

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: City of Marysville Records Commission (937) 645-1081 Telephone Number
125 E. 6th Street Marysville 43040 Union
 (address) (city) (zip code) (county)

(2) FROM: Human Resource Department Records
 (political subdivision name) (unit)
Gwen Beech Gwen Beech Information Manager 7/14/09
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 7/14/09 as reflected by the minutes kept by this commission.

Chairman, Records Commission: [Signature] 9/14/09
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): [Signature] 9/30/09
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: [Signature] 10-15-09
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1-700	<u>ADMINISTRATION</u> Auditor of State's Report	3 years then microfilm	Paper	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.
1-701	Deeds	Permanent	Paper	
1-702	Easements	Permanent	Paper	
1-703	Property/Equipment Inventory	3 years	Paper	
1-704	Labor Negotiations Work Papers	Duration of Contract until proceeding contract becomes effective	Paper	
1-705	News/Press Release Scrapbook	Microfilm as accumulated	Paper	
1-706	City Directory	3 yrs then donate to Union County Historical Society	Paper	
1-707	Annual Municipal Report	3 yrs provided audited, then microfilm	Paper	
1-708	Annual Report to Auditor	5 years	Paper	
1-709	Legal Opinions from Law Dir.	Permanent, Microfilm as necessary	Paper	
1-710	City Law Director's Case Files (OVI's only)	50 years, microfilm as necessary	Paper	

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

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(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
1-711	ADMINISTRATON (cont'd) Organizational Chart	Until Superseded (No RC3 required)	Paper/Electronic	
1-712	City Law Director's Case Files (Misdemeanor, traffic and Criminal, except for OVI's)	6 yrs after case closed	Paper	
1-713	Annual Report Work Papers	4 years	Paper	
	<u>ALL/GENERAL</u>			
900	Meeting Agendas	6 years	Paper/Electronic	
901	Executive Correspondence (Significant correspondence related to administration including policies, procedures, programs, financial and personnel matters)	4 years (No RC3 req'd)	Paper/Electronic	
902	Check Register	3 yrs provided audited	Paper	
903	Contracts & Agreements	15 years after expiration	Paper	
904	General Correspondence (includes internal correspondence and other miscellaneous inquiries. This correspondence is informative and does not change/influence policies/procedures)	6 mos (No RC3 req'd)	Paper/Electronic	
905	Routine Form Letter Correspondence	6 mos (No RC3 req'd)	Paper/Electronic	
906	Invitation to Bid (ITB)	2 years	Paper	
907	Meeting Minutes (1 hardcopy)	Permanent	Paper	
908	Purchase Order Copies	Until no longer admin. necessary (No RC3 required)	Paper	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.
909	Posting Journal	3 yrs provided audited	Paper	
910	Receipt Books	3 yrs provided audited	Paper	
911	Reconciliations	3 yrs provided audited	Paper	
912	Reference Materials/Publications	Until superceded, obsolete or replaced (No RC3 required)	Paper/Electronic	
913	Remittances	3 yrs provided audited	Paper	
914	Bids (Unsuccessful)	2 yrs after letting of contract	Paper	
915	Locate Request	1 year	Paper	
916	Correspondence Copies	Until no longer admin. necessary (No RC3 required)	Paper	
917	Municipal Publications	Retain one copy permanently	Paper/Electronic	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
918	<u>ALL/GENERAL cont'd</u> Telephone Messages	Until no longer admin. necessary (No RC3 required)	Paper	
919	Vehicle Maint/Mileage Records	Until vehicle sold or no longer admin necessary (No RC3 required)	Paper/Electronic	
920	Voicemail	Until no longer admin necessary and no legal action pending (No RC3 required)	Audio/Digital	
921	Blank Forms (excl Tax)	Until no longer admin. necessary (No RC3 required)	Paper	
922	Delivery/Packing Slips	Until no longer admin. necessary (No RC3 required)	Paper	
923	Drafts/Notes	Until no longer admin. necessary (No RC3 required)	Paper	
924	Equipment Lease	2 yrs after expiration	Paper	
925	Real Estate Lease	5 yrs after expiration	Paper	
926	Mail (unsolicited)	Until no longer admin necessary (No RC3 required)	Paper/Electronic	
927	Postal Records (Reg., Cert., Ins.)	2 years	Paper	
928	Mailing List	Until updated, superceded, obsolete, or no longer admin. necessary (No RC3 required)	Paper/Electronic	
929	Audio/Video Recordings of Meetings	1 yr provided info concerning meeting is substantially transcribed then reuse	Audio/Video	
930	Warranties	2 yrs after expiration or until no longer admin necessary (No RC3 required)	Paper	
931	E-Mail	Retain according to content	Electronic	
932	Request for Proposal (RFP)	2 yrs (unsuccessful bids)	Paper	
933	Request for Qualifications/ Statement of Qualifications	3 yrs (unsuccessful bids)	Paper	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>ALL/GENERAL cont'd</u>			
934	Records Requests	5 years	Paper/Electronic	
935	Record Retention Records	25 years	Paper	
936	Cable Television Channel	Continually maintained and updated (No RC3 required)		
937	Website	Continually maintained and updated (No RC3 required)	Electronic/Digital	
			Electronic/Digital	
	<u>CEMETERY</u>			
2-60	Cemetery Deed Book	Permanent	Paper	
2-61	Cemetery Interment Register	Permanent	Paper	
2-62	Cemetery Rules & Regulations	Permanent	Paper	
2-63	Cemetery Record of Lot Sale	Permanent	Paper	
2-64	Cemetery Burial Transit Permits	5 years	Paper	
	<u>COUNCIL</u>			
3-70	Council Member Files	Term of Office then appraise	Paper	
3-71	Ordinances	2 yrs, then microfilm	Paper	
3-72	Resolutions	2 yrs, then microfilm	Paper	
3-73	City Charter/Amendments	Permanent	Paper	
3-74	Liquor License Requests	3 years	Paper	
3-75	Visitor Sign-in Sheet (Meetings)	1 year	Paper	
	<u>COURT (Municipal)</u>			
4-80	Civil Case Files	15 Years	Paper	
4-81	Court Records	15 years	Paper	
4-82	Annual Court Report	Permanent	Paper	
4-83	Court Audit Report	Permanent	Paper	
4-84	Court Budgets	7 Years	Paper	
4-86	Court Dockets	25 yrs (App. OHS)	Paper	
4-87	Court Docket Indices	25 yrs (App. OHS)	Paper	
4-88	Court Receipt Books	3 yrs provided audited	Paper	
4-89	Court Waivers	6 years	Paper	
	<u>EMS</u>			
5-50	EMS Service Records	7 years	Paper/Electronic	
	<u>ENGINEERING</u>			
6-40	Building Permit Record	Permanent	Paper	

