



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Westerville All Units
 (local government entity) (unit)

Jessica Hilts Clerk of Council 8-18-2023
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

WESTERVILLE Records Commission 614-901-6410
 Records Commission (telephone number)

21 S State Street Westerville 43081 Franklin
 (address) (city) (zip code) (county)

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature] 8-18-2023
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Government Records Archivist 8/23/2023
 Signature Title Date

Section D: Auditor of State

Signature Date

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

CITY OF WESTERVILLE

CITY WIDE

(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
83-3	Budgets – 5 year budget binders, Power Point presentations	2 years	Paper/ Electronic		<input type="checkbox"/>
83-5	Correspondence – Letters, flyers, vendor information	1-5 years	Paper/ Electronic		<input type="checkbox"/>
83-11	Memos – memos from staff and outside agencies	1 year	Paper/ Electronic		<input type="checkbox"/>
06-51	Email and Voice Communications – transitory communication	Until of no further administrative value	Electronic		<input type="checkbox"/>
08-02	Notes, Drafts – Post It Notes, Drafts of correspondence and reports	Until of no further administrative value	Paper/ Electronic		<input type="checkbox"/>
09-07	Business Cards, Rolodex, Software Files – Vendor cards in rolodex, obsolete software discs and materials	Until of no further administrative value	Paper/ Electronic		<input type="checkbox"/>
09-08	Calendars, Scheduling Planners, Appointment Books – outdated planners, calendars, and books	Until of no further administrative value	Paper/ Electronic		<input type="checkbox"/>
13-01	Visitor Logs – Logs of all visitors to the municipal offices	2 Years	Paper/ Electronic		<input type="checkbox"/>
13-02	Surveillance Videos – Videos taken of all city owned property	60 days	Electronic		<input type="checkbox"/>
15-01	Work Orders/Service Requests/Citizen Complaints	5 Years	Paper/ Electronic		<input type="checkbox"/>
15-02	Videos of Official Meetings (Council, Planning Commission, Uptown Review Board, Board of Zoning Appeals)	10 Years	Electronic		<input type="checkbox"/>
21-03	Traffic Intersection cameras – video at traffic intersections	120 Days if no action pending	Electronic		
21-04	Non-Disclosure Agreements – Engineering Record Plans	3 Years after Expiration	Paper/ Electronic		

CITY OF WESTERVILLE

Administrative Services

(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
83-1	Annual Reports – Operational reports distributed yearly	1 year	Paper/ Electronic		<input type="checkbox"/>
CM96-1	Appraisals – appraisals of proposed city property & current city property	5 years	Paper/ Electronic		<input type="checkbox"/>
93-3	Bargaining Unit Agreements – All city bargaining agreements	3 years after termination	Paper/ Electronic		<input type="checkbox"/>
90-21	Bids, Successful – All bid documentation that is approved by Council	15 years	Paper/ Electronic		<input type="checkbox"/>
90-20	Bids, Unsuccessful – All bid documentation that is rejected by Council	2 years after letting contract	Paper/ Electronic		<input type="checkbox"/>
93-1	Claims for damages against City – All claims filed with the City for property damage	5 years	Paper/ Electronic		<input type="checkbox"/>
83-10	Department Records – All departmental reports generated for staff and/or Council	1 year	Paper/ Electronic		<input type="checkbox"/>
93-8	EEO Reports – Equal Employment Reports required for filing	Until supersedes or no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
93-2	Insurance Policies and Claims – All insurance policies for the City and Claims filed by the City	10 years	Paper/ Electronic		<input type="checkbox"/>
91-1	Insurance Proposals - All proposals submitted to the City	2 years	Paper/ Electronic		<input type="checkbox"/>
93-9	Ohio Civil Rights Affirmative Action Plan – Action plan developed by the City	Until superseded	Paper/ Electronic		<input type="checkbox"/>
83-13	Applications for Employment Person Hired Person Not Hired	Place in Personnel File 2 Years	Paper/ Electronic		<input type="checkbox"/>
83-14	Personnel Records – all employees records (current and terminated)	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leave balances, taxes paid, resignation letter, retirement information and waivers	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	AUDITOR OF State or OHS-LGR P	Required by OHS- LGRP
CM94-1	Prevailing Wages Records – Prevailing Wages filed for contracted jobs	3 years provided audited	Paper/ Electronic		<input type="checkbox"/>
93-4	Scrapbooks, Newspaper Articles, Clippings – all community related articles	Appraise for historical value	Paper/ Electronic		<input checked="" type="checkbox"/> (Historical)
93-6	Worker's Compensation Claims – claims from employees injured on the job	10 years after date of final payment	Paper/ Electronic		
93-5	Unemployment Compensation Records – filings with the State	3 years provided audited	Paper/ Electronic		<input type="checkbox"/>
CM95-1	Worker's Compensation Administration – all claims filed	5 years	Paper/ Electronic		<input type="checkbox"/>
09-04	BMV Abstracts – Driving History Records – all employee driving records	Until superseded or no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
09-05	Bulletins, Posters, General Notices, Displays – all notices that are distributed/posted at all city locations	Until superseded or no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
09-06	Bureau of Employment Services Reports – Reports filed with the Bureau	2 years	Paper/ Electronic		<input type="checkbox"/>
09-09	Case Hearing Files – Worker's Compensation – all case hearings related to Worker's Compensation claims	10 years	Paper/ Electronic		<input type="checkbox"/>
09-10	ODOT CDL Substance Abuse Files – all Substance Abuse testing for respective employees	7 years	Paper/ Electronic		<input type="checkbox"/>
09-11	Eligibility Lists – Eligibility lists for certain city positions	Until superseded or no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
9-13	Employee Handbooks – Policies and procedures established by staff/Council	Until superseded or no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
09-14	Employee Medical Files – All medical files of current and terminated employees	2 years after separation of employee	Paper/ Electronic		<input type="checkbox"/>
09-15	Employment Information Files – all information related to employment with the city	Until superseded or no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
09-16	Employment Testing Forms (non-certified) – All forms used for testing applicants	2 Years from the date of the test	Paper/ Electronic		<input type="checkbox"/>
09-17	Hiring Process Information (Police Background) – Information from background checks on police applicants	2 years	Paper/ Electronic		<input type="checkbox"/>
09-18	I-9 Forms – Employment verification forms required by the federal government	3 years after date of hire or 1 year after end of employment	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	Auditor of State or OHS-LGR P	Required by OHS- LGRP
09-19	Insurance Enrollment Records – All enrollment forms completed by employees	2 years after separation of employment	Paper/ Electronic		<input type="checkbox"/>
09-20	Internal Affairs Investigations – investigations conducted by management internally	1 year after separation of employment, after which time, the Westerville Chief of Police would determine if the file was still of administrative value. 4 years after separation of employment	Paper/ Electronic		<input type="checkbox"/>
09-21	Job Descriptions – All city job descriptions for each position	Until superseded or no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
09-22	Photographs, Negatives, Electronic Images – All city images used for promotional materials, etc.	Retain images that have significant legal, fiscal value	Paper/ Electronic		<input type="checkbox"/>
09-24	Disciplinary Action – All action against an employee	Place in personnel file. May be removed per contract or policy upon written request of the employee (after 2 years pass with no further action).	Paper/ Electronic		<input type="checkbox"/>
15-23	Performance Evaluations	2 Years After Employee Separation	Paper/ Electronic		<input type="checkbox"/>
22-01	Electronic logs/records documenting the sale of surplus property	3 Years	Paper/ Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

