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		CITY MANAGER	
(local government entity)		(unit)	
signature	JAMES TIMONERE	CITY MANAGER	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

CITY OF ASHTABULA	Records Commission		(440) 992-7141
			(telephone number)
4717 MAIN AVENUE	ASHTABULA	44004	ASHTABULA
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: **CSheldon@ashtabulacity.com**

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

signature	06-30-2020
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist 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

See instructions before completing this form

CITY OF ASHTABULA   **CITY MANAGER**

(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0000001	Policies, Procedures, Rules & Regulations:	6 Year(s) After Revised, Superseded, Rescinded and No Longer of an Administrative or Legal Value.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		☐
0000002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3):	25 Year(s) After Revised, Superseded, Rescinded and No Longer of an Administrative or Legal Value.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		☐
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, programs, fiscal and personnel matters.:	2 Year(s) And no longer of an Administrative or Legal value.	Multi		☐
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		☐
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		☐
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		☐
0000007	Unsolicited Correspondence:	Retain until no longer of an Administrative Value, then destroy	Multi		☐
0000008	Copies - (Reading, Informational & Reference):	Retain until no longer of an Administrative Value, then destroy	Multi		☐
0000009	Drafts and Informal Notes:	Retain until no longer of an Administrative Value, then destroy	Multi		☐
0000010	Bulletins, Posters and Notices:	Retain until no longer of an Administrative Value, then destroy	Paper		☐
0000011	Blank Forms:	Until Revised, Obsolete or Superseded, then destroy.	Multi		☐
0000012	Professional Magazines & Publications:	Retain until no longer of an Administrative Value, then destroy	Paper		☐
0000013	Reference Publications & Directories:	Until Revised, Superseded or Obsolete.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA

(local government entity)

CITY MANAGER

(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
0000014	Laws, Regulations & Rules (Local, County, State & Federal):	1 Year(s) After Revised, Rescinded, Superseded or Obsolete.	Multi		☐
0000015	Vendor & Suppliers Information:	Until Revised, Obsolete or Superseded, then destroy.	Paper		☐
0000016	Voice Mail, Pager and Cell Phone Messages \ Audio, Video and Digital Recordings:	Erase when no longer of an administrative or legal value.	Multi		☐
0000017	Business Card \ Rotary & Rolodex Files:	Until obsolete or superseded, then destroy	Multi		☐
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		☐
0000019	Daily, Weekly, Monthly & Yearly Appointment Books \ Calendars\ Schedules \ Organizers\ Planners & Microsoft Outlook:	Continually Updated, Revised or Erased	Multi		☐
0000020	Facsimile Logs\ Cover Sheets\ Confirmation Notices\ Buffer Printouts:	Until no longer of an Adminstrative or Fiscal Value, then destroy	Paper		☐
0000021	PC \ Computer System Backup Files:	Retain for 2 System Backup Cycles then Erase & Reuse Tapes, Disks or Cartridges.	Multi		☐
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 Administatively necessary.	Multi		☐
0000023	Awards, Newspaper Articles, Photographs:	Retain Permanently	Multi		☑
0000024	Computer Generated Reports (Non - Specific) - Administrative & Financial Reports - Periodic:	Until no longer of an Adminstrative or Fiscal Value, then destroy	Multi		☐
0000025	Computer Generated Reports (Non - Specific) Administrative & Financial - Annual \ Year End Cumulative:	Until no longer of Administrative or Fiscal Value	Multi		☐
0000026	Training Materials:	Until no longer of an Administrative Value.	Multi		☐
0000027	General Administrative Files:	Until no longer of Administrative or Legal Value	Multi		☐
0000028	Professional Organizations & Association Files:	1 Year(s) And no longer of an Administrative Value	Paper		☐
0000029	News Releases:	2 Year(s)	Multi		☐
0000030	Surveys & Questionaires:	3 Year(s) And no longer of an Administrative or Legal value.	Paper		☐

Revised January 2013

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2
See instructions before completing this form

