



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue Columbus,
Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

JANUARY 16 2025

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

VILLAGE OF ST. BERNARD

AUDITOR/HUMAN RESOURCES

(Local Government Entity)

(Unit/Department)

Peggy Brickweg

PEGGY BRICKWEG

AUDITOR

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Records Commission

(Telephone Number)

110 WASHINGTON AVE

ST. BERNARD, OHIO

45217

HAMILTON

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

cityclerk@cityofstbernard.org

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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.

Jan Santerbury Wald

Records Commission Chair Signature

16 Jan. 2025

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

3/13/2025

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

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

VILLAGE OF ST. BERNARD

FINANCE

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
FIN2024 001	ACCOUNTS BUDGET (ACCOUNTS LEDGER)	5 YEARS AFTER LAST ENTRY/AUDIT ED	PAPER & ELECTRONI C		☐
FIN2024 002	ACCOUNTS PAYABLE RECORD	3 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 003	ACCOUNTS RECEIVABLE LEDGER	3 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 004	ANNUAL APPROPRIATION ORDINANCES (COPIES)	5 YEARS	PAPER & ELECTRONI C		☐
FIN2024 005	ANNUAL CERTIFICATE ESTIMATED RESOURCES	7 YEARS	PAPER & ELECTRONI C		☐
FIN2024 006	AUDIT REPORTS – INTERNAL FEDERAL/AUDIT OF STATE	5 YEARS	PAPER & ELECTRONI C		☐
FIN2024 007	BALANCE SHEETS	3 YEARS	PAPER & ELECTRONI C		☐
FIN2024 008	BANK DEPOSIT RECORDS (PAY IN ORDER RECEIPTS, RECONCILIATION, SLIPS, STATEMENTS, ETC.)	3 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 009	CANCELED CHECKS	3 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 010	CASH REPORTS	3 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 011	CHECK REGISTERS/STUBS/CARBONS	3 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 012	BANK RECONCILIATIONS/BANK STATEMENTS	3 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 013	VOIDED CHECKS	UNTIL AUDITED	PAPER & ELECTRONI C		☐

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

See instructions before completing this form.

VILLAGE OF ST. BERNARD			FINANCE		
(Local Government Entity)			(Unit/Department)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
FIN2024 014	REVENUE REPORTS	3 YEARS & AUDITED			☐
FIN2024 015	EXPENSE REPORTS	3 YEARS & AUDITED			☐
FIN2024 016	FUND REPORTS	3 YEARS & AUDITED			☐
FIN2024 017	ENCUMBRANCE REPORTS	3 YEARS & AUDITED			☐
FIN2024 018	FIXED ASSET REPORTS	10 YEARS			☐
FIN2024 019	INSURANCE POLICIES	2 YEARS AFTER EXPIRATION & ALL CLAIMS SETTLED			☐
FIN2024 020	INTERGOVERNMENTAL TAX RECEIPTS	3 YEARS & AUDITED			☐
FIN2024 021	INVESTMENT RECORDS	3 YEARS & AUDITED			☐
FIN2024 022	INVOICES AND SUPPORTING DOCUMENTS	3 YEARS & AUDITED			☐
FIN2024 023	PERMITS	3 YEARS & AUDITED			☐
FIN2024 024	PETTY CASH RECORD	3 YEARS & AUDITED			☐
FIN2024 025	CREDIT CARD STATEMENTS	2 YEARS & AUDITED			☐

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

See instructions before completing this form.

VILLAGE OF ST. BERNARD

FINANCE

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
FIN2024 026	RECEIPTS AND EXPENDITURES REPORT TO AUDITOR OF STATE	3 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 027	SETTLEMENT SHEET FOR TAX DISTRIBUTION FROM COUNTY AUDITOR	10 YEARS	PAPER & ELECTRONI C		☐
FIN2024 028	ANNUAL INVENTORY REPORTS	3 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 029	TAX BUDGET WORKING PAPERS	10 YEARS	PAPER & ELECTRONI C		☐
FIN2024 030	FIXED ASSET REPORTING	10 YEARS	PAPER & ELECTRONI C		☐
FIN2024 031	FIXED CAPITAL ASSET FINANCING	UNTIL RENEWED OR PAID OFF	PAPER & ELECTRONI C		☐
FIN2024 032	STATUS OF FUNDS CERTIFICATION AND STREET PROJECTS FINANCIAL PAPERWORK	2 YEARS AFTER COMPLETION	PAPER & ELECTRONI C		☐
FIN2024 033	INVESTMENT RECORDS	3 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 034	VENDOR W9	3 YEARS	PAPER & ELECTRONI C		☐
FIN2024 035	VENDOR 1099S	6 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 036	SOCIAL SECURITY (W2) REPORTS	6 YEARS & AUDITED	PAPER & ELECTRONI C		☐
FIN2024 037			PAPER & ELECTRONI C		☐

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

VILLAGE OF ST. BERNARD			PAYROLL		
(Local Government Entity)			(Unit/Department)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP</u> <u>only</u> RC-3 Required
PAY2024 001	OPERS MONHLY REPORTS	25 YEARS	PAPER & ELECTRONI C		☐
PAY2024 002	OP&F MONTHLY REPORTS	25 YEARS	PAPER & ELECTRONI C		☐
PAY2024 003	COURT ORDERS FOR PAYROLL	UNTIL EMPLOYEE TERMS OR RECINDED	PAPER & ELECTRONI C		☐
PAY2024 004	EMPLOYEE WITHHOLDING REQUESTS	UNTIL REPLACE OR REVOKED	PAPER & ELECTRONI C		☐
PAY2024 005	SICK AND VACATION BALANCES	2012 AND BACK (NOW ELECTRONIC SOFTWARE	PAPER		☐
PAY2024 006	GARNISHMENT ORDERS	UNTIL EMPLOYEE TERMS OR RECINDED	PAPER & ELECTRONI C		☐
PAY2024 007	PAYROLL RECORDS/JOURNAL (TIME SHEETS, DEDUCTIONS REPORTS AND BREAKOUT SPREADSHEETS, DIRECT DEPOSIT REPORTS, REGISTERS)	25 YEARS AND AUDITED	PAPER		☐
PAY2024 008	FEDERAL 941 WITHHOLDING TAX RETURN, SCHEDULE B AND BANK TAX PAYMENTS	4 YEARS AND AUDITED	PAPER & ELECTRONI C		☐
PAY2024 009	OHIO 942 TAX WITHHOLDING TAX RETURN AND BANK TAX PAYMENTS	4 YEARS AND AUDITED	PAPER & ELECTRONI C		☐
PAY2024 010	W2 FORMS	6 YEARS AND AUDITED	PAPER & ELECTRONI C		☐
PAY2024 011			PAPER & ELECTRONI C		☐
PAY2024 012			PAPER & ELECTRONI C		☐

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

See instructions before completing this form.

VILLAGE OF ST. BERNARD		AUDITOR			
(Local Government Entity)		(Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
AUD2024 001	CONTINUING EDUCATION MATERIALS	UNTIL NO LONGER ADMIN NECESSARY	PAPER & ELECTRONI C		☐
AUD2024 002	REFERENCE PUBLICATIONS AND DIRECTORIES	UNTIL NO LONGER ADMIN NECESSARY	PAPER & ELECTRONI C		☐
AUD2024 003	TRANSIENT LETTERS/MEMOS (INCLUDING POST IT NOTES, PHONE MESSAGE AND OTHER RECORDS WHICH SERVED TO CONVEY INFORMATION OF TEMPORARY IMPORTANCE	RETAIN UNTIL NO LONGER ADMINISTRATI VELY NECESSARY	PAPER & ELECTRONI C		☐
AUD2024 004	DRAFTS	RETAIN UNTIL NO LONGER ADMINISTRATI VELY NECESSARY	PAPER & ELECTRONI C		☐
					☐
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

VILLAGE OF ST. BERNARD			HUMAN RESOURCES		
(Local Government Entity)			(Unit/Department)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
HR2024 001	WORKERS COMP REPORTS	5 YEARS (OUT OF HISTORY)	PAPER		☐
HR2024 002	UNEMPLOYMENT QUARTERLY REPORTS	3 YEARS	PAPER & ELECTRONIC		☐
HR2024 003	MULTI WORK SITE QUARTERLY REPORTS	3 YEARS	PAPER & ELECTRONIC		☐
HR2024 004	MUNICIPAL SURVEYS	1 YEAR	PAPER & ELECTRONIC		☐
HR2024 005	BWC YEARLY REPORTS (PREMIUMS, TUNE UP, PERRP)	3 YEARS & AUDITED	PAPER & ELECTRONIC		☐
HR2024 005	BLS CURRENT LABOR STATS REPORTS	3 YEARS	PAPER & ELECTRONIC		☐
HR2024 006	19	2 YEARS AFTER TERM OF EMPLOYMENT	PAPER		☐
HR2024 007	CONTRACTS/AGREEMENTS FOR EQUIPMENT AND SERVICES	25 YEARS AFTER CONTRACT EXPIRATION	PAPER & ELECTRONIC		☐
HR2024 008	INSURANCE (HEALTH, EYE, DENTAL, LIFE, CANCER ENROLLMENT FORMS AND BENEFIT EXPLANATIONS	KEEP UNTIL SUPERCEDED	PAPER & ELECTRONIC		☐
HR2024 009	PERSONNEL RECORDS (APPLICATIONS, EVALUATIONS, NEW HIRE AND RETIREMENT PAPERWORK/FORMS, EXIT INTERVIEW, RESIGNATION	PERMANENT	PAPER		☐
HR2024 010	UNEMPLOYMENT COMPENSATION CASE FILES	4 YEARS AFTER DATE OF FINAL PAYMENT	PAPER & ELECTRONIC		☐
HR2024 011	REPORTS TO BUREAU OF EMPLOYMENT SERVICES	2 YEARS	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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OHIO HISTORY CONNECTION

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SEPTEMBER 30 2024

STATE AND LOCAL
GOVERNMENT RECORDS

Note: Since multiple record types are listed within single schedule numbers, when preparing a disposal (RC-3) please be sure to include the specific title of the records being disposed. AH@OHC

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

Village of St. Bernard

Police Department

513-242-2727

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

Michael Simos

Email msimos@stbernardpolice.org

Chief of Police

9/19/2024

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Village of St. Bernard Records Commission

513-242-7770

110 Washington Ave

St. Bernard

Ohio

45217

(Telephone Number)

Hamilton

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:
cityclerk@cityofstbernard.org

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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

11/7/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

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

(Local Government Entity)

(Unit)

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*

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PD1	Accreditation & Collaborative Standard Files Paper media retained 12 months after scanned electronically to Lexipol	3 years until superseded	Paper/electronic media		☐
PD2	Action Response reports Paper retained 12 months after scanned	2 years, no action pending	Paper/electronic media		☐
PD3	Administrative Reports	Until superseded	Electronic media		☐
PD4	Alcohol Breath Testing Records (Intox 8000) Operator Permits - Until renewed Breath Test result Forms - 3 years (scan to RMS) Breath Test equipment calibration records- 3 years Paper retained 12 months after scanned	See type	Paper/electronic media		☐
PD5	Annual Department Budget Paper retained 12 months after scanned	5 years	Paper/electronic media		☐
PD6	Annual Department Reports	Permanent	Electronic media		☒
PD7					☐
PD9	BCI Monthly Domestic Violence Reports – Paper retained 12 months after scanned	3 years	Paper/electronic media		☐
PD10	Blank Department Forms	Until superseded	Paper/electronic media		☐
PD11	Bulletins, Posters and notices to employees	Until no longer admin necessary	Paper/electronic media		☐
PD12	Building Permits (Police Dept copy)	30 days	Paper		☐
PD13	Business Checks	Until superseded	Electronic media		

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

(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 LGRP	(6) RC-3 Required by LGRP
					☐
PD14	Camera System In-house General – 30-45 days depending on drive space If archived for case related - use case retention schedule	See type	Electronic media		☐
PD15	Case File Records Accident Reports General - 3 years Fatal AA - Permanent DOA Reports - Permanent Felony (General) (Child abuse, Drugs, Minor Thefts) – 7 years Felony (Serious) (Other than permanent cases (E.g. Sex cases, assaults, burglaries etc.) – 26 years Homicide - Permanent Juvenile Cases – Until 18 YOA Minor misdemeanors (provided no action pending) - 2 years Misdemeanors -2 years Missing Person Report (Adult) – 20 years until found Missing Person Report (Juv) – Until 18 YOA Parking Tickets – 3 years Rapes - Permanent Traffic (provided no action pending) – 5 years Warning Citations – 2 years (All entered into local RMS system - Retention Period is based on no further action pending and ORC statute of limitations +1 year for best practice)	See type	Paper/electro nic media		☐

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

(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 LGRP	(6) RC-3 Required by LGRP
	Paper retained 12 months after scanned electronically.				
PD16	Census Records Paper retained 12 months after scanned electronically.	Until superseded	Paper/electronic media		☐
PD17	Citizen Complaints Citizen Complaints (provided no action pending) – 4 years Action pending - IAW case type Paper retained 12 months after scanned	See type	Paper/electronic media		☐
PD18	Citizen Surveys Paper retained 12 months after scanned electronically	2 years	Paper/electronic media		☐
PD19	Civil Service Commission Records Background Investigations - 2 years after position eligibility lists expires Candidate records (Applications Resume etc.) – 2 years Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets etc. - 2 years after position eligibility lists expires Classified Employees List - until superseded Eligibility List - until list expires Employment Information Files - until superseded Hearing Case Files - 10 years Job Classification List - until superseded Job \ Position Descriptions- 1 year after superseded Polygraph \ Voice Analysis Exams - 2 years after the eligibility list expires Substance Reports - 2 years after the eligibility list expires	See type (Maintained by the Civil Service Commission)	Paper/electronic media		☐

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

(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 LGRP	(6) RC-3 Required by LGRP
PD20	Claims for Damages (settled cases and all appeals exhausted) Paper retained 12 months after scanned electronically.	2 years	Paper/electronic media		☐
PD21					☐
PD22	Court Notification List	Until superseded	Paper/electronic media		☐
PD23	Correspondence – General, incoming, outgoing, interoffice, interdepartmental.	Until no longer of admin value	Paper/electronic media		☐
PD24	Criminal Intelligence Reports	Until no longer of admin value	Paper/electronic media		☐
PD25	Contracts Paper retained 12 months after scanned	Until superseded	Paper/electronic media		☐
PD26	Computer Hard Drives (Server and PC'S) Information will be transferred to new drive when computer is replaced (Old drives destroyed by TAC IAW CJIS)	Permanent Until copied to new drive	Electronic media		☐
PD27	Computer Media (Discs, tape, floppies, DVD, CD, flash Drive etc.)	Until no longer admin nec or IAW case file retention	Electronic media		☐
PD28	Daily Blotter (Record of dispatched runs and officer activity)	3 years	Electronic media		☐
PD29	Dumpster Permits (Permission requests to place dumpster or storage units on streets.)	Until superseded	Paper		☐
PD30	Emergency Operations Plan – EOP	Until superseded	Paper/electronic media		☐
PD31	Equipment maintenance records	Life of equipment	Paper/electronic media		☐
PD32	Expense Records Paper retained 12 months after scanned	3 years	Paper/electronic media		
PD33	Expunged Records Paper retained 12 months after scanned	10 years	Paper/electronic media		☐
PD34	Extra Patrol Requests	Until no longer admin nec	Electronic media		☐
PD35	Extra Duty Employment Records (off duty uniformed details within the village) Paper retained 12 months after scanned	2 years after completion	Paper/electronic media		☐
PD36	Facsimile (FAX's) and/or life of case	Until no longer admin nec	Paper/electronic media		☐