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.

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FROM: Human Resource Department Records
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>FINANCE</u>			
7-600	Annual Municipal Budget	3 yrs provided audited, then microfilm	Paper	
7-601	Annual Financial Report	3 yrs provided audited, then microfilm	Paper	
7-603	Annual Appropriation (copies)	5 years	Paper	
7-604	Bank Statements	3 yrs provided audited	Paper	
7-605	Block Grant Files	5 years	Paper	
7-606	Budget Work Papers	4 years	Paper	
7-607	Cancelled Check Images (CD)	3 yrs provided audited	Electronic	
7-608	Check Copies	3 yrs provided audited	Paper	
7-609	Change in Financial Position	3 yrs provided audited	Paper	
7-610	Deposit Slips	3 yrs provided audited	Paper	
7-611	Annual Certificate of Estimated Resources	7 years	Paper	
7-612	Fixed Assets Record	10 years	Paper	
7-613	Year-End Financial Reports	3 yrs provided audited then microfilm	Paper	
7-614	Grant-Revenue Sharing	3 yrs provided audited	Paper	
7-615	Monthly General Ledger	3 yrs provided audited	Paper	
7-616	Pay-In Records	3 yrs provided audited	Paper	
7-617	Petty Cash Records	3 yrs provided audited	Paper	
7-618	Purchase Orders	3 yrs provided audited	Paper	
7-619	Purchase Order Reports	3 yrs provided audited	Paper	
7-620	Month End Statement of Accounts	3 yrs provided audited	Paper	
7-622	Vendor List	3 yrs provided audited	Paper	
7-623	Vendor Vouchers	3 yrs provided audited	Paper	
7-624	Outstanding Check Report	3 yrs provided audited	Paper	
7-625	Reconciled Check Report	3 yrs provided audited	Paper	
7-626	Tax Duplicates	3 yrs provided audited	Paper	
7-627	Invoices Selected for Payment	3 yrs provided audited	Paper	
7-628	Encumbrances	3 yrs provided audited	Paper	
7-629	Tax Abatement Records	Duration of Abatement plus one year	Paper	
7-630	Vendor Voucher Copies	Until no longer admin necessary (No RC3 required)	Paper	
7-631	Bond Register	Permanent	Paper	
7-632	Capitol Improvement Bonds	Until paid off/audited, then appraise for value	Paper	
7-633	Prevailing Wage Records	4 years	Paper	
7-634	Investment Records	3 yrs provided audited	Paper	
7-635	GAAP Working Papers	3 yrs provided audited	Paper	
7-636	Monthly Deduction Register	3 yrs provided audited	Paper	

