

Ordinance No. 09-2021

Passed 09-16-2021

**AN ORDINANCE APPROVING, ADOPTING, AND ENACTING A RECORDS  
RETENTION SCHEDULE**

**WHEREAS**, the Council of the Village of Bradner has determined that it is necessary for the preservation of the public welfare, health, and safety that the Village enact a records retention schedule, and

**WHEREAS**, Section 149.43 of the Ohio Revised Code generally requires municipalities to make public records available for inspection and copying and to make a copy of its records retention schedule available to the public.

**NOW, THEREFORE**, be it ordained by the Council of the Village of Bradner, Ohio that:

**SECTION 1:** The Village hereby adopts the Records Retention Schedule, as promulgated in **Exhibit A**, attached hereto and incorporated herein.

**SECTION 2:** The Village hereby charges the Village Fiscal Officer to make and keep the Records Retention Schedule available for public inspection at Village Hall during normal business hours.


**SECTION 3:** This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

**SECTION 4:** That any prior resolution or ordinance or part of any resolution or ordinance inconsistent with the Ordinance is hereby repealed.

**SECTION 5:** That publication shall be made by posting at five public locations.

Date Passed: 9-16-2021

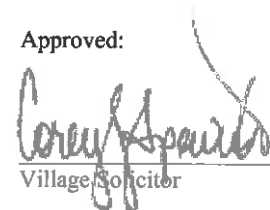
Attest:

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Village Council President

  
\_\_\_\_\_  
Village Fiscal Officer

Approved:

  
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Village Solicitor

Village of Bradner, Ohio  
Records Retention Schedule  
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## Section 1: Administrative Records

Records listed in this section are generally found in most municipal offices. This Administrative Records Retention Schedule applies to every municipal department, board, commission, or other municipal related entities unless superseded by a specific schedule.

<u>Record Series Title</u>	<u>Retention Period</u>
1. a. Accident Reports/Files Bodily Injury to Non-Employee b. Damage to Municipal Vehicle or Property c. Employee Injury	a. 6 years provided no action pending b. 6 years provided no action pending c. Place in personnel file
2. Activities Reports (all types)	2 years
3. Agendas	6 years
4. Annual Department Budget	5 years
5. Annual Department Report	Permanent (at 50 years, appraise for historical value)
6. Annual Municipal Budget	Permanent (at 50 years, appraise for historical value)
7. Annual Municipal Report	Permanent (at 50 years, appraise for historical value)
8. Attendance Reports/Records	6 years
9. Audiovisual, PR, & Training Materials	Until information is superseded, obsolete or replaced, then appraise for historical value.
10. Badges & IDs	Turn in upon termination for immediate destruction.
11. Blank Forms	Until obsolete or superseded
12. Blueprints/Vellums	Until updated, superseded, or obsolete, then appraise for historical value.
13. Budget Preparation Documents (working papers)	4 years
14. Bulletins, Posters, and Notices to Employees	Until no longer administratively necessary
15. Calibration Records (all types)	5 years

16. Compliance Records (all types)	5 years
17. Continuing Education Certificates, Class Seminar, and Training Attendance Records	Place in personnel file
18. Contracts & Agreements	15 years after expiration or termination
19. Copies (all media)	
a. Official Copy	a. Use applicable records series retention period
b. Reading, Informational, Reference Copy	b. Until no longer administratively necessary
20. Correspondence	
Routing Form Letters	1 year
General Letters	2 years
Legislative Branch	3 years
Executive	5 years
21. Delivery Slips & Packing Slips	2 years
22. Disaster Plans	Until updated or superseded
23. Dispatcher Radio/Phone Calls Audio Recordings	30 days (provided no action pending), then erase and reuse
24. Drafts (all media)	Until no longer administratively necessary
25. Drawings, Tracings, Mylars	Until updated, superseded, or obsolete, then appraise for historical value
26. Equipment Inventories	3 years
27. Equipment Maintenance Records	Life of the equipment
28. Equipment Records – Personal Use Items (ie: clothing, radios, tools, weapons, etc)	Until equipment returned by employee
29. Executive Orders	Until superseded, obsolete, or replaced, then appraise for historical value.
30. Expense Records	3 years, provided audited
31. Facsimile (FAX)	
a. Logs	a. 1 year
b. Messages	b. See correspondence retention periods

