



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OCT 15 2018

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Powell

(Local Government Entity)

(Unit)

Karen J. Mitchell

Karen J. Mitchell

City Clerk

11/1/2018

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

614.885.5380

47 Hall Street

Powell

43065

(Telephone Number)

Delaware

(Address)

(City)

(Zip Code)

(County)

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

kmitchell@cityofpowell.us

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.

Stephen A. Long

10/11/18

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Prentiss

State Archivist

10-18-2018

Signature

Title

Date

Section D: Auditor of State

Martin E. Muehl

Records Mgr

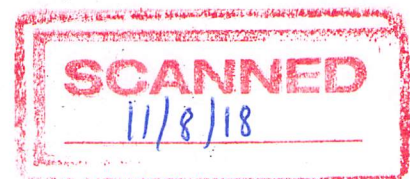
11-1-18

Signature

Title

Date

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



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

See instructions before completing this form.

CITY OF POWELL

ADMINISTRATIVE

(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
A-01	Administrative Memoranda/Executive Orders	Until terminated and/or superseded; appraise for historical value	Paper & Electronic		<input type="checkbox"/>
A-02	Grievance Hearing Files	Until resolved	Paper & Electronic		<input type="checkbox"/>
A-03	Reference Materials	Until superseded or replaced	Paper & Electronic		<input type="checkbox"/>
A-04	Scrapbooks	Appraise for historical value	Paper		<input checked="" type="checkbox"/>
A-05	Studies and Associated Documents	5 years	Paper & Electronic		<input type="checkbox"/>
A-06	Telephone instant messages a) Non-record messages (personal and/or unsolicited advertisements) b) Record messages	a) Delete at will b) Delete when no longer of administrative, historical and/or legal value	Electronic		<input type="checkbox"/>

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

(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
B-01	Accident Reports	2 years, providing no claims pending	Electronic		<input type="checkbox"/>
B-02	Activity Reports	1 year from application date	Paper, Electronic		<input type="checkbox"/>
B-03	Building Material Information and Brochures a) For information only b) Residential Projects c) Commercial Projects (See Lot File Records)	a) Until no longer administratively necessary b) Permanent c) Permanent	Paper, Electronic	(for c)	<input checked="" type="checkbox"/>
B-04	Building Plans (Approved) a) Residential b) Commercial c) Municipal d) Major Structures	a) 3 years b) Life of Structure c) Life of Structure d) Appraise for historical value	Paper, Electronic	(for d)	<input checked="" type="checkbox"/>
B-05	Cancelled Application for Commercial Building Permit	Permanent	Paper, Electronic		<input type="checkbox"/>
B-06	Cancelled Application for Residential Building Permit	Permanent	Paper, Electronic		<input type="checkbox"/>
B-07	Cancelled Commercial Building Plans – Permits Not Issued	Until application has expired, unless extended	Paper, Electronic		<input type="checkbox"/>
B-08	Cancelled Residential Building Plans – Permits Not Issued	Until application has expired, unless extended	Paper, Electronic		<input type="checkbox"/>
B-09	Case Files: Board of Building Standards & Appeals	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
B-10	City Building Code	Until superseded; retain 1 copy permanently	Paper, Electronic		<input type="checkbox"/>
B-11	Checklists	Until no longer administratively necessary	Paper, Electronic		<input type="checkbox"/>
B-12	Condemnation and Demolition Reports	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
B-13	Contractor's Registration, Certificate of Insurance, and/or Supporting Documents	2 years	Paper		<input type="checkbox"/>
B-14	Expired Application for Commercial Building Permit	Permanent	Paper, Electronic		<input type="checkbox"/>
B-15	Expired Commercial Building Plans – Permit Not Issued	Until application has expired, unless extended	Paper, Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Powell

Building

(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
B-16	Expired Application for Residential Building Permit	Permanent	Paper, Electronic		<input type="checkbox"/>
B-17	Expired Residential Building Plans – Permit Not Issued	Until application has expired, unless extended	Paper, Electronic		<input type="checkbox"/>
B-18	Financial Statistical Reports	3 years, provided audited	Paper		<input type="checkbox"/>
B-19	Forms/Memos/Notices for internal, transitory use only (do not release, payment due, info needed, etc.)	Until no longer of administrative value	Paper		<input type="checkbox"/>
B-20	Inspection Records a) Paper b) Electronic	a) 2 years b) Permanent	Paper Electronic		<input type="checkbox"/>
B-21	Inspector Certifications	1 year after expiration	Paper		<input type="checkbox"/>
B-22	Liberty Township Commercial Plumbing Permits & Supporting Documents	Permanent	Paper, Electronic		<input type="checkbox"/>
B-23	Liberty Township Residential Plumbing Permits & Supporting Documents (2003 & after)	Permanent	Paper, Electronic		<input type="checkbox"/>
B-24	Logs: Transmittals, Fees, Permit Log Books and Misc. Information	1 year, provided audited	Paper, Electronic		<input type="checkbox"/>
B-25	Lot Files a) Permits Applications, Site/Plot Plans, Building Plans (Original & Revised), Building Materials Info/Spec Info, Occupancy Permits, Zoning Permit Worksheets, Fee Calculation Worksheets, Correspondence Request for Review Info & Response to Review. b) Reading/Informational/Reference Copies (Duplicates or Drafts of Permits, Forms, Correspondence, or Information listed in a) above c) Fax or Email Cover Letters for permit pick-up or occupancy permits	Permanent File a) Permanent b) Until no longer administratively necessary c) Until no longer administratively necessary	Paper, Electronic Paper Paper	(for a)	<input checked="" type="checkbox"/>
B-26	Notice of Correction Sheets & Reinspection Notices a) Paper copy in lot file b) Image in Electronic Document Program	a) 3 years b) Permanent	a) Paper b) Electronic		<input type="checkbox"/>
B-27	Parcel Files a) Permits, Applications, Site/Plot Plans, Building Plans (Original & Revised), Building Materials Info/Spec Info, Occupancy Permits, Zoning Permits, Permit Worksheets, Fee Calculation Worksheets, Correspondence re. Request for Review Info & Response to Review. b) Reading/Informational/Reference Copies (Duplicates or Drafts of Permits, Forms, Correspondence, or Information listed in a) above c) Fax or Email Cover Letters for permit pick-up or occupancy permits	Permanent File a) Permanent b) Until no longer administratively necessary c) Until no longer administratively necessary	Paper Paper Paper	(for a)	<input checked="" type="checkbox"/>

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

See instructions before completing this form.

City of Powell

Building

(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
B-28	Phone/Fax Inspection Requests	Until no longer administratively necessary	Paper		<input type="checkbox"/>
B-29	Project Files for City Construction (Contracts, Specifications, Progress Reports)	Permanent	Paper		<input checked="" type="checkbox"/>
B-30	Spec Books for Commercial Projects	Life of Structure	Paper		<input type="checkbox"/>
B-31	Subcontractor Disclosure and Supporting Documents	2 years	Electronic		<input type="checkbox"/>
B-32	Voided Plans, Permits and Supporting Documents	1 year	Paper, Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