CITY OF ASHTABULA   CITY MANAGER

(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
0000031	Equipment Operating & Maintenance Manuals:	Life of Equipment	Multi		☐
0000032	Equipment Maintenance & Repair Records:	Life of Equipment	Multi		☐
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	☐
0000034	Annual Departmental Budget Preparation Documents & Workpapers:	3 Year(s) After final budget approved	Multi		
0000035	Requistions for Purchase Orders, Purchase Orders, Invoices & Statements (Departmental Copy):	3 Year(s) Provided Audited	Paper		
0000036	Fixed Asset Form:	When Asset transferred or sold, Return this form to the Auditor's Office.	Paper		☐
	CITY MANAGER:				☐
0000100	Reports to City Council:	5 Year(s)	Paper		☐
0000101	Labor Contracts (Copy):	6 Year(s) After expiration	Paper		☐
0000102	Labor Contract Negotiations - Notes & Records:	Life of Contract	Paper		☐
0000103	Service Contracts and Agreements:	15 Year(s) After expiration	Paper		☐
0000104	Grievances - Not Covered in Contract:	Until resolved.	Paper		☐
0000105	Receipts \ Receipt Records:	3 Year(s) Provided Audited	Paper		☐
0000106	Payroll \ Time Sheets:	3 Year(s)	Multi		☐
0000107	Termination \ Promotion \ Reprimand Letters:	Incorporate into Personnel File	Multi		☐
0000108	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		☐
0000109	Material Safety Data Sheets (MSDS):	Until obsolete or superseded, then destroy	Multi		☐

Revised January 2013

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA

(local government entity)

CITY MANAGER

(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
0000110	City Owned Facility and Structure Upgrade Files:	Retain Permanently	Multi		☑
0000111	Engineering Reports and Drawings:	10 Year(s) And no longer of an Administrative Value	Multi		☐
0000112	Bid Packet - ITB, Specifications, Contracts, Bonds(copies), Tabulations, Prevailing Wage Documentation:	15 Year(s) After completion of project	Multi		☐
0000113	Bid Bonds - Successful Bidder:	Retain until contract terms met and project accepted by the City then return to Bidder	Paper		☐
0000114	Bid bonds - Unsuccessful Bidder:	Return Immediately after Project is awarded	Paper		☐
0000115	Statistical and Operational Reports:	Until No Longer of an Administrative or Legal Value.	Multi		☐
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		☐
	ECONOMIC DEVELOPMENT:				☐
0000200	Economic Development Meeting Notices & Agendas:	3 Year(s)	Multi		☐
0000201	Economic Development Meeting Written Minutes:	Retain Permanently	Paper		☑
0000202	Economic Development Meeting Notes/Recordings:	Until official minutes prepared and approved.	Multi		☐
0000203	Economic Development Project Files (whether or not they come to fruition):	3 Year(s) And no longer of an Administrative or Legal value.	Multi		☐
0000204	Meeting Minutes from Merchant/Economic Development Related Committees- This includes the Lift Bridge Association, and Ashtabula Downtown Development Association.:	5 Year(s) And no longer of an Administrative Value	Multi		☐
0000205	Economic Development Reports:	5 Year(s) And no longer of an Administrative Value	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA   CITY MANAGER

(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
0000206	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		☐
0000207	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		☐
	INFORMATION TECHNOLOGY:				☐
0000300	Information Resources Management and Network Data Processing Service Plans:	6 Year(s) After Revised, Rescinded, Superseded or Obsolete.	Multi		☐
0000301	Network Data System Specifications:	3 Year(s) After system replaced and until all system data transferred to new operating equipment.	Multi		☐
0000302	Network Disaster Preparedness and Recovery Plans:	Until Revised, Rescinded, or Obsolete.	Multi		☐
0000303	Network Backup Files:	Retain for 3 System Backup Cycles, then erase, reuse or destroy storage media.	Multi		☐
0000304	Site - Equipment Support Files:	Until Warranty or Guarantee of Service has expired. Retain Service Histories and other summary records until the related equipment is no longer in use.	Multi		☐
0000305	WEB Statistics:	6 Month(s)	Multi		☐
0000306	WEB Reports:	Until no longer of Administrative or Fiscal Value	Multi		☐
0000307	City of Ashtabula World Wide Web Site Data and Information:	Continually maintained,updated or superseded.	Computer		☐
0000308	Annual Report:	10 Year(s)	Multi		☐
0000309	Network Administration Files:	5 Year(s)	Multi		☐
0000310	Network Security Records:	Continually Maintained, Updated or Superceded.	Multi		☐
0000311	Electronic Mail (E-Mail) System:	Retain for 3 System Backup Cycles, then erase, reuse or destroy storage media.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA   CITY MANAGER

