



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

NOV 08 2021

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

PERSONNEL MANAGEMENT

(Local Government Entity)

(Unit)

Traci Welch

TRACI WELCH

FINANCE DIRECTOR

11/08/2021

(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)

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@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.

[Signature]

Records Commission Chair Signature

11/08/2021

Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist 11/23/2021

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

PERSONNEL MANAGEMENT

(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	Applications for Employment - HIRED:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000002	Resumes & Letters of Reference - NOT HIRED:	7 Year(s)	Paper		<input type="checkbox"/>
0000003	Resumes & Letters of Reference - HIRED:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000004	Background Investigations - NOT HIRED & HIRED:	7 Year(s) After position filled or list expires	Paper		<input type="checkbox"/>
0000005	Polygraph Examinations - Pre Employment:	7 Year(s) After date of hire	Paper		<input type="checkbox"/>
0000006	Controlled Substance Testing - Employment:	5 Year(s) 5 yrs- positive drug tests, positive alcohol tests >= .02, refusals, substituted or adulterated tests, SAP reports, all follow-up tests	Paper		<input type="checkbox"/>
0000007	Pre-Employment Interview Notes:	7 Year(s) After position filed	Multi		<input type="checkbox"/>
0000008	Occupational Health Examinations - NOT HIRED:	7 Year(s) After position filed	Paper		<input type="checkbox"/>
0000009	Occupational Health Examinations - HIRED:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000010	EEOC Compliance Reports \ Workpapers:	7 Year(s) And no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
0000011	Psychological Examinations - Pre-Employment:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000012	Employment \ Job Opening Notices:	7 Year(s)	Paper		<input type="checkbox"/>
0000013	Conditional Offer of Employment - HIRED:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000014	Photographs & Fingerprints - NOT HIRED:	7 Year(s)	Paper		<input type="checkbox"/>
0000015	Photographs & Fingerprints - HIRED:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000016	Employee Classification Descriptions:	7 Year(s) After revised or rescinded	Paper		<input type="checkbox"/>
0000017	Job & Position Descriptions:	7 Year(s) After revised or rescinded	Paper		<input type="checkbox"/>
0000018	Rules, Regulations, Policies & Procedures (Employee Directed):	7 Year(s) After revised or rescinded	Paper		<input type="checkbox"/>

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0000020	Employee Rosters:	Continually Revised, Updated or Erased.	Multi		<input type="checkbox"/>
0000021	Affirmative Action Plan:	7 Year(s) After revised or rescinded	Paper		<input type="checkbox"/>
0000023	EEOC Compliance Files (Termination, Resignation, Dismissal, Promotion, Discipline, Commendation):	7 Year(s) And no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
0000024	Employee Performance Evaluations:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000025	Employee Performance Evaluation Preparation & Working File:	90 Day(s) After final decision rendered and no actions or appeals pending	Paper		<input type="checkbox"/>
0000026	Employee Training Records:	3 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000027	Employee Training Programs, Publications & Manuals:	7 Year(s) After revised or rescinded	Paper		<input type="checkbox"/>
0000028	Employee In-Service Training Examinations & Score Sheets:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000029	Employee Personnel Actions - Commendations, Discipline, Counseling (Personnel File Copy):	7 Year(s) And no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
0000030	Letters of Appreciation & Commendations:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000031	Complaints of Employee Misconduct:	7 Year(s) And no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
0000032	Anonymous & Unfounded Complaints Against Employees:	7 Year(s) And no longer of Administrative or Legal Value.	Paper		<input type="checkbox"/>
0000033	Employee Standards of Conduct Investigations:	7 Year(s) And no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
0000034	Employee Predisciplinary Hearing Case Files:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000035	Employee Grievance Hearing Files:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000036	Arbitration and Mediation Reports:	7 Year(s) After final decision rendered and no actions or appeals pending	Paper		<input type="checkbox"/>
0000037	Fact Finder Reports:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000038	Union Contracts & Agreements:	15 Year(s) After expiration	Paper		<input type="checkbox"/>