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

(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 LGRP	(6) RC-3 Required by LGRP
PD37	FBI/BCI reports Paper retained 12 months after scanned	2 years	Paper/electronic media		☐
PD38	Fingerprints	50 years	Paper/electronic media		☐
PD39	Firearm records and Inventories Officer Firearm training records	3 years	Paper/electronic media		☐
PD40	General Orders not incorporated into policy procedure manual	Until superseded	Electronic media		☐
PD41	Grant Files Paper retained 12 months after scanned	5 years	Paper/electronic media		☐
PD42	Gun Registrations	Permanent	Paper/electronic media		☐
PD43	Handicap Parking sign requests Paper retained 12 months after scanned	Until no longer admin nec	Paper/electronic media		☐
PD44	In car and BWC mobile video recordings (copied to server) and no pending action 90 days In car and BWC mobile video recordings (copied to server) – with pending court or any other action placed on hold	90 days IAW case type	Electronic media		☐
PD45	Jail and Holding room records – annual inspections, operation permits, persons held records Paper retained 12 months after scanned	10 years	Paper/electronic media		☐
PD46	Junk Vehicle Records and Tow Records Paper retained 12 months after scanned	2 years after sale or disposition	Paper/electronic media		☐
PD47	Leases (Equipment)	Until superseded	Paper/electronic media		☐
PD48	Liability waivers (ride along, range use, vehicle lockout requests) provided no action pending (Scan to RMS)	3 years	Electronic media		☐
					☐

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

(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 LGRP	(6) RC-3 Required by LGRP
PD49	LEADS/RCIC/NCIC Records Entries – Life of case Manuals – Until superseded Newsletters – 2 years Printouts – 30 days Re-certifications – Permanent Validations – Permanent Paper retained 12 months after scanned	See Type	Paper/electro nic media		☐
					☐
PD50	Mail and Email Routine Form Letters - 1 year General - 2 years Legislative Branch - 3 years Executive - 5 years Unsolicited - until no longer admin necessary Postal Records (E.g. Registered \ Certified \ Insured Logs or Receipts \ Postal Meter Documents) - 2 years	See type	Paper/electro nic media		☐
PD51	Mailing lists Paper retained 12 months after scanned	Until superseded	Paper/electro nic media		☐
PD52	Master name cards (2000 automated)	Permanent	Paper/electro nic media		☐
PD53	Maps If obsolete, appraise for <u>historical value</u>	Until superseded	Paper/electro nic media		☒
					☐

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

See instructions before completing this form.

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

(Local Government Entity)

(Unit)

PD62	Personnel File Contents	See type	Paper/Electronic media		
	Accident Reports - place in file and purge 2 years after employee leaves Application for Employment (hired) - place in file (not hired) - 2 years Attendance Records – 3 years Background Investigation requests for outside employers. Processed and returned immediately. – 30 days Commendations - place in personnel file Disciplinary Action Records - 4 years Employee Assistance Report (EAR) and Plans of Action (POA) - 2 years Employee Performance Evaluation - 5 years Employee Sick Leave and Vacation Balances Continually updated until employee terminates. Balances verified yearly and recorded in personnel file. Employee Schedules - 3 years Employee Training Records - place in file Exposure Reports - place in file FTO training sheets place in file Grievance Records - 1 year after resolved Insurance Enrollment Record - 1 year after employee leaves municipal employment Job \ Position Descriptions - 1 year after superseded Leave Requests - All Types (Sick, Vacation, Overtime etc.) - 3 years Letter of Appointment - place in file Letters of Reference Recommendation - 2 years after hired Letter of Resignation - permanent				☐

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

(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 LGRP	(6) RC-3 Required by LGRP
	Personnel Actions - place in file OSHA related records - 20 years. Outside employment records keep on file during employment -1 year after completion Promotion Action - place in file Reports to Bureau of Employment Services - 2 years Unemployment Compensation Case Files - 4 years after date of final payment Worker's Compensation Case Files - 10 years after date of final payment Personnel File \ Records Purge - 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card or entry into RMS.				
PD64	Policy Procedure Manual (2023 Lexipol) Prior Manuals - permanent	Until superseded	Electronic media		☐
PD65	Press Releases scanned into report type	2 years	Electronic media		☐
PD66	Prisoner Surveillance video recordings (Provided no action pending or case type)	90 days	Electronic media		☐
PD67	Public Record Requests	2 years	Electronic media		☐
PD68	Purchase Orders (police department copy, original kept at Auditors Office) Paper retained 12 months after scanned	3 years	Electronic media		

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

(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 LGRP	(6) RC-3 Required by LGRP
PD69	Photos (non-case related) – until no longer admin necessary - <u>appraise for historical value</u> Photos (case-related) IAW case type retention	See Type	Electronic media		☒
PD70					☐
PD71	Property Room Records Evidence – life of case Records (releases, transfers, disposals, etc) - 5 years Property Book – permanent (RMS)	See Type	Paper/Electronic media		
PD72					☐
PD73	Radio/Phone Calls, audio recordings provided no action pending	30-45 days depending on volume	Electronic media		☐
PD74	Records Retention Documents RC1 "One time Disposal" RC2 "Records Retention Schedule" RC3 "Records Disposal" Paper retained 12 months after scanned	Permanent	Paper/electronic media		☐
PD75	Rolodex (Telephone listings and directory)	Until superseded	Electronic media		☐
PD76	Safety Bulletins	Until superseded	Paper/electronic media		☐
PD77	Seizure Records Paper retained 12 months after scanned	6 years	Paper/electronic media		☐
PD78	Schedules Master annual schedule Schedule change forms Paper retained 12 months after scanned	3 years	Paper/electronic media		☐
PD82	Scrapbooks (appraise for historical value)	Until No longer of admin nec	Paper/electronic media		☐
					☐
					☐
					☐

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

(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 LGRP	(6) RC-3 Required by LGRP
PD83	Solicitors or itinerant vendors license application Paper retained 12 months after scanned	2 years	Paper/electronic media		☐
PD84	Special Event Plans (eg; football games, July 4th festival, etc.) Paper retained 12 months after scanned	Until superseded	Paper/electronic media		☐
PD85	Statistical Reports	Until superseded	Electronic media		☐
PD86	Subpoenas, summons, warrants Paper retained 12 months till scanned	Until served, discharged, answered or withdrawn	Paper/electronic media		☐
PD87	Telephone log-books	2 years	Paper		☐
PD88	Training Records – placed in personnel file Paper retained 12 months after scanned	Purge 2 years after employment	Paper/electronic media		
PD89	TPO/TRO Log (Entered in RMS)	Until superseded	Electronic media		☐
PD90					☐
	Uniform Crime Reports (UCR) (Generated by RMS system)	3 years	Electronic media		☐
PD91	Village Property Records Paper retained 12 months after scanned	Until superseded	Paper/electronic media		☐
PD92	Vacation House Checks	30 days after return	Electronic media		☐
PD100	Vehicle Hot Sheets (Cincinnati PD list of stolen vehicles)	Until superseded	Electronic media		☐
PD101	Vehicle maintenance records	Life of equipment	Paper/electronic media		☐
PD102	Vehicle Pursuit Reports. Paper retained 12 months after scanned	2 years, no action pending.	Paper/electronic media		☐
PD103	Voice Mail Messages	Until no longer of admin nec	Electronic media		☐
PD104	Web Page and other social media maintained by PD (E.g FB, Twitter, Pinterest etc.)	Until superseded	Electronic media		☐
PD105					☐
PD106					☐
PD107					☐
					☐

RECORDS RETENTION SCHEDULE (RC-2) - PART 1

VILLAGE OF ST. BERNARD BUILDING AND PLANNING DEPARTMENT

For State Archive - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

A. LOCAL GOVERNMENT UNIT

VILLAGE OF ST. BERNARD 110 WASHINGTON AVENUE, ST. BERNARD, OHIO 45217
BUILDING AND PLANNING PHONE 513-242-7770 FAX 513-641-1840 E-MAIL: WMOELLER@CITYOFSTBERNARD.ORG

CODE ENFORCEMENT OFFICER
(PAUL MYERS)

SIGNATURE

DATE

B. RECORDS COMMISSION

VILLAGE OF ST. BERNARD RECORDS COMMISSION
10 WASHINGTON AVE ST. BERNARD, OHIO 45217 HAMILTON COUNTY
PHONE 513-242-7770

TO HAVE THIS FORM RETURN TO THE RECORDS COMMISSION ELECTRONICALLY, EMAIL ADDRESS: RECORDSCOMMISSION@CITYOFSTBERNARD.ORG

CERTIFICATION: I HEREBY CERTIFY THAT OUR RECORDS COMMISSION MET IN AN OPEN MEETING, AS REQUIRED BY SECTION 121.22 ORC, AND APPROVED THE RETENTION SCHEDULE LISTED ON THIS FORM AND 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 THESE SCHEDULES AND THAT NO RECORD WILL BE KNOWINGLY DISPOSED OF WHICH PERTAINS TO ANY PENDING CASE, CLAIM, ACTION OR REQUEST. THIS ACTION IS REFLECTED IN THE MINUTES KEPT BY THIS COMMISSION.

CHAIRMAN, RECORDS COMMISSION
(MIKE PECK)

SIGNATURE

DATE

C. OHIO HISTORICAL SOCIETY - STATE ARCHIVES

FOR THE OHIO HISTORICAL SOCIETY

SIGNATURE

DATE

D. AUDITOR OF STATE

FOR THE AUDITOR OF STATE

SIGNATURE

DATE

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

E. RECORDS RETENTION SCHEDULE

VILLAGE OF ST. BERNARD

ST. BERNARD BUILDING AND PLANNING

Audited across the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to

Page 2 of 7

(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
	SECTION 1- BUILDING AND PLANNING - GENERAL DOCUMENTS				
SB-GD-1	Annual Department Budget (Department Copy)	3 years - Provided Audited	Paper		☐
SB-GD-2	Annual Reports (Department Copy)	Permanent (1 copy), at 50 years appraise for historical value	Paper		☒
SB-GD-2	Annual Reports - Preparation and Draft documents	Retain until, obsolete or superseded, no longer of any administrative value then destroy	Paper		☐
SB-GD-3	Mission and Values Statements	Until superseded	Paper		☐
SB-GD-4	Facsimile (FAX)	Until no longer administratively necessary	Paper		☐
SB-GD-5	Facsimile Logs \ Cover Sheets\ Confirmation Notices and printouts	Until no longer of any administrative value then destroy	Paper		☐
SB-GD-6	Purchase Orders - Original	3 years provided audited, or until imaged	Paper		☐
SB-GD-7	Purchase Orders - Original	Once imaged, 3 years from date imaged.	Imaged		☐
SB-GD-8	Purchase Orders - Copies	Until no longer needed,	Paper		☐
SB-GD-9	Payroll Time Sheets	3 years, or until imaged.	Paper		☐
SB-GD-10	Payroll Time Sheets	3 years from date originally issued.	Paper		☐
SB-GD-11	General Orders	Until incorporated into the Procedure Manual or superseded	Paper		☐
SB-GD-12	Policies, Procedures, Rules & Regulations	6 years after revised, superseded, rescinded and no longer of an administrative value or legal value.	Paper		☐
SB-GD-13	Blank Department Forms	Until superseded	Paper		☐
SB-GD-14	Blank Permit Forms	Until superseded	Paper		☐
SB-GD-15	Budget Preparation Docs (Working papers)	4 years	Paper		☐
SB-GD-16	Budget - Final Budget	10 years	Paper		☐
SB-GD-17	Budget Preparation Docs (Working papers)	4 years	Paper		☐
SB-GD-18	Budget - Auditors monthly reports (Auditors maintains original)	Retain until, obsolete or superseded, no longer of any administrative value then destroy	Paper		☐
SB-GD-19	Organizational Charts	Until superseded	Paper		☐
SB-GD-20	Building and Planning reports to Council or committee of the whole. Includes: Summaries of Ordinance and Resolution summaries and proposed changes	1 year (or until moved into imaging database then 1 year)	Paper		☐
SB-GD-21	Building and Zoning Ordinance Resolutions and Ordinances Amendments passed by Council	5 years and original passed ordinance is maintained by the Clerk of Council.	Paper		☐
SB-GD-22	Building and Zoning Ordinance Resolutions and Ordinances draft paperwork and related documents.	Retain until no longer of any administrative value then destroy	Paper		☐
SB-GD-23	Building and Zoning Rules and Regulations	Permanent in its most current ongoing and updated version.	Paper or Electronic		☐
SB-GD-24	Building and Zoning Rules and Regulations - prior versions from current	10 years or until imaged	Paper or Electronic		☐
SB-GD-25	Building and Zoning Rules and Regulations - prior versions from current	10 years	Imaged		☐
SB-GD-26	Building and Zoning Rules and Regulations - draft paperwork and related documents.	Retain until no longer of any administrative value then destroy	Paper or Electronic		☐
SB-GD-27	Building and Zoning Department WEBSITE documents - PDF files	Until superseded, data entered into electronic format or until no	Electronic		☐