CITY OF POWELL

CIVIL SERVICE

(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
CS-01	Civil Service Process Checklist	10 years	Paper & Electronic		<input type="checkbox"/>
CS-02	Classified/Unclassified Service Employee List	Until superseded	Paper & Electronic		<input type="checkbox"/>
CS-03	Employment Applications, Resumes and Supporting Documents a) If employed b) If not employed	a) - Application only kept Permanently; resumes and supporting documents kept 5 years from date employee terminates b) 2 years from test date	Paper & Electronic		<input type="checkbox"/>
CS-04	Employment Eligibility List	1 year after retired by PBR	Paper & Electronic		<input type="checkbox"/>
CS-05	Employment Examination Forms, Testing Materials, Score Sheets, Answer Sheets, and related documents a) If employed b) If not employed	a) 5 years from date employee terminates b) 2 years from test date	Paper & Electronic		<input type="checkbox"/>
CS-06	Employment recruiting and selection: job analysis applications, EEO forms, salary surveys, affirmative action reports, physical exams, criminal record/background investigations, reference checks, polygraph results, psychological tests, drug tests/substance reports, medical reports, release forms, record of interview, correspondence and/or any other documents related to the hiring process a) If employed b) If not employed	a) 5 years from date employee terminates b) 2 years from test date	Paper & Electronic		<input type="checkbox"/>
CS-07	Employment Hearing Case Files	10 years	Paper & Electronic		<input type="checkbox"/>
CS-08	Job/Position Descriptions	One year after superseded	Paper & Electronic		<input type="checkbox"/>
CS-09	Job Postings & Advertisements	1 year after position filled	Paper & Electronic		<input type="checkbox"/>
CS-10	Personnel Board of Review Rules (official copy)	Permanent; retain as exhibit to adopting legislation	Paper & Electronic		<input type="checkbox"/>
CS-11	Unsolicited Employment Applications and/or Resumes	1 year	Paper & Electronic		<input type="checkbox"/>

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

CITY OF POWELL

CLERK

(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
C-01	Acceptance of Terms	Permanent	Paper		<input checked="" type="checkbox"/>
C-02	Alley Vacation Record	Permanent	Paper		<input checked="" type="checkbox"/>
C-03	Annexation Files	Permanent	Paper & Electronic		<input checked="" type="checkbox"/>
C-04	Auction Documents & Photographs	1 year, provided audited	Paper & Electronic		<input type="checkbox"/>
C-05	Banner Permits, Applications and Maps	1 year	Paper		<input type="checkbox"/>
C-06	Board & Commission Applications and Resignations	2 years	Paper & Electronic		<input type="checkbox"/>
C-07	Civil Litigation Case Files & Settlements	10 years after settled	Paper & Electronic		<input type="checkbox"/>
C-08	City Calendar	Until superseded	Paper & Electronic		<input type="checkbox"/>
C-09	City Charter	Permanent	Paper & Electronic		<input checked="" type="checkbox"/>
C-10	Charter Review Documents	5 years after review	Paper & Electronic		<input type="checkbox"/>
C-11	Codified Ordinances	Permanent, updated annually	Paper & Electronic		<input checked="" type="checkbox"/>
C-12	Codified Ordinances Updated	Until material is superseded or replace by new updates	Paper & Electronic		<input type="checkbox"/>
C-13	Correspondence a) General b) Mayor and/or City Council c) City Manager	a) Until no longer of administrative value b) 5 years c) 5 years	Paper & Electronic		<input type="checkbox"/>
C-14	Council Committee Reports	5 years, appraise for historical value	Paper & Electronic		<input checked="" type="checkbox"/>
C-15	Deeds	Permanent	Paper		<input checked="" type="checkbox"/>
C-16	Deposit Worksheets, Expenditure Worksheets	1 year, or until audited	Paper & Electronic		<input type="checkbox"/>
C-17	Drafts of Misc. Documents	Until superseded	Paper & Electronic		<input type="checkbox"/>
C-18	Draft Legislation & Minutes as Presented to City Council	Until acted upon by City Council	Paper & Electronic		<input type="checkbox"/>
C-19	Easements	Permanent	Paper		<input checked="" type="checkbox"/>
C-20	Election Records	Permanent	Paper & Electronic		<input checked="" type="checkbox"/>

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CITY OF POWELL

CLERK

(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
C-21	Fee Schedule	Permanent when attachment or exhibit to Ordinance, otherwise copies kept until superseded.	Paper & Electronic		<input type="checkbox"/>
C-22	Hearings (Not Employee Related) a) Audio & Video Recordings b) Proceedings c) Transcripts	a) 1 year b) Until written minutes or transcript completed and approved c) 5 years	Multi		<input type="checkbox"/>
C-23	Index to Ordinances	Until Superseded	Electronic		<input type="checkbox"/>
C-24	Index to Resolutions	Until Superseded	Electronic		<input type="checkbox"/>
C-25	Licenses, Permits, Certifications	1 year after expiration	Paper & Electronic		<input type="checkbox"/>
C-26	Liquor License Notifications and Supporting Documents	3 years	Electronic		<input type="checkbox"/>
C-27	Meeting Records a) Agendas b) Polling Sheets c) Sign-In Sheets d) Balance of Packet	a) 2 years b) 2 years c) 2 years d) 1 year	Paper & Electronic		<input type="checkbox"/>
C-28	Meeting Room Reservations, Receipts	1 year	Paper & Electronic		<input type="checkbox"/>
C-29	Minutes: All Public Meetings (Official Copy)	Permanent	Paper & Electronic		<input checked="" type="checkbox"/>
C-30	Monthly Reports	Until incorporated in annual report	Electronic		<input type="checkbox"/>
C-31	Notification Records & Public Notices a) From other gov't agencies b) For City Budget or other City notifications c) For City Council, P&Z notifications d) BZA notifications	a) 1 year b) 5 years c) 5 years d) permanent	Electronic		<input type="checkbox"/>
C-32	Oaths of Office of Elected Officials and Employees	Permanent	Paper & Electronic		<input checked="" type="checkbox"/>
C-33	Officials Rosters	Until superseded	Paper & Electronic		<input type="checkbox"/>
C-34	Opinions of the City Law Director & Counsel	Permanent	Paper & Electronic		<input checked="" type="checkbox"/>
C-35	Ordinances and Corresponding Attachments & Exhibits	Permanent	Paper & Electronic		<input checked="" type="checkbox"/>
C-36	Petitions for Initiative, Recall or Election	5 years	Paper & Electronic		<input type="checkbox"/>

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

CITY OF POWELL

CLERK

(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
C-37	Proclamations	1 year and no longer of a historical value	Paper & Electronic		<input checked="" type="checkbox"/>
C-38	Project Files	Until project completed.	Paper		<input type="checkbox"/>
39					
C-40	Public Record Requests, Notice of Denial or Redaction, Supporting Documents:	2 years	Paper & Electronic		<input type="checkbox"/>
C-41	Record Disposal Documents: RC1, RC3, Correspondence and Documentation	5 years	Paper & Electronic		<input type="checkbox"/>
C-42	Record Disposal Log	Permanent	Paper & Electronic		<input type="checkbox"/>
C-43	Record Schedules – Clerk's Official Copy	Permanent	Paper & Electronic		<input type="checkbox"/>
C-44	Resolutions & Corresponding Attachments & Exhibits	Permanent	Paper & Electronic		<input checked="" type="checkbox"/>
45					
C-46	Special Reports	5 years	Paper		<input type="checkbox"/>
C-47	OnBase Reports & Worksheets	Until no longer of administrative value	Paper & Electronic		<input type="checkbox"/>
C-48	Subject and Administrative Files	5 years	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

CITY OF POWELL

DEVELOPMENT

(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
D-01	Activity Reports	2 years	Paper/Electronic		<input type="checkbox"/>
D-02	Agency and Area Commission Files a) Reports and Legal Opinions b) Correspondence	a) Permanent b) 3 years	Paper/Electronic		<input type="checkbox"/>
D-03	Board of Zoning Appeals a) Case Files b) Minutes, including Attachments, Exhibits & Staff Reports	a) Permanent b) Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
D-04	Community Development	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
D-05	Community Entertainment District (CED)	Duration of CED	Multi		<input type="checkbox"/>
D-06	Complaints	3 years, provided no action pending	Paper/Electronic		<input type="checkbox"/>
D-07	Dead Development Applications and Files	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
D-08	Demolition Permits	Permanent	Paper		<input checked="" type="checkbox"/>
D-09	Development Committee a) Minutes b) Attachments	a) Permanent b) 1 year	Paper/Electronic		<input checked="" type="checkbox"/>
D-10	Historic Downtown Advisory Commission Minutes, Exhibits and Attachments	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
D-11	Housing, Land Use, Population, and other Special Studies	Until no longer of administrative value; appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
D-12	Index to Board of Zoning Appeals Case Files	Until superseded	Electronic		<input type="checkbox"/>
D-13	Industrial Use Permit Reviews	Permanent	Paper/Electronic		<input type="checkbox"/>
D-14	Legislation Research Files	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
D-15	Monthly Reports	Until incorporated into annual report	Paper/Electronic		<input type="checkbox"/>
D-16	Official Zoning Maps and Comprehensive Plans	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
D-17	Planning & Zoning Commission a) Case Files b) Case Files that were never finalized/finished/completed. c) Minutes, including Attachments, Exhibits & Staff Reports	a) Permanent b) Until no longer of administrative value c) Permanent	Paper/Electronic		<input type="checkbox"/>