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0000039	Union Contracts & Agreements - Negotiation Work Files & Notes:	3 Year(s) After expiration of Labor Contract or Agreement	Paper		<input type="checkbox"/>
0000040	Employee Dispute Case Files (OCRC & EEOC):	7 Year(s) After final decision rendered and no actions or appeals pending	Paper		<input type="checkbox"/>
0000041	Employee Position & Job Bid Requests:	7 Year(s)	Paper		<input type="checkbox"/>
0000042	Employee Exposure to Hazardous Chemicals & Biological Hazards or Infectious Diseases Reports:	30 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000043	Employee B.W.C. Claim Files:	10 Year(s) After final decision rendered and no actions or appeals pending	Paper		<input type="checkbox"/>
0000044	Employee Accidents Reports - OSHA:	10 Year(s) And no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
0000046	Employee Health & Life Insurance Claims:	7 Year(s) And no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
0000047	Employee Insurance Enrollment Records:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000048	Department of Transportation - CDL Substance Abuse Program Files & Testing Results:	Until no longer of Admin. or Legal Value	Paper		<input type="checkbox"/>
0000049	Employee Assistance Program Files:	7 Year(s) And no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
0000050	Employee Uniform, Clothing & Equipment Records:	3 Year(s) After revised or superseded, provided audited	Paper		<input type="checkbox"/>
0000051	Employee Time Cards / Sheets:	50 Year(s) 50 years And no longer of an Administrative or Legal value	Multi		<input type="checkbox"/>
0000052	Employee Leave Requests - (Sick Leave, Vacation, Compensatory & Special):	7 Year(s)	Multi		<input type="checkbox"/>
0000053	Employee Sick Leave Affidavits:	7 Year(s)	Multi		<input type="checkbox"/>
0000054	Family and Medical Leave Act - Requests for Leave, Medical Certificates, Continuation of Health Case Insurance and Related Correspondence:	7 Year(s) After date of issuance	Paper		<input type="checkbox"/>
0000055	Employee Overtime Authorizations:	7 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000056	Employee Overtime Reports:	Until no longer of Admin. or Fiscal Value	Multi		<input type="checkbox"/>
0000057	Notification of Pay (Step) Increases:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>

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0000058	Employee Data Sheet [FLSA](To include full-name or identifying number, full home address, date of birth{f under 19}, sex and occupation, date of hire, date of separation):	7 Year(s) After superseded	Multi		<input type="checkbox"/>
0000059	Employee Status Forms - Termination, Resignation, Dismissal, Hire:	75 Year(s)	Paper		<input type="checkbox"/>
0000060	Employee Absentee Reports:	2 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000061	Employee Pay & Earning Record:	7 Year(s) After employee leaves municipal employment	Multi		<input type="checkbox"/>
0000062	Employee Withholding Requests:	Until replaced or revoked by employee	Paper		<input type="checkbox"/>
0000063	Employee Local Income Tax Withholding Certificate:	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
0000064	W-4 Forms and IT-4 Forms:	7 Year(s) After superseded or employment ends.	Paper		<input type="checkbox"/>
0000065	W-2 Forms:	10 Year(s)	Multi		<input type="checkbox"/>
0000066	State Income Tax Reports:	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000067	Tax Withholding Reports / Employer Quarterly Federal Tax Return [Form 941]:	7 Year(s) Provided Audited	Paper		<input type="checkbox"/>
0000068	Garnishment Orders:	7 Year(s) After employment terminates or Order is rescinded	Paper		<input type="checkbox"/>
0000069	Court Orders for Payroll Deductions:	3 Year(s) After employment terminates or Order is rescinded	Paper		<input type="checkbox"/>
0000070	Employee Unemployment Compensation Case File:	7 Year(s) After date of final payment	Paper		<input type="checkbox"/>
0000071	Reports to the Department of Jobs & Family Services:	7 Year(s)	Paper		<input type="checkbox"/>
0000072	Payroll Journal/Record - Annual Cumulative Report:	50 Year(s)	Multi		<input type="checkbox"/>
0000073	Payroll Journal/Record - Bi Weekly:	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
0000074	Employee Leave Balances:	Continually updated by fiscal office until employee leaves municipal employment then information maintained until employee exercises all pension rights and benefits	Multi		<input type="checkbox"/>