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

Page 3 of 7

(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
		longer of administrative value then destroy			
SB-GD-28					☐
SB-GD-29	Building and Zoning Department Office Correspondence - Includes correspondence between the Code Enforcement Officer and staff dealing with significant aspects of the administration of the Building and Zoning Department. Includes information concerning agency policies, program, fiscal and personnel matters.	2 year and no longer of any administrative or legal value.	Paper		☐
SB-GD-30	General Correspondence - City government memorandums, letters, advice, correspondence within the City wide administration, council, or other city departments <u>specifically</u> created communications by the Building and Zoning Department or <u>specifically</u> directed to the Building and Zoning Department.	1 year and no longer of any administrative value.	Paper		☐
SB-GD-31	General Correspondence Copies copies of City government memorandums, letters, advice, correspondence within the City wide administration, council, or other city departments <u>not specifically</u> created communications by the Building and Zoning Department or <u>not specifically</u> directed to the Building and Zoning Department and originals retained by creating department.	Retain until no longer of any administrative value then destroy	Paper		☐
SB-GD-32	Transient Documents - includes telephone message sticky notes, telephone message book pick copies and carbon copies, and other limited documents of temporary importance in lieu of oral communications.	Retain until no longer of any administrative value then destroy	Paper		☐
SB-GD-33	Telephone Log Records stored in log book	1 year	Paper		☐
SB-GD-34	Unsolicited Correspondence	Retain until no longer of any administrative value then destroy	Paper		☐
SB-GD-35	Unsolicited Vendor Correspondence - Sales letters and brochures directed to the Building and Planning Department.	Retain until no longer of any administrative value then destroy	Paper		☐
SB-GD-36	Copies - (Reading, Informational & Reference) includes documents obtained online and printed for informational purposes.	Retain until no longer of any administrative value then destroy	Paper		☐
SB-GD-37	Drafts and Informal Notes	Retain until no longer of any administrative value then destroy	Paper		☐
SB-GD-38	Bulletins, Posters and Notices including Event Announcements	Retain until no longer of any administrative value then destroy	Paper		☐
SB-GD-39	Blank Forms	Until Revised, obsolete or superseded, then destroy	Paper		☐
SB-GD-40	Professional Magazines & Publications	Retain until no longer of administrative value then destroy	Paper		☐
SB-GD-41	Bulletins, posters and notices to employees	Until no longer administratively necessary	Paper		☐
SB-GD-42	Building Permits	30 days	Paper		☐
SB-GD-43	Comp Time Records (Includes Vacation, Sick Time, Extra Vacation Time)	2 years provided audited	Paper Data		☐
SB-GD-44	City Property Equipment Records	Until superseded reviewed annually	Paper		☐
SB-GD-45	Citizen Complaints	4 years providing no action pending	Paper		☐
SB-GD-46	Citizen Surveys	Until superseded	Paper		☐
SB-GD-47	Computer Hard Disks	Permanent until copied to a new drive	Disk		☐
SB-GD-48	Computer Media (Disc, Tape, Floppies)	Until no longer of administrative value	Disk		☐
SB-GD-49	Contracts	15 years after expiration or termination	Paper		☐
SB-GD-50	Correspondence - (Incoming, Outgoing, Interoffice)	5 years	Paper		☐
SB-GD-51	Delivery or Packing Slips	2 years	Paper		☐
SB-GD-52	Employee Forms, Training, and Job Descriptions	Permanent or until updated, superseded or obsolete	Paper		☐
SB-GD-53	Equipment Inventories	3 years	Paper		☐
SB-GD-54	Equipment Maintenance Records	Life of the equipment	Paper		☐
SB-GD-55	Expense Records	3 years	Paper or Electronic		☐
SB-GD-56	Electronic Funds Transfer Records	10 years	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS-LGRP
SB-GD-57	Reference Publications & Directories	Retain until no longer of administrative value then destroy	Paper or Electronic		☐
SB-GD-58	Laws, Regulations & Rules (Local, County, State & Federal)	6 years after revised, superseded, rescinded and no longer of an administrative value or legal value.	Paper or Electronic		☐
SB-GD-59	Copies of other community laws or sample legislation	Retain until no longer of administrative value then destroy	Paper or Electronic		☐
SB-GD-60	Vendor & Suppliers Information	Until Revised, obsolete or superseded, then destroy	Paper or Electronic		☐
SB-GD-61	Voice Mail	Erase when no longer of an administrative or legal value.	Electronic		☐
SB-GD-62	Mail (Registered, certified, insured)	2 years	Paper	Audited means the years since passed by the records have been audited by the Auditor of State and the audit report has been submitted pursuant to Sec 117 of O.R.C.	☐
SB-GD-63	Mail (Unsolicited)	Until no longer administratively necessary	Paper		☐
SB-GD-64	Mailing Lists	Until superseded	Paper Data		☐
SB-GD-65	Attendance Records - Time Sheets	3 years	Paper		☐
SB-GD-66	Audit Reports - Internal	5 years			☐
SB-GD-67	Bank Records / Account Statements	3 years, provided audit	Paper		☐
SB-GD-68	Maps	Until superseded or obsolete, then appraise for historical value	Paper		☐
SB-GD-69	Minutes of Zoning Board Meetings	Permanent	Voice recording		☒
SB-GD-70	Mission and Values Statements	Until superseded	Paper		☐
SB-GD-71	Newsletters	3 years, then appraise for historical value	Paper		☐
SB-GD-72	Overtime Authorization and Reports	2 years provided audited	Paper		☐
SB-GD-73	Personnel Records Acknowledgement of Receipt of Procedure Manual (Place in personnel file) Application for Employment (Place in personnel file) Awards (Place in personnel file) Citizen Complaints (Place in personnel file) Commendations (Place in personnel file) Counseling Records (Place in personnel file) Employee Information (Until superseded) Equipment Issue / Reissue (Place in personnel file) Evaluations (Place in personnel file) Letters of Appreciation/Recognition (Place in personnel file) Letters of Resignation (Place in personnel file) Notice of Disciplinary Actions (Place in personnel file) Notice of Pre Disciplinary Conferences (Place in personnel file) Personnel Actions (Place in personnel file) Promotions (Place in personnel file) Reprimands (Place in personnel file) Sick Leave Affidavits (Place in personnel file) Time Cards (3 years) Training Certificates (Place in personnel file)	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information. In lieu of these documents use an Employment History card or database. After documents imaged, paper data records may be destroyed	Paper Data		☐
SB-GD-74	Petty Cash Records	3 years provided audited	Paper		☐
SB-GD-75	Office Policy Procedure Manuals	Until superseded	Paper Data		☐
SB-GD-76	Public Records Requests	2 years	Paper		☐
SB-GD-77	Records Retention Documents -- RC1, RC2, and RC3	25 years	Paper Scanned data		☐

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

Page 5 of 7

(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
SB-GD-78	Rolodex (Telephone Listings)	Until superseded or until no longer of administrative value then destroy	Paper Data		☐
SB-GD-79	Business Cards	Until superseded, data entered into electronic format or until no longer of administrative value then destroy	Paper		☐
SB-GD-80	Safety Bulletins	Until superseded	Paper		☐
SB-GD-81	Schedules	3 years	Paper		☐
SB-GD-82	Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn	Paper or Electronic		☐
SB-GD-83	<u>Training and Seminar Records:</u> Attendance Records Certificates	Place in personnel file Place in personnel file	Paper		☐
SB-GD-84	Travel Expense Records	3 years	Paper		☐
SB-GD-85	Job Descriptions for office positions	1 year or until revised, obsolete or superseded.	Paper or Electronic		☐
					☐
					☐
	SECTION 2 - LEGAL RECORDS				☐
					☐
SB-LR-1	Case Files, Civil	10 years, provided no action pending	Paper or Electronic		☐
SB-LR-2	Court Transcripts	3 years after case settled	Paper or Electronic		☐
SB-LR-3	Deeds	Permanent	Paper or Electronic		☒
SB-LR-4	Easements	Permanent	Paper or Electronic		☒
SB-LR-5	Legal Notices:	5 years	Paper or Electronic		☐
SB-LR-6	Tear Sheets	2 years	Paper or Electronic		☐
SB-LR-7	Proof of Publication	5 years	Paper or Electronic		☐
SB-LR-8	Legal Opinions from Legal Counsel	Permanent	Paper or Electronic		☒
SB-LR-9	Liability Waivers	3 years, provided no action pending	Paper or Electronic		☐
SB-LR-10	Settlements	3 years	Paper or Electronic		☐
					☐
					☐
	SECTION 3 - BUILDING AND ZONING RECORDS				☐
					☐
SB-GA-1	Appeals on Interpretation of Code	Permanent	Paper or Electronic		☐

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

(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
SB-GA-2	Area Commission Files	25 years	Paper or Electronic		☐
SB-GA-3	Board of Building Standards & Appeals	10 years	Paper or Electronic		☐
SB-GA-4	Board of Zoning Appeals Case Files	10 years	Paper or Electronic		☐
SB-GA-5	Building Applications	Until occupancy permit issued	Paper or Electronic		☐
SB-GA-6	Building Cards	Permanent	Paper or Electronic		☐
SB-GA-7	Building Folders	5 years	Paper or Electronic		☐
SB-GA-8	Building Permit Record	Permanent	Paper or Electronic		☐
SB-GA-9	Building Plans Commercial	5 years	Paper or Electronic		☐
SB-GA-10	Building Plans Municipal	Life of Structure	Paper or Electronic		☒
SB-GA-11	Building Plans Residential	3 years	Paper or Electronic		☐
SB-GA-12	Building Sign Inspection File	Permanent	Paper or Electronic		☐
SB-GA-13	City Building Code	Until Superseded, But Retain 1 Copy Permanently	Paper or Electronic		☐
SB-GA-14	Complaints	2 years after resolved	Paper or Electronic		☐
SB-GA-15	Condemnation & Demolition	Permanent	Paper or Electronic		☒
SB-GA-16	Demolition Permits	Permanent	Paper or Electronic		☐
SB-GA-17	House Number Record	Permanent	Paper or Electronic		☒
SB-GA-18	Housing, Land Use, Population, Special Students	Until no longer of any admin. value	Paper or Electronic		☐
SB-GA-19	Inspection Reports	5 years	Paper or Electronic		☐
SB-GA-20	Legislative Research Files/Drafts	Until no longer of any admin. value	Paper or Electronic		☐
SB-GA-21	Occupancy Permits	Permanent	Paper or Electronic		☐
SB-GA-22	Permits (all types)	3 years after audit	Paper or Electronic		☐
SB-GA-23	Planning Commission Case Files	10 years if no action pending	Paper or		☐

...the years
...by the records
...been audited by the
...of State and the
...has been
...pursuant to
...G.C.

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

Page 7 of 7

(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
SB-GA-24	Rezoning Applications	Until final action and recorded	Electronic Paper or Electronic		☐
SB-GA-25	Rezoning Case Files	5 years after final decision	Paper or Electronic		☐
SB-GA-26	Street Name Change Request/Record	Permanent	Paper or Electronic		☒
SB-GA-27	Street/Alley Vacation Case File	Permanent	Paper or Electronic		☒
SB-GA-28	Subdivision Files	Permanent	Paper or Electronic		☐
SB-GA-29	Transportation Research Files	10 years, then appraise for historical value	Paper or Electronic		☒
SB-GA-30	Violations	Until corrected or adjudicated	Paper or Electronic		☐
SB-GA-31	Zoning Case Log	25 years	Paper or Electronic		☐
SB-GA-32	Zoning Certificate of Occupancy & Use of Land & Buildings	Permanent	Paper or Electronic		☐
SB-GA-33	Zoning Change Request	5 years, if no action pending	Paper or Electronic		☐
SB-GA-34	Zoning Permit Applications	1 year	Paper or Electronic		☐
SB-GA-35	Zoning Permit Record	Permanent	Paper or Electronic		☐
SB-GA-36	Zoning Variance Case File	5 years after final decision	Paper or Electronic		☐
SB-GA-37	Appeals on Interpretation Zoning Code	Permanent	Paper or Electronic		☐
SB-GA-38	Area Commission Files	25 years	Paper or Electronic		☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

DEC 27 2014

STATE AND LOCAL
GOVERNMENT RECORDS**RECORDS RETENTION SCHEDULE (RC-2)**

See instructions before completing this form.

Section A: Local Government Unit

Village of St. Bernard
(local government entity)

City Hall Main Desk
(unit)

Heidi Culbertson
(signature of responsible official)

Heidi Culbertson
(name)

Administrative Asst.
(title)

12-5-14
(date)

Section B: Records Commission

Village of St. Bernard
Records Commission

513-242 7770
(telephone number)

110 Washington Ave.
(address)

St Bernard
(city)

45217
(zip code)

Hamilton
(county)

To have this form returned to the Records Commission electronically, include an email address: cityclerk@cityofstbernard.org

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.