May 4, 2023

CITY OF WESTERVILLE

CLERK OF COUNCIL

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGR P	(6) RC-3 Required by OHS- LGRP
83-1	Abstracts of Title – Title Records of property owned by the city	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
90-19	Agendas – City Council meeting agendas	10 Years	Paper/ Electronic		<input type="checkbox"/>
83-2	Agreements – Entered into by the City	15 years after expirations	Paper/ Electronic		<input type="checkbox"/>
83-3 & 4	Annexation Files – Records of property annexed into the City	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
00-05	Appeals to City Council – All appeals filed on City decisions	Permanent	Paper/ Electronic		<input type="checkbox"/>
90-1	Audio Recording of Proceedings of Council – Tape recording of Council Meetings	Until official minutes approved	Electronic		<input type="checkbox"/>
90-2	Block Party Permits – Permit applications	2 years	Paper/ Electronic		<input type="checkbox"/>
00-04	Boards & Commission Minutes – Minutes of all City Boards and Commissions	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
90-4	City Charter – Current and previous City Charters	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
90-22	Contract Awarding Bids – Executed contracts for projects	Permanent	Paper/ Electronic		<input type="checkbox"/>
90-5	Codified Ordinances – Current and past Code Books	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
83-6	Contracts – Contracts executed by the City	15 years after expiration	Paper/ Electronic		<input type="checkbox"/>
83-8	Deeds – All recorded deeds	Permanent	Paper/Micr ofilm/Elect ronic		<input checked="" type="checkbox"/>
83-9	Easements – All recorded easements	Permanent	Paper/Micr ofilm/Elect ronic		<input checked="" type="checkbox"/>
00-03	Grants – Grant applications and supporting materials	3 years provided audited, unless otherwise stipulated	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
		in grant language			
90-6	Index to City Council Minutes – Index of all Council actions	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
90-7	Index to Ordinances – Index of all passed Ordinances	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
90-9	Industrial Revenue Bonds – Industrial Revenue Bonds issued	Permanent (transcript)	Paper/ Electronic		<input type="checkbox"/>
83-10	Leases – Entered with the City	2 years after expiration	Paper/ Electronic		<input type="checkbox"/>
90-10	Legal Notices, Notice of Publications	10 years	Paper/ Electronic		<input type="checkbox"/>
83-12	Minutes (Proceedings of Council)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
90-11	Oaths of Office of Elected Officials – Signed Oaths of Council Members	Termination of office plus 5 years; review for value	Paper		<input type="checkbox"/>
83-13	Ordinance Books – Original Signed Ordinances	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
90-13	Parade Permits – Parade Permit Applications & Route	2 years	Paper/ Electronic		<input type="checkbox"/>
90-14	Personnel Review Board Cases – All appeals filed with the City	Permanent	Paper/ Electronic		<input type="checkbox"/>
90-15	Petitions – All petitions filed with Council	5 years	Paper/ Electronic		<input type="checkbox"/>
90-16	Public Hearing Notices – All Public Hearing notices mailed and published	5 years	Paper/ Electronic		<input type="checkbox"/>
83-16	Resolutions – Original signed Resolutions	Permanent	Paper		<input checked="" type="checkbox"/>
00-06	Solicitation Permits – Solicitation Permit applications and supporting documents	3 years after expiration	Paper/ Electronic		<input type="checkbox"/>
90-23	Specifications – Bid Notice Specifications	2 years after letting contract	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
90-17	Staff Reports – All staff reports addressed to City Council	3 years	Paper/ Electronic		<input type="checkbox"/>
90-18	Vendor's Permit – All vendor permits issued by the City	5 years	Paper/Elec tronic		<input type="checkbox"/>
07-01	Boards & Commissions Member Applications – current members applications	Until expiration of term	Paper/ Electronic		<input type="checkbox"/>
07-02	Boards & Commissions Applications – applicants not selected	1 Year	Paper/ Electronic		<input type="checkbox"/>
08-01	Public Records Requests – Requests filed with City for public information	2 Years	Paper/ Electronic		<input type="checkbox"/>
83-8	Council Packets – weekly packets sent to City Council	2 Years	Paper/ Electronic		<input type="checkbox"/>
14-02	Special Events Permits – Permit applications for events in city parks, streets and property	2 years	Paper/ Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGR P	(6) RC-3 Required by OHS- LGRP
83-3	Chipping (Tree Trimming) Requests and Billing – All requests received by the City	3 years	Paper/ Electronic		<input type="checkbox"/>
83-7	Garage Reports – All vehicle maintenance reports	3 years	Paper/ Electronic		<input type="checkbox"/>
83-8	Maps of Electric Facilities & Water Facilities	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
83-10	Ohio Bell Telephone – Billing and Closings	5 years	Paper/ Electronic		<input type="checkbox"/>
83-18	Purchase Orders – purchasing records	Until audited	Paper/ Electronic		<input type="checkbox"/>
ED96-1	OUPS Messages	3 years	Paper/ Electronic		<input type="checkbox"/>
ED96-2	Radio Logs – Logs of employee radio conversations	3 years	Paper/ Electronic		<input type="checkbox"/>
ED96-3	Recording Voltmeter Tapes – recordings of voltmeters	1 year	Paper/ Electronic		<input type="checkbox"/>
83-16	Work and Progress Reports – All project status reports	3 years	Paper/ Electronic		<input type="checkbox"/>
93-1	Substation Maintenance Records-maintenance reports	Permanent	Paper/ Electronic		<input type="checkbox"/>
93-2	Substation and Transmission Records-reports of substations and transmission	Permanent	Paper/ Electronic		<input type="checkbox"/>
93-3	Transformer Cards – transformer reports	Permanent	Paper/ Electronic		<input type="checkbox"/>
93-4	Trouble Reports & Records-trouble shooting reports	5 years	Paper/ Electronic		<input type="checkbox"/>
93-5	Work Orders – All works orders issued by management	5 years	Paper/ Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGR P	(6) RC-3 Required by OHS- LGRP
83-1	Accounts Payable – Listing of outstanding invoices	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
93-5	Accounts Receivable Ledger – Listing of all receivables	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-2	Annual Report-financial annual report	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
83-3	Appropriation Ledger – Listing of appropriations	5 years	Paper/ Electronic		<input type="checkbox"/>
93-1	Audit Reports – reports issued by the State	Permanent	Paper/ Electronic		<input type="checkbox"/>
83-40	Bank Statements-bank issues statements	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-23	Bank Deposit Slips – Record of deposits	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