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

CITY OF POWELL

DEVELOPMENT

(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
D-18	Project Planning Files	5 years, provided no action pending	Paper/Electronic		<input type="checkbox"/>
D-19	Staff Reports	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
D-20	Subdivision Files	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
D-21	Tax Increment Financing (TIF) District Records	Duration of TIF	Multi		<input type="checkbox"/>
D-22	Transportation Research Files	Until no longer of administrative value; appraise for historical value	Paper/Electronic		<input type="checkbox"/>
D-23	Urban Renewal Files	Obsolete; appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
D-24	Vacation Right-of-Way Case Files	Permanent	Multi		<input checked="" type="checkbox"/>
D-25	Violations	Permanent	Paper/Electronic		<input type="checkbox"/>
D-26	Zoning Case Log	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
D-27	Zoning Certificate for Occupancy and use of Land and Buildings	Permanent	Paper/Electronic		<input type="checkbox"/>
D-28	Zoning Certificate Applications	Permanent	Paper/Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

CITY OF POWELL

ENGINEERING

(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
E-01	Aerial Photographs	Until superseded, appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
E-02	Annual Sidewalk Maintenance Program	2 years after program completed	Paper/Electronic		<input type="checkbox"/>
E-03	Bids a) Successful b) Unsuccessful	a) 15 years after completion of project b) 2 years after awarding of contract, provided audited	Paper/Electronic		<input type="checkbox"/>
E-04	Final Blueprints, Maps, Plans	Life of infrastructure, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
E-05	Draft Blueprints, Maps, Plans, Drawings, Supporting Documents, and Plan Review Comments a) Paper b) Electronic	a) Until updated, superseded or obsolete b) 5 years	Paper/Electronic		<input type="checkbox"/>
E-06	Budget	5 years	Paper/Electronic		<input type="checkbox"/>
E-07	Calibration Records – all types	5 years	Paper/Electronic		<input type="checkbox"/>
E-08	Change Orders	Place in project file	Paper/Electronic		<input type="checkbox"/>
E-09	Compliance Reports – all types	5 years	Paper/Electronic		<input type="checkbox"/>
E-10	Contracts and Agreements	15 years after termination	Paper/Electronic		<input type="checkbox"/>
E-11	Field Notes	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
E-12	Haul Tickets	2 years, provided audited	Paper/Electronic		<input type="checkbox"/>
E-13	House Number Record	Permanent	Paper/Electronic		<input type="checkbox"/>
E-14	Inspection Records	2 years	Paper/Electronic		<input type="checkbox"/>
E-15	Magazines/Pamphlets	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
E-16	Approved Project Plans/Drawings/As Built	Life of project or obsolete then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>

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CITY OF POWELL

ENGINEERING

(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
E-17	Sidewalk Repair Program	2 years after program Completed	Paper/Electronic		<input type="checkbox"/>
E-18	Street Maintenance and Repair Program	2 years after program completed	Paper/Electronic		<input type="checkbox"/>
E-19	Street Name Change Record	Permanent	Paper		<input checked="" type="checkbox"/>
E-20	Final Engineering Studies, Reports and Supporting Calculations	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
E-21	Topographical Maps	Until superseded, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
E-22	Traffic Study Files	Until superseded, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>

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CITY OF POWELL

FINANCE

(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
F-01	Accounts/General Ledger	25 years	Paper		<input checked="" type="checkbox"/>
F-02	Accounts Payable Record	3 years, provided audited	Paper		<input type="checkbox"/>
F-03	Accounts Receivable record	3 years, provided audited	Paper		<input type="checkbox"/>
F-04	Annual Appropriation Ordinance (copies)	7 years	Multi		<input type="checkbox"/>
F-05	Annual Budget	Permanent	Paper		<input checked="" type="checkbox"/>
F-06	Annual Certificate of Estimated Resources	7 years	Paper		<input type="checkbox"/>
F-07	Annual Financial Report	Permanent	Paper		<input checked="" type="checkbox"/>
F-08	Annual Report to Auditor of State	5 years	Paper		<input type="checkbox"/>
F-09	Annual Summary of Cash Collected, Income Tax	10 years, provided audited	Paper		<input type="checkbox"/>
F-10	Appropriation Ledger	7 years, provided audited	Paper		<input type="checkbox"/>
F-11	Assessment Records	Until paid and audited	Paper		<input type="checkbox"/>
F-12	Audit Reports (work papers)	5 years	Multi		<input type="checkbox"/>
F-13	Bad Check or Bad Debt Records	2 years after payment or settlement	Paper		<input type="checkbox"/>
F-14	Balance Sheets	3 years	Paper		<input type="checkbox"/>
F-15	Bank Capture Report	3 years, provided audited	Paper & Electronic		<input type="checkbox"/>
F-16	Bank Deposited Checks through Capture	90 days, provided funds received	Paper		<input type="checkbox"/>
F-17	Bank Deposit Slips/Receipts	3 years, provided audited	Paper		<input type="checkbox"/>
F-18	Bank Statement	3 years, provided audited	Paper		<input type="checkbox"/>
F-19	Bid Bond	Upon rejection, or completion of project	Paper		<input type="checkbox"/>
F-20	Bids (Successful)	15 years	Paper		<input type="checkbox"/>
F-21	Bids (Unsuccessful)	2 years after letting contract, provided audited	Paper		<input type="checkbox"/>

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CITY OF POWELL

FINANCE

(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
F-22	Block Grant Documentation	5 years	Paper		<input type="checkbox"/>
F-23	Board of Tax Appeals Case File	10 years, providing no pending action	Paper		<input type="checkbox"/>
F-24	Bonds of Officials or Employees	10 years after termination of official or employee	Paper		<input type="checkbox"/>
F-25	Budget Working Papers	Until passage of budget or up to 3 years for internal reference	Multi		<input type="checkbox"/>
F-26	Bureau of Motor Vehicle Audit Reports	2 years, provided audited	Paper		<input type="checkbox"/>
F-27	Cancelled Checks, Check Carbons, Check Stubs, Voided Checks	3 years, provided audited	Paper		<input type="checkbox"/>
F-28	Capital Improvement Bonds, Bond Documents/Transcripts	Until paid off and audited	Paper		<input type="checkbox"/>
F-29	Cases Appealed to Finance Director	6 years	Paper		<input type="checkbox"/>
F-30	Cash Book/Cash Reports	3 years after last entry, provided audited	Multi		<input type="checkbox"/>
F-31	Cash Receipts and Disbursements	3 years, provided audited	Paper		<input type="checkbox"/>
F-32	Cash Register Tapes/Records	2 years provided internal control established	Paper		<input type="checkbox"/>
F-33	Chargeback Reports/Records	3 years	Paper		<input type="checkbox"/>
F-34	Check Register	3 years, provided audited	Paper		<input type="checkbox"/>
F-35	Checks, Voided	Until Audited	Paper		<input type="checkbox"/>
F-36	Claims for Damages against the City	Until case settled and 5 years after date all appeals exhausted	Paper		<input type="checkbox"/>
F-37	Client Payment Files	3 years	Paper		<input type="checkbox"/>
F-38	Closed Account	6 years	Paper		<input type="checkbox"/>
F-39	Computer Generated Financial Reports: Monthly, Quarterly, Semiannual	Until replaced by next printout or annual report completed	Paper		<input type="checkbox"/>