Michael Pedr

12-16-14

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

[Signature]
Signature

Government Records Archivist
Title

1/5/2015
Date

Section D: Auditor of State

Martin E. Mohr
Signature

1-26-15

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



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

Village of St. Bernard

City Hall – Main Desk

(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
CH-01	Agendas	5 years	Multi/Imaged		☐
CH-02	Annual Department Budget (Originals)	5 years	Multi/Imaged		☐
CH-03	Annual Municipal Budget (Originals)	Permanent	Multi/Imaged		☒
CH-04	Annual Municipal Report (Originals)	Permanent	Multi/Imaged		☒
CH-05	Back-up Disk/Tape for Main Server End-of-Year Disk/Tape End-of-Month Disk/Tape Daily Disk/Tape	1 Year 3 Months 1 Week	Disk/Tape		☐
CH-06	Balance Sheets	3 Years	Multi/Imaged		☐
CH-07	Bid Bonds Successful Bidder Unsuccessful Bidder	-Until acceptance of project performance bond -Return after project awarded	Multi/Imaged		☐
CH-08	Bid Specifications	15 years after completion of project	Multi/Imaged		☐
CH-09	Bids – Successful	15 years after completion of project	Multi/Imaged		☐
CH-10	Bids – Unsuccessful	2 years after awarding of the contract	Multi/Imaged		☐
CH-11	Blank Forms (No administrative value)	Until obsolete, no longer of administrative value (No RC-3 Required)	Multi/Imaged		☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(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
CH-12	Bulletins, Notices, Posters (No administrative value)	Until no longer administratively necessary	Multi/Imaged		☐
CH-16	Calendar (Distributed to Residents)	1 year	Multi/Imaged		☐
CH-13	Cash Register Report - Monthly	2 years	Multi/Imaged		☐
CH-14	Cash Register Report – Yearly	2 years	Multi/Imaged		☐
CH-15	Cash Register Tapes (x or z tape)	1 year	Multi/Imaged		☐
CH-17	Census/Resident Registration Books	1 year	Multi/Imaged		☐
CH-18	Census/Resident Registration Sheets	1 year (Original in Tax Dept.)	Multi/Imaged		☐
CH-19	Computer Software	Until Obsolete or superseded	Multi/Imaged		☐
CH-20	Computer Software Manuals	Until Obsolete or superseded	Multi/Imaged		☐
CH-21	Copies – All Media Official File Copy Reading/Informational/Reference Copy (Where original exists elsewhere)	Use applicable records series retention period Until no longer administratively necessary	Multi/Imaged		☐
CH-22	Correspondence – General: Non-specific correspondence including all sent and received correspondence, in any medium, related to general administration, function, policies, procedures, decisions, operations, and other activities at City Hall	1 year or retain according to content	Multi/Imaged		☐
CH-23	Correspondence – Transient: Includes telephone messages, drafts, emails, "sticky/post-it notes", message book/carbon-copies, other limited documents which serve to convey	Retain until no longer of administrative value, then destroy	Multi/Imaged		☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(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
	information of temporary importance in lieu of oral communication				
CH-24	Correspondence – Unsolicited: Unsolicited correspondence, unsolicited mail, unsolicited email, unsolicited fax, and similar unsolicited communications	Retain until no longer of administrative value, then destroy	Multi/Imaged		☐
CH-25	Delivery or Packing Slips	Until no longer of administrative value	Multi/Imaged		☐
CH-30	Dial-A-Ride Drivers Sheets & Passenger Sheets (Used by Drivers)	1 year	Multi/Imaged		☐
CH-29	Dial-A-Ride Hourly Report	2 years	Multi/Imaged		☐
CH-27	Dial-A-Ride Monthly Full-Month Report	2 years	Multi/Imaged		☐
CH-26	Dial-A-Ride Monthly Ledger Report	2 Years	Multi/Imaged		☐
CH-28	Dial-A-Ride Monthly Passenger Report	2 years	Multi/Imaged		☐
CH-31	Drafts and informal notes: Consisting of transitory information used to prepare the official record in any other form	Until no longer of administrative value, then destroy	Multi/Imaged		☐
CH-32-A	Dumpster Invoices/Reports of Invoices Paid	2 years	Multi/Imaged		☐
CH-32-B	Dumpster Permits/Applications	2 years	Multi/Imaged		☐
CH-33	Electronic Mail (E-mail)	Retain according to content. See Correspondence.	Multi/Imaged		☐
CH-34	Equipment Instruction Manuals	Until obsolete or superseded	Multi/Imaged		☐
CH-35	Equipment Inventories	2 years	Multi/Imaged		☐
CH-36	Equipment Maintenance Records	Life of Equipment	Multi/Imaged		☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(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
CH-37	Fax Reports/Logs/Coversheets/Notices	Until no longer administratively necessary	Multi/Imaged		☐
CH-38	Faxes	Retain according to content	Multi/Imaged		☐
CH-39	Fee Schedules	Until obsolete or superseded	Multi/Imaged		☐
CH-40	Fitness Center Monthly Reports	1 year	Multi/Imaged		☐
CH-42	Fitness Center Sign-In Sheets	1 year	Multi/Imaged		☐
CH-41	Fitness Center Weekly Unexpired List	Until superseded by next list	Multi/Imaged		☐
CH-43	Fitness Center Yearly Reports	2 years	Multi/Imaged		☐
CH-94	Food/Vendor License Information (Copies of License, Reports, Information)	5 years	Multi/Imaged		☐
CH-44	General Orders, Directives, Policies, Rules, Regs	Until superseded or obsolete	Multi/Imaged		☐
CH-45	Grass Cutting Invoices/Letters	3 years	Multi/Imaged		☐
CH-46	Hall Fund Bank Statements, Deposit Receipts, Check Registers/Stubs	3 years	Multi/Imaged		☐
CH-47	Hall Rental Calendars	2 years	Multi/Imaged		☐
CH-48	Hall Rental Clean-up Check Lists	Until no longer administratively necessary	Multi/Imaged		☐
CH-49	Hall Reservation Contracts	2 years	Multi/Imaged		☐
CH-95	Health License Information (Copies of License, Reports, Information)	5 years	Multi/Imaged		☐
CH-50	Historical Booklets and Pictures	Permanent	Multi/Imaged		☒



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Page 12 of 91

(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
CH-51	Invitation to Bid	2 years	Multi/Imaged		☐
CH-52	Key Cards Signed by Hall Renters	Discard upon key return	Multi/Imaged		☐
CH-53	Licenses, Permits, Certifications	1 year after expiration	Multi/Imaged		☐
CH-54	Mail: Unsolicited –including email and fax (no administrative value) Other	Until longer administratively necessary Retain According to Content	Multi/Imaged		☐
CH-55	Mailing Lists	Until updated, superseded, or obsolete	Multi/Imaged		☐
CH-69	Mailing Machine Software Updates	3 months	Multi/Imaged		☐
CH-68	Mailing Machine Statements	1 year	Multi/Imaged		☐
CH-56	Manuals	Until superseded, obsolete, or replaced	Multi/Imaged		☐
CH-57	Maps Historical in nature Other	Permanent Until superseded or obsolete	Multi/Imaged		☒
CH-58	Material Safety Data Sheets	Until superseded or obsolete	Multi/Imaged		☐
CH-59	Meeting Notices	1 year	Multi/Imaged		☐
CH-60	Memorandum of Receipts for Bus Fund and General Fund (Clerk's copy)	2 years	Multi/Imaged		☐
CH-61	Miscellaneous Ledger Sheets (Front Desk)	3 years	Multi/Imaged		☐



(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
CH-92	Needle Container Cards	1 year	Multi/Imaged		☐
CH-62	Newsletters Distributed to Residents	1 year	Multi/Imaged		☐
CH-63	Newspaper Clippings	Appraise for historical Value	Multi/Imaged		☒
CH-64	Oaths of Office of Elected Officials	Permanent	Multi/Imaged		☒
CH-65	Ordinances & Resolutions (Originals)	Permanent	Multi/Imaged		☒
CH-66	Park Rental Calendars	2 years	Multi/Imaged		☐
CH-67	Park Reservation Contracts	2 years	Multi/Imaged		☐
CH-71	Plumbing Permits (Copies of Permits Issued)	3 years	Multi/Imaged		☐
CH-70	Plumbing Registration Information (Includes Bond, Insurance Info, License/Certificate)	2 years	Multi/Imaged		☐
CH-72	Policies and Procedures	Until obsolete or superseded	Multi/Imaged		☐
CH-73	Pool License Information (Copies of License, Reports, Information)	5 years	Multi/Imaged		☐
CH-74	Postal Records	2 years	Multi/Imaged		☐
CH-75	Press/News Releases	3 years	Multi/Imaged		☐
CH-76	Prevailing Wage Records	2 years	Multi/Imaged		☐
CH-77	Property Book Updates	Until obsolete or superseded	Multi/Imaged		☐
CH-78	Public Records Requests	2 years	Multi/Imaged		☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(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
CH-79	Purchase Orders (Duplicates – Original in Auditor's Office)	2 years	Multi/Imaged		☐
CH-80	Receipts of Purchase/Receipt Book	1 year	Multi/Imaged		☐
CH-81	Record Retention Documents (RC-1, RC-2, RC-3)	25 years after superseded or obsolete	Multi/Imaged		☐
CH-82	Recreation Newsletters	1 year	Multi/Imaged		☐
CH-83	Reference Materials	Until obsolete or superseded	Multi/Imaged		☐
CH-96	Resident Registration Records/Information Sheets	1 year	Multi/Imaged		☐
CH-84	Rosters/Directories	2 years	Multi/Imaged		☐
CH-85	Scrapbooks/Yearbooks	Appraise for Historical Value	Multi/Imaged		☒
CH-86	Solicitor's License Applications and Permits	3 years	Multi/Imaged		☐
CH-97	Statistical Reports (Incorporated in Annual Report)	1 year	Multi/Imaged		☐
CH-87	Street Cut/Opening Applications and Permits	3 years	Multi/Imaged		☐
CH-88	Telephone System Documentation	Life of System or until superseded	Multi/Imaged		☐
CH-89	Transient Documents – includes telephone messages, "sticky/Post-it Notes", message book, other limited documents of temporary importance in lieu of oral communication	Until no longer administratively necessary	Multi/Imaged		☐
CH-90	Trash Bag Worksheet – document when residents purchase trash bags	Until superseded or obsolete	Multi/Imaged		☐
CH-93	Video from Municipal Halls	90 days	Video		☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

(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
CH-91	Warranties	2 years after expiration	Multi/Imaged		☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

Page 1 of 2

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

VILLAGE OF ST. BERNARD

COUNCIL

(local government entity)

C. Curtis Walden

C. CURTIS WALDEN

(unit)

PRESIDENT OF COUNCIL

09/02/2011

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

513-242-7770

(telephone number)

110 WASHINGTON AVE

ST. BERNARD, OH

45217

HAMILTON

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: cityclerk@cityofstbernard.org

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.

C. Curtis Walden

12-13-11

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Taylor Vermillion

Signature

Electronic Records Asst

Title

1-30-12

Date

Section D: Auditor of State

Martin S. March

Signature

2-13-12

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.**

**RECORDS RETENTION SCHEDULE (RC-2) – Part 2****Section E: Records Retention Schedule****Village of St. Bernard****Council**

(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
C-01	CHARTER AND AMENDMENTS	PERMANENT	MULTI OR IMAGED	RC-3 Required by OHS
C-02	ORDINANCES	PERMANENT	MULTI OR IMAGED	RC-3 Required by OHS
C-03	RESOLUTIONS	PERMANENT	MULTI OR IMAGED	RC-3 Required by OHS
C-04	INDEX TO ORDINANCES AND RESOLUTIONS	PERMANENT	PAPER OR IMAGED	RC-3 Required by OHS
C-05	COUNCIL MINUTES	PERMANENT	MULTI OR IMAGED	RC-3 Required by OHS
C-06	INDEX TO COUNCIL MINUTES	PERMANENT	PAPER OR IMAGED	RC-3 Required by OHS
C-07	DRAFTS/NOTES	UNTIL HARDCOPY IS TRANSCRIBED	PAPER OR IMAGED	
C-08	LIQUOR LICENSE REQUESTS:			
	APPROVED	3 YEARS	PAPER OR IMAGED	
	DENIED	1 YEAR	PAPER OR IMAGED	
C-09	PROCLAMATIONS	2 YEARS	PAPER OR IMAGED	
C-10	PETITIONS	5 YEARS	PAPER OR IMAGED	
C-11	EMAILS	1 YEAR	ELECTRONIC	

RECORDS RETENTION SCHEDULE (RC-2)-PART 1

CITY OF ST. BERNARD

ST. BERNARD FIRE DEPARTMENT

For State Archives-LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer

YES

NO

If YES, attach copy of transfer form.

A. LOCAL GOVERNMENT UNIT

City of St. Bernard 5116 Vine Street, St. Bernard, Ohio 45217-1020
Fire Department Phone 513-242-8474 FAX 513-242-0305

Fire Chief
(Steven E. Scherpenberg)

Signature

Date

B. RECORDS COMMISSION

City of St. Bernard Records Commission
110 Washington Avenue, St. Bernard, Ohio 45217 Hamilton County
Phone 513-242-7770

To have this form returned to the records commission electronically, Email address: RECORDSCOMMISSION@CITYOFSTBERNARD.ORG

Certification: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the retention schedule listed on this form and 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 these schedules and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This action is reflected in the minutes kept by this commission.

Chairman, Records Commission
(Curtis Walden)

Signature

Date

C. OHIO HISTORICAL SOCIETY-STATE ARCHIVES For the Ohio Historical Society

Signature

Date

D. Auditor of State For the Auditor of State

Signature

Date

RECORDS RETENTION SCHEDULE (RC-2)-PART 2

E. RECORDS RETENTION SCHEDULE

City of St. Bernard

St. Bernard Fire Department

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
	FD GENERAL ADMINISTRATION			
FD-GA-1	Accident Reports	6 years, no action pending	paper/electronic	
FD-GA-2	Employee Injury Reports	6 years, no action pending	paper/electronic	
FD-GA-3	Injury-Non-Employee	6 years, no action pending	paper/electronic	
FD-GA-4	City vehicle/property damage	6 years, no action pending	paper/electronic	
FD-GA-5	Annual Department Budget	5 years	paper/electronic	
FD-GA-6	Training Reports	until information superseded, obsolete or replaced, then appraised for historic value	paper/electronic	
FD-GA-7	Budget preparation documents	4 years	paper/electronic	
FD-GA-8	Bulletins, posters, notices to employees	until no longer administratively needed	Paper	
FD-GA-9	Calibration records (all types)	5 years	paper/electronic	
FD-GA-10	Compliance reports	5 years	paper/electronic	
FD-GA-11	Continuing Education certificates, training records	Placed in personnel file	paper/electronic	
FD-GA-12	Contracts and agreements	15 years after expiration or termination	Paper	
FD-GA-13	Reading, informational reference documents	until no longer administratively needed	Paper	
FD-GA-14	Routine form letters	1 year	Paper	
FD-GA-15	General correspondence	2 years	Paper	
FD-GA-16	Legislative branch correspondence	3 years	Paper	

Form: SAO/LGRP-RC-2 (Part-2), Revised March 2009

RECORDS RETENTION SCHEDULE (RC-2)-PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
FD-GA-17	Executive branch correspondence	5 years	Paper	
FD-GA-18	Disaster Plans	until updated or superseded	paper/electronic	
FD-GA-19	Email-unsolicited (spam)	may be deleted immediately	electronic	
FD-GA-20	E-mail messages that meet the criteria of the definition of a record-transient	until no longer administratively needed	electronic	
FD-GA-21	E-mail messages that meet the criteria of the definition of a record-intermediate	2 years	electronic	
FD-GA-22	E-mail messages that meet the criteria of the definition of a record-permanent	permanent	electronic	
FD-GA-23	Equipment inventories	3 years	paper/electronic	
FD-GA-24	Equipment maintenance records	Life of the equipment	paper/electronic	
FD-GA-25	Expense reports	3 years	paper/electronic	
FD-GA-26	Facsimile (FAX) logs/messages	until no longer administratively needed	paper/electronic	
FD-GA-27	Fuel usage	3 years	paper	
FD-GA-28	General orders, directives, policies, rules, regulations or procedures	until superseded, retain one copy until audited	paper/electronic	
FD-GA-29	Grants (Federal and State)	5 years provided audited and any disputes resolved	paper/electronic	
FD-GA-30	Hearings(non-employee) audio/visual	1 year	electronic	
FD-GA-31	Hearings-report of proceedings	permanent	paper/electronic	
FD-GA-31	Hearings-transcripts	5 years	paper/electronic	
FD-GA-32	Leases-equipment	2 years after expiration	paper	
FD-GA-33	Leases-real estate	5 years after expiration	paper	
FD-GA-34	Licenses, permits, certifications	1 year after expiration	paper	
FD-GA-35	Mail-unsolicited	until no longer administratively needed	paper	