93-6	Bond Register – Listing of Bonds	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
83-5	Bond and Coupons – All bonds and coupons issued	Until issue paid off	Paper/ Electronic		<input type="checkbox"/>
93-2	Bureau of Employment Services Quarterly – Report – Submitted quarterly report	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-7	Canceled Checks-accounts payable – Cleared checks	3 years, provided audited	Paper		<input type="checkbox"/>
83-8	Canceled Payroll Checks – Cleared payroll checks	2 years	Paper		<input type="checkbox"/>
83-10	Cash Envelopes-collections from accounts receivable	3 years	Paper		<input type="checkbox"/>
83-11	Cash Journal – Listing of cash received	3 years	Paper		<input type="checkbox"/>
83-12	Cash Receipts – Listing of cash receipts	3 years	Paper		<input type="checkbox"/>
83-14	Check Register – Listing of checks issued	3 years, provided audited	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
83-16	Complaint Service Records – Complaints received for service	1 year, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-17	Consumer's Ledger – Listing of all consumers	3 years after final entry	Paper		<input type="checkbox"/>
83-18	Consumption Reports – consumption listing of services rendered	3 years, provided audited	Paper		<input type="checkbox"/>
83-19	Correction Sheets for Cash Receipts – Listing showing cash collected	Until audited	Paper/ Electronic		<input type="checkbox"/>
83-20	Daily Postage Records – listing of postage used on a daily basis	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
88-1	Daily Runs – daily run sheets of financial activities	3 years, provided audited	N/A		<input type="checkbox"/>
83-21	Delinquent Listings-past due balances	3 years	Paper		<input type="checkbox"/>
83-22	Department Monthly Reports – All monthly department reports	1-5 years, until no admin. Value	Paper/ Electronic		<input type="checkbox"/>
83-23	Deposit Slips – Receipts from deposits made	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-24	Electric Control Ledger – Ledger showing electric usage	Permanent	Paper/ Electronic		<input type="checkbox"/>
93-3	Federal Quarterly Tax Report (941) (Employees) – All reports submitted	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-25	Finance Director's Reports – All Finance Director reports to Council and staff	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-26	Fire Pension Reports – Generated Fire Pension Reports	Permanent	Paper/ Electronic		<input type="checkbox"/>
83-27	General Account Ledger – Listing of all General Funds Accounts	5 years after last entry, provided audited	Paper/ Electronic		<input type="checkbox"/>
FIN94-1	Fixed Asset Accounting Forms – Forms used for tracking fixed assets	3 years	Paper/ Electronic		<input type="checkbox"/>
83-32	Invoices – All invoices received for services	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-33	Invoices (Paid) – All paid invoices for services	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
FIN97-1	Meter Reader Device Readings – All data received for meter devices	Continually updated	Paper/ Electronic		<input type="checkbox"/>
83-37	Meter Sheets – All meter information and location	Until not needed by Income Tax or Customer Service	Paper/ Electronic		<input type="checkbox"/>
83-38	Monthly Check Register – Listing of checks issued	3 years, provided audited	Paper		<input type="checkbox"/>
83-39	Monthly Reports – All department reports submitted	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-40	Monthly Statement of Balances – Listing of all account balances on a monthly basis	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
FIN97-2	Payroll Deduction Invoices – Listing of payroll deductions	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-41	Police and Fire Records (Duplicates) – All police and fire records received by staff	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-42	Parks & Rec. Payroll & Repair Receipts – Receipts for payroll and edits to payroll	3 years, provided audited	Paper		<input type="checkbox"/>
83-43	Payroll Checks – Payroll checks issued	2 years, provided audited	Paper		<input type="checkbox"/>
83-44	Payroll Ledger – Listing of payroll checks and deductions	3 Years, provided audited	Paper		<input type="checkbox"/>
83-45	PERS and PFDF (Police & Fire) – Pension information for police and fire	2 years, provided audited	Paper		<input type="checkbox"/>
83-46	Personnel Files (duplicates) – Duplicates of personnel information	1 year	Paper		<input type="checkbox"/>
83-47	Police Pension Reports – Generated police pension reports	Permanent	Paper/ Electronic		<input type="checkbox"/>
83-48	Police Receipts – Police cash receipts	3 years, provided audited	Paper		<input type="checkbox"/>
83-49	Purchase Order Receipts – Purchase Orders issued	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-50	Purchasing Files and Forms – Purchase Orders and supplemental information	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
93-8	Reconciliation sheets, Bank Accounts- Showing bank reconciliations	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
83-51	Renters Deposit – Deposits for city owned property	5 years	Paper/ Electronic		<input type="checkbox"/>
93-9	Report of Examination of City by State Auditor – Annual CAFR reports	Permanent	Paper/ Electronic		<input type="checkbox"/>
83-52	Revenue & Expenditure Ledgers – Listings for revenues and expenses	7 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-53	Sales Registers – Listing of all sales	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-54	Service Cards – Cards showing services rendered	Until service terminated	Paper/ Electronic		<input type="checkbox"/>
93-10	Settlement Sheet or Tax Distribution from County Auditor – Information received from County Auditor showing taxes received	10 years	Paper/ Electronic		<input type="checkbox"/>
83-58	Time Cards – Punched time cards	3 years	Paper/ Electronic		<input type="checkbox"/>
83-59	Time Sheets – Signed time sheets	3 years	Paper/ Electronic		<input type="checkbox"/>
83-60	Transaction Registers – Listing of all financial transactions	3 years, provided audited	Paper		<input type="checkbox"/>
93-4	Unemployment Compensation Claims – Claims filed	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-62	Utility Bills – Listing of utility bills issued	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-63	Utility Service Cards – service requested for city utilities	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-64	Utility Stubs – billing stubs	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
FIN94-2	Tax I.D. Letters – All tax identification letters received	5 years	Paper/ Electronic		<input type="checkbox"/>
83-65	Vouchers – payment vouchers	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
93-12	W-2's – Issued to all current and past city employees	6 Years	Paper/ Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