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

CITY OF POWELL

FINANCE

(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
F-40	Computer Records	Use applicable paper record schedule	Hard drive/disks		<input type="checkbox"/>
F-41	Construction Files for City Projects: a) Add /Change Orders b) Certificate of Completion c) RCI – Affidavit of Authority for Construction Projects d) Application for Payment e) Right to Lien Waver	a) 6 years b) 6 years c) 6 years d) 6 years e) 6 years	Paper		<input type="checkbox"/>
F-42	Contracts and Agreement a) Paper b) Electronic	a) 2 year after expiration b) 15 years after expiration	Paper, Electronic		<input type="checkbox"/>
F-43	Central Ohio Risk Management Association (CORMA) Documents a. Board Meeting Agendas b. Board Meeting Minutes c. Account Reconciliation d. Independent Auditor's Report e. Municipal Allocations f. Claims Administration Report g. Investment Policy h. Basic Financial Statements (audited) i. Working Papers/Information j. Financial/Investment/Claim Reports Monthly, Quarterly, Semi-Annual	a. 3 years b. 3 years c. 3 years, provided audited d. 5 years, provided audited e. 5 years, provided audited f. 5 years, provided audited g. 1 year after superseded h. 5 years, provided audited i. 3 years j. Until replaced by next printout or annual report completed	Paper, Electronic		<input type="checkbox"/>
F-44	Cost Control Reports	3 years	Paper		<input type="checkbox"/>
F-45	Credit Cards, Prepaid Credit Cards, Gift/Merchandise Cards	Until expiration date or zero value	Mixed		<input type="checkbox"/>
F-46	Credit Card Information	3 years	Paper		<input type="checkbox"/>
F-47	Daily Posting Recapitulation	3 years, provided audited	Paper		<input type="checkbox"/>
F-48	Daily Report of Cash Received	3 years, provided audited	Paper		<input type="checkbox"/>
F-49	Electronic Fund Transfer Records	3 years, provided audited	Paper		<input type="checkbox"/>
F-50	Encumbrance Documents	3 years	Paper		<input type="checkbox"/>

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

CITY OF POWELL

FINANCE

(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
F-51	Encumbrance and expenditure Journal	7 years, provided audited	Paper		<input type="checkbox"/>
F-52	Federal Revenue Sharing Account	7 years, provided audited	Paper		<input type="checkbox"/>
F-53	Fire Contract (to provide fire protection to City)	15 years after expiration	Paper		<input type="checkbox"/>
F-54	Income Tax Files & Supporting Documents – City Residents and Non-Residents	7 years	Paper		<input type="checkbox"/>
F-55	Income Tax Municipal Court Cases, including pleadings, garnishments, Small Claims cases, mediation, Satisfaction of Judgments, and case file.	10 years, providing no pending action	Paper		<input type="checkbox"/>
F-56	Independent Contractor Acknowledgment (prior to Sept. 2013)	5 years	Paper		<input type="checkbox"/>
F-57	Independent Contractor Acknowledgment (after Sept. 2013)	5 years	Paper		<input type="checkbox"/>
F-58	Indigent Burial Requests	3 years	Paper		<input type="checkbox"/>
F-59	Information from RITA	10 years	Paper		<input type="checkbox"/>
F-60	Insurance Claims by the City	5 years after settlement	Paper		<input type="checkbox"/>
F-61	Insurance Applications	3 year	Paper		<input type="checkbox"/>
F-62	Insurance Policies	2 years after expiration provided all claims settled	Paper		<input type="checkbox"/>
F-63	Intergovernmental Tax Receipts	3 years, provided audited	Paper		<input type="checkbox"/>
F-64	Investment Records	3 years, provided audited	Paper		<input type="checkbox"/>
F-65	Inventory of Equipment	Until revised and audited	Paper		<input type="checkbox"/>
F-66	Invoices and Supporting Documents	3 years	Paper		<input type="checkbox"/>
F-67	IRS Form 1099	6 years	Paper		<input type="checkbox"/>
F-68	Leases	2 years after expiration, provided audited	Paper		<input type="checkbox"/>
F-69	Licenses	Term of license plus 1 year	Paper		<input type="checkbox"/>
F-70	Monthly Statement of Balances	3 years, provided audited	Paper		<input type="checkbox"/>
F-71	Municipal IT Certification – Ohio Dept. of Taxation	6 years	Paper		<input type="checkbox"/>

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

CITY OF POWELL

FINANCE

(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
F-72	Notice of Publication of Legal Notices	5 years	Paper		<input type="checkbox"/>
F-73	Ohio Department of Administrative Services Quarterly Report	3 years	Paper		<input type="checkbox"/>
F-74	Ohio Municipal Advisory Council Notices	3 years	Paper		<input type="checkbox"/>
F-75	Performance Bonds	After project terminated	Paper		<input type="checkbox"/>
F-76	Personal or Professional Services Invoice or Statement of Services	3 years	Paper		<input type="checkbox"/>
F-77	Petty Cash Records	3 years, provided audited	Paper		<input type="checkbox"/>
F-78	Prevailing Wage Information	3 years after completion of project	Paper		<input type="checkbox"/>
F-79	Property Inventories	3 years	Paper		<input type="checkbox"/>
F-80	Purchase Orders	3 years, provided audited	Paper		<input type="checkbox"/>
F-81	Quotes	1 year, provided audited	Paper		<input type="checkbox"/>
F-82	Receipt Book	3 years, provided audited	Paper		<input type="checkbox"/>
F-83	Receipt for Certified Mail	2 years	Paper		<input type="checkbox"/>
F-84	Reconciliation Sheets, Bank Accounts	3 years, provided audited	Paper		<input type="checkbox"/>
F-85	Remittance Advice	3 years	Paper		<input type="checkbox"/>
F-86	Financial (Auditor's Letter): Report of Examination of City by Auditor of State or Assigned IPA	Permanent	Paper		<input type="checkbox"/>
F-87	Request for Information (RFIs)	2 years	Paper		<input type="checkbox"/>
F-88	Request for Proposals (RFPs)	2 years	Paper		<input type="checkbox"/>
F-89	Retirement System Payments/Records	Permanent	Paper		<input type="checkbox"/>
F-90	Retirement System Exemption (Waiver)	Permanent	Paper		<input type="checkbox"/>
F-91	Receiving Documents	3 years	Paper		<input type="checkbox"/>
F-92	Requisitions	3 years, provided audited	Paper		<input type="checkbox"/>

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

CITY OF POWELL

FINANCE

(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
F-93	RITA Delinquent Collection Project Records	6 years	Paper & Electronic		<input type="checkbox"/>
F-94	Safety Committee Records: a) Agendas b) Safety Policies and/or Programs c) Safety Audit Report d) Safety Training Records	a) 2 years b) 7 years c) 7 years d) 7 years	Paper		<input type="checkbox"/>
F-95	Sales Tax Records	4 years	Paper		<input type="checkbox"/>
F-96	Settlement Sheet or Tax Distribution from the County Auditor	10 years, provided audited	Paper		<input type="checkbox"/>
F-97	Sinking Fund: Coupons (Redeemed)	Until issue is paid, provided audited	Paper		<input type="checkbox"/>
F-98	Special Assessments	Until paid off and audited	Paper		<input type="checkbox"/>
F-99	Special (Private) Policeman's Bonds	10 years after expiration	Paper		<input type="checkbox"/>
F-100	State Examiner's Expense Report	3 years, provided audited	Paper		<input type="checkbox"/>
F-101	Tax Abatement Records	Duration of the abatement plus one year	Paper		<input type="checkbox"/>
F-102	Tax Records for CIC contracts (City Review) & Supporting Documents	7 years	Paper		<input type="checkbox"/>
F-103	Tax Records for Development Agreements & Supporting Documents	7 years or life of agreement, if longer.	Paper		<input type="checkbox"/>
F-104	Telephone Records: a) Charges/Bills/Call Detail Records b) Documentation c) Service Records d) System Equipment Inventory	a) 2 years, provided audited b) Life of System c) 2 years d) Continually updated; retain superseded data 1 year	Paper		<input type="checkbox"/>
F-105	Transmittal Forms	3 years, provided audited	Paper		<input type="checkbox"/>
F-106	Treasury Investment Board Report	10 years	Paper		<input type="checkbox"/>
F-107	Trial Balance Records	3 years	Paper		<input type="checkbox"/>
F-108	Uniform Allowance Record	3 years, provided audited	Paper		<input type="checkbox"/>
F-109	Vehicle Information	Until vehicle no longer in service	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