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. 117.03 O.R.C.

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
8-500	<u>FIRE</u> Arson/Fire Investigation Files	50 years	Paper	Audited records: the years accompanied by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 G.S.C.
8-501	Fire Inspection Records	5 yrs after date of inspection, provided all violations corrected	Paper/Electronic	
9-30	<u>PARKS/RECREATION</u> Parks/Recreation Fee Book	3 yrs provided audited	Paper	
9-31	Swimming Pool Incident Reports	3 yrs or longer if related legal action pending	Paper	
9-32	Swimming Pool Water Testing	3 yrs or longer if related legal action pending	Paper	
9-33	Swimming Pool Registration Forms (Passes, Lessons, Team)	5 years if no legal action pending	Paper	
10-400	<u>PAYROLL</u> Payroll Checks	3 yrs provided audited	Paper	
10-401	Year-End Payroll Register	3 yrs provided audited, then microfilm	Paper	
10-402	Payroll Quarterly Report	3 yrs provided audited, then microfilm	Paper	
10-403	Timeproof	3 yrs provided audited, then microfilm	Paper	
10-405	Voluntary Deduction Report	3 yrs provided audited then microfilm	Paper	
10-406	City Tax Accumulation	1 year	Paper	
10-407	Payroll Distribution Audit Rpt	3 yrs provided audited	Paper	
10-408	Bi-weekly Payroll Register	3 yrs provided audited	Paper	
10-409	Monthly Payroll Register	3 yrs provided audited	Paper	
11-300	<u>PERSONNEL (HR)</u> Employment App (not hired)	2 years	Paper/Electronic	
11-301	Civil Service Exam Information	2 yrs after eligibility expires	Paper/Electronic	
11-302	Employee Benefit Listing	3 yrs provided audited, then microfilm	Paper	
11-304	Personnel Files	5 yrs after termination or resignation then microfilm	Paper	
11-303	Civil Service Hearing Case Files	10 years	Paper	
11-305	Retirement Reports	3 yrs, then microfilm	Paper	
11-306	Employee Timesheets	5 yrs provided audited	Paper	