Form: SAO/LGRP-RC-2 (Part-2), Revised March 2009

RECORDS RETENTION SCHEDULE (RC-2)-PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
FD-GA-36	Mail-logs and receipts	2 years	paper	
FD-GA-37	Management/operation/monthly/	until incorporated into annual	paper/electronic	
FD-GA-38	Manuals/handbooks/directives	until superseded, obsolete or replaced, retain one copy 5 years	paper/electronic	
FD-GA-39	Map/plats	until superseded, obsolete or replaced, retain one copy for historic value	paper	
FD-GA-40	Material Data Safety Sheets (MSDS)	Until superseded	paper/electronic	
FD-GA-41	Meeting notices	1 year	paper/electronic	
FD-GA-42	Memoranda	treat as correspondence	paper/electronic	
FD-GA-43	Photo file	until information is no longer current then appraised for historic value	paper/electronic	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.
FD-GA-44	Press/news releases	3 years	paper/electronic	
FD-GA-45	Project plans, drawings	life of project or obsolete-then appraised for historic value	paper/electronic	
FD-GA-46	Receipts	2 years - provided audited	paper	
FD-GA-47	Record retention documents (RC-1, RC-2, RC-3)	25 years	paper/electronic	
FD-GA-48	Record requests	2 years	paper/electronic	
FD-GA-49	Reference / library materials	until superseded or obsolete	paper/electronic	
FD-GA-50	Requisitions	3 years	paper/electronic	
FD-GA-51	Research files	5 years	paper/electronic	
FD-GA-52	Rosters	until superseded	paper/electronic	
FD-GA-53	Speeches / presentations	3 years	paper/electronic	
FD-GA-54	Statistical reports-monthly/quarterly, semi-annual	until incorporated into annual report	paper/electronic	
FD-GA-55	Statistical report - Annual	5 years	paper/electronic	
FD-GA-56	Table or organization (charts)	Until superseded	paper/electronic	

Form: SAO/LGRP-RC-2 (Part-2), Revised March 2009

RECORDS RETENTION SCHEDULE (RC-2)-PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
FD-GA-57	Training materials / lesson plans	Until superseded	paper/electronic	
FD-GA-58	Vehicle maintenance records	Until vehicle is sold	electronic	
FD-GA-59	Vehicle milage logs	Until vehicle is sold	electronic	
FD-GA-60	Warranties	Until equipment is obsolete	paper	
FD-GA-61	Work Schedules	Until superseded	paper/electronic	
	FD-FIRE RECORDS			
FD-FR-1	Underground storage tanks	10 years or until tank is taken out of service	Paper	
FD-FR-2	Alarm response reports	5 years	paper/electronic	
FD-FR-3	Arson reports	50 years-appraise for historic value	paper/electronic	
FD-FR-4	Burning Complaint record	1 year	paper/electronic	
FD-FR-5	Daily alarm log	5 years	paper/electronic	
FD-FR-6	Emergency Medical Service record	7 years	paper/electronic	
FD-FR-7	EPA burning violation record	5 years after violation corrected	paper	
FD-FR-8	Fire Code	Until superseded	paper	
FD-FR-9	Fire Incident Reports	10 years	paper/electronic	
FD-FR-10	Fire Investigation Files	50 years-appraise for historic value	paper/electronic	
FD-FR-11	Fire and Loss records	Permanent	paper/electronic	
FD-FR-12	Fireworks application and permit	1 year after expiration	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. 137.20 O.S.
FD-FR-13	Gas and oil disbursement	1 years provided audited	paper	
DF-FR-14	Hydrant location record	Permanent	paper/electronic	

Form: SAO/LGRP-RC-2 (Part-2), Revised March 2009

RECORDS RETENTION SCHEDULE (RC-2)-PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
FD-FR-15	Hydrant maintenance record	2 years after test date	paper/electronic	
FD-FR-16	Inspection reports (all types)	3 years	paper/electronic	
FD-FR-17	Insurance claim file	10 years after settlement	paper	
FD-FR-18	Mutual Aid Agreements	10 years after superseded	paper	
FD-FR-19	Station house daily logs	10 years, appraise for historic value	paper/electronic	
FD-FR-20	Water surveys	3 years	paper	
	<u>FD-PERSONNEL RECORDS</u>			
FD-PR-1	Commendations/promotions	placed in personnel file	paper	
FD-PR-2	Employee exposures	placed in personnel file	paper/electronic	
FD-PR-3	Employee performance evaluations	5 years	paper	
FD-PR-4	Employee training records	placed in personnel file	paper/electronic	
FD-PR-5	Grievance hearing records	1 year after resolved	paper/electronic	
FD-PR-6	Job/position descriptions	1 year after superseded	paper/electronic	
FD-PR-7	Labor Union agreements	15 years after termination	paper/electronic	
FD-PR-8	Leave requests	3 years	paper	
FD-PR-9	Letter of appointment	placed in personnel file	paper	
FD-PR-10	Letter of resignation	placed in personnel file	paper	
FD-PR-11	Personnel actions	placed in personnel file	paper	
FD-PR-12	Personnel files	purge after 2 years employee leaves municipal service	paper	
FD-PR-13	Promotion action	placed in personnel file	paper	
FD-PR-14	Record of disciplinary action	4 years	paper/electronic	
FD-PR-15	Workman's compensation cases	10 years after date of final payment	paper	



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of St. Bernard

Mayor's Office

(local government entity)

(unit)

Elaine L. Sipe

Elaine L Sipe

Mayor's Assistant

4-23-12

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Village of St. Bernard

513-242-7770

Records Commission

(telephone number)

110 Washington Ave

St. Bernard, OH

45217

Hamilton

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: cityclerk@cityofstbernard.org

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.

Christa Walden

6-19-12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Electra

Electronic Records Assistant

07/02/2012

Signature

Title

Date

Section D: Auditor of State

Martin E. Mueh

7-16-12

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**

RECORDS RETENTION SCHEDULE (RC-2) – Part 2



Section E: Records Retention Schedule

Village of St. Bernard

Mayor's Office

(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
MO-001	Annual Reports (copies)	Until no longer of Administrative value or until imaged	multi		☐
MO-002	Appointment Calendar	Until superseded or no longer of admin. value. RC-3 not required	multi		☐
MO-003	Budget (copies)	Until no longer of admin. value/generally 1-2 years or until imaged	multi		☐
MO-004	Call Command	Until superseded or no longer of admin. value. RC-3 not required	multi		☐
MO-005	Contracts/Agreements- originals	Permanent or until imaged	paper		☐
MO-006	Council Reports	Retain until entered into official meeting minutes	multi		☐
MO-007	Email	Saved according to content, until no longer of admin. value or imaged	electronic		☐
MO-008	Employment applications, spreadsheets, letters (summer)	1 year or until imaged	multi		☐
MO-009	Event flyers	Until no longer of admin. value. RC-3 not required	multi		☐



(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
MO-010	General correspondence	Until no longer of Administrative value/generally 1 – 5 yrs	multi		☐
MO-011	Grievances (copies)	Until no longer of admin. value/generally 1-2 years or until imaged	multi		☐
MO-012	Hiring materials	7 years after position is filled or decision is not to fill position is made or until imaged	multi		☐
MO-013	Law suits/Notices/Opinions (copies)	Until superseded or no longer of admin. value or until imaged.	multi		☐
MO-014	Marriages performed by Mayor	Permanent or until imaged	paper		☒
MO-015	Mayor's Court Docket (copies) original maintained at PD	1 year or until imaged	multi		☐
MO-016	Mayor's Court Financials	3 yrs provided audited or until imaged	multi		☐
MO-017	Mayor's Court Supreme Court Report (copies)	Until no longer of admin. value or until imaged	paper		☐
MO-018	Meeting minutes/agendas	Until no longer of admin. value/generally 1-2 years or until imaged	multi		☐
MO-0019	Ordinances and Resolutions (copies)	Until superseded or no longer of admin. value or until imaged	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.



(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
MO-022	Photos/Slides/Videos	15 years/appraise for historical value/Until no longer of admin. value or until imaged	multi		☒
MO-023	Proclamations	Permanent or until imaged	multi		☒
MO-024	Purchase Orders (copies)	1 year provided audited or until imaged	paper		☐
MO-025	Reference Material	Until superseded or no longer of admin. value or until imaged (no RC-3 required)	multi		☐
MO-026	Retention Schedule	Until superseded or until imaged	multi		☐
MO-027	Speeches	Permanent or until imaged	multi		☒
MO-028	Timesheets (copies)	2 years provided audited or until imaged	multi		☐
MO-029	Transient Records (phone messages, drafts, voicemail messages, post it notes, notes, etc)	Until superseded or no longer of admin. value then destroy (no RC-3 required)	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.

RECORDS RETENTION SCHEDULE (RC-2) - PART 1**CITY OF ST. BERNARD****ST. BERNARD - SERVICE DEPARTMENT**

For State Archive - LGRP Use Only

Date Received:

Date Reviewed:

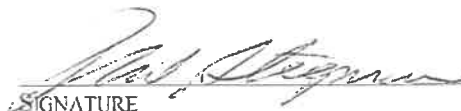
Items requested for transfer: YES NO

If YES, attach copy of transfer form

A. LOCAL GOVERNMENT UNIT

CITY OF ST. BERNARD 110 WASHINGTON AVENUE, ST. BERNARD, OHIO 45217
 SERVICE DIRECTOR PHONE 513-242-7770 FAX 513-641-1840 E-MAIL SERVICE@CITYOFSTBERNARD.ORG

SERVICE DIRECTOR


12/13/2011
DATE**B. RECORDS COMMISSION**

CITY OF ST. BERNARD RECORDS COMMISSION
 110 WASHINGTON AVE ST. BERNARD, OHIO 45217 HAMILTON COUNTY
 PHONE 513-242-7770

TO HAVE THIS FORM RETURN TO THE RECORDS COMMISSION ELECTRONICALLY, EMAIL ADDRESS: CITYCLERK@CITYOFSTBERNARD.ORG

CERTIFICATION: I HEREBY CERTIFY THAT OUR RECORDS COMMISSION MET IN AN OPEN MEETING, AS REQUIRED BY SECTION 121.22 ORC, AND APPROVED THE RETENTION SCHEDULE LISTED ON THIS FORM AND 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 THESE SCHEDULES AND THAT NO RECORD WILL BE KNOWINGLY DISPOSED OF WHICH PERTAINS TO ANY PENDING CASE, CLAIM, ACTION OR REQUEST. THIS ACTION IS REFLECTED IN THE MINUTES KEPT BY THIS COMMISSION.

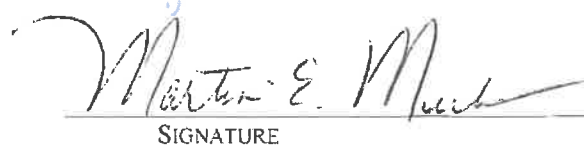
CHAIRMAN, RECORDS COMMISSION


12-13-11
DATE**C. OHIO HISTORICAL SOCIETY - STATE ARCHIVES**

FOR THE OHIO HISTORICAL SOCIETY


1-30-12
DATE**D. AUDITOR OF STATE**

FOR THE AUDITOR OF STATE


2-13-12
DATE

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

Page 2 of 2

E. RECORDS RETENTION SCHEDULE

CITY OF ST. BERNARD

SERVICE DEPARTMENT

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS ILGRP	(6) RC-3 Required by OHS ILGRP
G-1	Annual Gas Report	3 years	Paper		☐
G-2	Annual Report for City Hall	Permanent	Paper		☐
G-3	Clothing File	3 years	Paper		☐
G-4	Comp Time Sheets	Continually update until employee terminates	Paper		☐
G-5	Electronic Mail (E-mail) Unsolicited - No administrative value	Until no longer administratively necessary (No RC-3 required)	Electronic		☐
	General Correspondence	Until no longer administratively necessary	Electronic		
G-5	EPA Reports	Permanent	Paper		☐
G-6	Equipment Manuals	Until obsolete or superseded	Paper		☐
G-7	Garbage Reports	Permanent	Paper		☐
G-8	Gas Reports (Diesel)	3 years	Paper		☐
G-9	Gas Reports (Plus Unleaded)	3 years	Paper		☐
G-10	Gas Tank Print-Outs	3 years	Paper		☐
G-11	Gas Tank Reports	3 years	Paper		☐
G-12	Hamilton County RRRI Report (Recycle Program)	5 years	Paper		☐
G-13	Inventory Reports	3 years	Paper		☐
G-14	Monthly General Reports and Raw Data	3 years or until put in Annual Report	Paper		☐
G-15	MSDS Sheets	Until obsolete or superseded	Paper		☐
G-16	Payroll	3 years (Original in Auditor's Office)	Paper		☐
G-17	Personell Files	Purge 2 years after employee leaves (Permanent file in Auditor's Office)	Paper		☐
G-18	Sick Day Info	3 years (Original in Auditor's Office)	Paper		☐
G-19	Tire Dumpster File	3 years	Paper		☐
G-20	Vacation Info	3 years (Original in Auditor's Office)	Paper		☐
G-21	Vehicle Inspection Forms	3 years	Paper		☐
G-22	Vehicle Repair Forms	3 years	Paper		☐
G-23	Voicemail Messages	Until no longer adminstratively necessary (No RC-3 required)			☐
G-23	Wind Damage Report - FEMA	Permanent	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - PART 1
VILLAGE OF ST. BERNARD
ST. BERNARD CITY HALL - SERVICE DIRECTOR

For State Archive - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

A. LOCAL GOVERNMENT UNIT

VILLAGE OF ST. BERNARD 110 WASHINGTON AVENUE, ST. BERNARD, OHIO 45217
 SERVICE DIRECTOR PHONE 513-242-7770 FAX 513-641-1840 E-MAIL SERVICE@CITYOFSTBERNARD.ORG

SERVICE DIRECTOR

Phil Stegman
 SIGNATURE

12/13/2011
 DATE

B. RECORDS COMMISSION

VILLAGE OF ST. BERNARD RECORDS COMMISSION
 110 WASHINGTON AVE ST. BERNARD, OHIO 45217 HAMILTON COUNTY
 PHONE 513-242-7770

TO HAVE THIS FORM RETURN TO THE RECORDS COMMISSION ELECTRONICALLY, EMAIL ADDRESS: CITYCLERK@CITYOFSTBERNARD.ORG

CERTIFICATION: I HEREBY CERTIFY THAT OUR RECORDS COMMISSION MET IN AN OPEN MEETING, AS REQUIRED BY SECTION 121.22 ORC, AND APPROVED THE RETENTION SCHEDULE LISTED ON THIS FORM AND 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 THESE SCHEDULES AND THAT NO RECORD WILL BE KNOWINGLY DISPOSED OF WHICH PERTAINS TO ANY PENDING CASE, CLAIM, ACTION OR REQUEST. THIS ACTION IS REFLECTED IN THE MINUTES KEPT BY THIS COMMISSION.