32. Flow Charts – Operations	2 years
33. Fuel Usage Records	3 years
34. General Orders, Directives, Policies, Rules, Regulations, or Procedures	Until superseded, obsolete, or replaced, retain 1 copy until audited
35. Grant Files/Records (Federal, State, Local)	5 years, provided audited and disputes resolved
36. Hearings (Not employee related)	
a. Audio and Video Recordings	a. 2 years
b. Report of Proceedings	b. Permanent
c. Transcripts	c. 5 years
37. Job Descriptions	Until superseded or obsolete
38. Leases	
a. Equipment	a. 2 years after expiration
b. Real Estate	b. 5 years after expiration
39. Licenses, Permits, Certificates	1 year after expiration
40. Mail	
Unsolicited Mail (ie: anonymous, slanderous, groundless complaints, sales material, informational brochures, etc)	Until no longer administratively necessary
41. Mailing Lists	Until updated, superseded, or obsolete
42. Management/Operations Reports	
a. Monthly, quarterly, semi-annual	a. Until incorporated into an annual report
b. Annual	b. 5 years
c. Consultant produced	c. 5 years
43. Manuals and Handbooks	Until superseded, obsolete, or replaced, retain 1 copy until audited
44. Maps & Plats	Until updated, superseded, or obsolete, then appraise for historical value
45. Material Safety Sheets	Until superseded
46. Mayor’s Journal	Permanent
47. Meeting Notices (ORC, Section 121.22)	2 years, provided audited

48. Memoranda	See correspondence retention periods
49. Minutes of Meetings (Council, Committee, etc)	
a. Approved Hardcopy	a. Permanent
b. Audio & Video Recordings	b. 1 year provided information concerning the meeting is substantially transcribed
c. Drafts & Notes	c. Until hardcopy of minutes is approved
d. Floppy Disk, Compact Disk, or Computer Hard Drive Copy	d. Until no longer administratively necessary
e. Unapproved Copy	e. Until approved
50. Municipal Publications	Until superseded or obsolete, retain 1 copy
51. Oaths of Office	10 years after leaving office
52. Photo File (including prints, slides, negatives, transparencies, and related photographic items)	Until information is no longer current, then appraise for historical value
53. Press/News Releases	3 years
54. Printing Orders	3 years, provided audited
55. Project Plans/Drawings/As Built	Life of project or obsolete, then appraise for historical value
56. Project Final Report	Permanent
57. Property Dedications (Street, Parks, Land, Etc.)	Permanent
58. Property Disposal Records	25 years
59. Property Inventories	Until superseded
60. Purchase Orders (Copies)	Until no longer administratively necessary
61. Receipts/Receipt Books	2 years, provided audited
62. Receiving Documents	3 years
63. Records Retention Documents	25 years
64. Records Retention Schedule	Until superseded
65. Records Requests	2 years

66. Reference/Library Materials	Until superseded, obsolete, or replaced
67. Requests for Proposals	2 years
68. Reports to Council	5 years
69. Requisitions	3 years, provided audited
70. Research Files	5 years or until no longer administratively necessary
71. Rosters/Directories	1 year after superseded or obsolete
72. Scrapbooks/Yearbooks	Appraise for historical value
73. Speeches/Presentations	3 years
74. Statistical Reports	
a. Monthly, quarterly, semiannual	a. Until incorporated into an annual report
b. Annual	b. 5 years
c. Consultant produced	c. 5 years
75. Surveying (Field Notes)	Permanent
76. Surveillance Tapes/Videos	30 days, then reuse provided no action pending
77. Table of Organization/Organizational Charts	Until superseded or obsolete
78. Telephone	
a. Bills, charges, call detail records	a. 2 years, provided audited
b. Messages	b. Until no longer administratively necessary
c. Service Records & documentation	c. Life of System
d. System Equipment Inventory	d. Continually updated, retain superseded data 1 year
79. Training Material/Lesson Plans	Until superseded
80. Uniform Records	3 years, provided audited
81. Vehicle Maintenance Records	Until vehicle is sold
82. Vehicle Mileage Records	Until vehicle is sold
83. Village Administrator's Journal	Permanent