CITY OF WESTERVILLE

Division of Fire

(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
93-1	Alarm Response Reports – shows where alarm events occurred	5 years	Paper/Ele ctronic		<input type="checkbox"/>
93-2	Arson Reports – shows where arson events occurred	Permanent	Paper/Ele ctronic		<input checked="" type="checkbox"/>
93-3	Burning Complaint Fire – complaints received on burning incidents	1 year	Paper/Ele ctronic		<input type="checkbox"/>
83-1	Daily Log – log showing what was done on a given day	5 years	Paper/Ele ctronic		<input type="checkbox"/>
83-4	Employee Time Records – documents time worked	3 years, provided audited	Paper/Ele ctronic		<input type="checkbox"/>
83-3	Fire and Loss Records – fire and loss damages	Permanent	Paper/Ele ctronic		<input checked="" type="checkbox"/>
83-2	Inspection of Structures Record (For Fire Code Violations) – structure safety	Life of structure	Paper/Ele ctronic		<input type="checkbox"/>
FD98-1	Out of Business Files – businesses who closed their doors	Life of structure	Paper/Ele ctronic		<input type="checkbox"/>
83-9	Squad/Medic Runs – EMS runs	7 years	Paper/Ele ctronic		<input type="checkbox"/>
83-10	Vehicle Maintenance Record-record of maintenance performed on fire vehicles	Life of vehicle	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

CITY OF WESTERVILLE

Income Tax

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGR P	(6) RC-3 Required by OHS- LGRP
83-21	Delinquent Listings – Income Tax – Listing of delinquent tax filers	3 years	Paper/ Electronic		<input type="checkbox"/>
83-28	Income Tax Annual List of Accts. – Listing of accounts	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-29	Income Tax Receipts Ledger – Listing of receipts	6 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-15	Income Tax Return (Active Returns) – Income tax returns that are current	6 years	Paper/ Electronic		<input type="checkbox"/>
83-15(A)	Income Tax Return (Inactive Records) – Inactive tax returns	3 years except reconciliati on with W-2's then 6 years	Paper/ Electronic		<input type="checkbox"/>
83-30	Income Tax Source Documents – Documents detailing sources of income tax	1-3 years	Paper/ Electronic		<input type="checkbox"/>
83-31	Income Tax Write Up Sheets – Documents how tax is calculated	1-3 years	Paper/ Electronic		<input type="checkbox"/>
93-11	Refund Income Tax Listing – Listing showing tax refunds	6 years	Paper/ Electronic		<input type="checkbox"/>
83-56	Tax Payments – Listing of tax payments	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-57	Tax Reconciliation – Listing of tax collected reconciliation	6 years	Paper/ Electronic		<input type="checkbox"/>
83-66	Withholding Reconciliations – Listing of tax withholding reconciliation	3 years, provided audited	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

CITY OF WESTERVILLE

Mayor's Court

(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
83-23	Bank Deposit Slips-deposits from daily receipts – to record what was put into a specified account	3 years, provided audited	Paper		<input type="checkbox"/>
83-40	Bank Statements-Mayor's Court Fund – summary of all financial transactions occurring over a given period of time	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-7	Canceled Checks – serves as proof of payment for a particular item	3 years, provided audited	Paper		<input type="checkbox"/>
83-14	Check Register – listing of all checks written from a particular account	3 years, provided audited	Paper		<input type="checkbox"/>
93-16	Citation Listing by Number – search a specific number to see what the charge was	2 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
93-19	Traffic & Criminal Citations/Cases (Minor Misdemeanors) – documents all case information	3 years after case closed & audited	Paper/ Electronic		<input type="checkbox"/>
00-02	Citations, Parking – documents all case information	Paid and audited	Paper/ Electronic		<input type="checkbox"/>
83-34	Court Cases, Criminal – documents all case information - documents all case information	See other listings based on degree of misdemeanor or	Paper/ Electronic		<input type="checkbox"/>
93-17	Traffic & Criminal Citations/Cases (1 st degree thru 4 th degree misdemeanors) – documents all case information	5 years after case closed & audited	Paper/ Electronic		<input type="checkbox"/>
93-18	Court, Violations Bureau & Bond Payment Ledger Books – listing of where monies were applied	3 years, provided audited	Paper		<input type="checkbox"/>
93-20	Expungements – wipes the criminal history off defendant's history	Seal & destroy as determined by case type & degree of misdemeanor or	Paper/ Electronic		<input type="checkbox"/>
93-14	Mayor's Court Orders – orders issued by the court	Until superseded	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
93-21	Fine & Fee Records – listing of fines and fees	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
00-01	Marriage License – shows who was married and when	5 years provided audited, provided certificate sent to Probate court per Sec. 3101.13 ORC	Paper		<input type="checkbox"/>
83-39	Monthly Reports – documents all expenses for department	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
93-22	Receipts and Receipt Books – listing of monies taken by court	3 years	Paper/ Electronic		<input type="checkbox"/>
93-15	Traffic and Criminal Docket – lists all cases for a particular day	25 years	Paper/ Electronic		<input type="checkbox"/>
04-01	OMVI (DUI) Cases – documents all case information	7 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
04-02	Probation Cases – record of particular defendant's history	5 years after probationar y period	Paper/ Electronic		<input type="checkbox"/>
04-03	Community Sanctions & Service Case Files – documents defendant's community service as ordered	5 years after compliance	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