CHAIRMAN, RECORDS COMMISSION

C. C. W. W. W.
 SIGNATURE

12-13-11
 DATE

C. OHIO HISTORICAL SOCIETY - STATE ARCHIVES

FOR THE OHIO HISTORICAL SOCIETY

Julie Vermillion
 SIGNATURE

2-6-12
 DATE

D. AUDITOR OF STATE

FOR THE AUDITOR OF STATE

Martin E. Mack
 SIGNATURE

2-16-12
 DATE

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

Page 2 of 6

E. RECORDS RETENTION SCHEDULE

VILLAGE OF ST. BERNARD

SERVICE DIRECTOR

(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
SD-1	Agendas	6 years or until imaged	Multi		☐
SD-2	Accident Reports and information	5 years provided no action pending or until imaged	Multi		☐
SD-3	Annual Departmental Budget	5 years or until imaged	Multi		☐
SD-4	Annual Departmental Report	Permanent (At 50 years appraise for historical value) or until imaged	Multi		☒
SD-5	Annual Municipal Report	Permanent (At 50 years appraise for historical value) or until imaged	Multi		☒
SD-6	Applications Hired Not Hired	In Personnel File or until imaged 2 years or until imaged	Multi		☐
SD-7	Attorney Information	5 years provided no action pending or until imaged	Multi		☐
SD-8	Attorney Letters	5 years (provided no action pending) or until imaged	Multi		☐
SD-9	Backflow Tests	2 years or until imaged	Multi		☐
SD-10	Bid Bonds Successful Bidder Unsuccessful Bidders	Retain until acceptance of project performance bond Return after project awarded	Multi		☐
SD-11	Bids Successful Unsuccessful	15 years after completion of project or until imaged 2 years after letting of contract or until imaged	Multi		☐
SD-12	Blank Forms	Until obsolete or superseded or until imaged	Multi		☐
SD-13	Block Grants	1 year or until imaged	Multi		☐
SD-14	Blueprints	Until updated, superceded, or obsolete, appraise for historical value or until imaged	Multi		☒
SD-15	Budget Worksheets	4 years or until imaged	Multi		☐
SD-16	Certification of Coverage	5 years or until imaged	Multi		☐
SD-17	Cincinnati Bell - Old Phone Lines	5 years or until imaged	Multi		☐
SD-18	City Events	3 years or until imaged	Multi		☐
SD-19	Committee Reports	3 years or until imaged	Multi		☐
SD-20	Complaints	2 years provided no action pending or until imaged	Multi		☐
SD-21	Concession Stand Contracts	15 years after expiration or termination or until imaged	Multi		☐

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

Page 3 of 6

SD-22	Contact Information for Contractors or Services	Until superceded or obsolete or until imaged	Multi		☐
SD-23	Contractor Liability Insurance	2 years after expiration or until imaged	Multi		☐
SD-24	Copies - All media Official File Copy Reading/Informational/Reference Copy	Use applicable records series retention period Until no longer administratively necessary or until imaged	Multi		☐
SD-25	Correspondence – General: Non-specific correspondence including all sent and received correspondence in any medium, related to general administration, function, policies, procedures, decisions, operations, and other activities of the office of the Service Director	1 year or retain according to content or until imaged	Multi		☐
SD-118	Correspondence – Transient: Includes telephone messages, drafts, emails, "sticky/post-it notes", message book/carbon-copies, other limited documents which serve to convey information of temporary importance in lieu of oral communication	Retain until no longer of administrative value, then destroy (RC-3 not required)	Multi		☐
SD-119	Correspondence – Unsolicited: Unsolicited correspondence, unsolicited mail, unsolicited email, unsolicited fax and similar unsolicited communications	Retain until no longer of administrative value, then destroy (RC-3 not required)			☐
SD-26	Delivery or Packing Slips	2 years or until imaged	Multi		☐
SD-27	Delmar Wall Study and GeoTech Study	10 years or until imaged	Multi		☐
SD-28	Department Head Meeting Minutes	Permanent	Multi		☐
SD-29	Dial-A-Ride Passenger Sheets	1 year or until imaged	Multi		☐
SD-120	Drafts and informal notes: Consisting of transitory information used to prepare the official record in any other form	Until no longer of administrative value, then destroy (RC-3 not required)			☐
SD-30	Drug Test Reports	2 years or until imaged	Multi		☐
SD-31	Duke Energy Facilities Agreement	15 years after expiration or termination or until imaged	Multi		☐
SD-32	Easement Agreements	Permanent or until imaged	Multi		☒
SD-121	Electronic Mail (E-mail)	Retain according to content. See Correspondence or Mail.	Multi		☐
SD-33	Elevator Information Safety Test Forms Inspection Reports Service Slips	5 years or until imaged 5 years or until imaged 3 years or until imaged	Multi		☐

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

Page 4 of 6

SD-34	Employee Disciplinary Action/Write-Ups	4 years or until imaged	Multi	☐
SD-35	Environmental Agreements	15 years after expiration or termination or until imaged	Multi	☐
SD-36	EPA Documents	Retain according to content	Multi	☐
SD-37	Equipment Instruction Manuals	Until obsolete or superseded or until imaged	Multi	☐
SD-38	Equipment Lease Agreements	2 years after expiration or until imaged	Multi	☐
SD-39	Equipment Maintenance Records	Life of equipment or until imaged	Multi	☐
SD-41	Financial Reports	Permanent or until imaged	Multi	☐
SD-42	Fire Department Negotiations	Permanent or until imaged	Multi	☐
SD-43	Fire Extinguisher Service Reports	3 years or until imaged	Multi	☐
SD-44	Fire Extinguisher Contract	15 years after expiration or termination or until imaged	Multi	☐
SD-45	Fire Extinguisher Inspections	3 years or until imaged	Multi	☐
SD-46	Flow Charts - Operations	2 years or until imaged	Multi	☐
SD-47	Fuel Usage Records	3 years or until imaged	Multi	☐
SD-48	General Orders, Directives, Policies, Rules, Regs	Until superseded or until imaged	Multi	☐
SD-49	Generator Specs and Infor	Life of equipment or until imaged	Multi	☐
SD-50	Grant Records/Files	5 years provided audited and disputes resolved or until imaged	Multi	☐
SD-51	Grass Cutting Invoices and Letters	3 years provided no action pending or until imaged	Multi	☐
SD-52	Grievance	5 years provided no action pending or until imaged	Multi	☐
SD-53	Hamilton County Auctions	5 years or until imaged	Multi	☐
SD-54	Hamilton County Storm Water District Documents	Retain according to content	Multi	☐
SD-55	Historical Booklets and Pictures	Permanent or until imaged	Multi	☒
SD-56	Job Descriptions	1 year after superseded or until imaged	Multi	☐
SD-57	Landfil Monitoring Reports	Permanent or until imaged	Multi	☐
SD-58	Landfill Reports/EPA Orders	Permanent or until imaged	Multi	☐
SD-59	Lawsuit Information	Permanent or until imaged	Multi	☐
SD-60	Legal Information on Parks	Permanent or until imaged	Multi	☐
SD-61	Legal Notices - Proof of Publication	5 years or until imaged	Multi	☐
SD-62	Legal Opinions	Permanent or until imaged	Multi	☐
SD-63	Licenses	Term of license plus 1 year or until imaged	Multi	☐
SD-64	Licenses, Permits, Certifications	1 year after expiration or until imaged	Multi	☐
SD-65	Mail (Unsolicited-including email and fax) No Administrative Value Other	Until no longer administratively necessary (No RC-3 required) Retain According to Content	Multi	☐
SD-66	Maps	Until superseded or until imaged	Multi	☐
SD-67	Material Safety Data Sheets	Until superseded or until imaged	Multi	☐

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

Page 5 of 6

SD-68	Medicount Management Documents	5 years or until imaged	Multi	☐
SD-69	Meeting Minutes	Permanent or until imaged	Multi	☐
SD-70	Meeting Notices	1 year or until imaged	Multi	☐
SD-71	MSD Reports	Permanent or until imaged	Multi	☐
SD-72	ODOT - I-75 Expansion Information	Permanent or until imaged	Multi	☐
SD-73	Ohio EPA Annual Reports	Permanent or until imaged	Multi	☐
SD-74	Pesticide Application Records	5 years or until imaged	Multi	☐
SD-76	Phone Plans	Until superseded, obsolete or replaced - Retain 1 copy for 5 years or until imaged	Multi	☐
SD-77	Police Department Negotiations	Permanent or until imaged	Multi	☐
SD-78	Policies and Procedures	Until obsolete or superseded or until imaged	Multi	☐
SD-79	Pool Attendance Records	3 years or until imaged	Multi	☐
SD-80	Press/News Releases	3 years or until imaged	Multi	☐
SD-81	Prevailing Wage Records	3 years or until imaged	Multi	☐
SD-82	Probation Letters	5 years or until imaged	Multi	☐
SD-83	Project Files	15 years after completion of project or until imaged	Multi	☐
SD-84	Project Final Reports	Permanent or until imaged	Multi	☐
SD-85	Public Entity Risk Service Reports	Permanent or until imaged	Multi	☐
SD-86	Public Records Requests	2 years or until imaged	Multi	☐
SD-87	Record Retention Documents (RC-1, RC-2, RC-3)	25 years or until imaged	Multi	☐
SD-88	Reference Materials	Until obsolete or superseded or until imaged	Multi	☐
SD-89	Reimbursement Receipts	3 years or until imaged	Multi	☐
SD-90	Requests for Sidewalk/Curb Repairs	3 years or until imaged	Multi	☐
SD-91	Requisitions	3 years or until imaged	Multi	☐
SD-92	Rozzi Fireworks Contracts	15 years after expiration or termination or until imaged	Multi	☐
SD-93	Rumpke Contracts	15 years after expiration or termination or until imaged	Multi	☐
SD-94	Service Agreements	15 years after expiration or termination or until imaged	Multi	☐
SD-95	Service Department Negotiations	Permanent or until imaged	Multi	☐
SD-96	Settlements	3 years or until imaged	Multi	☐
SD-97	Spring Grove Avenue Projects	Permanent or until imaged	Multi	☐
SD-98	Sprinkler Maintenance	5 years or until imaged	Multi	☐
SD-99	State Purchase Contracts	15 years after expiration or termination or until imaged	Multi	☐
SD-100	Street Light and Sign Replacement Information	5 years or until imaged	Multi	☐
SD-101	Street Opening Permits	3 years or until imaged	Multi	☐

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

Page 6 of 6

SD-102	Summer Employee Information	5 years - Original in personnel file or until imaged	Multi	☐
SD-103	Telephone System Documentation	Life of system or until superseded or until imaged	Multi	☐
SD-104	Test Reports	Permanent or until imaged	Multi	☐
SD-105	Time Sheets	3 years or until imaged	Multi	☐
SD-106	Time Warner Cable Contract Annual Report	15 years after expiration or termination or until imaged 5 years or until imaged	Multi	☐
SD-107	Traffic Light Test Reports	5 years or until imaged	Multi	☐
SD-108	Traffic Study Files	Until superceded then appraise for historical value or until imaged	Multi	☐
SD-109	Training Material	Until obsolete or superseded or until imaged	Multi	☐
SD-75	Transient Documents - includes telephone message sticky/Post-It Notes, message book/carbon copies, and other limited documents of temporary importance in lieu of oral communication	Until no longer administratively necessary (No RC-3 required)	Multi	☐
SD-110	VEBA Trust Contract	Permanent or until imaged	Multi	☐
SD-111	Vehicle Maintenance Records	Until vehicle sold	Multi	☐
SD-112	Vehicle Mileage Records	Until vehicle sold or until imaged	Multi	☐
SD-113	Vital Statistics Reports	5 years after filing or until imaged	Multi	☐
SD-114	Voice Mail Messages	Until no longer administratively necessary or until imaged (No RC-3 required)	Multi	☐
SD-115	Warranties	2 years after expiration or until imaged	Multi	☐
SD-116	Zone Board Meetings	Permanent or until imaged	Multi	☐
SD-117	Medical Bus Passenger Sheets/Pick-Up Cards	1 year or until imaged	Multi	☐

Note - "Audited" and "Provided Audited", when used means the years encompassed by the records have been audited by the Ohio Auditor of State and the audit report has been released pursuant to ORC 117.26.
Reference to O.R.C. 1347, 149, form RC-1, RC-2, Ohio Municipal Records Manual, or Auditor of State's Circular 81.8

RECORDS RETENTION SCHEDULE (RC-2) - PART 1

VILLAGE OF ST. BERNARD ST. BERNARD TAX DEPARTMENT

For State Archive - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

A. LOCAL GOVERNMENT UNIT

VILLAGE OF ST. BERNARD 110 WASHINGTON AVENUE, ST. BERNARD, OHIO 45217
TAX DEPARTMENT PHONE 513-242-7710 FAX 513-5402 E-MAIL TAX@CITYOFSTBERNARD.ORG

TAX COMMISSIONER
(EDWARD J. GEISER)

SIGNATURE

DATE

8-2-2011

B. RECORDS COMMISSION

VILLAGE OF ST. BERNARD RECORDS COMMISSION
10 WASHINGTON AVE ST. BERNARD, OHIO 45217 HAMILTON COUNTY
PHONE 513-242-7770

TO HAVE THIS FORM RETURN TO THE RECORDS COMMISSION ELECTRONICALLY, EMAIL ADDRESS: RECORDSCOMMISSION@CITYOFSTBERNARD.ORG

CERTIFICATION: I HEREBY CERTIFY THAT OUR RECORDS COMMISSION MET IN AN OPEN MEETING, AS REQUIRED BY SECTION 121.22 ORC, AND APPROVED THE RETENTION SCHEDULE LISTED ON THIS FORM AND 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 THESE SCHEDULES AND THAT NO RECORD WILL BE KNOWINGLY DISPOSED OF WHICH PERTAINS TO ANY PENDING CASE, CLAIM, ACTION OR REQUEST. THIS ACTION IS REFLECTED IN THE MINUTES KEPT BY THIS COMMISSION.