84. Visitor's Log or Sign-In Sheets	1 year
85. Voice Mail	
a. Messages	a. Until no longer administratively necessary
b. System documentation	b. Life of system
86. Warranties	2 years after expiration
87. Work Orders	2 years
88. Work Schedules	1 year after schedule change



## Section 2: Building, Planning, & Zoning Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Annexation Case Files	Permanent
2. Annexation Record	Permanent
3. Appeals on Interpretation of Code	Permanent
4. Area Commission Files	25 years
5. Board of Zoning Adjustments Case Files	10 years
6. Board of Zoning Adjustments Journal	Permanent
7. Building Applications	Until occupancy permit issued
8. Building Cards	Permanent
9. Building Folders	Review at 5 years, retain until no longer administratively necessary, then appraise for historical value
10. Building Inspection Reports	5 years
11. Building Permit Record	Permanent
12. Building Plans	
a. Residential	a. 3 years
b. Commercial	b. 5 years
c. Municipal Owned	c. Life of structure, then appraise for historical value
13. Building Sign Inspection Files	Permanent
14. Case Files (Board of Building Standards & Appeals)	10 years
15. Case Files (Board of Zoning Appeals)	10 years
16. Certificates of Insurance	2 years after expiration, provided no claims pending
17. City Building Code	Until superseded, retain 1 copy permanently
18. Community Development Reports	Until no longer of administrative value

19. Complaints	2 years, provided no action pending
20. Condemnation & Demolition Records	Permanent
21. Contractor's Registration	2 years
22. Demolition Permits	Permanent
23. House Number Record	Permanent
24. Housing, Land Use, Population, & Other Special Studies	Until no longer of administrative value, then appraise for historical value
25. Index to Board of Zoning Adjustments Case Files	25 years
26. Index to Variance Records	25 years
27. Index to Zoning Case Records	25 years
28. Industrial Use Permit Reviews	Permanent
29. Legislative Research Files/Drafts	Until no longer of administrative value
30. Loan and Grant Applications (copies)	3 years, provided audited
31. Occupancy Permit Records	Permanent
32. Performance Bonds (contractors)	10 years after expiration
33. Permits (all types)	3 years, provided audited
34. Planning Briefs	25 years
35. Planning Commission Case Files	10 years, provided no action pending
36. Project Planning Files	5 years after completion of final project report, then appraise for historical value
37. Project Reports	25 years, then appraise for historical value
38. Quadrant Files	5 years
39. Rezoning Applications	Until final action taken and recorded
40. Rezoning Case Files	5 years after final decision rendered

41. Street Name Change Record	Permanent
42. Street & Alley Vacation Cases Files	Permanent
43. Subdivision Files	Permanent
44. Transportation Research Files	10 years, then appraise for historical value
45. Urban Renewal Files	Until obsolete, then appraise for historical value
46. Violations	Until corrected or adjudicated by a Court, whichever is later
47. Zoning Case Log	25 years
48. Zoning Certificate for Occupancy and Use of Land & Buildings	Permanent
49. Zoning Change Request	5 years, provided no action pending
50. Zoning Permit Applications	1 year after final decision rendered
51. Zoning Permit Record	Permanent
52. Zoning Variance Case Files	5 years after final decision, provided no action pending

\* Plus any records that may apply from the Administrative Records section and other sections in this Records Retention Schedule.

### Section 3: Cemetery Records

All cemetery records are maintained by the Village of Bradner/Montgomery Township Cemetery Board. Please see cemetery board clerk for records retention schedule.

## Section 4: Council Records

<u>Records Series Title</u>	<u>Retention Period</u>
1. Attendance Record	Term of Office, provided audited
2. Council Members' Files	Term of office, then appraise for historical value
3. Hearings (Employee related) a. Report of Proceedings b. Transcripts	a. 2 years after appeals exhausted b. 5 years after appeals exhausted
4. Index to Council Minutes	Permanent
5. Index to Ordinances/Resolutions	Permanent
6. Legislative Research Files/Drafts	Until no longer needed
7. Liquor License Requests a. Approved b. Denied	a. 3 years b. 1 year
8. Minutes	Permanent
9. Ordinances	Permanent
10. Petitions	5 years
11. Proclamations	2 years
12. Reports to Council	5 years
13. Resolutions	Permanent
14. Subject and Administrative Files	5 years

\* Plus any records that apply from the Administrative Records section.