CITY OF WESTERVILLE

Parks & Recreation

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGR P	(6) RC-3 Required by OHS- LGRP
91-1	Accident Reports- Reports filed of accidents in city parks and facilities	6 years, if no claim pending	Paper		<input type="checkbox"/>
91-2	Capital Improvements Projects – Records of improvements to facilities	Permanent	Paper		<input type="checkbox"/>
91-4	Equipment Maintenance Records – all equipment maintenance	Life of equipment	Paper/ Electronic		<input type="checkbox"/>
91-5	Inspection Records for Equipment/Property – Inspection reports	3 years, if no action pending	Paper		<input type="checkbox"/>
91-7	News Releases/Weekly Activities Schedules – Press releases/schedules of park activities	1 year	Paper/ Electronic		<input type="checkbox"/>
91-8	Park Property Maps and Plans – all maps and plans of parks and facilities	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
91-9	Resumes and Applications – Copies of resumes and applications received	1 year	Paper/ Electronic		<input type="checkbox"/>
91-10	Scrapbooks – Pictures and articles	Permanent/ Historical	Paper/ Electronic		<input checked="" type="checkbox"/>
91-11	Tree Planting Programs and Tree Removal – Record of tree planting and removal	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
91-14	Contractual Agreements – Executed contracts and agreements	15 years after expiration	Paper/ Electronic		<input type="checkbox"/>
91-15	Monthly & Quarterly Reports – Monthly and quarterly department reports	Until incorporate in annual report	Paper/ Electronic		<input type="checkbox"/>
91-18	Dailey Revenue Reports G/L Summary and Maintained Numbered Receipts (Duplicates) – Daily revenue and receipts	3 years, provided audited	Paper		<input type="checkbox"/>
91-19	Facility Contracts – property contracts	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
91-21	Community Center Permission Slips/Waivers – Issued waivers and permission slips	3 years provided no action pending	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
91-25	Pass Applications/Membership Forms – Sign up for membership	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
91-27	Program Evaluations/Feasibility Forms/Recreation Curriculum & Notes – Evaluations from classes and notes	1 year, provided audited	Paper		<input type="checkbox"/>
91-29	Refund Requests/Check Request Forms - (Duplicates) – Request for refunds	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
91-30	Registration Forms – Register for classes	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
91-31	Team Rosters and Score Sheets – Roster listing and scores	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
91-34	Senior Center Finance Reports – Financial reporting	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
91-35	Fund Raising Reports and Donations to Fund Raising Account – Fundraising reports	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
91-38	Senior Center Receipt Books (Trips) – Receipts for payment to participate in trips	3 years, provided audited	Paper		<input type="checkbox"/>
91-39	Senior Center Release of all Claim Forms – Waiver and release forms for participants	Life of member plus 2 years	Paper/ Electronic		<input type="checkbox"/>
06-42	Annual Reports – Annual Reports issued	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
06-43	Approved Scholarship Applications – Scholarship applications approved	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
06-44	Photos – All photos taken by staff	Until information is no longer current, then appraise for historical value	Electronic		<input checked="" type="checkbox"/> (Historical)
06-45	Discount Coupons w/Attached Receipts – Receipts of discounts given	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
06-46	Redeemed Gift Certificates – Gift certificates cashed in	3 years, provided audited	Paper		<input type="checkbox"/>
06-47	Agendas, Boards/Commissions (Duplicates) – Recreation Advisory Board and Shade Tree Commission	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
06-48	Minutes, Boards/Commissions (Duplicates) – Recreation Advisory Board and Shade Tree Commission	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
06-49	Quarterly Activity Brochures –Recreation Guide published and distributed	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
06-50	Class Rosters – Listing of class participants	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
06-52	Independent Contractors/Instructors Agreements (Duplicates) – Teacher agreements	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
06-53	Recreation Tracking Software – Listing of payments and registrations into Rec Trac	3 years, provided audited	Paper		<input type="checkbox"/>
09-25	Pesticide Applications – Listing of all pesticide applications on city property	3 years	Paper/ Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