CHAIRMAN, RECORDS COMMISSION
(CURTIS WALDEN)

SIGNATURE

DATE

C. Curtis Walden

8-2-11

C. OHIO HISTORICAL SOCIETY - STATE ARCHIVES

FOR THE OHIO HISTORICAL SOCIETY

SIGNATURE

DATE

Kaylie Vermillion

8-24-11

D. AUDITOR OF STATE

FOR THE AUDITOR OF STATE

SIGNATURE

DATE

Martin E. Mueh

9-14-11

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

E. RECORDS RETENTION SCHEDULE

VILLAGE OF ST. BERNARD

ST. BERNARD TAX DEPARTMENT

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
	TAX RECORDS			
T-TR-1	Tax Returns and all corresponding documents and forms with the return	6 years (from date received) or until imaged	Paper	
T-TR-2	Tax Returns and all corresponding documents and forms with the return	6 years (from date received)	Imaged	
T-TR-3	Quarterly Payments and related documents	6 years (from date received) or until imaged	Paper	
T-TR-4	Quarterly Payments and related documents	6 years (from date received)	Imaged	
T-TR-5	Withholding Payments and related documents	6 years (from date received) or until imaged	Paper	
T-TR-6	Withholding Payments and related documents	6 years (from date received)	Imaged	
T-TR-7	Extension Request and corresponding documents	6 years (from date received) or until imaged	Paper	
T-TR-8	Extension Request and corresponding documents	6 years (from date received)	Imaged	
T-TR-9	Reconciliations (W-3) and corresponding documents and attached W-2's	6 years (from date received) or until imaged	Paper	
T-TR-10	Reconciliations (W-3) and corresponding documents and attached W-2's	6 years (from date received)	Imaged	
T-TR-11	Tax Department forms completed and filed with office Waiver request form Relocation form Audit request form Other tax department forms	6 years (from date received) or until imaged	Paper	
T-TR-12	Tax Department forms completed and filed with office Waiver request form Relocation form Audit request form Other tax department forms	6 years (from date received)	Imaged	
T-TR-13	Tax Payer Correspondence - letters received from Taxpayer	6 years (from date received) or until imaged	Paper	
T-TR-14	Tax Payer Correspondence - letters received from Taxpayer	6 years (from date received)	Imaged	
T-TR-15	Tax Payer Correspondence - letters received from Taxpayer	6 years (from date received)	Computer /Electronic	
T-TR-16	Tax Payer Correspondence - Audit / Balance Due letters to Taxpayer (copies)	6 years (from date generated) or until imaged	Paper	
T-TR-17	Tax Payer Correspondence - Audit / Balance Due letters to Taxpayer (copies)	6 years (from date generated)	Imaged	
T-TR-18	Tax Payer Correspondence - Audit / Balance Due letters to Taxpayer	6 years (from date generated) or until duplicated into the imaged database	Computer/ Electronic	
T-TR-19	Draft - Tax Payer Correspondence - Audit / Balance Due letters to Taxpayer - includes draft and copies of drafts	Retain until no longer of administrative value then destroy (RC-3 not required)	Paper	
T-TR-20	Batch Tax Folders - various documents contained in a folder stored pursuant to MITS (Municipal Income Tax Software) assigned batch number containing various taxpayers transactions (tax returns, withholding payments, other payments) defined by transaction number stored by tax year and date.	Individual documents kept 6 years (from date received) or complete batch folder kept 6 years and no further correspondence or until imaged.	Paper	
T-TR-21	Batch Tax Folders - various documents contained in a folder stored pursuant to MITS (Municipal Income Tax Software) assigned batch number	Individual documents kept 6 years (from date received) or complete batch folder kept 6 years and no further	Imaged	

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
	containing various taxpayers transactions (tax returns, withholding payments, other payments) defined by transaction number stored by tax year and date.	correspondence.		
T-TR-22	Single Tax Folders – various documents contained in a folder concerning only one Individual or Net Profit Business	Individual documents kept 6 years (from date received) or complete folder kept 6 years after the account is closed or inactivated and no further correspondence or until imaged.	Paper	
T-TR-23	Single Tax Folders – various documents contained in a folder concerning only one Individual or Net Profit Business	Individual documents kept 6 years (from date received) or complete folder kept 6 years after the account is closed or inactivated and no further correspondence.	Imaged	
T-TR-24	Bankruptcy Tax Folders – various documents per Individual or Net Profit Business that had filed for bankruptcy	Individual documents kept 6 years (from date received) or complete folder kept 6 years after the account is closed or inactivated and no further correspondence or until imaged.	Paper	
T-TR-25	Bankruptcy Tax Folders – various documents per Individual or Net Profit Business that had filed for bankruptcy	Individual documents kept 6 years (from date received) or complete folder kept 6 years after the account is closed or inactivated and no further correspondence.	Imaged	
T-TR-26	Tax Board of Review Appeal Tax Folders – various documents per Individual or Net Profit Business that had filed an appeal with the Tax Board of Review	Individual tax folders kept 6 years (from date case has been closed or final decision of the Tax Board of Review or the highest level appeals court if further appeals made) or until imaged.	Paper	
T-TR-27	Tax Board of Review Appeal Tax Folders – various documents per Individual or Net Profit Business that had filed an appeal with the Tax Board of Review	Individual tax folders kept 6 years (from date case has been closed or final decision of the Tax Board of Review or the highest level appeals court if further appeals made)	Imaged	
T-TR-28	Mayor's Court or Municipal Court Tax Prosecution Case Folders – various court prosecution documents per Individual or Net Profit Business that had been filed against the tax payer in St. Bernard Mayor's Court of the Hamilton County Municipal Court.	Individual documents or folder kept 7 years from date case has been closed.	Paper	
T-TR-29	Mayor's Court or Municipal Court Tax Prosecution Case Folders – various court prosecution documents per Individual or Net Profit Business that had been filed against the tax payer in St. Bernard Mayor's Court of the Hamilton County Municipal Court.	Individual documents or folder kept 7 years from date case has been closed.	Imaged	
T-TR-30	Tax Payer Blank Tax Forms – Tax forms with taxpayer information preprinted on the forms and not received by the tax payer or returned by the post office not delivered.	1 year or until imaged	Paper	
T-TR-31	Tax Payer Blank Tax Forms – Tax forms with taxpayer information preprinted on the forms and not received by the tax payer or returned by the post office not delivered.	Once imaged, 1 year from the date imaged.	Imaged	
T-TR-32	Duplicate copies of all tax department records where original exist elsewhere	Retain until no longer of administrative value then destroy (RC-3 not required)	Paper	
T-TR-33	Facsimile (FAX) Tax Records	6 years (from date received) or until imaged	Paper	
T-TR-34	Facsimile (FAX) Tax Records	6 years (from date imaged)	Imaged	
T-TR-35	Business Questionnaires	3 years or until imaged	Paper	
T-TR-36	Business Questionnaires	Once imaged, 3 years from the date originally received.	Electronic or Imaged	
T-TR-37	Tax Department Registration Forms	3 years or until imaged	Paper	
T-TR-38	Tax Department Registration Forms	Once imaged, 3 years from the date originally received.	Electronic or Imaged	
T-TR-39	Building Department – Copies of Building permits	6 months or until imaged	Paper	
T-TR-40	Building Department – Copies of Building permits	Once imaged, 6 months from the date originally received.	Electronic or Imaged	
T-TR-41	Landlord Tenant Forms	1 years after landlord or tenant no longer a resident or owner of property in St. Bernard, or until imaged.	Paper	
T-TR-42	Landlord Tenant Forms – also emailed forms	Once imaged, 1 years after landlord or tenant no longer a resident or owner of property in St. Bernard	Electronic or Imaged	
T-TR-43	Tax Data – Statistical Spreadsheets – where original information exist elsewhere in electronic or paper formats	Until Revised, obsolete or superseded, or until no longer of administrative value then destroy (RC-3 not required)	Paper or Electronic	

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
T-TR-44	Tax Data -- Daily Gross Receipts by Tax Year	6 years or until Revised, superseded.	Paper or Electronic	
T-TR-45	U.S. Postal Receipts -- Form 3547 -- change of address forms returned	6 months after received and tax payer information updated and or until imaged	Paper	
T-TR-46	U.S. Postal Receipts -- Form 3547 -- change of address forms returned	6 months after received and tax payer information updated	Imaged	
T-TR-47	Deposit Slips	6 years provided audited or until imaged	Paper	
T-TR-48	Deposit Slips	6 years provided audited	Electronic	
T-TR-49	Refunds - Batch information and related documents	6 years or until information imaged	Paper	
T-TR-50	Refunds - Batch information and related documents	6 years from date imaged	Imaged	
T-TR-51	State of Ohio -- Zip code yearly filings	6 years after received	Paper or Electronic	
T-TR-52	Printout or copy of any tax record or document where original is maintained on the computer in electronic or imaged form	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper	
T-TR-53	Payment Plans - various documents per Individual or Net Profit Business set up in a payment plan	6 years from date payment plan has been closed either through complete payment, revised plan, or closed or terminated payment plan or until documents imaged when payment plan closed.	Paper	
T-TR-54	Payment Plans - various documents per Individual or Net Profit Business set up in a payment plan	6 years from date payment plan has been closed either through complete payment, revised plan, or closed or terminated payment plan.	Imaged	
T-TR-55	OBG (Ohio Business Gateway) taxpayer payments and related documents	6 years (from date generated) or until imaged	Paper or Electronic	
T-TR-56	OBG (Ohio Business Gateway) taxpayer payments and related documents	6 years (from date generated)	Imaged	
T-TR-57	ACH - Electronic taxpayer payments and related documents	6 years (from date generated) or until imaged	Paper or Electronic	
T-TR-58	ACH - Electronic taxpayer payments and related documents	6 years (from date generated)	Imaged	
T-TR-59	General Tax Record Correspondence and Documents	6 years or until imaged	Paper or Electronic	
T-TR-60	Returned mail originally sent by the Tax Department returned by the post office not delivered including notes on the envelope as to the non deliverability.	1 year or until imaged	Paper	
T-TR-61	Returned mail originally sent by the Tax Department returned by the post office not delivered including notes on the envelope as to the non deliverability.	Once imaged, 1 year from the date imaged.	Imaged	
T-TR-62	Mail - draft letters or correspondences that were never mailed.	Retain until no longer of administrative value then destroy (RC-3 not required)	Paper	
T-TR-63	State of Ohio Auditors (or contracted services) request for audit materials or correspondence.	3 years or until imaged then 3 years	Paper	
T-TR-64	Tax Data notes -- Statistical Spreadsheets, Printouts, Listings of various information generated from computers systems or other media, Sticky Tab notes or Other Paper media with tax data notations -- <u>used as a worksheet with notes and other markings added</u> .	1 year and no longer of administrative value	Paper	
T-TR-99	Miscellaneous Tax Record Documents (don't fall under another Schedule Number)	6 years or until imaged	Paper or Electronic	
	TAX BOARD OF REVIEW			
T-BR-1	Agendas of Tax Board of Review Meeting	6 years	Paper	
T-BR-2	Minutes of Tax Board of Review Meetings	Permanent	Paper	
T-BR-3	Electronic Recordings of meetings	6 years and printed minutes created or imaged	Tape or Digital	
T-BR-4	Decisions of the Tax Board of Review	6 years or imaged	Paper	
T-BR-5	Decisions of the Tax Board of Review	6 years	Imaged	
T-BR-6	Tax Payer Appeals to the Tax Board	6 years after appeals case closed or documents imaged	Paper	
T-BR-7	Tax Payer Appeals to the Tax Board	6 years after appeals case closed	Imaged	

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
T-BR-8	Tax Board of Review Appeal Tax Folders – various documents per Individual or Net Profit Business that had filed an appeal with the Tax Board of Review	Individual tax folders kept 6 years (from date case has been closed or final decision of the Tax Board of Review or the highest level appeals court if further appeals made) or until imaged.	Paper	
T-BR-9	Tax Board of Review Appeal Tax Folders – various documents per Individual or Net Profit Business that had filed an appeal with the Tax Board of Review	Individual tax folders kept 6 years (from date case has been closed or final decision of the Tax Board of Review or the highest level appeals court if further appeals made)	Imaged	
T-BR-10	E-Mail directed to or from the Tax Board of Review providing Information, Scheduling, or Tax Related Issues	Retain until no longer of administrative value then destroy (RC-3 not required)	Electronic	
T-BR-11	General Tax Board of Review Correspondence and Documents	6 years or until imaged	Paper or Electronic	
T-BR-99	Miscellaneous Tax Board of Review Documents (don't fall under another Schedule Number)	6 years or until imaged	Paper or Electronic	
	COMPUTER RECORDS AND DATA			
	<u>Reports generated from Electronic forms</u>			
T-CR-1	Statistical Reports generated from <u>MITIS Municipal Income Tax Software</u> and where original information maintained electronically and able to be regenerated.	Until Revised, obsolete or superseded, or until no longer of administrative value then destroy (RC-3 not required)	Paper or Electronic	
T-CR-2	Statistical Reports generated from computer files, other than MITIS, where original information maintained electronically and able to be regenerated	Until Revised, obsolete or superseded, or until no longer of administrative value then destroy (RC-3 not required)	Paper or Electronic	
	<u>Electronic Mail and Attachments</u>			
T-CR-3	Tax Department – Tax Payer or related E-mail directed to the Tax Department	6 months (from date received) or until imaged or printed and retained in paper format	Electronic	
T-CR-4	General Inter City of St. Bernard e-mail not uniquely directed to the Tax Department of informational or scheduling nature.	3 months or retained until no longer of administrative value	Electronic	
T-CR-5	E-Mail directed to the Tax Department from various organizations providing Information, Scheduling, or Tax Related Issues	3 months or retained until no longer of administrative value	Electronic	
T-CR-6	Unsolicited E-Mail (SPAM)	May be immediately deleted as soon as considered to be of no administrative value by the receiver of the e-mail	Electronic	
T-CR-7	General Correspondence (Non Tax Records) - City government memorandums, letters, advice, correspondence within the City wide administration, council, or other city departments <u>specifically</u> created communications by the Tax Department or <u>specifically</u> directed to the Tax Department.	1 year and no longer of any administrative value.	Electronic or Paper	
T-CR-8	Copies of general correspondence documents, where original exist elsewhere (Non Tax Records) of City government memorandums, resolutions, ordinances, council meeting records, letters, advice, correspondence within the City wide administration, council, or other city departments <u>not specifically</u> created communications by the Tax Department or <u>not specifically</u> directed to the Tax Department and originals retained by creating department. Documents where another city department retention required for original. Committee of the Whole minutes Council Meetings minutes	Retain until no longer of administrative value then destroy (RC-3 not required)	Electronic or Paper	