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0000075	Leave Balances & Reports - Pay Period and Department:	Until superseded	Multi		<input type="checkbox"/>
0000076	State & Federal Retirement System - Payments, Waivers & Requests for Refunds:	Permanent	Paper		<input type="checkbox"/>
0000077	Employee Development Files (Department or Office Copy) Documents performance evaluation process, day-to-day training, and direct management and supervision of employees):	Until no longer of Admin. or Legal Value	Paper		<input type="checkbox"/>
0000078	I-9 Forms (Completed) Immigration Reform and Control Act [All new hires since 11-6-1996]:	Three years from date of hire OR One year after termination, whichever is later.	Paper		<input type="checkbox"/>
0000079	COBRA {The Consolidated Omnibus Budget Reconciliation Act of 1986} - Initial Notice:	7 Year(s) After date of issuance	Paper		<input type="checkbox"/>
0000080	COBRA {The Consolidated Omnibus Budget Reconciliation Act of 1986} - Notice & Election when Qualifying Event Occurs:	7 Year(s) After date of issuance	Multi		<input type="checkbox"/>
0000081	COBRA {The Consolidated Omnibus Budget Reconciliation Act of 1986} - Termination of Coverage Notice:	7 Year(s) After date of issuance	Multi		<input type="checkbox"/>
0300082	Controlled Substance Testing - Employment - Previous Employees:	3 Year(s) 3 yrs- records from previous employers under Sec. 40.2 DOT (CDL)	Paper		<input type="checkbox"/>
0300083	Controlled Substance Testing - Employment:	2 Year(s) 2 yrs-Negative drug tests, negative or < .02 concentration alcohol tests, controlled substance tests-preemp, reasonable suspicion, post-accident follow-up, and random	Paper		<input type="checkbox"/>
0500084	Polygraph Examinations- Specific Issue:	7 Year(s) And no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
1000085	Electronic Mail (E-mail & attachments):	Within 30 days print to paper or save to electronic folder email which as admin., fiscal or legal value. File & retain according to content based on Rc-2. Purge records w/approved RC-3. Purge transient email at will- no RC-3 required.	Multi		<input type="checkbox"/>
1000086	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"/>
1300087	Records Commission Files: RC-1, RC-2, RC-3 forms, training material, original records management policy, records disposal vendor information	25 Year(s) After revised, superseded, resinded and no longer of an administrative or legal value.	Multi		<input type="checkbox"/>

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1300088	Payroll Timesheets: Original payroll timesheets including timekeeping software reports.	75 Year(s) And no longer of an Administrative or Legal value	Multi		<input type="checkbox"/>
1300089	Employer policies: Original signed policies. For example Drug Free Workplace, Workplace Violence, Transitional Work, Workplace Injuries.	5 Year(s) After superseded, rescinded, or revoked.	Paper		<input type="checkbox"/>
1300092	Employer TPA Administrative Reports: Third Party Administrator Reports- retro rating data, quarterly claims summary reports, copies of invoices, participation agreements, cash flow analysis, rating options cost comparison.	10 Year(s)	Paper		<input type="checkbox"/>
1300093	Employer BWC Administrative Reports: Retrospective rating premium summary, invoices, quarterly and annual claims evaluation, policy experience exhibit, payroll reports, settlement/handicap claim management report.	10 Year(s)	Paper		<input type="checkbox"/>
1300094	Employer MCO Administrative Reports: Case management reports, claims reports, summary pharmacy reports, stewardship reports	10 Year(s)	Paper		<input type="checkbox"/>
1300095	OPEDC payroll deduction change report: Ohio Public Employees Deferred Compensation deduction change forms	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
1300096	Emergency Contact Forms: Employee emergency contact forms	Most recent two forms until superseded.	Paper		<input type="checkbox"/>
1300097	Sick Time Beneficiary Records: Accumulated sick time beneficiary cards	Exercised all retirement benefits.	Paper		<input type="checkbox"/>
1300098	PERRP Form 300 AP: Summary of work related injuries and illnesses	5 Year(s)	Multi		<input type="checkbox"/>
1300099	PERRP Form 300P: log of work related injuries and illnesses per location per year	5 Year(s)	Multi		<input type="checkbox"/>
1300100	Employee Count Report: Full-time, part-time, temporary employee numbers by department by month	10 Year(s)	Paper		<input type="checkbox"/>
1300101	Department of Labor Statistics Data: Labor statistics such as total employees, and total female employees. Data called in monthly to DOL.	3 Year(s)	Paper		<input type="checkbox"/>
1300102	Voluntary payroll deduction authorization forms: Examples: OPEDC, OAPFF 457 plan, AFSCME Peoples Choice, Ohio Tuition Trust Authority, CDC, United Way, Port Conneaut Credit Union, Lakeview Federal Credit Union, Community First Credit Union, HSA contributions	3 Year(s) After superseded, rescinded, or revoked.	Paper		<input type="checkbox"/>