CITY OF WESTERVILLE

Police Division

(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
83-1	Accident Files, Property Damage or Bodily Injury – All accident reports filed	5 years, provided no claim pending	Paper/ Electronic		<input type="checkbox"/>
93-1	Alarm Applications, Canceled – Canceled alarm applications	1 year	Paper/ Electronic		<input type="checkbox"/>
PD94-5	Alarm Billing Sheets – Billing records for false alarms	1 year	Paper/ Electronic		<input type="checkbox"/>
91-3	Annual Reports – Annual report issued by department	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
93-2	Arrest Sheets – Records detailing arrest made	20 Years if No Action Pending	Paper/ Electronic		<input type="checkbox"/>
89-3	Audio Tapes of Radio/Telephone Traffic – audio recordings	60 days if no action is pending	Paper/ Electronic		<input type="checkbox"/>
83-4	Bicycle License Receipts – Issued and paid bicycle license	7 years after last entry	Paper/ Electronic		<input type="checkbox"/>
91-23	Complaint Info. – Domestic - All filed domestic complaints - Incident	10 years	Paper/ Electronic		<input type="checkbox"/>
83-2	Complaint Records – All other complaints filed	2 years, if no action pending	Paper/ Electronic		<input type="checkbox"/>
83-5	Criminal Case Files – All criminal cases filed	20 years, if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD94-1	Cruiser Video Body Cam, Telephone Records and Playback, Text Messages – Video recordings	120 days, if no action pending	Electronic		<input type="checkbox"/>
91-17	Daily Bulletins – bulletins issued at roll call	3 years	Paper/ Electronic		<input type="checkbox"/>
PD94-6	Destruction Sheets Signed by Prosecutor – Issued destruction sheets	5 years	Paper		<input type="checkbox"/>
91-18	Eligibility Lists – listing of eligible police officer candidates	3 years or 1 year beyond expiration	Paper/ Electronic		<input type="checkbox"/>
91-19	Employment Applications – Copies of applications received	2 years	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	Fc by Auditor of State or OHS-LGR P	RC-3 Required by OHS- LGRP
93-3	Evidence Record – Evidence materials retained by department	Permanent	Paper/ Electronic		<input type="checkbox"/>
PD94-2	Expungements – Removal of arrests/cases	Permanent	Paper/ Electronic		<input type="checkbox"/>
PD94-7	Felon Registration Information – Listing of registered felons	5 years from date of last conviction (521.08(e))	Paper/ Electronic		<input type="checkbox"/>
83-6	Field Interrogation Cards – Interview records	6 years, if no arrest record	Paper/ Electronic		<input type="checkbox"/>
91-4	Fingerprints – Fingerprints obtained by department	20 Years if No Action Pending	Paper/ Electronic		<input type="checkbox"/>
91-5	Firearm Records and Inventories – Listing of firearms issued	10 years	Paper/ Electronic		<input type="checkbox"/>
00-07	Forfeiture/Seizure Closed Files – Closed files	10 years	Paper/ Electronic		<input type="checkbox"/>
91-9	Impound Sheets – Listing of impounded vehicles	3 years after sale or other disposition	Electronic		<input type="checkbox"/>
91-20	Intelligence Forms – Undercover records	3 years	Paper/ Electronic		<input type="checkbox"/>
83-7	Intoxilizer Record – Records of breath tests taken to include calibration logs	3 Years	Paper/ Electronic		<input type="checkbox"/>
PD94-4	Jail Logs – Listing of individuals in jail	5 years	Paper/ Electronic		<input type="checkbox"/>
PD97-1	Jail Inspections (Weekly) – Inspections of jail facility	2 years	Paper		<input type="checkbox"/>
PD94-3	Jury Demands (Copy) – Copies of demands issued	As soon as disposition is received	Paper		<input type="checkbox"/>
91-10	Juvenile Arrest/Contacts/Jackets – Juvenile records	Until age 23	Paper		<input type="checkbox"/>
88-3	LEADS, CCH Logs, Validation Listings	1 year	Paper/ Electronic		<input type="checkbox"/>
PD96-2	LEADS, Certification Document	1 year	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	Fc by Auditor of State or OHS-LGR P	RC-3 Required by OHS- LGRP
PD96-7	Liquor Control Permit – Copies of liquor permits issued by the state	2 years	Paper		<input type="checkbox"/>
83-10	Missing Person Reports – Records of missing persons reported	20 years, or until found	Paper/ Electronic		<input type="checkbox"/>
91-21	Monthly Report – Monthly reports issued by staff	5 Years	Paper/ Electronic		<input type="checkbox"/>
PD96-4	News Release – News releases to the public	1 year	Paper/ Electronic		<input type="checkbox"/>
83-8	Case Reports – Offense report filed with the department	20 years, if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD96-3	Organizational Chart – Department organizational chart	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
83-11	Payroll Reports – Bi-weekly payroll reports	3 years	Paper/ Electronic		<input type="checkbox"/>
PD96-1	Performance Survey – Survey conducted by the department	1 year	Paper/ Electronic		<input type="checkbox"/>
91-11	Criminal CVSA Records – Polygraph	6 years	Paper/ Electronic		<input type="checkbox"/>
94-9	Preliminary Health Evaluation – For all police officers	2 years	Paper/ Electronic		<input type="checkbox"/>
93-5	Prisoner Booking Video Record Tape – Video recordings	90 days erase and reuse, provided no action pending	Paper/ Electronic		<input type="checkbox"/>
89-1	Prisoner Personal Property Envelope – Envelopes containing personal items	1 Year	Paper/ Electronic		<input type="checkbox"/>
83-12	Radio and Telephone Log – Logs of radio and telephone activity	2 years	Paper/ Electronic		<input type="checkbox"/>
91-2	Records Log Sheets – Log of items received by the Records Division	1 year	Paper/ Electronic		<input type="checkbox"/>
83-13	Recovered Property Record – Listing of recovered property	Permanent	Paper/ Electronic		<input type="checkbox"/>
PD96-5	Request for Ride/Release – Ride Along Release forms	3 years	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	Fc by Auditor of State or OHS-LGR P	RC-3 Required by OHS- LGRP
91-12	Rules and Regulations – Issued by the department for employees	Until suspended	Paper/ Electronic		<input type="checkbox"/>
91-22	Search Warrants – All search warrants issued	10 years	Paper		<input type="checkbox"/>
93-7	Selective Enforcement Forms – Forms outlining selective enforcement	2 years	Paper/ Electronic		<input type="checkbox"/>
PD96-8	Special Duty Officers – Applications and schedules	3 years	Paper		<input type="checkbox"/>
PD94-8	State Charges (duplicate packet) – Records of issued state charges	As soon as disposition is received	Paper/ Electronic		<input type="checkbox"/>
91-13	Subpoenas, Summons & Warrants – Served by the department	Until discharged	Paper/ Electronic		<input type="checkbox"/>
91-15	Training Records – All completed employee training	Permanent	Paper/ Electronic		<input type="checkbox"/>
93-8	Use of Force Forms – Records of officer's use of force while on duty	10 years	Paper/ Electronic		<input type="checkbox"/>
83-16	Vacation Emergency Notification-Records of House Checks by Officers	1 year	Paper/ Electronic		<input type="checkbox"/>
93-9	Vehicle Pursuit Report – Reports of cruiser pursuits	Permanent	Paper/ Electronic		<input type="checkbox"/>
PD96-6	Volunteer (C.A.S.T.) Personnel Files – Volunteer applications and schedules	1 year	Paper/ Electronic		<input type="checkbox"/>
PD94-10	Warning Citations – Issued warnings by officers	30 days	Paper/ Electronic		<input type="checkbox"/>
09-32	Accident Files, Fatalities – Reports of vehicle accidents	10 years	Paper/ Electronic		<input type="checkbox"/>
14-03	Flashcam Cameras – Pictures taken along bike paths within the City	60 days	Electronic		<input type="checkbox"/>
15-21	MAGLOCLLEN Documents	3 Years	Paper/ Electronic		<input type="checkbox"/>
15-22	Explorer Applications and Release Forms	2 Years after conclusion in program	Paper/ Electronic		<input type="checkbox"/>
15-24	Report Attachments	Retain paper until scanned to Electronic,	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	Fc by Auditor of State or OHS-LGR P	RC-3 Required by OHS- LGRP
		then dispose of paper copy – Retain Electronic Permanently			
16-01	Internal Affairs Investigations – Investigations conducted by management internally	6 years after separation of employment 1 year after separation of employment, after which time, the Westerville Chief of Police would determine if the file was still of administrative value.	Paper/ Electronic		<input type="checkbox"/>
17-01	Interview Log Books – log of individuals interviewed by agency, kept for investigatory purposes	Destroy after 20 Years	Paper/ Electronic		<input type="checkbox"/>
17-02	Canine Records – all related paperwork to include vet records, K-9 use reports	Destroy 5 years after canine is out of service	Paper/ Electronic		<input type="checkbox"/>
17-03	Bi-Monthly Fingerprint Forms – Forms from requests for background checks	1 Year	Paper/ Electronic		<input type="checkbox"/>
18-01	Police Division Intern Records	2 Years	Paper/ Electronic		<input type="checkbox"/>
21-01	Domestic Violence Lethality Screen – Forms use for domestic violence calls	1 Year	Paper/ Electronic		

Section E: Records Retention Schedule

CITY OF WESTERVILLE

Public 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-LGR P	(6) RC-3 Required by OHS- LGRP
83-1	Cemetery Records – All records of city cemetery	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
83-4	Daily Work Sheets – Daily sheets outlining scheduled work	4 years	Paper/ Electronic		<input type="checkbox"/>
83-8	Utility Maintenance Records – records showing maintenance upkeep	10 years	Paper/ Electronic		<input type="checkbox"/>
83-16	Equipment Maintenance Records – records showing equipment maintenance	Life of equipment	Paper/ Electronic		<input type="checkbox"/>
83-9	Gasoline Use Records – records of vehicle gas usage	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
83-10	Gasoline State Tax Refunds – records showing refunds received from the state	4 years	Paper/ Electronic		<input type="checkbox"/>
93-1	Monthly Reports – all monthly reports issued	Until incorporate in Annual Report	Paper/ Electronic		<input type="checkbox"/>
93-2	Pesticide Application Record – records showing pesticide usage and application	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
83-11	Generator Checklists – checklist for all generators utilized	Retain for current year	Paper/ Electronic		<input type="checkbox"/>
83-12	Prevent, Maintenance Checklist – preventative maintenance checklists	Retain for current year	Paper/ Electronic		<input type="checkbox"/>
83-14	Small Parts Invoices – Invoices received for all small parts	Retain for current year	Paper/ Electronic		<input type="checkbox"/>
83-15	Vehicle Repair Orders: A. Over 2 years old B. Current Vehicle repairs records	A. Retain for life of vehicle B. Retain present year and previous year for reference	Paper/ Electronic		<input type="checkbox"/>
83-16	Vehicle Summary Charts – chart summarizing vehicle repairs and maintenance	Retain for life of vehicle	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
83-17	Construction Plans (Prints) for Subdivisions – Construction plans for all subdivisions	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
83-18	Construction Plans (Tracings) A. For Subdivisions B. For Capital Improvement Projects	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
83-18	Cut Sheets (Sewer & Water Line) – Sheets showing sewer and water line maintenance	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
83-5	Hydrant Maintenance and Location Record – records identifying hydrant location and maintenance	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>