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
	Resolutions (no tax department issues) Ordinances (no tax department issues) Department Head Minutes			
T-CR-9	Tax Commissioner reports to Council or committee of the whole	1 year (or until moved into imaging database then 1 year)	Electronic or Paper	
T-CR-10	Contact Information – Electronic Format (Microsoft Outlook)	Retain until, obsolete or superseded, no longer of any administrative value	Electronic or Paper	
T-CR-11	Current Year Blank Tax Forms – Current version being used	Until superseded (RC-3 not required)	Electronic or Paper	
T-CR-12	Current Year Blank Tax Forms – Obsolete versions that have been updated	Until superseded (RC-3 not required)	Electronic or Paper	
T-CR-13	Past Year's Blank Tax Forms – Latest version most current for tax year. <u>Master copy maintained</u>	Retain until, obsolete or superseded, no longer of any administrative value then destroy – (RC-3 not required)	Electronic or Paper	
T-CR-14	Past Year's Blank Tax Forms – Versions that have been updated <u>Master copy maintained</u>	Retain until, obsolete or superseded, no longer of any administrative value then destroy – (RC-3 not required)	Electronic or Paper	
T-CR-15	Website (blank) forms and PDF's - Most current version being used	Until superseded (RC-3 not required)	Electronic or Paper	
T-CR-16	Website (blank) forms and PDF's - Versions that have been updated	Retain until, obsolete or superseded, no longer of any administrative value then destroy (RC-3 not required)	Electronic or Paper	
T-CR-17	Outdated software	Retain until, obsolete or superseded, no longer of any administrative value	Electronic or Paper	
T-CR-18	Software Updates	Retain until, obsolete or superseded, no longer of any administrative value	Electronic or Paper	
T-CR-19	Blank Form letter templates	Retain until, obsolete or superseded, no longer of any administrative value then destroy (RC-3 not required)	Electronic or Paper	
T-CR-20	Printout of any non tax record or document retained on the computer in electronic or imaged form where original maintained on the computer	Retain until no longer of administrative value then destroy (RC-3 not required)	Electronic or Paper	
T-CR-21	General Computer Electronic Files and Documents	6 years or until imaged	Paper or Electronic	
T-CR-22	E-mail directed to the Tax Department resulting from a paid subscription for news, information, or other data services (such as Gongwer News)	1 year and no longer of administrative value	Electronic	
T-CR-99	Miscellaneous Computer Files and Documents (don't fall under another Schedule Number)	6 years or until imaged	Paper or Electronic	
	TAX OFFICE - GENERAL DOCUMENTS			
T-GD-1	Annual Department Budget (Department Copy)	3 years - 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.
T-GD-2	Annual Reports (Department Copy)	Permanent (1 copy), at 50 years appraise for historical value	Paper	
T-GD-3	Draft of Tax Department Annual Reports – Preparation and documents	Retain until, obsolete or superseded, no longer of any administrative value then destroy (RC-3 not required)	Paper	
T-GD-4	Mission and Values Statements	4 years or until imaged	Paper	
T-GD-5	Facsimile (FAX) Non Tax Record	Until no longer administratively necessary	Paper	
T-GD-6	Facsimile Logs \ Cover Sheets \ Confirmation Notices and printouts	6 months (from date received) or until imaged or printed and retained in paper format and no longer of any administrative value	Paper	
T-GD-7	Purchase Orders – Original - paper	3 years provided audited, or until imaged	Paper	
T-GD-8	Purchase Orders – Original - imaged	Once imaged, 3 years from date imaged.	Imaged	
T-GD-9	Purchase Orders – Copies of originals	Until no longer needed, (RC-3 not required)	Paper	
T-GD-10	Payroll Time Sheets - paper	3 years, or until imaged.	Paper	
T-GD-11	Payroll Time Sheets - imaged	3 years from date originally issued.	Paper	
T-GD-12	General Orders	Until incorporated into the Procedure Manual or superseded	Paper	
T-GD-13	Policies, Procedures, Rules & Regulations	6 years after revised, superseded, rescinded and no longer of an administrative value or legal value.	Paper	

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
T-GD-14	Blank Tax Department Forms	Until superseded (RC-3 not required)	Paper	
T-GD-15	Blank Tax Forms	Until superseded (RC-3 not required)	Paper	
T-GD-16	Budget Preparation Docs (Working papers)	4 years or until imaged	Paper	
T-GD-17	Budget Preparation Docs	4 years	Imaged	
T-GD-18	Budget – Final Budget	10 years or until imaged	Paper	
T-GD-19	Budget – Final Budget	10 years	Imaged	
T-GD-20	Budget – Auditors monthly reports (Auditors maintains original)	Retain until, obsolete or superseded, no longer of any administrative value then destroy (RC-3 not required)	Paper	
T-GD-21	Organizational Charts	6 years and superseded appraise for historical value	Paper	
T-GD-22	Tax Commissioner reports to Council or committee of the whole. Includes: Summaries of Tax Ordinance and Resolution summaries and proposed changes	1 year (or until moved into imaging database then 1 year)	Paper	
T-GD-23	Tax Ordinance Resolutions and Ordinances Amendments passed by Council	5 years and original passed ordinance is maintained by the Clerk of Council.	Paper	
T-GD-24	Draft - Tax Ordinance Resolutions and Ordinances draft paperwork and related documents.	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper	
T-GD-25	Tax Rules and Regulations	Permanent in its most current ongoing and updated version.	Paper or Electronic	
T-GD-26	Tax Rules and Regulations – prior versions from current	10 years or until imaged	Paper or Electronic	
T-GD-27	Tax Rules and Regulations – prior versions from current	10 years	Imaged	
T-GD-28	Draft - Tax Rules and Regulations – draft paperwork and related documents.	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper or Electronic	
T-GD-29	Tax Department WEBSITE (blank) documents – PDF files	Until superseded, data entered into electronic format or until no longer of administrative value then destroy (RC-3 not required)	Electronic	
T-GD-30	Tax Department WEBSITE (blank) documents – Draft documents	Retain until no longer of any administrative value then destroy (RC-3 not required)	Electronic	
T-GD-31	Tax Department Office Correspondence - Includes correspondence between the Tax Commissioner and staff dealing with significant aspects of the administration of the Tax Department. Includes information concerning agency policies, program, fiscal and personnel matters.	2 year and no longer of any administrative or legal value.	Paper or Electronic	
T-GD-32	General Correspondence (Non Tax Records) - City government memorandums, letters, advice, correspondence within the City wide administration, council, or other city departments <u>specifically</u> created communications by the Tax Department or <u>specifically</u> directed to the Tax Department.	1 year and no longer of any administrative value.	Paper or Electronic	
T-GD-33	Copies of general correspondence (Non Tax Records) copies of City government memorandums, letters, advice, correspondence within the City wide administration, council, or other city departments <u>not specifically</u> created communications by the Tax Department or <u>not specifically</u> directed to the Tax Department and originals retained by creating department.	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper or Electronic	
T-GD-34	Transient Documents - includes telephone message sticky notes, telephone message book pink copies and carbon copies, and other limited documents of temporary importance in lieu of oral communications.	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper	
T-GD-35	Telephone Log Records stored in log book	1 year	Paper	
T-GD-36	Telephone messages - voice mail	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper or Electronic	
T-GD-37	Unsolicited Vendor Correspondence with temporary importance – Sales letters and brochures directed to the Tax Department.	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper or Electronic	
T-GD-38	Copies - (Reading, Informational & Reference) includes documents obtained online and printed for informational purposes that are of temporary importance and can be obtained again online.	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper	

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
T-GD-39	Drafts and Informal Notes that convey information of temporary importance	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper	
T-GD-40	Bulletins, Posters and Notices including Event Announcements	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper	
T-GD-41	General office Blank Forms	Until Revised, obsolete or superseded, then destroy (RC-3 not required)	Paper or Electronic	
T-GD-42	Professional Magazines & Publications	1 year or until supersede and no longer of administrative value	Paper or Electronic	
T-GD-43	Calendars	Until no longer administratively necessary (RC-3 not required)	Paper	
T-GD-44	Building Permits	1 year (or until moved into imaging database then 1 year)	Paper	
T-GD-45	Comp Time Records (Includes Vacation, Sick Time, Extra Vacation Time)	2 years provided audited	Paper or Electronic	
T-GD-46	City Property Equipment Records	Until superseded reviewed annually	Paper or Electronic	
T-GD-47	Citizen Complaints	4 years providing no action pending	Paper or Electronic	
T-GD-48	Blank Citizen Survey forms	Until superseded (RC-3 not required)	Paper or Electronic	
T-GD-49	Computer Hard Disks	Permanent until copied to a new drive and replaced	Disk	
T-GD-50	Computer Media (Disc, Tape, Floppies)	Retain until, obsolete or superseded, no longer of any administrative value, and data disposed of according to this retention schedule.	Disk	
T-GD-51	Contracts	15 years after expiration or termination	Paper or Electronic	
T-GD-52	Correspondence – Non Tax Related (Incoming, Outgoing, Interoffice) - not covered under another retention schedule line item	5 years	Paper	
T-GD-53	Delivery or Packing Slips	2 years	Paper	
T-GD-54	Employee Forms, Training, and Job Descriptions	Permanent or until updated, superseded or obsolete	Paper or Electronic	
T-GD-55	Equipment Inventories	3 years	Paper or Electronic	
T-GD-56	Equipment Maintenance Records	Life of the equipment	Paper or Electronic	
T-GD-57	Expense Records	3 years	Paper or Electronic	
T-GD-58	Electronic Funds Transfer Records	10 years	Paper or Electronic	
T-GD-59	Reference Publications & Directories	1 year and no longer of administrative value	Paper or Electronic	
T-GD-60	Copies of Laws, Regulations & Rules (Local, County, State & Federal) - information may be obtained again at original source	Retain until no longer of any administrative value then destroy (RC-3 not required)	Paper or Electronic	
T-GD-61	Copies of other community laws or sample legislation	Retain until no longer of administrative value then destroy (RC-3 not required)	Paper or Electronic	
T-GD-62	Vendor & Suppliers Information	6 months (from date received) or until imaged or printed and retained in paper format and no longer of any administrative value	Paper or Electronic	
T-GD-63	Telephone message (Voice Mail) - transferred to tax office	Erase when no longer of an administrative or legal value. (RC-3 not required)	Electronic	
T-GD-64	Mail (Registered, certified, insured)	2 years	Paper	
T-GD-65	Mail (Unsolicited) - junk mail - no administrative value	Until no longer administratively necessary (RC-3 not required)	Paper	
T-GD-66	Mailing Lists	Until superseded and no longer of administrative	Paper Data	
T-GD-67	Attendance Records - Time Sheets	3 years	Paper or Electronic	
T-GD-68	Audit Reports - Internal	5 years	Paper or Electronic	
T-GD-69	Bank Records / Account Statements	3 years, provided audit	Paper or Electronic	
T-GD-70	Maps	Until superseded or obsolete, then appraise for historical value	Paper	
T-GD-71	Newsletters – outside sources	3 years and no longer of administrative value	Paper	
T-GD-72	Newsletters – City created with input from Tax Department	3 years, then appraise for historical value	Paper	
T-GD-73	Comp Time Authorization and Reports	2 years provided audited	Paper	
T-GD-74	Personnel Records Acknowledgement of Receipt of Procedure Manual (Place in personnel file) Application for Employment (Place in personnel file) Awards (Place in personnel file)	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information.	Paper or Electronic	

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.

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
	Citizen Complaints (Place in personnel file) Commendations (Place in personnel file) Counseling Records (Place in personnel file) Employee Information (Until superseded) Equipment Issuc / Reissue (Place in personnel file) Evaluations (Place in personnel file) Letters of Appreciation/Recognition (Place in personnel file) Letters of Resignation (Place in personnel file) Notice of Disciplinary Actions (Place in personnel file) Notice of Pre Disciplinary Conferences(Place in personnel file) Personnel Actions (Place in personnel file) Promotions (Place in personnel file) Reprimands (Place in personnel file) Sick Leave Affidavits (Place in personnel file) Time Cards (3 years) Training Certificates (Place in personnel file)	In lieu of these documents use Electronic or Database Storage. After documents imaged, paper data records may be destroyed		
T-GD-75	Petty Cash Records	3 years provided audited	Paper	<i>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.</i>
T-GD-76	Office Policy Procedure Manuals	Until superseded	Paper or Electronic	
T-GD-77	Public Records Requests	2 years	Paper or Electronic	
T-GD-78	Records Retention Documents -- RC1, RC2, and RC3	25 years	Paper or Electronic	
T-GD-79	Rolodex (Telephone Listings)	Until superseded or until no longer of administrative value	Paper	
T-GD-80	Business Cards	Until superseded, data entered into electronic format or until no longer of administrative value	Paper	
T-GD-81	Safety Bulletins	6 months (from date received) or until imaged or printed and retained in paper format and no longer of any administrative value	Paper or Electronic	
T-GD-82	Schedules	3 years	Paper or Electronic	
T-GD-83	Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn	Paper or Electronic	
T-GD-84	<u>Training and Seminar Records:</u> Attendance Records Certificates	Place in personnel file Place in personnel file	Paper	
T-GD-85	Travel Expense Records	3 years	Paper or Electronic	
T-GD-86	Job Descriptions for tax office positions	3 years or until revised, obsolete or superseded.	Paper or Electronic	
T-GD-87	General Office Correspondence and Documents	6 years or until imaged	Paper or Electronic	
T-GD-88	Notes - hand written notes 1) made for or created from Council or Committee of the Whole meetings 2) work in progress notes or work product for various issues 3) checklist of work in progress, to do list, or similar listings 4) general handwritten notes	1 year and no longer of administrative value	Paper	
T-GD-89	Educational Materials from seminars, meetings, classes, conferences etc.	1 year and no longer of administrative value	Paper or Electronic	
T-GD-90	Employment and Job Openings Hiring Documents Documents such as cover letters, resumes and correspondence, job descriptions, public notices and any other documents created for the purpose of filling and open position. All records except those of the hired employed. (Hired employee documents to be included with the personnel records)	3 years and no longer of administrative value	Paper or Electronic	
T-GD-99	Miscellaneous Documents (don't fall under another Schedule Number)	6 years or until imaged	Paper or Electronic	

RECORDS RETENTION SCHEDULE (RC-2) - PART 2

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP
	CENSUS DOCUMENTS AND RECORDS			
T-CD-1	Resident Census Survey Forms – completed with information	6 years or until imaged	Paper or Electronic	
T-CD-2	Citizen Surveys Blank Forms	Until superseded (RC-3 not required)	Paper or Electronic	
T-CD-3	Various compiled listings of residents information Field Rolls from the County Census database of Census records Test data – exports County Election voter registration	Retain until, obsolete or superseded, no longer of any administrative value	Paper or Electronic	
T-CD-4	Maps	6 years or until, obsolete or superseded, no longer of any administrative value	Paper	
T-CD-5	Federal Census Reports	10 years or until superseded or no longer of any administrative value then appraise for historical value	Paper or Electronic	
T-CD-6	Federal Census correspondence, documents, and related information that does not contain specific census counts	Retain until, obsolete or superseded, no longer of any administrative value	Paper or Electronic	
T-CD-7	Property Book Updates - information obtained electronically and can be reprinted	Retain until, obsolete or superseded, no longer of any administrative value	Paper or Electronic	
T-CD-8	Street Listings – Resident information and resident count printouts Including working documents- information obtained electronically and can be reprinted	Retain until, obsolete or superseded, no longer of any administrative value	Paper or Electronic	
T-CD-9	Resident Questionnaires and related documents completed by residents	6 years or until imaged	Paper or Electronic	
T-CD-10	General Census Correspondence and Documents	6 years or until imaged	Paper or Electronic	
T-CD-99	Miscellaneous Documents (don't fall under another Schedule Number)	6 years or until imaged	Paper or Electronic	

Note – “Audited” and “Provided Audited”, when used means the years encompassed by the records have been audited by the Ohio Auditor of State and the audit report has been released pursuant to ORC 117.26.

Note – Schedule Identifier: T = Tax Department Records, TR = Tax Records, BR = Board of Review, CR = Computer Records, GD = General Documents, CD = Census Documents.

Reference to O.R.C. 1347, 149, form RC-1, RC-2, Ohio Municipal Records Manual, or Auditor of State's Circular 81.8