(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
0000312	Electronic Mail (E-Mail):	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		☐
0000313	PC, Network & Server - System Reviews \ Data Analysis \File Downloads\Screen Saves and supporting documentation \ reports:	Until no longer of Administrative or Legal Value	Multi		☐
0000314	Professional Magazines & Publications:	Retain until no longer of an Administrative Value, then destroy	Paper		☐
0000315	Vendor & Supplies Information:	Until Revised, Obsolete or Superseded, then destroy.	Paper		☐
0000316	Planning, Scheduling, Calendar & Training Information on: Display Boards, Erasable/Dry-Erase Boards, Chalkboards, Easel Pads and Microsoft Outlook:	Continually Updated, Revised or Erased	Paper		☐
0000317	Facsimile Logs/Cover Sheets/Confirmation Notices/Buffer Printouts:	Until no longer of Administrative or Fiscal Value	Paper		☐
0000318	Bakup Data Required by Change of Personnel:	3 Year(s) Backup data created by reason of change of personnel (i.e. existing computer used by new employee) will be retained by dept. head for 3 yrs unless data is separately reviewed and retained or disposed of in accordance with retention schedules.	Multi		☐
	RECREATION:				☐
0000400	Annual Reports:	25 Year(s)	Paper		☑
0000401	Educational and Public Service Programs Brochures \ Pamphlets \ Handouts:	Until Revised, Superseded or Obsolete.	Paper		☐
0000404	Maps and Plans of Park Lands:	Retain Permanently	Paper		☑
0000405	Personal Service Agreements (Game Officials, Instructors, Program Leaders etc.):	3 Year(s) And no legal actions or claims pending	Paper		☐
0000406	Participant Registration Files & Liability Waivers- Juveniles:	Until the person turns 21 years old	Paper		☐
0000407	Participant Registration Files & Liability Waivers - Adults:	3 Year(s) After event or season is over and no legal actions pending.	Paper		☐
0000408	Recreational Program Files:	3 Year(s) After program discontinued or no longer of an administrative value.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA   CITY MANAGER

(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
0000409	Team Rosters and Score Cards:	3 Year(s)	Multi		☐
0000410	Registration Forms and Tracking Sheets:	Until no longer of an Administrative Value.	Multi		☐
0000411	Program and Participant Rules and Regulations:	2 Year(s) After revised or rescinded.	Paper		☐
0000412	Apprpriation Transfers - Requests and Approvals:	2 Year(s) Provided Audited	Paper		☐
0000413	Park and Recreation Refunds:	3 Year(s) Provided Audited	Paper		☐
0000414	Permits (Facility Rentals & Use):	3 Year(s) Provided Audited	Paper		☐
0000415	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		☐
0000417	Bakup Data Required by Change of Personnel:	3 Year(s) Backup data created by reason of change of personnel (i.e. existing computer used by new employee) will be retained by dept. head for 3 yrs unless data is separately reviewed and retained or disposed of in accordance with retention schedules.	Multi		☐
0000418	Material Safety Data Sheets (MSDS):	Until obsolete or superseded, then destroy	Paper		☐
	SERVICE DEPARTMENT:				☐
0000500	Material Safety Data Sheets (MSDS):	Until obsolete or superseded, then destroy	Paper		☐
0000501	Contracts, Service Agreement, Leases:	15 Year(s) After expiration	Paper		☐
0000502	Statistical and Operational Reports:	And no longer of an Administrative or Legal value.	Multi		☐
0000503	Labor Contracts - Departmental Copy:	6 Year(s) After expiration	Paper		☐
0000504	Labor contracts - Negotiation Notes and Records:	3 Year(s) After expiration	Multi		☐
0000505	Engineering Reports:	10 Year(s) And no longer of an Administrative Value	Paper		☐

Revised January 2013

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form

CITY OF ASHTABULA   CITY MANAGER

(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
0000506	City Owned Facility and Structures Upgrades File:	Retain Permanently	Multi		☑
0000507	Audio \ Video \ Digital Recordings:	Erase when no longer of an Administrative or Legal Value.	Paper		☐
0000508	Receipts:	3 Year(s) Provided Audited	Paper		☐
0000509	Bid Packet - ITB, Specifications, Contracts, Bonds - copies, Tabulations, Prevailing Wage Records:	15 Year(s) After completion of project	Multi		☐
0000510	Bid Bonds - Successful Bidder:	Retain until contract meet and project acccepted by the city then return to bidder	Paper		☐
0000511	Bid Bonds - Unsucessful Bidder:	Return Immediately After Project is Awarded	Paper		☐
0000512	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		☐
0000513	Backup Data Required by Change of Personnel:	3 Year(s) Backup data created by reason of change of personnel (i.e. existing computer used by new employee) will be retained by dept. head for 3 yrs unless data is separately reviewed and retained or disposed of in accordance with retention schedules.	Multi		☐

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec.117.26 O.R.C

Revised January 2013