Section E: Records Retention Schedule

CITY OF WESTERVILLE

Utility Billing

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGR P	(6) RC-3 Required by OHS- LGRP
09-26	Utility Billing Adjustments – form used to explain the adjustment; approval	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-27	Adjustment Updates – lists all adjustments processed with the update	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-28	Monthly Admin Report/UBS measure – spreadsheet/narrative for monthly operational results	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-29	Bank Draft Authorization – authorization form signed by customer	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-30	Bank Draft Listing – lists transactions scheduled for the bank draft date	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-31	US Bankruptcy Court – documents providing information relating to bankruptcy	7 years after dismissal/di scharge	Paper		<input type="checkbox"/>
09-32	Meter Reading Exception List – lists any meter reading exceptions	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-33	Customer Service Maintenance Card – this form is used when customers call in readings	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-34	Meter Reader Device Readings – data base of readings obtained	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-35	Meter Readings Posting Report – lists all readings posted to customer accounts	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-36	Preliminary Cycle Billing Report – used for editing pending charges	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-37	Cycle Billing Cons Summary – summarizes billed consumption by class/service	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-38	Cycle Billing Summary – summarizes billed charges by class/service	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-39	Billing Update – summarizes billed charges by receivable code	3 years after audit	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
09-40	Billing Register – lists calculated charges for billed customers	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-41	Bill Print File – file of printed bills	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-42	Unbilled Accounts Report – lists accounts that did not bill during cycle/off/final billing	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-43	Customer Contact Log – summary information for calls taken	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-44	Cancel/Rebill Transaction Listing – this report lists canceled charges for bill cancellation	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-45	Remittance Stubs – includes customer name, account number, payment amount	1 year after audit	Paper		<input type="checkbox"/>
09-46	Cash Post Listing – lists payments posted to utility accounts	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-47	Cash Update Listing – lists payments processed with the update	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-48	Cash Update – summarizes payments by receivable code	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-49	Bank Deposit Slip – accompanies cash/checks taken to the bank	3 years after audit	Paper		<input type="checkbox"/>
09-50	Summary of Daily Receipts – summarizes sources of receipts/reconciles to deposit	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-51	Cash Envelopes – contains source documents for cash posting	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-52	Yellow Card (Service/Electric Depts) – used to report field service work	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-53	Credit Balance Refund Posting – lists all credit balance refunds processed with update	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-54	Adjusting Journal Transaction Summary – Qrep report of AJ Group for CX transactions	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-55	Credit Balance Changes for Specific Transaction Date – Query report of new credits since the last update	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-56	Transaction Update Records – adjustments/transfers/credit refunds/reverse payment	3 years after audit	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use Auditor or State or OHS-LGR P	Required by OHS- LGRP
09-57	Deposit Listing – report of number of deposits and total deposit amount	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-58	Trial Balance – trial balance (aged) by receivable code	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-59	GMBA Interface Report by Account Number – lists batch amounts for day's transactions	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-60	Generated Journal Entries – lists batch amounts for day's transactions	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-61	Balancing Worksheet – balances receivables to current trial balance	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-62	Delinquency Notice Report – lists accounts that received 1 st /2 nd delinquent notice	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-63	Cut Off List – lists locations where service was disconnected	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-64	Delinquent Accounts over \$500 – lists accounts with balances over \$500	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-65	Collection Report – lists accounts in a collection status	10 Years	Paper/ Electronic		<input type="checkbox"/>
09-66	Deposit Transaction/Refund List – lists customer deposits to be transferred/refunded	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-67	Service Restoration Authorization – signed authorization to restore service	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-68	Miscellaneous Charge List/Update – lists pending/posted miscellaneous charges	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-69	Reverse/Transfer Payment List – lists payments to be reversed	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
09-70	Reverse/Transfer Payment Updates – lists reversed payments	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-71	Service Order – field order form	1 year after audit	Paper/ Electronic		<input type="checkbox"/>
09-72	Transfer Balance Update – lists all transfers processed with update	3 years after audit	Paper/ Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

CITY OF WESTERVILLE

Water Department

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGR P	(6) RC-3 Required by OHS- LGRP
83-1	Address, Account No., Make, Purchase Date, Size, and Number of Water Meter	5 years or life of meter	Paper/ Electronic		<input type="checkbox"/>
83-2	Chemical Analysis, Bacteria Sampling Points and Results, Filter Records, Chemical Feeder Settings Recorder Readings, Distribution Analysis, Operating Times and Remarks on Treatment and Equipment	10 years	Paper/ Electronic		<input type="checkbox"/>
83-3	4-5/16" Charts in Rolls for Clearwell Level, Raw and High Service Pumpage	10 years	Paper/ Electronic		<input type="checkbox"/>
83-4	12" Diameter Storage Tank Levels for Otterbein, Maxtown, Pointview Locations	10 years	Paper/ Electronic		<input type="checkbox"/>
93-1	Maps and Plans – Water facilities	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
93-2	Monthly Laboratory Testing Summary Reports – Lab testing results	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
93-3	Rainfall Statistics – Kept by Water Department for historical purposes	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
93-4	Water Quality Annual Reports – Issued by the Water Department	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>