CITY OF POWELL

FINANCE

(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
F-110	Vouchers	3 years, provided audited	Paper		<input type="checkbox"/>
F-111	Vouchers (copies)	Until no longer administratively necessary	Paper		<input type="checkbox"/>
F-112	Warranties, Expired	2 years	Paper		<input type="checkbox"/>
F-113	W9 copies	3 years of vendor inactivity	Paper & Electronic		<input type="checkbox"/>

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

CITY OF POWELL

FINANCE/PERSONNEL

(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
FP-01	Accident Reports/Files a) Employee Injury Report, Accident Reports/Files b) Bodily Injury to Non-Employee, Accident Reports/File c) Damage to Municipal Vehicle/Property	a) Place in Personnel File (Permanent) b) 6 years, provided no action pending c) Until case settled and 5 years after date all appeals are exhausted	Paper		<input type="checkbox"/>
FP-02	Application for Employment a) If employed b) All others.	a) Permanent b) 1 year	Paper		<input type="checkbox"/>
FP-03	Attendance Reports/Records	3 years, unless attached to time sheets	Paper		<input type="checkbox"/>
FP-04	Badges and Identification	Turn in upon termination; destroy 1 year after termination	Multi		<input type="checkbox"/>
FP-05	Payroll Reports, Bi-weekly	3 years, provided audited	Paper		<input type="checkbox"/>
FP-06	Bulletins, Posters, Notices to Employees	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FP-07	Bureau of Employment Services Reports	2 years	Paper		<input type="checkbox"/>
FP-08	Court Order for Payroll Deduction	Until employment terminates or order rescinded	Paper		<input type="checkbox"/>
FP-09	Delinquent Account Record, Income Tax	Until paid	Paper		<input type="checkbox"/>
FP-10	Employee Earning Record	Continually compiled and updated until employment terminates; information placed in personnel file. yearly	Paper		<input type="checkbox"/>
FP-11	Employment History Record Card	Permanent in lieu of personnel file	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

CITY OF POWELL

FINANCE/PERSONNEL

(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
FP-12	Employee Pay Records	Continually updated until employment terminates then placed into personnel file or enter history on employee history card	Paper		<input type="checkbox"/>
FP-13	Employer Quarterly Federal Tax Return	6 years, provided audited	Paper		<input type="checkbox"/>
FP-14	Employee Time Sheets	3 years, provided audited	Paper		<input type="checkbox"/>
FP-15	Employee Withholding Requests	Until replaced or revoked by employee	Paper		<input type="checkbox"/>
FP-16	Equipment records – personal use items (tools, weapons, clothing, etc.)	Until equipment returned by employee	Paper		<input type="checkbox"/>
FP-17	Family Medical Leave Act (FMLA) documents	4 years after completion of leave	Paper		<input type="checkbox"/>
FP-18	Federal Income Tax Reports	6 years, provided audited	Paper		<input type="checkbox"/>
FP-19	Final Return of the Year, Income Tax	6 years, provided audited	Paper		<input type="checkbox"/>
FP-20	Garnishment Orders	Until employment terminates or order rescinded	Paper		<input type="checkbox"/>
FP-21	Grievance Hearing Records	1 year after resolved	Paper		<input type="checkbox"/>
FP-22	HR – Breast Cancer Annual Notice	2 years	Paper		<input type="checkbox"/>
FP-23	HR – Questions and Investigations	6 years	Paper		<input type="checkbox"/>
FP-24	HR – Training Details	2 years	Paper		<input type="checkbox"/>
FP-25	Income Tax Withholding Payment Record	6 years, provided audited	Paper		<input type="checkbox"/>
FP-26	Insurance Enrollment Record	1 year after employment terminates	Paper		<input type="checkbox"/>
FP-27	Job/Position Description	1 year after superseded	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

CITY OF POWELL

FINANCE/PERSONNEL

(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
FP-28	Leave Balances/Reports a) Biweekly Report of Leave Used and Balances b) Annual Employee Leave Use/Balances Report c) Annual Leave Use and Balances by Muni. Unit d) Individual Employee	a) Until incorporated in annual leave balances report b) 5 years c) 25 years d) Continually maintained and updated in Personnel File. Purge 2 years after employment terminates, provided no outstanding balances	Paper		<input type="checkbox"/>
FP-29	Legal (HR) Cases	5 years after case settled and all appeals exhausted	Paper		<input type="checkbox"/>
FP-30	Letter of Reference	2 years after hire	Paper		<input type="checkbox"/>
FP-31	Notification of Pay Step Increase.	Until superseded. Final copy to Personnel File when employee terminates	Paper		<input type="checkbox"/>
FP-32	OBES Reports	3 years, provided audited	Paper		<input type="checkbox"/>
FP-33	Overtime Report	3 years, provided audited	Paper		<input type="checkbox"/>
FP-34	Payroll Checks, Cancelled	3 years, provided audited	Paper		<input type="checkbox"/>
FP-35	Payroll Deduction Checks	3 years, provided audited	paper		<input type="checkbox"/>
FP-36	Personnel File – Active Employee: a) Commendations b) Promotions c) Continuing Education Attendance, Certifications & Records (Class/Seminar/Training) d) Performance Evaluation e) Exposure to Hazardous Chemicals, Biological Hazards or Infectious Diseases Reports f) Training Records g) Letter of Appointment h) Final Notification of Pay Step Increase i) Resignation Letter	5 years from date employee terminates	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

CITY OF POWELL

FINANCE/PERSONNEL

(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
FP-37	Personnel File – Terminated Employee: a) Application for Employment b) Accident/Injury Report c) Letter of Appointment d) Letter of Resignation e) Pension Application f) Pension Refund/Waiver	Permanent	Paper		<input type="checkbox"/>
FP-38	Personnel Manuals	10 years after revised	Paper		<input type="checkbox"/>
FP-39	Personnel Training Records and Database	Permanent	Electronic		<input type="checkbox"/>
FP-40	Public Employee Retirement System Optional Exemption Record	Permanent	Paper		<input type="checkbox"/>
FP-41	Record of Disciplinary Action a) Non-Union Personnel b) Union Personnel	a) 6 years b) 6 years or longer if required by contract.	Paper		<input type="checkbox"/>
FP-42	Retirement reports (PERS, Police, Fire)	Permanent	Paper		<input type="checkbox"/>
FP-43	State Income Tax Report	6 years, provided audited	Paper		<input type="checkbox"/>
FP-44	Unemployment Compensation Records	3 years, provided audited	Paper		<input type="checkbox"/>
FP-45	Union Contracts	15 years after termination	Paper		<input type="checkbox"/>
FP-46	W-2 Copies	6 years, provided audited	Paper		<input type="checkbox"/>
FP-47	W-4 Forms	Until superseded or employment terminates	Paper		<input type="checkbox"/>
FP-48	Worker's Compensation Claim	10 years after date of final payment	Paper		<input type="checkbox"/>
FP-49	Worker's Compensation a) Form 300AP PERRP b) Injury Log c) Other Forms	5 years	Paper		<input type="checkbox"/>
F-50	Central Ohio Healthcare Consortium (COHCC) Documents a. Board Meeting Agendas b. Board Meeting Minutes c. Claim Summary Reports (monthly, quarterly, semi-annual and annual) d. Third-Party Reports (monthly, quarterly, semi-annual and annual) e. Draft Plans f. Independent Auditor's Report	a. 3 years b. 3 years c. 3 years d. 3 years e. Until no longer administratively necessary f. 5 years, provided audited	Paper, Electronic		<input type="checkbox"/>

