & Inventories	3 years provided audited	
Pol-15	FOJ Annual Report and Bank Statements	3 years provided audited	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Pol-16	ID Cards	Turn in upon termination and destroy - No RC-3 required	
Pol-17	Investigations Homicide & Rape including evidence (pending Homicide including evidence(closed) Internal Affairs	Permanent 30 years after all appeals exhausted 4 years	
Pol-18	Junk Vehicle Salvage Forms	2 years after sale or disposition	
Pol-19	Juvenile Records	Until 18 years of age	
Pol-20	Master Name Index	6 years	
Pol-21	Missing Person Reports	20 years or until found	
Pol-22	Parking Tickets	3 years provided audited	
Pol-23	Patrol Car Video	30 days, erase provided no action pending No RC-3 required	
Pol-24	Polygraph Record/CVSA Record	6 years	
Pol-25	Press/News Releases	3 years	
Pol-26	Radio & Telephone Log	2 years	
Pol-27	Radio/Phone Calls Audio Recording Tape	30 days, erase provided no action pending; No RC-3 required	
Pol-28	Recovered Property Record	2 years after disposal of property	
Pol-29	Rules & Regulations	Until Superseded; No RC-3 Required	
Pol-30	Special Duty Reports	3 years provided audited	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Pol-31	Subpoenas, Summonses, & Warrants	Until Discharged; No RC-3 required	
Pol-32	Tow Slips	3 years	
Pol-33	Traffic Citations	3 years provided audited	
Pol-34	Training Materials File	Until superseded; No RC-3 Required	
Pol-35	Training Records	Merge with Personnel Records	
Pol-36	Vacation House Check Record	30 days after owner's return; No RC-3 required	
Pol-37	MAIL Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer of administrative value – NO RC-3 Required	
	Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value – No RC-3 Required	
Pol-38	ELECTRONIC MAIL (E-MAIL) Non-Record Messages Personal Messages Family Friends Miscellaneous	Delete at will – No RC-3 Required	
	Transitory Messages Drafts Publications Reports Memos Meeting Notices	Delete when no longer of administrative value – No RC-3 Required	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Pol-38 Cont.	<p>Phone Messages</p> <p>General Correspondence: Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	
Pol-39	Body Worn Video Recordings	30 days, erase provided no action pending No RC-3 required	
Pol-40	Audio Recordings	30 days, erase provided no action pending No RC-3 required	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
PR-1	Application for OPERS/OP & F Refund	Permanent	
PR-2	Bi-Weekly Payroll Journal	3 years provided audited	
PR-3	Canceled Payroll Checks	3 years provided audited	
PR-4	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
PR-5	Court Orders for Payroll Deduction	Until employee terminates or order rescinded	
PR-6	Employee Annual Pay Sheets	Permanent	
PR-7	Employee Time Sheets	3 years provided audited	
PR-8	Employer's Quarterly Federal Income Tax Report	3 years provided audited	
PR-9	Garnishment Orders	Until employee terminates or order rescinded	
PR-10	Overtime Reports	2 years provided audited	
PR-11	Retirement Reports (OPERS & OP & F)	3 years provided audited	
PR-12	Sick Leave & Vacation Balance Records	Permanent	
PR-13	State Income Tax Report	3 years provided audited	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
PR-14	Village Income Tax Report	3 years provided audited	
PR-15	<p>MAIL</p> <p>Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)</p> <p>Postal Records (e.g. Registered/Certified/Insured)</p>	<p>Until no longer of administrative value – NO RC-3 Required</p> <p>Until no longer of administrative value</p>	
PR-16	<p>ELECTRONIC MAIL (E-MAIL)</p> <p>Non-Record Messages</p> <p>Personal Messages</p> <p>Family</p> <p>Friends</p> <p>Miscellaneous</p> <p>Transitory Messages</p> <p>Drafts</p> <p>Publications</p> <p>Reports</p> <p>Memos</p> <p>Meeting Notices</p> <p>Phone Messages</p> <p>General Correspondence:</p> <p>Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence:</p> <p>Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p>	<p>Delete at will – No RC-3 Required</p> <p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
	<p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	
Per-1	Application for Employment	Permanent if employed; others 1 year	
Per-2	Commendations, Promotions	Place in personnel file	
Per-3	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Per-4	Employee Performance Evaluation	5 years	
Per-5	Employee Training Records	Place in personnel file	
Per-6	Insurance Enrollment Record	Until employee terminates	
Per-7	Job and/or Position Descriptions	Until superseded	
Per-8	Leave Request Forms	3 years provided audited	
Per-9	Letter of Appointment	Permanent – Place in personnel file	
Per-10	Letter of Reference	1 year after employment decision made	
Per-11	Letter of Resignation	Permanent – Place in personnel file	
Per-12	Personnel File	Permanent	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Per-13	Promotion Statement	Permanent – Place in personnel file	
Per-14	Record of Disciplinary Action	4 years	
Per-15	Reports of Bureau of Employment Services	2 years provided audited	
Per-16	Unemployment Compensation Case Files	4 years after date of final payment	
Per-17	Worker's Compensation Files	10 years after final payment	
Per-18	W-2 Forms	6 years provided audited	
Per-19	W-4 Forms	Until superseded or employee terminated – No RC-3 Required	
Per-20	MAIL Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer of administrative value – NO RC-3 Required	
	Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value	
Per-21	ELECTRONIC MAIL (E-MAIL) Non-Record Messages Personal Messages Family Friends Miscellaneous	Delete at will – No RC-3 Required	
	Transitory Messages Drafts Publications Reports Memos Meeting Notices	Delete when no longer of administrative value – No RC-3 Required	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Per-21 Cont.	<p>Phone Messages</p> <p>General Correspondence: Includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Str-1	Badges and ID's	Turn in upon termination; destroy after 1 year; no RC-3 required	
Str-2	Blueprints, Maps, Plans	Permanent	
Str-3	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Str-4	Equipment Maintenance Records	Life of Equipment	
Str-5	Gasoline Use Records	2 years provided audited	
Str-6	Proposals for Street Improvements	Until approved or proposal rejected	
Str-7	Street Repair Record	3 years	
Str-8	Storm Sewer Repair Records	3 years	
Str-9	Work Orders	3 years	
Str-10	MAIL Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory	Until no longer of administrative value – NO RC-3 Required	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
	messages, informational brochures, etc.) Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value	
Str-11	<p>ELECTRONIC MAIL (E-MAIL)</p> <p>Non-Record Messages Personal Messages Family Friends Miscellaneous</p> <p>Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages</p> <p>General Correspondence: includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence:</p>	<p>Delete at will – No RC-3 Required</p> <p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p> <p>6 months then destroy</p> <p>2 years</p>	
Str-11 Cont.			