## Section 5: Engineering Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Aerial Photographs	Until superseded, then appraise for historical value
2. Bridge Plans	Life of bridge
3. Bridge Inspection Reports	10 years
4. Change Orders	Place in project file
5. Contractor's Prevailing Wage Records	5 years
6. Day Books	3 years
7. Federal Project Files	5 years after completion of project, provided audited
8. House Number Records	Permanent
9. Job Orders	3 years
10. Maintenance Orders	2 years
11. Project Files (contracts, specifications, change orders, progress reports, etc.)	15 years after completion of project
12. Project Inspection Records	Include in project files
13. Sanitary Sewer Records	Permanent
14. Sewer Testing Records	5 years, provided no action pending
15. Special Assessments Record	3 years after final payment, provided audited
16. Village Properties File	Permanent
17. Village Zoning Maps	Permanent

\* Plus any records that apply from the Administrative Records section.

## Section 6: Financial Records

This Financial Records Retention Schedule applies to every municipal department, board, commission, or other municipal related entities that tangibly collect money, unless superseded by a specific schedule.

<u>Record Series Title</u>	<u>Retention Period</u>
1. Acceptance of Utility Rate Ordinance Notices	Permanent
2. Accounts Ledger	5 years after last entry, provided audited
3. Accounts Payable Record	3 years, provided audited
4. Accounts Receivable Ledger, General	3 years, provided audited
5. Annual Appropriation Ordinances (copies)	5 years
6. Annual Certificate of Estimated Resources	7 years
7. Annual Financial Report	Permanent
8. Annual Report to the Auditor of State	5 years
9. Appropriation Ledger	5 years, provided audited
10. Assessment Record	Until paid and audited
11. Audit Reports	
a. Internal	a. Permanent
b. Auditor of State	b. Permanent
c. Federal	c. Permanent
12. Bad Check or Bad Debt Records	2 years after payment or settlement
13. Balance Sheets	3 years, provided audited
14. Bank Deposit Records (Receipts, reconciliation, slips, statement, etc)	3 years, provided audited
15. Bid Bonds	
a. Successful Bidder	a. Retain until acceptance of performance bond
b. Unsuccessful Bidder	b. Return after project awarded
16. Bids	
a. Successful	a. 15 years after completion of project
b. Unsuccessful	b. 2 years after letting of contract

17. Block Grant Documentation	5 years
18. Bond Register	Permanent
19. Cancelled Checks/Warrants	3 years, provided audited
20. Capital Improvement Bonds	Until paid off and audited, then appraise for historical value
21. Cash Books/Cash Reports	3 years, provided audited
22. Cash Receipts and Disbursements	3 years, provided audited
23. Cash Register Tapes/Records	2 years, provided internal control established
24. Certificate of Result of Election (Bond Issues)	Until expiration of bond issue
25. Chargeback Reports/Records	3 years
26. Check Registers/Stubs/Carbons	3 years, provided audited
27. Checking Account Statement	3 years, provided audited
28. Checks/Warrants (Voided)	Until audited
29. Client Payment Files	3 years
30. Computer Generated Financial Reports	
a. Monthly, quarterly, semiannual	a. Until updated version or annual report
b. Annual	b. 5 years
31. Computer Records	Create separate schedule
32. Cost Control Records	3 years
33. Report of Cash Received	3 years, provided audited
34. Damage Claims	Until settled and all appeals exhausted
35. Deposit Refund Requests	Until deposit refunded and account audited
36. Encumbrance Documents	3 years
37. Encumbrance and Expenditure Journal	7 years, provided audited
38. Federal Revenue Sharing Account	7 years, provided audited