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

CITY OF POWELL

FINANCE/PERSONNEL

(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
F-51	Court Order for Dependent Health Coverage	7 years after expiration/terminati on	Paper		<input type="checkbox"/>
F-52	Employee Drug & Alcohol Records a) Negative drug test results b) Alcohol test results less than 0.02 c) Alcohol and drug collection process d) Employee evaluation and referrals to Employee Assistance Program e) Follow-up test and follow-up schedules f) Refusals to test g) Alcohol test results 0.02 or greater h) Verified positive drug results i) Education & training records	a) 1 year b) 1 year c) 2 years d) 5 years e) 5 years f) 5 years g) 5 years h) 5 years i) 2 years after leaving employment			<input type="checkbox"/>

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

CITY OF POWELL

GENERAL – All DEPARTMENTS

(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
G-01	Audiovisual, PR & Training Materials	Until information is superseded, obsolete, or replaces, then appraise for historical value	Multi		<input type="checkbox"/>
G-02	Awards & Certificates – Individual	Information placed in individual's personnel file.	Paper		<input type="checkbox"/>
G-03	Backup Data on Desktops, Laptops, PDA's, Tape or Server	Retain for 2 system backup cycles then delete, erase or record over data.	Multi		<input type="checkbox"/>
G-04	Bids a) Successful b) Unsuccessful	a) 15 years after completion of project b) 2 years after awarding of contract, provided audited	Paper, Electronic		<input type="checkbox"/>
G-05	Bulletins, Posters, General Notice, Flyers, and Displays	Until no longer of administrative value.	Multi		<input type="checkbox"/>
G-06	Business cards – Rotary, Rolodex, Paper or Electronic Files of same	Until no longer of administrative value	Multi		<input type="checkbox"/>
G-07	Copies: All Media a) Official file copy b) Reading/Informational/Reference copy	a) Use applicable record series retention period. b) Until no longer of administrative value	Multi		<input type="checkbox"/>
G-08	Correspondence a) Routine Form Letters & Memos b) General related to City Projects, fiscal and/or Personnel Matters c) With Legislative Branch d) Executive	a) Until no longer of administrative value b) 2 years c) 3 years d) 5 years	Paper & Electronic		<input type="checkbox"/>
G-09	Digital Photos: Poor Quality, Duplicates, or of no Administrative or Historical Value	Delete at will	Multi		<input type="checkbox"/>
G-10	Digital Photos Saved to Computer Files	5 years if no action pending	Multi		<input type="checkbox"/>
G-11	Drafts, Informal Notes, and/or Post-It Notes	Until no longer of administrative value	Paper & Electronic		<input type="checkbox"/>

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

CITY OF POWELL

GENERAL – ALL DEPARTMENTS

(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
G-12	Electronic Mail a) Non-record Messages (personal and/or unsolicited advertisement) b) Record messages	a) Delete at will b) Delete when no longer of administrative, historical, and/or legal value	Electronic		<input type="checkbox"/>
G-13	Electronic Material deleted from the server/work station/peripheral memory; "ghost" of electronic files	Retain until written over by the system	Electronic		<input type="checkbox"/>
G-14	Equipment Manuals & Instructions	Life of equipment	Multi		<input type="checkbox"/>
G-15	Facsimile (FAX) a) Logs & Cover Sheets b) Messages	a) Until no longer of administrative value b) Treat as correspondence	Paper/Electronic		<input type="checkbox"/>
G-16	Flow Charts – Operations	2 years	Paper		<input type="checkbox"/>
G-17	General Orders, Directives, Memos, Policies, Rules, Regulations or Procedures	Until superseded; issuing department retains one copy until audited	Paper		<input type="checkbox"/>
G-18	Hourly/Daily/Weekly/Monthly/Annual Appointment Books, Records, Calendars, Schedules, Organizers or Planners	Continually updated, revised, completed, superseded and/or erased	Multi		<input type="checkbox"/>
G-19	Lists/Rosters/Informational Directories containing Employee contact information	Continually maintained, purged and updated	Paper/Electronic		<input type="checkbox"/>
G-20	Metadata	Delete at will	Electronic		<input type="checkbox"/>
G-21	Phone Message Book	a) Until no longer of administrative value	Paper		<input type="checkbox"/>
G-22	Photo File (prints, slides, negatives, transparencies, electronic images, and related photographic items)	Until information is no longer current, then appraise for historical value	Multi		<input checked="" type="checkbox"/>
G-23	Planning/Scheduling/Calendar/Training Information and Data on Display Boards, Erasable and Dry-Erase Boards, Chalkboards Easel Pads and Electronic Media	Continually updated, revised, completed, superseded and/or erased. Delete at will.	Multi		<input type="checkbox"/>

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

CITY OF POWELL

GENERAL – ALL DEPARTMENTS

(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
G-24	Postal Records (Registered, Certified, Insured) Logs or Receipts & Postal Meter Documentation	2 years	Paper		<input type="checkbox"/>
G-25	Printing Orders and Information	1 year	Paper		<input type="checkbox"/>
G-26	Price Quotes	Until no longer of administrative value	Paper		<input type="checkbox"/>
G-27	Professional and Trade Magazines, Newsletters, Catalogs, Posters, Reference Publications and Directories	Until no longer of administrative value	Multi		<input type="checkbox"/>
G-28	Professional Organization and Association Files	1 year and no longer of administrative value	Multi		<input type="checkbox"/>
G-29	Proposals for Services a) Contracted b) Rejected	Until Contracted a) Until 1 year after contract expires b) Until no longer of administrative value	Paper		<input type="checkbox"/>
G-30	Recordings at City facilities or properties: Audio or Video.	Until no longer of administrative value	Multi		<input type="checkbox"/>
G-31	Text Messages sent to and from City Phones	Delete at will	Electronic		<input type="checkbox"/>
G-32	Training Materials	Until no longer of administrative value	Paper, Video, Electronic		<input type="checkbox"/>
G-33	Transient Documents: Copies, Faxes, Notes, Mail, Notes, Spam or Non-Work Related Emails, Voice Mail	Until no longer of administrative value	Multi		<input type="checkbox"/>
G-34	Unsolicited Correspondence: Mail, Junk Mail, Sales Materials, Informational Materials, Email, and/or Similar Unsolicited Communications	Until no longer of administrative value	Multi		<input type="checkbox"/>
G-35	Voice Mail Messages, Text Messages, Caller ID Logs, Pager Messages, Activity Logs, System Documentation and Similar Related IT Issues	Until no longer of administrative value	Multi		<input type="checkbox"/>
G-36	Video Images Captured on City Premises	Until no longer of administrative value	Electronic		<input type="checkbox"/>

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

CITY OF POWELL

PARKS, RECREATION & PUBLIC SERVICE

(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
PR-01	Bids (Successful)	15 years after completion of project	Paper		<input type="checkbox"/>
PR-02	Bids (Unsuccessful)	2 years after awarding of contract, provided audited	Paper		<input type="checkbox"/>
PR-03	Bridge Inspection Reports (Annual)	Life of Structure	Electronic		<input type="checkbox"/>
PR-04	Contracts with Instructors	1 year	Paper		<input type="checkbox"/>
PR-05	Cost Calculation Sheets	For duration of offering or until superseded	Paper		<input type="checkbox"/>
PR-06	Equipment Inventories	3 years, provided audited	Paper		<input type="checkbox"/>
PR-07	Equipment Maintenance Records	Life of Equipment	Paper		<input type="checkbox"/>
PR-08	Maintenance Orders	Until no longer of administrative value	Paper		<input type="checkbox"/>
PR-09	Maps and Plans of Park Property	Permanent	Paper		<input checked="" type="checkbox"/>
PR-10	Material Safety Sheets	Until revised, superseded, or obsolete	Paper		<input type="checkbox"/>
PR-11	Park Reservation Permits & Receipts	2 years	Paper		<input type="checkbox"/>
PR-12	Parks and Rec. Accident Reports	2 years, provided no claim pending	Paper		<input type="checkbox"/>
PR-13	Parks & Rec. Advisory Board Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
PR-14	Parks & Rec. Medical Info. Forms	Until no longer of administrative value	Paper		<input type="checkbox"/>
PR-15	Parks & Rec. Program Guide	3 years	Paper, Electronic		<input type="checkbox"/>
PR-16	Parks & Rec. Program Receipts, Refunds, Vouchers	2 years, provided audited	Paper, Electronic		<input type="checkbox"/>
PR-17	Parks & Rec. Waivers	2 years provided no action pending	Paper		<input type="checkbox"/>
PR-18	Pesticide Application Records	5 years	Paper		<input type="checkbox"/>