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
	<p>Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	
WaSe-1	Bad Check or Bad Debt File	2 years after settlement	
WaSe-2	Badges and ID's	Turn in upon termination; destroy after 1 year; no RC-3 required	
WaSe-3	Billing Adjustments	Until Audited	
WaSe-4	Calibration Records	Life of Equipment	
WaSe-5	Complaints	1 year after settlement	
WaSe-6	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
WaSe-7	Curb Box Location Record	Permanent	
WaSe-8	Customer Meter Reading Cards	2 years	
WaSe-9	Daily Work Orders	3 years	
WaSe-10	Maps & Plans	Permanent	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
WaSe-11	Meter & Valve Location Record	Permanent	
WaSe-12	Meter Reading Records	4 years provided audited	
WaSe-13	Project Files	Until project completed and final report issued	
WaSe-14	Project Final Reports	Permanent	
WaSe-15	Rate Schedules	Until Superseded	
WaSe-16	Shut-Off Lists	3 years	
WaSe-17	Tap Record	Permanent	
WaSe-18	Water/Sewer Billing Stubs	3 years provided audited	
WaSe-19	Water/Sewer Receipts	3 years provided audited	
WaSe-20	Water Main Location Record	Permanent	
WaSe-21	Water Usage Reports	3 years	
WaSe-22	Analytical Data/Chemical Analyses/Monitoring Records/EPA Reports/Water Quality Reports/Operating Logs/Monthly Reports-All types	10 years	
WaSe-23	Bacterial Analysis Records	10 years	
WaSe-24	Daily Chlorination Report	10 years	
WaSe-25	Lab Testing Records	5 years	
WaSe-26	Lab Testing Summary Reports – Monthly	25 years	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
WaSe-27	Distribution System Bacteriological Sampling Record	10 years	
WaSe-28	Equipment Maintenance Records	Life of equipment	
WaSe-29	Fecal Coliform Reports	10 years	
WaSe-30	Flow Charts	5 years	
WaSe-31	Pump Station Monthly Reports	10 years	
WaSe-32	Rainfall Statistics	5 years	
WaSe-33	Septage Receiving Records	3 years provided audited	
WaSe-34	Septic Tank Hauler Records	3 years provided audited	
WaSe-35	Stream and Outfall Monitor Record	10 years	
WaSe-36	Water Quality Annual Reports	Permanent	
WaSe-37	Well Capacity Test Record	Permanent	
WaSe-38	Well Field Daily Records	10 years	
WaSe-39	Well Maintenance and Field Logs	10 years after well is capped	
WaSe-40	Well Record Book	Permanent	
WaSe-41	Well Test Logs	Permanent	
WaSe-42	Well Water Level Record	10 years	
WaSe-43	MAIL		