Section E: Records Retention Schedule

CITY OF WESTERVILLE

Planning & Development

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGR P	(6) RC-3 Required by OHS- LGRP
P&D 97-1	Audio and video Recordings – Planning Commission, Uptown Review Board and Board of Zoning Appeal meetings	1 year from date of meeting	Electronic		<input type="checkbox"/>
83-7	Commercial Building Plans and, Inspection Reports, staff reviews and related files	5 years	Electronic		<input type="checkbox"/>
22-02	Commercial Building Permits	Permanent	Electronic		<input checked="" type="checkbox"/>
83-29	Residential Building Plans and Inspection Reports, staff reviews and related files	Life of Structure	Paper/ Electronic		<input type="checkbox"/>
22-03	Residential Building Permits	Permanent	Electronic		<input checked="" type="checkbox"/>
P&D 97-4	Building Receipts – Receipts for building plan applications	3 years	Paper/ Electronic		<input type="checkbox"/>
22-04	Pre-Construction Meeting Minutes a. Approved Hard Copy b. Audio and Video Recordings of Meetings c. Drafts/Notes	a. Permanent b. 1 year provided information is substantially transcribed to hardcopy c. Until hardcopy of minutes approved	Paper/ Electronic		<input checked="" type="checkbox"/> (Permanent)
22-05	Sanitary Sewer Reports	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
22-06	Boring Tests	Permanent	Paper/ Electronic		<input type="checkbox"/>
22-07	As-built/Shop Drawings (Project Plans / Drawings / As-Built)	Life of project or obsolete then appraise for historical value	Paper/ Electronic		<input checked="" type="checkbox"/> (Historical)
22-08	Contracts/Progress meeting/Change order/ Project Files (Contracts, Bonds, specifications, change orders, progress reports, etc.)	15 years after completion of project	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For u Auditor or State or OHS-LGR P	Required by OHS- LGRP
22-09	EPA/OEPA permits	10 Years	Electronic		<input type="checkbox"/>
22-10	Federal Project Files	5 years after completion of project provided audited	Paper/ Electronic		<input type="checkbox"/>
22-11	Project Manual	Until superseded, obsolete, or replaced. Retain one file copy 5 years	Electronic		<input type="checkbox"/>
22-12	Paybooks, Day Books, Receipts/Receipt Books	3 years	Paper/ Electronic		<input type="checkbox"/>
22-13	Purchase Orders	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
22-14	Resident Notices/ Correspondence a. Routine Form Letters b. General	a. 1 year b. 2 years	Electronic		<input type="checkbox"/>
22-15	Utility Tributary Area Map	Until updated, superseded or obsolete, then appraise for historical value	Electronic		<input type="checkbox"/>
83-15	Escrow Refund Request – Records of escrow refunds and who request a refunds	3 years	Paper/ Electronic		<input type="checkbox"/>
22-16	Inspection Reports	5 years	Paper/ Electronic		<input type="checkbox"/>
93-1	Planning Commission Case Files – All applications filed with Planning Commission	Permanent	Electronic		<input checked="" type="checkbox"/>
83-27	Record Plats (Prints) for Subdivisions – Subdivision plats on file	5 years	Electronic		<input type="checkbox"/>
83-31	Sewer Applications & Receipts- Applications received and paid for sewer infrastructure	Until audited and no longer of	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For u Auditor or State or OHS-LGR P	Required by OHS- LGRP
		administrative value			
83-34	Telecommunications and Utility Permits	3 years except for those related to capital improvement projects to be kept permanent as part of the project file	Paper/ Electronic		<input type="checkbox"/>
83-37	Zoning & Annexation Maps (Prints & Tracings) – City zoning and annexation maps	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
15-03	Sign Permits	Permanent	Electronic		<input checked="" type="checkbox"/>
15-04	Board of Zoning Appeal Files	Permanent	Electronic		<input checked="" type="checkbox"/>
15-05	Uptown Review Board Files	Permanent	Electronic		<input checked="" type="checkbox"/>
15-06	Code Enforcement Case Files	Permanent	Electronic		<input checked="" type="checkbox"/>
15-07	Zoning Certificates	Permanent	Electronic		<input checked="" type="checkbox"/>
15-08	Minutes of Planning Commission, Uptown Review Board, Board of Zoning Appeals	Permanent	Minutes permanently electronic, drafts kept until the hardcopy is approved,		<input checked="" type="checkbox"/>
15-09	Staff Reports Issued on All Planning Cases	2-Years Permanent	Electronic		<input type="checkbox"/>
15-11	Traffic Signal Records	10 years or until superseded; appraise for historical or administrative value	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For u Auditor or State or OHS-LGR P	Required by OHS- LGRP
15-13	OUPS Tickets	1 Year	Paper/ Electronic		<input type="checkbox"/>
15-14	Addressing/Building Number Records	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
15-15	Utility Studies	Until superseded or deemed of no historical value	Paper/ Electronic		<input type="checkbox"/>
15-16	Annexation Case Files	Permanent	Electronic		<input checked="" type="checkbox"/>
15-17	Street/Alley Vacation Files	Permanent	Electronic		<input checked="" type="checkbox"/>
15-18	Franchise and Right of Way Use Agreements	Permanent until utility no longer occupying right of way	Electronic		<input type="checkbox"/>
15-19	Bridge Inspection Records	10 years	Paper/ Electronic		<input type="checkbox"/>
15-20	Bridge Plans	Life of Bridge	Paper/ Electronic		<input checked="" type="checkbox"/>
19-01	Approved Small Cell Permits	3 Years	Paper/ Electronic		<input type="checkbox"/>
22-17	Lot split	Permanent	Electronic		<input type="checkbox"/>
22-18	Commercial Certificate of Occupancy	Permanent	Electronic		<input type="checkbox"/>
22-19	Residential Certificate of Occupancy	Permanent	Electronic		<input type="checkbox"/>
22-20	Community Plans	Permanent	Electronic		<input checked="" type="checkbox"/>
22-21	Photographs and other review materials	1 year then appraise for historical value	Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule

CITY OF WESTERVILLE

CITY MANAGER'S OFFICE

(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-LG RP
93-7	Administrative Memoranda and Executive Orders – Orders and Memos issued by the City Manager	Until terminated, codified or superseded ; Appraise for historical value	Paper/Electronic		<input type="checkbox"/>
83-1	Annual Reports (Copies) – Comprehensive Report on activities throughout the previous year	1 year	Paper/Electronic		<input type="checkbox"/>
CM 94-2	Community Development – Practices and academic disciplines of civic leaders, involved citizens & professionals to improve various aspects of local communities	2-5 years; no longer administrative value	Paper/Electronic		<input type="checkbox"/>
83-10	Departmental Reports – describes achievements of goals and objectives for the reporting period	1 year	Paper/Electronic		<input type="checkbox"/>
21-02	Social Media Posts – Facebook, Twitter and other means of social media posts	Until of no further administrative value	Electronic		

Section E: Records Retention Schedule

CITY OF WESTERVILLE

Information Systems

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGR P	(6) RC-3 Required by OHS-LG RP
16-02	Terminated Employees in Network – Network User Accounts	Until of no further administrative value	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