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

CITY OF POWELL

PARKS, RECREATION & PUBLIC SERVICE

(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
PR-19	Program Reservation Records	2 years, provided audited	Paper		<input type="checkbox"/>
PR-20	Proposals for Street Improvement a) contracted b) rejected	a) Until 1 year after contract expires b) Until no longer of administrative value	Paper		<input type="checkbox"/>
PR-21	Parks & Rec. Software Reports	Until superseded	Paper		<input type="checkbox"/>
PR-22	Splash Pad Records a) Water Quality Reports b) Safety Training Reports c) Test Results and Service Records for Automatic Chemical Controllers d) All other records and supporting documents not listed above	a) 2 years b) 2 years c) 2 years d) Until no longer of administrative value	Paper, Electronic		<input type="checkbox"/>
PR-23	Street Lighting Records a) Assessments Records b) Petitions c) Pole Locations	a) Until paid off b) 3 years c) Until updated	Paper		<input type="checkbox"/>
PR-24	Street Repair Cost Summary Record	3 years, provided audited	Paper		<input type="checkbox"/>
PR-25	Storm Sewer Repair Sheets	10 years	Paper		<input type="checkbox"/>
PR-26	Team Rosters and Score Books	1 year	Paper		<input type="checkbox"/>
PR-27	Work Orders	Until no longer of administrative value	Paper		<input type="checkbox"/>
PR-28	Work Schedules	1 year	Paper		<input type="checkbox"/>

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

CITY OF POWELL

POLICE

(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
PD-01	Accident Reports – Traffic	5 years	Paper & Electronic		<input type="checkbox"/>
PD-02	Accreditation Proofs of Compliance	3 years	Electronic		<input type="checkbox"/>
PD-03	Activity Blotter (Media)	1 year	Electronic		<input type="checkbox"/>
PD-04	Administrative Logs	1 year	Electronic		<input type="checkbox"/>
PD-05	Administrative Reports, not otherwise listed	1 year	Paper		<input type="checkbox"/>
PD-06	Alarm Drops	2 years	Paper & Electronic		<input type="checkbox"/>
PD-07	Alarm Registrations	Permanent or until superseded	Electronic		<input type="checkbox"/>
PD-08	Alarm Violation Letters	2 years	Electronic		<input type="checkbox"/>
PD-09	Annual Reports	5 years	Paper & Electronic		<input checked="" type="checkbox"/>
PD-10	Arrest Files, Adult	Until 80 years of age or deceased	Paper & Electronic		<input type="checkbox"/>
PD-11	Arrest Files, Juvenile	Until 23 years of age or expunged	Paper & Electronic		<input type="checkbox"/>
PD-12	Arrest Log, Adult	Permanent	Electronic		<input checked="" type="checkbox"/>
PD-13	Arrest Log; Juvenile	Until 23 years of age or expunged	Electronic		<input type="checkbox"/>
PD-14	Assemblage/Parade Permits	1 year	Paper		<input type="checkbox"/>
PD-15	Audio, Video Recordings a) Associated with a case b) All other	a) Maintain for length of associated case file b) 30 days	Multi		<input type="checkbox"/>
PD-16	Bicycle Registration Form	Permanent or until superseded	Electronic		<input type="checkbox"/>
PD-17	Blank Forms	Until no longer of administrative value	Paper & Electronic		<input type="checkbox"/>
PD-18	Business Phone Lists	Until superseded	Paper & Electronic		<input type="checkbox"/>
PD-19	Canine Records	3 years	Paper & Electronic		<input type="checkbox"/>

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

CITY OF POWELL

POLICE

(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
PD-20	Case Files a) SB Felonies b) Other Felonies c) All Other Cases	a) 30 years or as otherwise specified by SB 77 b) 15 years, provided no action pending c) 2 years after case is closed, provided no action pending	Paper & Electronic		<input type="checkbox"/>
PD-21	Case File Request	1 year	Paper		<input type="checkbox"/>
PD-22	Chain of Custody Records	1 year after case is completed and appeal time expired	Paper & Electronic		<input type="checkbox"/>
PD-23	Child Abuse Records	7 years after case is closed	Paper & Electronic		<input type="checkbox"/>
PD-24	Citation Listing by Number	1 year	Electronic		<input type="checkbox"/>
PD-25	Citation Log (Audit)	Permanent	Electronic		<input type="checkbox"/>
PD-26	Civilian Waivers	1 year	Paper & Electronic		<input type="checkbox"/>
PD-27	Complaint Reports against Police Personnel, other than Criminal	1 year pending no action taken	Paper & Electronic		<input type="checkbox"/>
PD-28	Consular Notification a) Arrest b) Injury/Death	a) 2 years b) 2 years	Paper		<input type="checkbox"/>
PD-29	Copies	Until no longer of administrative value	Paper & Electronic		<input type="checkbox"/>
PD-30	Correspondence	Until no longer of administrative value	Paper & Electronic		<input type="checkbox"/>
PD-31	Court Mail Logs	3 years	Electronic		<input type="checkbox"/>
PD-32	Court Requests	Maintain for length of associated case file	Electronic		<input type="checkbox"/>
PD-33	Court Summary	5 year	Electronic		<input type="checkbox"/>
PD-34	Cruiser Log Sheets	2 years	Paper & Electronic		<input type="checkbox"/>

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

CITY OF POWELL

POLICE

(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
PD-35	Department Goals	Until superseded	Electronic		<input type="checkbox"/>
PD-36	Disciplinary Action	7 years	Paper		<input type="checkbox"/>
PD-37	District Assignments	Until superseded	Electronic		<input type="checkbox"/>
PD-38	Domestic Incidents Log	3 years	Paper & Electronic		<input type="checkbox"/>
PD-39	Drafts, Informal Notes, Reminder Notes, and Calendars	Until no longer of administrative value	Paper & Electronic		<input type="checkbox"/>
PD-40	Emergency Eye Wash/Shower/Call Box Check	1 year	Paper		<input type="checkbox"/>
PD-41	Employee Grievances	1 year – if not addresses by the collective bargaining agreement	Paper		<input type="checkbox"/>
PD-42	Employee Training Records, including certificates, diplomas and reports	7 years	Electronic		<input type="checkbox"/>
PD-43	Equipment Inventory Log	1 year or until superseded	Paper & Electronic		<input type="checkbox"/>
PD-44	Equipment Records - Obsolete	Life of Equipment	Paper		<input type="checkbox"/>
PD-45	Equipment Sign Out Sheet	1 year	Paper		<input type="checkbox"/>
PD-46	Equipment/Vehicle Assignments	3 years	Electronic		<input type="checkbox"/>
PD-47	FCC License	Until superseded	Paper		<input type="checkbox"/>
PD-48	Firearm Records & Inventories	3 years	Paper		<input type="checkbox"/>
PD-49	Firearm Sales Records	Until no longer administratively necessary	Paper		<input type="checkbox"/>
PD-50	Golf Cart Inspection	Permanent or until superseded	Electronic		<input type="checkbox"/>
PD-51	Grant Files: Awarded grant applications, agreements, approvals and compliance requirements	As specified in grant document or expiration of grant, or 3 years, provided audited	Paper		<input type="checkbox"/>