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1300103	Ohio New Hire Reporting Data:	3 Year(s)	Multi		<input type="checkbox"/>
1300104	Supplemental Insurance Invoices: Copies of paid invoices for supplemental insurances. Premiums are paid through payroll deduction	3 Year(s)	Paper		<input type="checkbox"/>
1300105	Union Dues Payroll Deduction Authorization: IAFF 165, AFSCME 1197, or FOP Lodge 26 union dues payroll deduction authorization forms	After employee leaves municipal employment	Paper		<input type="checkbox"/>
1300106	Supplemental Insurance Payroll Deduction authorization Forms: Supplemental insurances may include AFLAC, Reassure Americal Life, Cincinnati Life, Colonial, or OML Insurance	10 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
1300107	OPEDC Notice of Termination: Ohio Public Employees Deferred Comp confirmation of termination from employment	2 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
1300108	Verification of Employment Forms: Written verification of employment found within employee personnel files. These may include payroll history.	3 Year(s)	Paper		<input type="checkbox"/>
1300109	Section 125 POP Compliance Documents: Plan documents for Section 125 Premium Only Plan, including certificate of resolution, adoption agreement, summary plan description, blank election forms, discrimination testing.	6 Year(s)	Paper		<input type="checkbox"/>
1300110	Seniority Lists: Bi-annual seniority lists	3 Year(s)	Multi		<input type="checkbox"/>
1300111	Specific Issue Psychological Exams: Psychological exams used for fit for duty determination	7 Year(s) And no longer of administrative value.	Paper		<input type="checkbox"/>
1300112	Military Service Discharge Form (DD214): Release from active duty or discharge from active duty	After employee leaves municipal employment	Paper		<input type="checkbox"/>
1300113	Military Orders: Militay orders given during active deployment	After employee leaves municipal employment	Paper		<input type="checkbox"/>
1300114	Employee job history records: Includes employee card file, payroll software job history, letters within personnel files documenting employee job history, rate of pay, and employee status report, showing employment changes such as promotion, hire, and termination.	25 Year(s) After employee leaves municipal employment	Multi		<input type="checkbox"/>
1300115	Direct Deposit Forms: Payroll direct deposit set-up forms, including bank account number and routing number	Until superseded or rescinded	Paper		<input type="checkbox"/>

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1300116	Employee Personnel Information Change Forms: Change of address, marriage, divorce, birth of children, death of dependent, home telephone number	Most recent two forms until superseded.	Paper		<input type="checkbox"/>
1300117	Civil Service Test Results: Written Civil Service test answer sheets for hire or promotion	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
1300118	Civil Service Application: Pre-employment Civil Service application for hired applicants	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
1300119	State Pension Forms: Various OPERS, or OP&F forms including applications, certificates, change forms, purchase forms, history forms	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
1300120	City or State Policy Acknowledgement sign-off forms: Acknowledgement of receipt of various City of Ashtabula employment policies or State policies	2 Year(s) After employee leaves municipal employment, and no longer of administrative or legal value	Paper		<input type="checkbox"/>
1300121	Ohio Peace Officer Training Commission Notice of Appointment or Termination: Form SF400adm from the Ohio Attorney General for police and auxiliary police	7 Year(s) After employee leaves municipal employment	Paper		<input type="checkbox"/>
1300122	Education transcripts or diploma: High School or college transcripts and diplomas	After employee leaves municipal employment	Paper		<input type="checkbox"/>
1300123	EEOC EEO-4 reports: Local government EEO information prepared every other year	7 Year(s)	Paper		<input type="checkbox"/>
1300124	Policies, Procedures, Rules & Regulations:	6 Year(s) After revised, superseded, resinded and no longer of an administrative or legal value.	Paper		<input type="checkbox"/>
1300125	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"/>
1300126	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 administrative value.	Multi		<input type="checkbox"/>
1300127	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 administrative value.	Multi		<input type="checkbox"/>

