



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

OHIO HISTORY CONNECTION

Jul 01 2020

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: Local Government Unit

CITY OF ASHTABULA

PCD

(local government entity)

(unit)

Mary Church
 (signature of responsible official)

MARY CHURCH
 (name)

ASSISTANT PCD DIRECT
 (title)

6/22/2020
 (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.

[Signature]
 Records Commission Chair Signature

06-30-2020

Date

Section C: Ohio History Connection - State Archives

Local Government Records Management 7/13/2020

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

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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
0000001	Policies, Procedures, Rules & Regulations:	6 Year(s) After Revised, Superseded, Rescinded and No longer of an Administrative or Legal Value.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0000002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3):	25 Year(s) After Revised, Superseded, Rescinded and No longer of an Administrative or Legal Value.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"/>

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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:	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.	CD Disks		<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 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:	And 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	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.	<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"/>
	BUILDING INSPECTOR:				<input type="checkbox"/>
0000100	Annual Report:	25 Year(s) Appraise for Historical Value	Paper		<input checked="" type="checkbox"/>
0000101	Building Permit File:	Continually Maintained and Updated. Data Removed as Structures are Demolished.	Paper		<input type="checkbox"/>
0000102	Demolition Permit Files:	2 Year(s)	Paper		<input type="checkbox"/>
0000103	Electrical Permits:	2 Year(s)	Paper		<input type="checkbox"/>
0000104	Curb Cut Permits:	2 Year(s)	Paper		<input type="checkbox"/>
0000105	Building Permits - Carbon Copies:	3 Year(s)	Paper		<input type="checkbox"/>
0000106	Sewer Tap In Permits:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000107	Complaints:	3 Year(s) After resolved	Paper		<input type="checkbox"/>
0000108	Flood Plain - ODNR Erosion Controls:	Until Revised or Superseded.	Paper		<input type="checkbox"/>
0000109	Flood Plain Files:	then Purge as Administratively necessary.	Paper		<input type="checkbox"/>
0000110	Planning Commission Written Minutes:	Retain Permanently	Paper		<input checked="" type="checkbox"/>

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0000111	Zoning and Administrative Board Written Minutes:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000112	Boards \ Commissions - Agendas \ Meeting Notices (Sec. 121.22 ORC):	5 Year(s)	Paper		<input type="checkbox"/>
0000113	Video \ Audio \ Digital Recordings:	Until no longer of an Administrative Value.	Multi		<input type="checkbox"/>
0000114	General Building Plans: Commercial & Residential:	1 Year(s) After demolished or removed	Paper		<input type="checkbox"/>
0000115	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 & retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will	Multi		<input type="checkbox"/>
0000116	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"/>
	ENGINEERING:				<input type="checkbox"/>
0000200	Infrastructure Plans - Right of Way Plans:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000201	Property Line Surveys - \ Field Notes \ Plats:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000202	Project Files - Infrastructure:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000203	Street Cross Section Sheets & Project Maps:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000204	State Projects - As Built Maps \ Plans:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000205	City Plats \ Maps:	Continually Maintained and Updated.	Paper		<input checked="" type="checkbox"/>
0000206	City Property \ Buildings \ Facilities Records & Plans:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000207	Right of Way Book:	Continually Maintained and Updated.	Paper		<input type="checkbox"/>
0000208	Street Cut Files:	2 Year(s) After repaired.	Paper		<input type="checkbox"/>

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0000209	Paving Tickets - Hauling:	2 Year(s)	Paper		<input type="checkbox"/>
0000210	Sanitary & Storm Sewer Permits:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000211	Old House Number Books:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000212	New House Number Books:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
0000213	Bid Packages - Construction:	2 Year(s) After completion of project, provided audited	Paper		<input type="checkbox"/>
0000214	Bid Forms:	2 Year(s) After completion of project, provided audited	Paper		<input type="checkbox"/>
0000215	Ledgers : General \ Daily \ Expenditures:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000216	Pay Ins:	3 Year(s)	Paper		<input type="checkbox"/>
0000217	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 & retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will	Multi		<input type="checkbox"/>
0000218	Bridge Inspections:	5 Year(s) After Audited and Audit is released per Sec.117.26 ORC	Multi		<input type="checkbox"/>
0000219	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 reviewd and retained or disposed of in accordance with retention schedules.	Multi		<input type="checkbox"/>
	HOUSING:				<input type="checkbox"/>
0000300	Grant Applications - Not Funded:	1 Year(s) After denial.	Multi		<input type="checkbox"/>
0000301	Grants - Funded:	3 Year(s) After expiration of Grant provided Audited and disputes resolved.	Paper		<input type="checkbox"/>
0000302	Grants - Funded:	5 Year(s) After expiration of Grant provided Audited and disputes resolved.	Multi		<input type="checkbox"/>
0000303	Tax Increment Files (TIF) and Special Projects:	1 Year(s) After project completed and no longer of a Fiscal Value	Paper		<input type="checkbox"/>

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0000304	Urban Renewal Records & Development Files:	7 Year(s) And no longer of an Administrative Value.	Multi		<input type="checkbox"/>
0000305	Code Enforcement Case Management Files:	3 Year(s)	Paper		<input type="checkbox"/>
0000306	Case Enforcement Management Files:	Continually Updated, Revised or Erased	Computer		<input type="checkbox"/>
0000307	Federal Project Files - Clients:	3 Year(s)	Multi		<input type="checkbox"/>
0000308	Project Construction Files:	3 Year(s) And no longer of an Administrative or Fiscal Value.	Paper		<input type="checkbox"/>
0000309	Letters of Closure:	3 Year(s) After project completed and no longer of a Fiscal Value	Paper		<input type="checkbox"/>
0000310	Company Profiles:	Continually Updated, Revised or Superseded.	Multi		<input type="checkbox"/>
0000311	Preliminary or Unsolicited Projects, Plans, Drawings, Renderings, Proposals, Presentations or Reports:	Return to Submitter or destroy when no longer of an Administrative Value.	Multi		<input type="checkbox"/>
0000312	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 & retain according to content based on RC-2. Purge records w/approved RC-3. Purge transient email at will	Multi		<input type="checkbox"/>
0000313	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 according with retention schedules.	Multi		<input type="checkbox"/>
1500314	Administrative Board: Agendas, Rosters, Letters of Intent to Serve	Retain until no longer of an Administrative Value, then destroy	Paper		<input type="checkbox"/>
1500315	Administrative Board: Meeting Notices	2 Year(s)	Paper		<input type="checkbox"/>
1500316	Administrative Board: Meeting Minutes	Retain Permanently	Paper		<input checked="" type="checkbox"/>
1500317	Planning Commission: Agendas, Rosters, Letters of Intent to Serve	Retain until no longer of an Administrative Value, then destroy	Paper		<input type="checkbox"/>
1500318	Planning Commission: Meeting Notices	2 Year(s)	Paper		<input type="checkbox"/>
1500319	Planning Commission: Meeting Minutes	Retain Permanently	Paper		<input checked="" type="checkbox"/>

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1600320	Community Reinvestment Area Housing Council: Agendas, Rosters, Letters of Intent to Serve	Retain until no longer of an Administrative Value, then destroy	Multi		<input type="checkbox"/>
1600321	Community Reinvestment Area Housing Council: Meeting Notices	2 Year(s)	Multi		<input type="checkbox"/>
1600322	Community Reinvestment Area Housing Council: Meeting Minutes	7 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