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

CITY OF POWELL

POLICE

(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
PD-52	House Watch Forms	30 days after return of occupant	Paper & Electronic		<input type="checkbox"/>
PD-53	Intelligence Reports: Information related to the detection or prevention of crime, organized activity, vice or potential crime areas, dealing with business or personal dealings unless specifically related to criminal activity	5 years	Paper		<input type="checkbox"/>
PD-54	Intern Program Information	1 year	Paper		<input type="checkbox"/>
PD-55	Internal Affairs Records	7 years	Paper		<input type="checkbox"/>
PD-56	Juvenile Files a) Offenses b) All Other	a) Until 23 years of age, provided no action pending b) 2 years, providing no action pending	Paper & Electronic		<input type="checkbox"/>
PD-57	LEADS Records a) Newsletters b) Printouts & Manuals	a) 3 years b) Until no longer of administrative value	a) Electronic b) Electronic		<input type="checkbox"/>
PD-58	Liability Release Forms	2 years	Paper		<input type="checkbox"/>
PD-59	Locker Assignments	Until superseded	Electronic		<input type="checkbox"/>
PD-60	Liquor Control Permits & Documents	3 years	Paper		<input type="checkbox"/>
PD-61	Master Name Index	Permanent	Electronic		<input checked="" type="checkbox"/>
PD-62	Missing Persons Report	20 years, or until found	Paper & Electronic		<input type="checkbox"/>
PD-63	Mobile Ice Cream or Food Vendor Permit	1 year after expiration	Paper & Electronic		<input type="checkbox"/>
PD-64	Monthly Reports	Until incorporated in annual report	Electronic		<input type="checkbox"/>
PD-65	OIC (Officer In Charge) List	Until superseded	Electronic		<input type="checkbox"/>
PD-66	On-Call Schedule	Until superseded	Electronic		<input type="checkbox"/>
PD-67	Parking Violation Letters	Until no longer of administrative value	Electronic		<input type="checkbox"/>
PD-68	Pass On/Roll Call Sheets	1 year	Paper & Electronic		<input type="checkbox"/>

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

CITY OF POWELL

POLICE

(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
PD-69	Peddler & Solicitor Permit	1 year after expiration	Paper & Electronic		<input type="checkbox"/>
PD-70	Personnel Daily Schedules	Until superseded	Electronic		<input type="checkbox"/>
PD-71	Personnel Training Records a) Database	a) Permanent	a) Electronic		<input type="checkbox"/>
PD-72	Personnel Training Schedules	Until outdated or superseded	Electronic		<input type="checkbox"/>
PD-73	PEIS (Personnel Early Intervention System) Reports	4 years	Paper		<input type="checkbox"/>
PD-74	Phone Lists – Police & Emergency	Until superseded	Paper & Electronic		<input type="checkbox"/>
PD-75	Policies, Procedures, Rules & Regulations	Until superseded; outdated kept 3 years	Paper & Electronic		<input type="checkbox"/>
PD-76	Polygraph Record (Criminal)	6 years, or until merged with case file	Paper		<input type="checkbox"/>
PD-77	Preventative Patrol Notices	2 years	Paper & Electronic		<input type="checkbox"/>
PD-78	Public Record Requests, Notice of Denial or Redaction, Supporting Documents	2 years	Paper & Electronic		<input type="checkbox"/>
PD-79	Radar/Laser Certifications	Until superseded	Paper		<input type="checkbox"/>
PD-80	Recovered Property Record	2 years after disposal of property	Paper		<input type="checkbox"/>
PD-81	Receipt Books	3 years, provided audited	Paper		<input type="checkbox"/>
PD-82	Run Sheets	3 years	Electronic		<input type="checkbox"/>
PD-83	Schedule Change Logs	1 year	Electronic		<input type="checkbox"/>
PD-84	Shotgun Logs	1 year	Paper		<input type="checkbox"/>
PD-85	Special Duty Invoice – Cruisers	3 years	Paper		<input type="checkbox"/>
PD-86	Special Duty Logs	Until no longer of administrative value	Electronic		<input type="checkbox"/>
PD-87	Special Duty Request	1 year	Paper		<input type="checkbox"/>
PD-88	Special Projects/Community Events	3 years	Paper & Electronic		<input type="checkbox"/>

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

CITY OF POWELL

POLICE

(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
PD-89	Subpoenas, Summonses, TPOs (Temporary Protective Orders) and Warrants	Until served, discharged, answered or withdrawn	Paper & Electronic		<input type="checkbox"/>
PD-90	THF (Temporary Holding Facility) Log	2 years	Paper & Electronic		<input type="checkbox"/>
PD-91	THF Maintenance Log	1 year	Paper & Electronic		<input type="checkbox"/>
PD-92	THF Yearly Audit	2 years	Paper & Electronic		<input type="checkbox"/>
PD-93	Traffic Complaint Logs	1 year	Paper		<input type="checkbox"/>
PD-94	Traffic Warnings Written	1 year	Paper		<input type="checkbox"/>
PD-95	Training Materials Files	Until superseded	Paper & Electronic		<input type="checkbox"/>
PD-96	Transmittal Logs	3 years, provided audited	Paper		<input type="checkbox"/>
PD-97	Uniform Issuance Files	2 years or until personnel is no longer employed	Paper & Electronic		<input type="checkbox"/>
PD-98	Use of Firearms Report	6 years	Paper & Electronic		<input type="checkbox"/>
PD-99	Use of Force Report	6 years	Paper & Electronic		<input type="checkbox"/>
PD-100	Vehicle Insurance Cards	Until superseded	Paper		<input type="checkbox"/>
PD-101	Vehicle Maintenance Log	Until vehicle is no longer in service	Paper & Electronic		<input type="checkbox"/>
PD-102	Vehicle Pursuit Report	6 years	Paper & Electronic		<input type="checkbox"/>
PD-103	Vehicle Tow Log	1 year	Electronic		<input type="checkbox"/>
PD-104	Video Cabinet Access Log	2 years	Paper		<input type="checkbox"/>
PD-105	Video Request Form	2 years	Paper & Electronic		<input type="checkbox"/>
PD-106	Visitor Sign-In Log	1 year	Paper		<input type="checkbox"/>
PD-107	WebCheck (Webscan) Info Sheets	2 years	Paper		<input type="checkbox"/>

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

CITY OF POWELL

PUBLIC INFORMATION 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 LGRP	(6) RC-3 Required by LGRP
PIO-01	Annual Report – Official File Copy	Permanent	Paper		<input checked="" type="checkbox"/>
PIO-02	Annual Report – Working Copy	3 years	Electronic		<input type="checkbox"/>
PIO-03	Appointed/Elected Officials Roster	Until information is superseded	Paper & Electronic		<input type="checkbox"/>
PIO-04	Awards and Certificates – Village/City	10 years and no longer of a historical value	Multi		<input checked="" type="checkbox"/>
PIO-05	Community/Special Events Files	3 years	Paper & Electronic		<input type="checkbox"/>
PIO-06	Community Surveys	5 years	Paper & Electronic		<input type="checkbox"/>
PIO-07	E-Newsletters	Until superseded	Electronic		<input type="checkbox"/>
PIO-08	Press Releases	3 years	Paper & Electronic		<input type="checkbox"/>
PIO-09	Printing Orders & Information	1 year	Paper & Electronic		<input type="checkbox"/>
PIO-10	Social Media Postings	Until superseded or until no longer of administrative value	Electronic		<input type="checkbox"/>
PIO-11	Speeches/Presentations	3 years	Paper & Electronic		<input type="checkbox"/>
PIO-12	Web Site Documents & Files	Until superseded	Paper & Electronic		<input type="checkbox"/>
PIO-13	Media Phone List	Until superseded	Electronic		<input type="checkbox"/>

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