39. Fixed Assets Record	10 years
40. General Ledger	25 years
41. Indebtedness Statement	Permanent
42. Insurance Policies	2 years after expiration, provided all claims settled
43. Intergovernmental Tax Receipts	3 years, provided audited
44. Investment Records	3 years, provided audited
45. Invitation to Bid (ITB)	2 years, provided audited
46. Invoices and Supporting Documents	3 years, provided audited
47. Licenses	Term of license plus 1 year
48. Monthly Statement of Balances	3 years, provided audited
49. Mortgages	Until paid and cancelled, provided audited
50. Oil and Gas Drilling Permits	Permanent
51. Pay-In Records	3 years, provided audited
52. Performance Bonds	After project successfully completed and accepted
53. Permits (all types)	3 years, provided audited
54. Personal or Professional Services	
a. Invoice or Statement of Service	a. 3 years, provided audited
55. Petty Cash Records	3 years, provided audited
56. Phone Quotes/Confirmations	2 years
57. Posting Sheets and Cards for Paid Bills	3 years, provided audited
58. Prevailing Wage Records	3 years, provided audited
59. Property Inventories	3 years

60. Purchase Orders	
a. Originals	a. 3 years, provided audited
b. Copies	b. Until no longer administratively necessary
61. Receipt and Expenditure Report to Auditor of the State	3 years
62. Receiving Documents	3 years
63. Reconciliation Sheets, Bank Accounts	3 years, provided audited
64. Record of Funds Received	3 years, provided audited
65. Refund Check Ledger	5 years, provided audited
66. Remittance Advice	3 years
67. Request for Proposals	2 years
68. Retirement System Payments/Records	Permanent
69. Retirement System Exemption Record (Waiver)	Permanent
70. Sales Tax Records	4 years
71. Settlement Sheet/Tax Distribution from County Auditor	10 years
72. Special Assessments	Until paid off and audited
73. Surety Bonds (Special)	10 years after expiration
74. Surety Bonds of Officials or Employees	10 years after termination of officer or employee
75. Tax Abatement Records	Duration of the abatement plus 1 year
76. Tax Settlement Reports	3 years, provided audited
77. Trial Balance Records	3 years
78. Transmittal of Ohio Wage and Tax Statement	6 years, provided audited
79. Travel Expense Records	3 years, provided audited
80. Treasury Investment Board Report	10 years

81. Unemployment Compensation Records	3 years, provided audited
82. Uniform Allowance Records	3 years, provided audited
83. Vouchers	
a. Originals	3 years, provided audited
b. Copies	Until no longer administratively necessary

\* Plus any records that may apply from the Administrative Records section and other sections in this Records Retention Schedule.

## Section 7: Fire Department Records

1. Above & Underground Storage Tank Records	Permanent
2. Alarm Response Report	Five years
3. Annexation Files	Permanent
4. Arson Reports	Permanent
5. Burning Complaint File	Seven years
6. Daily Alarm Log	Seven years
7. Dispatch Sheets/Logs	Seven years
8. Disaster Plan	Permanent
9. Emergency Medical Services Records	Seven years
10. EPA Burning Violation Records	Seven years
11. Fire Code	Permanent
12. Fire Incident Reports	Seven years
13. Fire Investigation Files & Index	Permanent
14. Fire & Loss Record	Permanent
15. Fireworks Applications & Permits	Twenty years
16. Gas & Oil Disbursement Record	Permanent
17. Hydrant Location Record	Permanent
18. Hydrant Location Record	Permanent
19. Inspection Reports/Cards (all types)	Permanent
20. Insurance Claim File	Permanent
21. Master Run Reports	Seven years
22. Mutual Aid Agreements	Permanent

23. Radio/Phone Calls Audio Recordings	Five years
24. Personnel Records	Permanent
25. Standpipe Test	Permanent
26. Station House Daily Logs	Seven years
27. Violation Notices	Twenty years
28. Water Surveys	Permanent

## Section 8: Legal Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Case Files (Civil)	10 years, provided no action pending
2. Case Files (Criminal)	20 years, provided no action pending
3. Claims for Damages	2 years after case settled and all appeals exhausted
4. Court Transcripts	3 years after case settled
5. Deeds	Permanent
6. Easements	Permanent
7. Legal Notices	
a. Tear Sheets	a. 2 years
b. Proof of Publication	b. 5 years
8. Legal Opinions from Municipal Legal Counsel	Permanent
9. Liability Waivers	3 years, provided no action pending
10. Research Files	5 years
11. Settlements	3 years
12. Village Property Files	Permanent
13. Worker's Compensation Claims	10 years after date of final payment

\* Plus any records that may apply from the Administrative Records section and other sections in this Records Retention Schedule.

## Section 9: Municipal Income Tax Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Accounts Receivable	7 years
2. Annual Summary of Cash Collected	3 years, provided audited
3. Business Income Tax Reconciliation Form	7 years
4. Closed Accounts	7 years
5. Control Sheet	7 years
6. Corporate Partnership Fiduciary Income Tax Return	7 years
7. Daily Posting Recapitulation	3 years, provided audited
8. Detailed Cash Receipt Record	6 years
9. Delinquent Account Records	Until paid and audited
10. Declaration of Estimated Income Tax	
a. Business	a. 7 years
b. Individual	b. 7 years
11. Final Return for the Year	7 years
12. Individual's Tax Return	7 years
13. Quarterly Notice of Installment Due	7 years
14. Quarterly Payment Statement	7 years
15. Refund Voucher	7 years
16. Uncollectible Income Tax Accounts	7 years

\* Plus any records that may apply from the Administrative Records section, Financial Records section, and other sections in this Records Retention Schedule.

## Section 10: Parks & Recreation Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Contracts & Agreements	15 years after expiration or termination
2. Fee books (shelter house, etc.)	3 years, provided audited
3. Plans of Park Property	Permanent
4. Permits (all types)	3 years, provided audited
5. Schedules (baseball, softball, volleyball, events, shelter house use, etc.)	Until no longer administratively necessary

\* Plus any records that may apply from the Administrative Records section and other sections in this Records Retention Schedule.



## Section 11: Payroll Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Application for OPERS Refund of Waiver	Permanent
2. Court Orders for Payroll Deduction	Until employee terminated or Order rescinded
3. Employee Earning Record	Continually compiled and updated until termination. Info placed in personnel file yearly.
4. Employee Income Tax Withholding	
a. Withholding Certificate	a. 3 years after termination of employment, provided audited
b. Withholding Payment Record	b. 6 years, provided audited
5. Employee Pay Records	Continually updated until termination, then place into personnel file or enter date onto Employee History Card
6. Employee Withholding Requests	Unit replaced or revoked by employee
7. Employer Quarterly Federal Tax Return	4 years, provided audited
8. Garnishment Orders	Until employee termination or Order rescinded
9. Leave Balances/Reports	
a. Bi-weekly Report of Leave Use and Balances	a. Until incorporated into annual leave balances
b. Annual Employee Leave Use/Balance Report	b. 5 years
c. Annual Leave Use and Balances by Mini Unit Individual Employee	c. 25 years, continually updated in personnel file, purge 2 years after termination, provided no outstanding balances
10. Notification of Pay/Pay Increase	Until superseded. Copy in personnel file
11. Overtime Authorization	2 years, provided audited
12. Overtime Reports	2 years, provided audited
13. Payroll Journal/Record	
a. Annual Cumulative Printout	a. 50 years
b. Cumulative Employee Payroll Data	b. Place in personnel file
c. Weekly/Monthly Payroll Journal	c. 3 years, provided audited

14. Reports to Retirement Systems	50 years
15. State Income Tax Reports	25 years
16. Tax Withholding Reports	7 years, provided audited
17. W-2 Forms	7 years, provided audited
18. W-4 Forms	Until superseded or employee terminated

\* Plus any records that may apply from the Administrative Records section and other sections in this Records Retention Schedule.

## Section 12: Personnel Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Applications for Employment or Appointment a. Person hired/appointed b. Person not hired/appointed c. Copies	a. Place in personnel file b. 2 years c. Until no longer administratively necessary
2. Commendations/Promotions	Place in personnel file
3. Employee Exposure to Hazardous Chemicals/ a. Biological Hazards or Infectious Diseases Report	Place in personnel file
4. Employee Performance Evaluation	5 years
5. Employee Sick Leave and Vacation Balances	Continually updated by fiscal office until employee terminated. Balances verified yearly and recorded in personnel file.
6. Employee Time Cards/Sheets	3 years
7. Employee Training Records	Place in personnel file
8. Employee History Record Card	Permanent (in lieu of personnel file)
9. Grievance Hearing Records	1 year after resolved
10. Insurance Enrollment Record	1 year after employee leaves municipal employment
11. Job/Position Descriptions	1 year after superseded
12. Labor Union Agreements	15 years after termination
13. Leave Requests (all types) Sick, Vacation, Overtime, etc.	3 years, provided balances journalized
14. Letter of Appointment	Place in personnel file
15. Letter of Reference	2 years after hire
16. Letter of Resignation	Place in personnel file
17. Personnel Actions	Place in personnel file

18. Personnel File/Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leave balances, taxes paid resignation letter, retirement information and waivers. In lieu of the documents, use a duly certified Employment History Card. Retain OSHA related documents 20 years.
19. Promotion Action	Place in personnel file
20. Record of Disciplinary Action	4 years
21. Reports to Bureau of Employment Services	2 years
22. Reprimands/Demotions	Place in personnel file
23. Unemployment Compensation Case Files	4 years after date of final payment
24. Worker's Compensation Case Files	10 years after date of final payment

\* Plus any records that may apply from the Administrative Records section and other sections in this Records Retention Schedule.

## Section 13: Police Department Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Alarm Response Reports	5 years
2. Arrest Records (adult)	Permanent
3. Arrest Records (juvenile)	Permanent
4. Arrest Records (traffic)	Permanent
5. Assignment Schedules	3 years
6. Background Investigation Files	Permanent digital record
7. Bicycle Registration Files	Permanent digital record
8. Blood-born Pathogen Manual	Until superseded or obsolete
9. BOLO Files	Permanent digital record
10. Booking Records	Permanent/see arrest records
11. Calibration Records	5 years
12. Calls for Service	Permanent digital record
13. Civil Document Files	Returned to court upon disposition
14. Criminal Case Files	
a. Misdemeanor	a. 5 years
b. Felony	b. 50 years
15. Daily Shift Activity Sheets	Discard after 1 year
16. Drug Enforcement Fund	Permanent digital record
17. Evidence Inventories	Permanent digital record
18. FBI/BCI Investigative Reports	Not public record/Destroyed when no longer required
19. Field Interrogation Reports	Permanent digital record
20. Fingerprints	Permanent record

21. Firearm Records & inventories	Until removed from service and sold
22. Firearms Training Files	Maintained with personnel files
23. Fireworks Applications/Permits	2 years after exhibition
24. Furtherance of Justice Fund	Permanent-maintained by Chief
25. General Activity Statistical Data	Permanent digital record
26. Homicide Reports/Evidence	Permanent record
27. Internal Affairs	Permanent digital record
28. Internal Security Files	Confidential-destroy if changed
29. Investigations Homicide & Evidence	Permanent
30. Investigations Rape & Evidence	Permanent
31. Job Descriptions	Until superseded or obsolete
32. Juvenile Records	Permanent
33. LEADS Agreement Files	Permanent-confidential
34. LEADS Printouts	Immediate destruction if not needed, not public record
35. LEADS Record Logs	Permanent
36. Licenses-FCC	Permanent paper record
37. Liquor Permit Records	3 years
38. Master Name Index	Permanent
39. Missing Person Reports	Permanent digital record
40. Offense/Incident Reports-Felony	Permanent digital record
41. Offense/Incident Reports-Misdemeanor	Permanent digital record
42. Parking Citations	3 years
43. Prisoner Booking Records	Permanent digital record

44. Property Room Logs	Permanent
45. Radio/Phone Call Audio Recordings	60 days if no case pending, then destroy
46. Recovery Property Files	Permanent digital record
47. Search & Seizure Log	10 years after close of case
48. Security Details & Contracts	Permanent digital record
49. Sex Offender Registrants	Permanent digital record
50. State of Ohio Traffic Crash Reports	20 years
51. Stolen Property Records	Permanent digital record
52. Subpoenas, Summonses, Trial Notices	File with criminal case file upon discharge
53. Traffic Citation Files	Permanent digital record
54. Traffic Study Files	Until superseded or obsolete
55. Towed Vehicle Files	Permanent digital record
56. Uniform Crime Reports	Permanent digital record
57. Uniform Domestic Violence Reports	Permanent digital record
58. Uniform Quarterly Hate Crime Report	Permanent digital record
59. Vehicle Maintenance Records	Until vehicle is sold
60. Vehicle Mileage Records	Until vehicle is sold

\* Plus any records that may apply from the Administrative Records section and other sections in this Records Retention Schedule.

## Section 14: Sewer/Water/Electric Plant Operation Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Analytical Data (Chemical analyses, monitoring records, EPA reports, water quality reports, operating logs, monthly reports-all types)	10 years
2. Instrumentation Data	
a. Calibration Records	a. 5 years
b. Continuous Monitoring Original Recordings	b. 5 years
c. Maintenance Records	c. 5 years
3. Flow Charts (Fluids)	5 years
4. Laboratory Testing	
a. Records	a. 5 years
b. Internal Sampling Data (not reported)	b. 5 years
c. Monthly Testing Summary Reports	c. 25 years
5. Meter reports (Complaints, testing, etc)	5 years
6. Plant Operation and Maintenance Records	5 years
7. Rainfall Statistics	5 years
8. Septic Tank Hauler Record	5 years
9. Well Maintenance and Field Logs	10 years after well is capped

Please note – these periods will be extended during the course of any unresolved litigation, or when requested by the Regional Administrator of the Ohio EPA.

\* Plus any records that may apply from the Administrative Records section and other sections in this Records Retention Schedule.



## Section 15: Street Department Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Blueprints, Maps, and Plans	Life of infrastructure Then appraise for historical value
2. Haul Tickets	2 years, provided audited
3. Pesticide Application Records	5 years
4. Proposals for Street Improvements	Until approved or proposal rejected
5. Sewer Repair Sheets	10 years
6. Street Lighting	
a. Assessment Records	a. Until paid off
b. Petitions	b. 3 years
c. Pole Locations	c. Until updated
7. Street Opening Permits	3 years
8. Street Repair Cost Summary Record	3 years, provided audited
9. Street Repair Record	3 years
10. Traffic Study Files	Until superseded, then appraise for historical value

\* Plus any records that may apply from the Administrative Records section and other sections in this Records Retention Schedule.

## Section 16: Utility Billing & Administrative Records

<u>Record Series Title</u>	<u>Retention Period</u>
1. Applications for Service	Until service terminated
2. Application for Water or Sewer Tap Permits	1 year after final decision is rendered
3. Billing Adjustments Books	3 years, provided audited
4. Billing Ledger Cards	3 years after date of final entry, provided audited
5. Cost Control Data	Until no longer administratively needed
6. Curb Box Location Record	Permanent
7. Customer Meter Reader Cards	2 years
8. Daily Over and Short Reports	3 years, provided audited
9. Daily Work Orders	3 years
10. House Service Cards	Permanent
11. Industrial Waste Records	Permanent
12. Lift Station Location Records	Permanent
13. Meter and Valve Location Records	Permanent
14. Meter Reading Records	4 years
15. Meter Test Records	
a. Repair/Replace Records	a. 3 years
16. Monthly Account Register	10 years
17. Monthly Collection Report	3 years, provided audited
18. Project Files	Until project completed and final report issued
19. Project Final Reports	Permanent
20. Property Records (Deeds, right-of-ways, annexations, vacations, easements, etc.)	Permanent

21. Rate Schedules	Until superseded, provided audited
22. Refuse Information (pick-up schedules, customer information, complaints)	Through life of contract
23. Security Deposit Records	Until refunded to depositor
24. Security Deposit Refund Requests	3 years, provided audited
25. Sewer Rent Record	3 years, provided audited
26. Shut Off Lists	4 years
27. Special Sewer Authorizations or Hookups	Permanent
28. Suspended Account Record	Until account settled, provided audited
29. Test Boring Record	Permanent
30. Utility Billing Receipt Book	3 years, provided audited
31. Utility Billing Stubs	3 years, provided audited
32. Utility Rate Ordinances	Until superseded, provided audited
33. Water and Sewer Tap Record	Permanent
34. Water and Sewer Line Location Records	Permanent
35. Water Main Location Record	Permanent
36. Water Usage Reports	3 years

\* Plus any records that may apply from the Administrative Records section and other sections in this Records Retention Schedule.