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1300128	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. No RC-3 required.	Multi		<input type="checkbox"/>
1300129	Unsolicited Correspondence:	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
1300130	Copies: Reading, informational, and reference	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
1300131	Drafts and informal notes: Retain until no longer of an administrative value, then destroy	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
1300132	Bulletins, Posters, and Notices:	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
1300133	Blank Forms:	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
1300135	Reference Publications & Directories:	Until revised, superceded, or obsolete	Multi		<input type="checkbox"/>
1300136	Laws, Regulations & Rules: Local, County, State and Federal laws	1 Year(s) Until revised, superceded, or obsolete	Multi		<input type="checkbox"/>
1300137	Vendor and Supplier Information:	Until revised, obsolete or superseded, then destroy	Multi		<input type="checkbox"/>
1300138	Voice Mail/Pager and Cell Phone Messages:	Erase when no longer of an administrative or legal value. No RC3 required.	Multi		<input type="checkbox"/>
1300139	Business Card/Rotary & Rolodex Files:	Until revised, obsolete or superseded, then destroy	Multi		<input type="checkbox"/>
1300140	Planning, Scheduling, Calendar & Training Information: On display boards, Erasable/Dry-Erase Boards, Chalkboards, Easel Pads, and Microsoft Outlook	Continually revised, updated or erased	Multi		<input type="checkbox"/>
1300141	Daily, Weekly, Monthly & Yearly Appointment Books/Calendars/Schedules/Organizers/ Planners & Microsoft Outlook:	Continually revised, updated or erased	Multi		<input type="checkbox"/>
1300142	Facsimile Logs/Cover Sheets/Confirmation Notices/Buffer Printouts:	Until no longer of Admin. or Fiscal Value	Multi		<input type="checkbox"/>
1300143	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"/>
1300144	Awards, Newspapers Articles, Photographs:	Until no longer of an administrative or fiscal value, then destroy	Multi		<input type="checkbox"/>

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1300145	Training Materials:	Until no longer of Administrative Value.	Multi		<input type="checkbox"/>
1300146	Surveys & Questionnaires:	3 Year(s) And no longer of an Administrative or Legal value	Multi		<input type="checkbox"/>
1300147	Equipment Operating & Maintenance Manuals:	Life of Equipment	Multi		<input type="checkbox"/>
1300148	Ordinances (copies):	10 Year(s)	Multi		<input type="checkbox"/>
1300149	Employee Lists/ Rosters/Directories:	Continually maintained and updated	Multi		<input type="checkbox"/>
1300150	Computer Conversion Records:	5 Year(s)	Multi		<input type="checkbox"/>
1300151	RC 100 and RC 101: Public records request forms (RC 100) and response or disposition (RC 101)	2 Year(s) And no longer of administrative value.	Paper		<input type="checkbox"/>
1500152	Records Commission Agendas, Rosters, Letters of Intent to Serve:	Until no longer of Administrative Value.	Multi		<input type="checkbox"/>
1500153	Records Commission Meeting Notices:	2 Year(s)	Multi		<input type="checkbox"/>
1500154	Records Commission: Meeting minutes	7 Year(s) And no longer of administrative value.	Multi		<input type="checkbox"/>
2100155	Civil Service Agendas, Rosters: Agendas and rosters for the Civil Service Commission	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
2100156	Civil Service meeting minutes: Meeting minutes for the Civil Service Commission	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
2100157	Civil Service Annual Report: Civil Service Commission Annual Report	4 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