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(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>PERSONNEL (HR) cont'd</u>			
11-307	Time Off Requests	3 yrs after balances journalized	Paper	
11-308	Grievance Hearing Record	5 yrs after resolved	Paper	
11-309	W-4 Forms	Until superceded or no longer admin necessary (No RC3 required)	Paper	
11-310	ID Badges	Place in personnel file upon termination or resignation	Paper	
11-311	Insurance Enrollment Forms	1 yr after term/resig.	Paper	
11-312	Employee Disciplinary Records	Remove from file according to personnel policies and/or union contracts (No RC3 required)	Paper	
11-313	Internal Investigation Records	5 yrs unless otherwise advised	Paper	
11-314	Unsolicited Resumes/Apps	1 yr (No RC3 required)	Paper/Electronic	
11-315	Tuition Reimbursement Request Approvals	3 years	Paper/Electronic	
11-316	Background Checks (Employment), not hired	2 years	Paper	
11-317	Background Checks (Employment), hired	Place in personnel file	Paper	
11-318	Employment Eligibility Verification (Form I-9)	1 yr after resignation or termination or 3yrs from date of hire, whichever is later	Paper	
11-319	Uniform Allowance Record	5 yrs provided audited	Paper	
11-320	Medical Files (including polygraph results), hired	5 yrs after term/resig then microfilm	Paper	
11-321	Medical Files (including polygraph results), not hired	2 years	Paper	
11-322	Polygraph Results on CD	Until paper copy of results is received, then destroy (No RC3 req'd)	Electronic	
	<u>POLICE</u>			
12-90	Adult Arrest Records	Permanent	Paper/Electronic	
12-91	Child Abuse Case Records	7 yrs after case closed	Paper	
12-92	Crash Reports	5 years	Paper	
12-93	Incident Reports	10 years	Paper/Electronic	
12-94	Juvenile Records	Permanent	Paper/Electronic	
12-95	Parking Citations	3 years	Paper	
12-96	Police Run Cards	3 years	Paper/Electronic	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>POLICE (cont'd)</u>			
12-97	Traffic Citations	3 years	Paper	
12-98	Unsolved Crimes/Special Cases	Permanent	Paper	
12-99	Expunged Records per Expungement Orders	Destroy all files, records computer references when expungement order received		
12-90A	Digital/Audio DVD (Police)	1 yr if no action pending then reuse (No RC3 required)	Paper/Electronic	
12-90B	Fingerprint Records	Permanent	Audio/Video	
12-90C	Police Master Name Index	Permanent	Paper/Electronic	
12-90D	BAC Test Results (Blood Alcohol Concentration)	10 years	Electronic	
12-90E	Vehicle Immobilization/Vehicle Release	3 years	Paper	
12-90F	Police Special Duty Documentation	3 yrs (No RC3 req'd)	Paper	
12-90G	Vacation House Check Records	30 days after Return Date	Paper	
12-90H	Solicitor's Permit	1 yr after expiration (No RC3 required)		
12-90I	Ohio BMV Driving Record Requests	2 yrs	Paper	
12-90J	Property Room Records	25 Years	Paper/Electronic	
	<u>TAX (Income)</u>			
15-200	Bankruptcy (Indiv./Business)	Permanent	Paper	
15-201	Business Income Tax Return	6 years	Paper	
15-202	Closed Income Tax Account	6 years	Paper	
15-203	Income Tax Deposit Slips	6 years	Paper	
15-204	Income Tax Withholdings Rpt.	6 years	Paper	
15-205	Individual Income Tax Return	6 years	Paper	
15-206	Daily Income Tax Transaction Postg	6 years	Paper	
15-207	Quarterly Notice of Tax Due	6 years	Paper	
15-208	Quarterly Income Tax Payment	6 years	Paper	
15-209	Income Tax Reconciliations	6 years	Paper	
15-210	Income Tax Refund Vouchers	6 years	Paper	
15-211	W-2 Forms	6 years	Paper	
15-212	1099 Forms	6 years	Paper	
15-214	W-3 Forms	6 years	Paper	
15-215	Payroll Tax Withholdings	6 years	Paper	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>UTILITY</u>			
16-100	Certification Lists	3 yrs provided audited	Paper	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.
16-101	Extra Refuse Charges	3 yrs provided audited	Paper	
16-102	Utility Aging Reports	3 yrs provided audited	Paper	
16-103	Utility Billing/RMMS	3 yrs provided audited, then microfilm	Paper	
16-104	Utility Consumption Analysis	3 years	Paper	
16-105	Utility Curb Box Location	Permanent	Paper	
16-106	Utility Debits & Credits	3 yrs provided audited	Paper	
16-107	Utility Disconnect Lists	3 yrs provided audited	Paper	
16-108	Utility Penalties	3 yrs provided audited	Paper	
16-109	Utility Rate Schedules	Until no longer admin necessary (No RC3 required)	Paper	
16-110	Utility Cash Receipts	3 yrs provided audited	Paper	
16-111	Utility Billing Stubs	3 yrs provided audited	Paper	
16-112	Utility Tap Record	3 yrs provided audited	Paper	
16-113	Utility Transaction Report	3 yrs provided audited	Paper	
16-114	Utility Trial Balance	3 yrs provided audited	Paper	
16-115	Utility Work Orders	6 years	Paper	
16-116	Utility Misc. Charges	3 yrs provided audited	Paper	
16-117	Utility History Report	1 year	Paper	