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule # agency	Record Title and description	Retention Period	For use by approving
	<p>Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)</p> <p>Postal Records (e.g. Registered/Certified/Insured)</p>	<p>Until no longer of administrative value – NO RC-3 Required</p> <p>Until no longer of administrative value</p>	
WaSe-44	<p>ELECTRONIC MAIL (E-MAIL)</p> <p>Non-Record Messages Personal Messages Family Friends Miscellaneous</p> <p>Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages</p>	<p>Delete at will – No RC-3 Required</p> <p>Delete when no longer of administrative value – No RC-3 Required</p>	
WaSe-44 Cont.	<p>General Correspondence: includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p> <p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered</p>	<p>1 year, then destroy</p> <p>6 months then destroy</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
	<p>by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	
Zon-1	Agency & Commission Files	Reports/Legal Opinions Permanent	
Zon-2	Appeals	Permanent	
Zon-3	Audio Recordings of Meetings	Until minutes prepared and approved – No RC-3 Required	
Zon-4	Building Permit Records	Permanent	
Zon-5	Correspondence - Non-Electronic	Until no longer of administrative value; 1 year	
Zon-6	Commercial & Residential Building Plans	5 years	
Zon-7	Demolition Permits	Permanent	
Zon-8	House Number Records	Permanent	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule # agency	Record Title and description	Retention Period	For use by approving
Zon-9	Maps & Plans	Permanent	
Zon-10	Minutes of Zoning Board and Planning Commission	Permanent	
Zon-11	Planning Commission Case Files	10 years provided no action pending	
Zon-12	Rezoning Applications	Until final action taken and recorded	
Zon-13	Rezoning Case Files	5 years after final decision	
Zon-14	Street/Alley Name Change	Permanent	
Zon-15	Street & Alley Vacation Case Files	Permanent	
Zon-16	Subdivision Files	Permanent	
Zon-17	Zoning Case Log	Permanent	
Zon-18	Zoning Permit Applications	1 year after final decision	
Zon-19	Zoning Permit Record	Permanent	
Zon-20	Zoning Variance Case Files	5 years provided no action pending	
Zon-21	MAIL Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer of administrative value – NO RC-3 Required	
	Postal Records (e.g. Registered/Certified/Insured)	Until no longer of administrative value	
	ELECTRONIC MAIL (E-MAIL) Non-Record Messages	Delete at will – No RC-3 Required	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule # agency	Record Title and description	Retention Period	For use by approving
Zon-22	<p>Personal Messages Family Friends Miscellaneous</p> <p>Transitory Messages Drafts Publications Reports Memos Meeting Notices Phone Messages</p> <p>General Correspondence: includes internal correspondence (letters, memos); also correspondence from various individuals, companies, and organization requesting information pertaining to local and legal interpretations and other miscellaneous inquiries</p>	<p>Delete when no longer of administrative value – No RC-3 Required</p> <p>1 year, then destroy</p>	
Zon-22 Cont.	<p>Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by standard form letters</p> <p>Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.</p> <p>Departmental Policies and Procedures: Includes Published reports, unpublished substantive reports and policy studies.</p>	<p>6 months then destroy</p> <p>2 years</p> <p>Retain until superseded, obsolete or replaced No RC-3 Required</p>	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule #
agency

Record Title and description

Retention Period

For use by approving

Abbreviated Identifier:

Adm:	Administration
Cem:	Cemetery
Crt:	Mayor's Court
Eng:	Engineering
Fin:	Financial
ITax:	Income Tax
Law:	Law Director
Leg:	Legislative

Park Bureau:	Parking Tickets
Park/Rec	Parks & Pool
Per:	Personnel
Pol:	Police
PR:	Payroll
Str:	Street
WaSe:	Water/Sewer
Zon	Zoning/Planning

: