

CITY OF GAHANNA: GENERAL APPROVED RETENTION SCHEDULE (RC-2)

**please review your Department RC-2 as some records have longer retention periods required.*

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|---------|
| GN-101 | AD HOC BOARD/COMMITTEE/COMMISSION DOCUMENTS (includes only: reports, recommendations, studies, surveys, plans, meeting minutes, member rosters, legal advertisements) | 10 years or until no longer of administrative value; whichever is later - Keep meeting minutes permanently | Multi | | <input type="checkbox"/> | |
| GN-102 | AWARDS - Documentation of accomplishments received by an office. | 1 calendar year; transfer to Council Office for historic value appraisal | Multi | | <input type="checkbox"/> | |
| GN-103 | BIDS & ESTIMATES/PROPOSALS (requests for proposals/price quotes for purchase or lease of goods or services) | 1 calendar year after project is complete; or until no longer of administrative value - whichever is later | Multi | | <input type="checkbox"/> | |
| GN-104 | CITY/DEPARTMENTAL FORMS (BLANK) | Until superseded no longer of administrative value <i>*Internal Disposal Form not required</i> | Multi | | <input type="checkbox"/> | |
| GN-105 | CITY/DEPARTMENTAL STANDARDS, POLICIES & PROCEDURES | Until superseded no longer of administrative value | Multi | | <input type="checkbox"/> | |
| GN-106 | CONTRACTS & AGREEMENTS - Legal agreements with individuals, organizations, or entities to procure goods and/or services. | Until superseded, expired or withdrawn 6 years after expiration of most recently amended agreement (ORC 2305.06) <i>*Internal Disposal Form not required</i> | Multi | | <input type="checkbox"/> | |
| GN-107 | CUSTOMER SERVICE CALL RECORDINGS - Audio records created in the process of customer service calls for quality assurance purposes. | 30 days <i>*Internal Disposal Form not required</i> | Digital | | <input type="checkbox"/> | |
| GN-108 | DEPARTMENTAL FINANCE/BUDGET RECORDS (includes: purchase orders, invoices, credit card receipts, deposit receipts, budget documents.) | 60 days after Finance Dept. receives (Finance is official record keeper) <i>*Internal Disposal Form not required</i> | Multi | | <input type="checkbox"/> | |
| GN-109 | DIRECTORIES & PHONE LISTS | Until superseded <i>*Internal Disposal Form not required</i> | Multi | | <input type="checkbox"/> | |
| GN-127 | DISASTER AND BUSINESS CONTINUITY PLANS (current plans for response to various types of emergencies; including agreements for services from, e.g. American Red Cross, Franklin Co. Emergency Management Agency.) (not for public disclosure - maintained by the Police Department) | Until superseded | Multi | | | |
| GN-110 | DRAFT/WORKING VERSIONS (Drafts, comments, notes, working versions, recommendations, or related correspondence of a document being created or edited by the City of Gahanna) | Until no longer of administrative value or until superseded <i>*Internal Disposal Form not required</i> | Multi | | <input type="checkbox"/> | |
| GN-111 | DRONE FOOTAGE (Non-Police Related) (Flight logs, Certificates of Authorization, Captured Materials) | 1 Year | Digital | | <input type="checkbox"/> | |
| GN-112 | GENERAL CORRESPONDENCE RECORDS - Transient communication records that have no substantive (legal, fiscal, or historical) record value (unsolicited mail/voicemail/text messages/chat/email/notes/correspondence/faxes, facsimile logs, fax cover sheets and confirmation notices/copier logs/postage machine logs, delivery/packing slips) | Until no longer of administrative value <i>*Internal Disposal Form not required</i> | Multi | | <input type="checkbox"/> | |
| GN-113 | GRANTS (records of applying for, receiving, and using grant funds, reports and records associated with project) | Not Received: until no longer of administrative value Received: 2 full calendar years after expiration, provided audited, or unless the grant agreement stipulates a longer period for retention | Multi | | <input type="checkbox"/> | |

CITY OF GAHANNA: GENERAL APPROVED RETENTION SCHEDULE (RC-2)

**please review your Department RC-2 as some records have longer retention periods required.*

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|---------|
| GN-114 | INVENTORIES - <i>An itemized list of current assets</i> | Until superseded or no longer of administrative value | Multi | | <input type="checkbox"/> | |
| GN-115 | MANAGEMENT EMPLOYEE FILE (Employment-related records created and received by manager, except records of medical diagnosis and treatment) | Until no longer of administrative value | Multi | | <input type="checkbox"/> | |
| GN-116 | MEETING AUDIO RECORDINGS/VIDEO RECORDINGS (Council, boards/commissions/committees unless otherwise identified herein) | Audio recordings until minutes are approved and until no longer of administrative value. Video recordings retained 3 years, or until no longer of administrative value. ., whichever is longer, or appraised for historical value. Transfer to Council Office for historic value appraisal. | Digital | | <input type="checkbox"/> | |
| GN-130 | OTHER VIDEOS (Other videos as recorded unless otherwise identified herein) | Other video recordings retained for 3 years, or until no longer of administrative value, which ever is longer, or appraised for historical value. Transfer to Council Office for historic value appraisal. | Multi | | <input type="checkbox"/> | |
| GN-132 | Photographs - <i>Images documenting operations and events of an office.</i> | Retain until no longer of administrative value. Transfer to Council Office for historic value appraisal. | | | <input type="checkbox"/> | |
| GN-117 | PLANS, STUDIES, SURVEYS, REPORTS, FORMAL RECOMMENDATIONS - NOT ADOPTED (adopted are maintained with the adopting legislation) <i>(maintained by the originating department)</i> | Until no longer of administrative value or until superseded | Multi | | <input type="checkbox"/> | |
| GN-128 | PROGRAM/PROJECT FILES - <i>Documentation of planning and execution of public programs.</i> <i>(Maintained by the originating department unless otherwise identified herein)</i> | 2 years after the project or program is complete | Multi | | <input type="checkbox"/> | |
| GN-119 | PUBLIC RECORDS - COPY FEE SCHEDULE <i>(maintained and located with Council office)</i> | Until superseded | Multi | | <input type="checkbox"/> | |
| GN-123 | PUBLIC RECORDS - POLICY <i>(maintained and located with Council office - posted near the entrance of City Hall)</i> | Until superseded | Multi | | <input type="checkbox"/> | |
| GN-124 | PUBLIC RECORDS - RELATED DOCUMENTS/FILES (training documents, certifications, inventory lists, newsletters, legislation updates, Ohio History Connection correspondence and information) <i>(maintained and located with Council office)</i> | Until no longer of administrative value or superseded | Multi | | <input type="checkbox"/> | |
| GN-118 | PUBLIC RECORDS - REQUEST LOGS - <i>A list of all public records requests received and action taken</i> <i>(maintained and located with Council office)</i> | 2 full calendar years, provided audited | Multi | | <input type="checkbox"/> | |
| GN-122 | PUBLIC RECORDS - REQUESTS - <i>Individual requests received from the public for public records held by the City</i> (request forms/responses) <i>(maintained and located with Council office)</i> | 2 full calendar years, provided audited | Multi | | <input type="checkbox"/> | |
| GN-120 | PUBLIC RECORDS - RETENTION DISPOSAL FORMS - <i>Official record documenting the disposition of public records.</i> (Internal Records Disposal Forms; Record Disposal Forms (RC-3's) submitted to the Ohio History Connection; Obsolete Record Disposal Forms (RC-1's) submitted to the Ohio History Connection) <i>(maintained and located with Council office)</i> | Permanent Refer to CN-27. | Multi | | <input type="checkbox"/> | |

CITY OF GAHANNA: GENERAL APPROVED RETENTION SCHEDULE (RC-2)

**please review your Department RC-2 as some records have longer retention periods required.*

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|---------------------------|
| GN-121 | PUBLIC RECORDS - RETENTION SCHEDULES (RC-2's) - approved - <i>A list of public records maintained by each office and its corresponding retention period</i> <i>(maintained and located with Council office)</i> | Permanent Refer to CN-27. | Multi | | <input type="checkbox"/> | |
| GN-125 | PUBLICITY/PUBLICATIONS (brochures, press releases, newsletters, posters/flyers, pamphlets, postcards, advertisements, newspaper articles, service related literature, awards, photographs, negatives, scrapbooks.) | Until no longer of administrative value. -or appraised for historical value Transfer to Council Office for historic value appraisal. | Multi | | <input type="checkbox"/> | |
| GN-126 | RECEIPT BOOKS | 2 full calendar years, provided audited | Multi | | <input type="checkbox"/> | |
| GN-129 | SOCIAL MEDIA ARCHIVE | 1 year | Digital | | <input type="checkbox"/> | |
| GN-131 | PROPERTY DAMAGE CASE FILES (Records of claims made for damage caused to City property, e.g., by a driver at fault in a traffic incident; including crash reports, insurance claims information, invoices, records of payments received) <i>(maintained by Risk & Safety team)</i> | Damages Invoiced: 3 full calendar years from date of payment in full Damages not Invoiced (e.g., hit-skip): 3 full calendar years from date of incident | Digital | | <input type="checkbox"/> | |
| | GAHANNA HISTORICAL DOCUMENTS | See Council RC-2 | | | | |
| GN-133 | REQUESTS FOR SERVICE | 10 3 years from the date of request | Multi | | <input type="checkbox"/> | moved from PR108 & SVC122 |
| GN-134 | INSURANCE CLAIM CASE FILES (any notification of intent to file claim, any claim forms submitted; records of expenses & losses incurred by claimant, other records of investigating & processing claim; related correspondence; final decision by insurance carrier) | Paid: 3 full calendar years after year paid. Denied: Transfer to City Atty. if sued. Otherwise retain 3 full calendar years after year denied. (If claimant is a minor, retain with policy in effect at time of incident 3 full calendar years after year minor reaches age of 18) | Multi | | <input type="checkbox"/> | moved from SVC-141 |
| GN-135 | INSURANCE POLICIES (policies and/or agreements with any revisions, additions, explanations, for covering claims re: City's motor vehicles, personal or real property, or liability for personal injury or property damage) | Until superseded, AND all claim files disposed of AND no claims pending or reasonably anticipated | Multi | | <input type="checkbox"/> | moved from SVC-142 |

CITY OF GAHANNA: COUNCIL OFFICE APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|----------------------------------------------------|
| CN-01 | AGENDAS - <i>A list of meeting discussion topics and actions.</i> (Council, Boards, Committees & Commissions) | Agendas 1997 to present retain permanently in Legistar | Multi | | <input type="checkbox"/> |
| CN-02 | ANNEXATION FILES <i>Property owner's petition, notices, legal description and map, and correspondence related to changing boundary lines of township and municipal governments.</i> | Permanent- filed with legislation | Multi | | <input checked="" type="checkbox"/> |
| CN-03 | ASSESSMENT FILES - <i>Special assessments levied by the City to fund local improvements. Files include petitions, resolutions, plans, specifications, estimates, profiles.</i> | Permanent- filed with legislation | Multi | | <input checked="" type="checkbox"/> |
| CN-04 | BOARD OF BUILDING AND ZONING APPEALS (BZBA) APPEAL FILES (includes: copy of application and supporting documents, request for hearing, notice of public hearing, staff comments, contiguous property owner letters, record of action related correspondence, and additional documentation related) | 10 years provided no action pending. | Multi | | <input type="checkbox"/> |
| CN-06 | BOARD/COMMISSION/COMMITTEE/COUNCIL VACANCY DOCUMENTS (resumes, cover letters, applications, letters or resignation, oath of office.) | 1 year after members term ends | Multi | | <input type="checkbox"/> |
| CN-07 | CHARTER OF THE CITY OF GAHANNA - ADOPTED | Permanent | Multi | | <input checked="" type="checkbox"/> |
| CN-08 | CHARTER REVIEW COMMISSION DOCUMENTS/FILES | Permanent | Multi | | <input checked="" type="checkbox"/> |
| CN-09 | CIVIL SERVICE COMMISSION APPEAL FILES | 7 years from date of employment termination or date of appeal decision; whichever comes later Appeal request letter, not pursued & related documents: 1 year from date received | Multi | | <input type="checkbox"/> |
| CN-10 | CODIFIED ORDINANCES OF THE CITY OF GAHANNA (adopted) | Permanent | Multi | | <input checked="" type="checkbox"/> |
| CN-11 | COFFEE WITH COUNCIL (includes notes, and follow-up communication) | 1 full calendar year | Multi | | <input type="checkbox"/> |
| CN-12 | DEEDS - <i>An instrument for the transfer of property between an individual or entity and the City.</i> | Permanent | Multi | | <input checked="" type="checkbox"/> |
| CN-13 | EASEMENTS - <i>Permitting city use of property owned by an individual or other entity, or use of city property by another entity or individual.</i> | Permanent | Multi | | <input checked="" type="checkbox"/> |
| CN-14 | FRANKLIN COUNTY BOARD OF ELECTION DOCUMENTS (includes: notices of ballot wording; certified election results, local precinct tallies; ward/precinct maps, voting location lists) | When BOE certified results are received: <u>Charter change results</u> : Transfer to Charter Review Commission File <u>Maps</u> : Retain one of each permanently <u>Location Lists</u> : Dispose if superseded <u>Other</u> : Dispose when results received | Multi | | <input type="checkbox"/> |
| CN-15 | GAHANNA HISTORICAL DOCUMENTS | Until no longer of historical value, determined by the Clerk of Council | Multi | | <input checked="" type="checkbox"/> |
| CN-16 | MINUTES - <i>Recordings of proceedings of regular and special meetings.</i> (Council, Boards, Committees & Commissions - except as referenced as an AD-HOC/committee/commission) | Permanent | Multi | | <input checked="" type="checkbox"/> (for paper) |
| CN-17 | MOTION RESOLUTIONS (includes: exhibits, attachments, legal advertisements & notices, contiguous property owner letters, related correspondence, additional received information/documents) | Permanent | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: COUNCIL OFFICE APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------|-------------------------------------|-------------------------------------|
| CN-18 | ORDINANCES - <i>Legislation proposed or enacted by the city</i> (includes: exhibits, attachments, notices of public hearing, contiguous property owner letters) | Permanent | Multi | | <input checked="" type="checkbox"/> |
| CN-20 | PETITIONS (TO INCLUDE BUT NOT LIMITED TO: INITIATIVE, REFERENDUM, RECALL) (includes certified results) | 10 years after date of proposed election date or date of petition, whichever is later | Multi | | <input type="checkbox"/> |
| CN-22 | PLANNING COMMISSION (PC) APPLICATION FILES - APPROVED & RECOMMENDED TO COUNCIL (includes: notices of public hearings, contiguous property owner letters, related correspondence, staff comments, additional received information/documents, recommendations, record of action letters, recommendation to Council letters) | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| CN-23 | PLANNING COMMISSION (PC) APPLICATION FILES - DENIED & WITHDRAWN (unless appealed) (includes: notices of public hearings, contiguous property owner letters, related correspondence, staff comments, additional received information/documents, recommendations, record of action letters, recommendation to Council letters) | 10 years provided no action pending. | Multi | | <input type="checkbox"/> |
| CN-24 | PLANNING COMMISSION (PC) APPLICATIONS & BOARD OF ZONING AND APPEALS (BZBA) APPEAL FILES - ADDRESS IS SUPERSEDED, STRUCTURE NO LONGER EXISTS, OR USE/CONDITION IS EXPIRED (includes: notices of public hearings, contiguous property owner letters, related correspondence, staff comments, additional received information/documents, recommendations, record of action letters, recommendation to Council letters) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| CN-25 | PROPERTY APPEALS BOARD FILES - AFFIRMED, MODIFIED, REMANDED, REVERSED, DENIED, WITHDRAWN (includes: copy of application and supporting documents, request for hearing, notice of public hearing, correspondence related, and additional documentation related) | Permanent for affirmed, modified, remanded, and reversed. 3 years from date of denial/withdrawal. | Multi | | <input type="checkbox"/> |
| CN-26 | REAL ESTATE ACQUISITIONS OR DIVESTITURE (includes, if applicable, appraisals, closing documents, real estate purchase agreements) | Permanent <i>Not Acquired/Considered:</i> until no longer of administrative value | Multi | | <input type="checkbox"/> |
| CN-27 | RECORDS COMMISSION DOCUMENTS/FILES - <i>Forms RC-1, RC-2, RC-3, previous retention schedules, internal disposal forms, record transfer forms, legal opinions regarding record related issues, and Records Commission meeting minutes.</i> | Permanent | Multi | | <input type="checkbox"/> |
| CN-28 | REQUEST FOR COUNCIL ACTION SUPPORTING DOCUMENTS | 1 year | Multi | | <input type="checkbox"/> |
| CN-29 | RESOLUTIONS (includes: exhibits, attachments, notices of public hearings) | Permanent | Multi | | <input checked="" type="checkbox"/> |
| CN-30 | RULES OF PROCEDURE / RULES & REGULATIONS (rules adopted by Council, Boards, Committees or Commissions) | Current version & previous 25 years (if applicable & available) | Multi | | <input type="checkbox"/> |
| CN-31 | SPEAKER REQUEST FORMS/ SIGN IN SHEETS <i>Forms filled out by meeting attendees who wish to speak during designated times during a public meeting. Includes digital forms for virtual hearing of visitors. Used until transcribed into meeting minutes.</i> | Until no longer of administrative value <i>*No Internal Disposal Form required</i> | Multi | | <input type="checkbox"/> |
| CN-32 | STATUTORY RESOLUTIONS (includes: exhibits, attachments, notices of public hearings) | Permanent | Multi | | <input checked="" type="checkbox"/> |

CITY OF GAHANNA: COUNCIL OFFICE APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------|-------------------------------------|-------------------------------------|
| CN-33 | VOLUNTEER PEACE OFFICERS' DEPENDENTS FUND (VPODF) BOARD FILES (claim files, legal advertisements & notices, related information/documents) | 10 years or until no longer of administrative value; whichever is later | Multi | | <input type="checkbox"/> |
| CN-34 | ZONING MAPS (one copy of each map) | Permanent | Multi | | <input checked="" type="checkbox"/> |
| CN-35 | LIQUOR PERMITS <i>permits authorizing the purchase, sale, use, or possession of alcoholic beverages</i> | Permanent | Multi | | <input type="checkbox"/> |

**note: Design Review Board (DRB) files are now referred to as Planning Commission (PC) files*

CITY OF GAHANNA: ECONOMIC DEVELOPMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 9/8/2021

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|----------------------------------------------------------------------------------------|
| DV-101 | COMMUNITY REINVESTMENT AREA HOUSING COUNCIL (CRAHC) BOARD (organizational and administrative records -- including but not limited to -- articles of incorporation, Code of Regulations, meeting minutes, rosters; reports and recommendations) | Agendas: 1 year Minutes & Articles of Incorporation: Permanent Code of Regulations & Rosters: until superseded Other Documents: Until no longer of administrative value | Multi | | <input checked="" type="checkbox"/> (for Minutes and Articles of Incorporation) |
| DV-102 | COMMUNITY URBAN REDEVELOPMENT CORPORATION (CURC) (DISSOLVED 12/5/2022) (organizational and administrative records -- including but not limited to -- articles of incorporation, Code of Regulations, meeting minutes, rosters; reports and recommendations) | Agendas: 1 year Minutes & Articles of Incorporation: Permanent Code of Regulations & Rosters: until superseded Other Documents: Until no longer of administrative value | Multi | | <input checked="" type="checkbox"/> (for Minutes and Articles of Incorporation) |
| DV-103 | DEMOGRAPHICS (narrative and statistical data about City of Gahanna and area from US-Census Bureau and other sources) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| DV-104 | TAX INCENTIVE CASE FILES (all records related to a request for incentive -- including but not limited to - legislation, notices, copy of report to county auditor and Ohio Development Services Agency (ODSA)) | 10 calendar years after incentive period has expired or request denied | Multi | | <input type="checkbox"/> |
| DV-105 | TAX INCENTIVE LISTS (lists of incentivized properties; expiration dates of incentive periods; etc.) | Until superseded | Multi | | <input type="checkbox"/> |
| DV-106 | THE INDUSTRIAL ZONE (TIZ) FILES (ground lease, correspondence, assignment of leases, estoppel certificates, legal description, related documents) | 10 years | Multi | | <input type="checkbox"/> |
| DV-107 | THE INDUSTRIAL ZONE (TIZ) MAPS & DIRECTORIES (plat, street, and other maps; lists of lot and parcel numbers, lessee/owner/occupant names and addresses, building sizes; etc.) | Until superseded or until no administrative value | Multi | | <input type="checkbox"/> |
| DV-108 | OFFICE OF INDUSTRIAL INCENTIVE ADVISORY BOARD | Agendas: 1 Year Minutes: Permanent | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: ENGINEERING DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|-------------------------------------|
| ENG-203 | Best Management Practices (BMP) Maintenance Agreements | Permanent | Multi | | <input type="checkbox"/> |
| ENG-204 | BRIDGES (Franklin Co. Engineer Bridge Inspection Reports, maps, records assigning maintenance responsibilities, ODOT Bridge Inventory and Appraisal Code Sheets and evaluation of condition) | Reports 10 years; plans for life of bridge | Multi | | <input type="checkbox"/> |
| ENG-205 | BUREAU OF CENSUS SURVEYS (copy of U.S. Bureau of Census form 0607-0151: Boundary & Annexation Survey, as submitted by City; Bureau verification of previous years' changes, as received by City) | Retain 24 months after month verification received | Multi | | <input type="checkbox"/> |
| ENG-206 | Certified Addresses (including but not limited to Formal Request for Address, Tracking Form, Address Assignment Form, Address Plat Book, Address Grid.) | Permanent | Multi | | <input type="checkbox"/> |
| ENG-207 | Construction Drawings, As-Builds, and Final Reports (Mylar, linen, or paper plans for sidewalks, streets, street lighting, parking lots, sewers, waterlines, hydrants, park sites, subdivisions, and bridges; index to plans; including--but not limited to--street or plat maps, contour maps and aerial photos) | Retain construction drawings until signed "as-built" received. Retain "as-built" and final report permanently | Multi | | <input type="checkbox"/> |
| ENG-208 | Consultant Quality Based Selection Process (Public Notice, Letters of Intent, Statement of Qualifications, Consultant Tracking Spreadsheet, Evaluation Form, Consultant Proposal/Contract, and related documents.) | Retain for 2 years or 1 calendar year after expiration - whichever is longer | Multi | | <input type="checkbox"/> |
| ENG-211 | Easements (Permanent) & Deeds | Retain copy of recorded deed in project file 5 years. Give originals to Council for accepting | Multi | | <input type="checkbox"/> |
| ENG-212 | Easements (Temporary) | Retain 2 years after expiration of easement | Multi | | <input type="checkbox"/> |
| ENG-213 | Erosion Control Site Compliance (OEPA Permits, Site Inspection Reports, and related documents.) | Retain permits permanently. Retain reports for 5 years | Multi | | <input type="checkbox"/> |
| ENG-214 | Final Plat | Permanent | Multi | | <input checked="" type="checkbox"/> |
| ENG-215 | Improvement Number Database | Permanent | Multi | | <input type="checkbox"/> |
| ENG-216 | MID-OHIO REGIONAL PLANNING COMMISSION (long-range planning, reports by MORPC affecting Gahanna; including--but not limited to--Biennial Transportation Report, Transportation Improvement Plan, Transportation Enhancement Program; public meeting notices and minutes, City reports to MORPC; Green Pact documents) | Until no longer of administrative value <i>*No Internal Disposal Form required</i> | Multi | | <input type="checkbox"/> |
| ENG-217 | National Pollutant Discharge Elimination System (Applications, Permits [OEPA NOT, NOI], Reports, Maintenance and Testing Records, Notices, Community Education as required by CFR Title 40, 122 and/or Gahanna Code and related documents.) | Permanent | Multi | | <input type="checkbox"/> |
| ENG-218 | Ohio Environmental Protection Agency (OEPA) - Director's Orders (includes miscellaneous related correspondence and documents) | Permanently or until determined obsolete by the City Engineer | Multi | | <input type="checkbox"/> |
| ENG-222 | Ohio Environmental Protection Agency (OEPA) - PERMIT TO INSTALL (application to Ohio EPA; Permit to Install OR Notice of Installation of related infrastructure; map; letter of approval; related records.) | Permanent | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: ENGINEERING DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| ENG-223 | Permissive Tax (Agency Application Form, Letter to Franklin County Requesting Permissive Tax Funds, and related documents.) | Until audit report is certified & received by city | Multi | | <input type="checkbox"/> |
| ENG-224 | Preliminary Plat | until final plat is recorded | Multi | | <input type="checkbox"/> |
| ENG-225 | Prevailing Wage (May include Request for PW Rates Form; Wage Rates; Instruction for Certified Payroll Reports; PW Contractor Responsibilities; PW Determination Letter; PW Thresholds; Affidavit of Compliance; PW Notice to Employees Form; Certified Payroll Forms; Bid Tabulation Form; Bond Form; Debarred Contractors List; Findings for Recovery Form, and other related items.) | 5 calendar years after project completed (or terminated) and the 1-year maintenance compliance has been verified | Multi | | <input type="checkbox"/> |
| ENG-226 | PRIVATE STORM AGREEMENT | Retain 2 years after expiration of agreement | Multi | | <input type="checkbox"/> |
| ENG-227 | PRIVATE STREET AGREEMENT | Retain 2 years after expiration of agreement | Multi | | <input type="checkbox"/> |
| ENG-228 | PRIVATE WATER or SANITARY SEWER AGREEMENT | Retain final cost and copy of agreement 2 years after expiration | Multi | | <input type="checkbox"/> |
| ENG-229 | PROJECT FILES - CAPITAL IMPROVEMENT (Records for each project may contain Preliminary Studies, Stormwater Management Report, Stormwater Pollution Prevention Plan, Comment Letters, Cost Estimates, Engineering Fees, Project Bonds or Letters of Credit, Prevailing Wage Payroll Reports and Prevailing Wage Rates, invoices, Purchase Orders, Inspection and Status Reports, Correspondence, Shop Drawings, Grant Applications and Reports, Preconstruction and Progress Meeting Notices, Agenda, Minutes, Correspondence, Easement Descriptions and Exhibits, Pay Requests, Signed Legislation, Project Schedules, and related documents.) | 5 calendar years after project completed (or terminated) and the 1-year maintenance compliance has been verified | Multi | | <input type="checkbox"/> |
| ENG-230 | PROJECT FILES - PRIVATE DEVELOPMENT (records for each project by a private developer for parking lot, sanitary or storm sewer, street, street lighting, or waterline; for a residential subdivision, multi-family project, commercial or industrial property. May contain Estimated Cost of Construction, Performance Bond, Fee Schedule, Meeting Agenda/Minutes, Inspection Reports, Final Grade Inspections, Shop Drawings, Ordinance of Acceptance, One Year Maintenance Inspection, Maintenance Bond Release, Certificate of Inspection & Approval, Cost Estimates, Development Guaranty & Release or Letter of Credit, Certificate of Completion, Planning Commission Assessment Reports) | 5 full calendar years after year project completed or terminated | Multi | | <input type="checkbox"/> |
| ENG-231 | Property Acquisitions (appraisals (MAI), purchase agreements, right-of-way, and related documents.) | Permanent | Multi | | <input type="checkbox"/> |
| ENG-234 | Right-of-Way Certificates of Registration (City's copies of Certificates of Registration for providers of services using public right-of-way; application letter; certificate of registration; approval letter; certificate of liability worker's compensation certificate, completed applications with supporting documents; any related records.) | 6 months after facility is removed from public R-O-W, provided no action pending | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: ENGINEERING DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|-------------------------------------|
| ENG-235 | Right-of-Way Permits (completed applications by service providers for construction or maintenance, supporting documents; City's copies of permits issued; including all related documents; stored in Right-of-Way Database.) | 2 full calendar years after year permit expires; (Dispose of proprietary/non-public records in a manner that maintains confidentiality) | Multi | | <input type="checkbox"/> |
| ENG-236 | SANITARY SYSTEMS (pipe blockage prevention & remediation; permits for alternative sanitary systems, annual Sanitary Sewer Overflow Summary Report, Sanitary Sewer Backup Reports) | Studies: until superseded or WR Eng. Declares obsolete; Annual Sanitary Sewer Overflow Summary Report: 5 years; Remainder: permanent | Multi | | <input type="checkbox"/> |
| ENG-237 | Sidewalk Dining Lease (includes Application, Executed Lease, Ordinance, and miscellaneous related correspondence and documents) | 15 years after expiration/termination | Multi | | <input type="checkbox"/> |
| ENG-238 | STORM PROJECT LIST | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| ENG-239 | STORMWATER COMMITTEE MEETING NOTES | Until no longer of administrative value <i>*No Internal Disposal Form Required</i> | Multi | | <input type="checkbox"/> |
| ENG-240 | STORMWATER MANAGEMENT PROGRAM (Certificates of Compliance, Stormwater Waiver Approvals, Rights of Entry, drainage & tributary area maps, drainage calculation worksheets, related geologic studies, retention/detention basin records, etc. that are not part of a project file; records or problem areas, program meeting minutes) | Permanent unless deemed superseded by the City Engineer | Multi | | <input type="checkbox"/> |
| ENG-241 | STORMWATER RECORDS (calculations, tributary maps, erosion & sedimentation maps/plans, copy of compliance certificate re: planning & constructing sewer, detention or retention basin, culvert for stormwater control.) | Permanent unless deemed superseded by the City Engineer | Multi | | <input type="checkbox"/> |
| ENG-242 | Streambank Erosion Control Assistance Program (includes right-of-entry, application and related documents) | 10 years from date of application | Multi | | <input type="checkbox"/> |
| ENG-243 | Traffic (Annual Inspection Reports, Centracs Database [Centracs, School Flashers, Traffic Cameras]) | 10 years after date of inspection/report | Multi | | <input type="checkbox"/> |
| ENG-247 | Water Tower Maintenance Documents (includes proposals, invoices, purchase orders, cathodic protection, and related documents) | 10 years from date of service | Multi | | <input type="checkbox"/> |
| ENG-248 | WATERWAYS IMPROVEMENT PLAN (Stream Cleaning Agreements/Waterway Maintenance Agreements, Temporary Easements, erosion control standards, Stream Coordinator progress reports, stream monitoring records) | Retain in Engineering Office permanently; Parks Superintendent retain reference copies 2 years | Multi | | <input type="checkbox"/> |
| ENG-249 | WETLANDS (investigations, reports, correspondence, permits, related to specific sites to the extent records were made available to City) | Permanent | Multi | | <input checked="" type="checkbox"/> |

CITY OF GAHANNA: FINANCE APPROVED RETENTION SCHEDULE (RC-2)

**All record retention periods are PROVIDED AUDITED: 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.*

OHC APPROVED: 2/2/2023 | RC APPROVED: 9/13/2016

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| FN-101 | BUDGET PROCESS (BP) - AMENDED APPROPRIATIONS FILED QUARTERLY WITH THE COUNTY BUDGET COMMISSION | 1 year | Multi | | <input type="checkbox"/> |
| FN-102 | BUDGET PROCESS (BP) - BUDGET BOOK PRESENTED TO COUNCIL | Until superseded with following year Budget Book | Multi | | <input type="checkbox"/> |
| FN-103 | BUDGET PROCESS (BP) - BUDGET TRANSFER REQUESTS FOR \$3,000 OR LESS WITHIN THE SAME DEPARTMENT APPROVED BY FINANCE DIRECTOR | 1 year | Multi | | <input type="checkbox"/> |
| FN-104 | BUDGET PROCESS (BP) - CAPITAL NEEDS ASSESSMENT PRESENTED TO COUNCIL | Until superseded with Budget Book presented to Council | Multi | | <input type="checkbox"/> |
| FN-105 | BUDGET PROCESS (BP) - CERTIFICATE FROM COUNTY BUDGET COMMISSION THAT APPROPRIATIONS DO/DO NOT EXCEED ESTIMATED RESOURCES | 1 year | Multi | | <input type="checkbox"/> |
| FN-106 | BUDGET PROCESS (BP) - CITY REQUEST TO COUNTY BUDGET COMMISSION FOR AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES | 1 year | Multi | | <input type="checkbox"/> |
| FN-107 | BUDGET PROCESS (BP) - COUNCIL ANNUAL APPROPRIATION ORDINANCE FILED WITH THE COUNTY BUDGET COMMISSION | 1 year | Multi | | <input type="checkbox"/> |
| FN-108 | BUDGET PROCESS (BP) - COUNCIL MOTION RESOLUTION APPROVING THE TAX BUDGET FILED WITH THE COUNTY BUDGET COMMISSION | 1 year | Multi | | <input type="checkbox"/> |
| FN-109 | BUDGET PROCESS (BP) - COUNCIL MOTION RESOLUTION AUTHORIZING TRANSFERS IN EXCESS OF \$3,000 AND/OR BETWEEN DEPARTMENTS | 1 year | Multi | | <input type="checkbox"/> |
| FN-110 | BUDGET PROCESS (BP) - COUNCIL ORDINANCE APPROVING SUPPLEMENTAL APPROPRIATIONS | 1 year | Multi | | <input type="checkbox"/> |
| FN-111 | BUDGET PROCESS (BP) - COUNCIL ORDINANCE APPROVING THE TRANSFER OF FUNDS | 1 year | Multi | | <input type="checkbox"/> |
| FN-112 | BUDGET PROCESS (BP) - COUNCIL RESOLUTION ACCEPTING AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR | 1 year | Multi | | <input type="checkbox"/> |
| FN-113 | BUDGET PROCESS (BP) - DEPARTMENT CAPITAL NEEDS ASSESSMENT SUBMISSION | Until superseded with Capital Needs Assessment presented to Council | Multi | | <input type="checkbox"/> |
| FN-114 | BUDGET PROCESS (BP) - DEPARTMENT SUBMISSIONS FOR BUDGET BOOK | Until superseded with Budget Book presented to Council | Multi | | <input type="checkbox"/> |
| FN-115 | BUDGET PROCESS (BP) - FINANCE BUDGET BOOK WORKING FILES | Until superseded with Budget Book presented to Council | Multi | | <input type="checkbox"/> |
| FN-116 | BUDGET PROCESS (BP) - FINANCE CAPITAL NEEDS ASSESSMENT WORKING FILES | Until superseded with Capital Needs Assessment presented to Council | Multi | | <input type="checkbox"/> |
| FN-117 | BUDGET PROCESS (BP) - OFFICIAL AND AMENDED CERTIFICATES OF ESTIMATED RESOURCES FROM COUNTY BUDGET COMMISSION | 1 year | Multi | | <input type="checkbox"/> |
| FN-118 | BUDGET PROCESS (BP) - TAX BUDGET WORKING FILES | Until superseded by final tax budget presented to council | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: FINANCE APPROVED RETENTION SCHEDULE (RC-2)

**All record retention periods are PROVIDED AUDITED: 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.*

OHC APPROVED: 2/2/2023 | RC APPROVED: 9/13/2016

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------|-------------------------------------|--------------------------|
| FN-119 | DEBT MANAGEMENT (DM) - ALL FORMS/DOCUMENTS REQUIRED TO BE AUTHORIZED AND/OR APPROVED RELATED TO THE ISSUANCE OF DEBT (CLOSING CERTIFICATE, IRS FORMS, FINANCE DIRECTOR CERTIFICATIONS ETC....) | Until post retirement procedures are completed | Multi | | <input type="checkbox"/> |
| FN-120 | DEBT MANAGEMENT (DM) - AMORTIZATION SCHEDULES AND OTHER PERTINENT POST ISSUANCE CORRESPONDENCE | Until post retirement procedures are completed | Multi | | <input type="checkbox"/> |
| FN-121 | DEBT MANAGEMENT (DM) - CERTIFICATION OF RECEIPT OF ANNUAL POST ISSUANCE DISCLOSURE INFORMATION FROM THIRD PARTIES REQUIRED TO RECEIVE INFORMATION | Until post retirement procedures are completed | Multi | | <input type="checkbox"/> |
| FN-122 | DEBT MANAGEMENT (DM) - DOCUMENTATION GATHERED AND PROVIDED/PRESENTED TO FINANCIAL ADVISOR AND RATING AGENCY | 1 year | Multi | | <input type="checkbox"/> |
| FN-123 | DEBT MANAGEMENT (DM) - DRAFT ORDINANCE AUTHORIZING THE ISSUANCE OF DEBT | Until superseded by final ordinance submitted to Council | Multi | | <input type="checkbox"/> |
| FN-124 | DEBT MANAGEMENT (DM) - ESCROW ACCOUNT STATEMENTS FOR REFUNDED DEBT | Until refunding debt is retired | Multi | | <input type="checkbox"/> |
| FN-125 | DEBT MANAGEMENT (DM) - FINAL OFFICIAL STATEMENT | Until post retirement procedures are completed | Multi | | <input type="checkbox"/> |
| FN-126 | DEBT MANAGEMENT (DM) - INVESTMENT/BANK STATEMENTS FOR BOND PROCEEDS | Until post retirement procedures are completed | Multi | | <input type="checkbox"/> |
| FN-127 | DEBT MANAGEMENT (DM) - MONTHLY ACCOUNTING SYSTEM REVENUE AND EXPENDITURE LEDGERS FOR DEBT PROCEEDS USE AND INTEREST EARNINGS | Until post retirement procedures are completed | Multi | | <input type="checkbox"/> |
| FN-128 | DEBT MANAGEMENT (DM) - OFFICIAL STATEMENT WORKING FILES | Until superseded by preliminary official statement | Multi | | <input type="checkbox"/> |
| FN-129 | DEBT MANAGEMENT (DM) - ORDINANCE AUTHORIZING THE ISSUANCE OF DEBT | Until post retirement procedures are completed | Multi | | <input type="checkbox"/> |
| FN-130 | DEBT MANAGEMENT (DM) - POST ISSUANCE ANNUAL DISCLOSURE INFORMATION | Until post retirement procedures are completed | Multi | | <input type="checkbox"/> |
| FN-131 | DEBT MANAGEMENT (DM) - POST RETIREMENT INFORMATION (ARBITRAGE ANALYSIS, ARBITRAGE REBATE PAYMENTS ETC....) | 3 years after debt is retired | Multi | | <input type="checkbox"/> |
| FN-132 | DEBT MANAGEMENT (DM) - PRELIMINARY OFFICIAL STATEMENT | Until superseded by final | Multi | | <input type="checkbox"/> |
| FN-133 | DEBT MANAGEMENT (DM) - RATING AGENCY REPORT AND OFFICIAL BOND RATING | Until superseded by update report & rating | Multi | | <input type="checkbox"/> |
| FN-134 | DEBT MANAGEMENT (DM) - UNDERWRITER REPORTS AND PERTINENT INFORMATION | Until post retirement procedures are completed | Multi | | <input type="checkbox"/> |
| FN-135 | DEBT MANAGEMENT (DM) - VOUCHER PACKETS FOR USE OF DEBT PROCEEDS | Until post retirement procedures are completed | Multi | | <input type="checkbox"/> |
| FN-136 | FINAL QUARTERLY REPORT TO COUNCIL | 1 year | Multi | | <input type="checkbox"/> |
| FN-137 | FINAL QUARTERLY REPORT TO COUNCIL | 1 year | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: FINANCE APPROVED RETENTION SCHEDULE (RC-2)

**All record retention periods are PROVIDED AUDITED: 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.*

OHC APPROVED: 2/2/2023 | RC APPROVED: 9/13/2016

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------|-------------------------------------|--------------------------|
| FN-138 | MISCELLANEOUS (MISC) - AGREEMENTS FOR OTHER PROFESSIONAL SERVICES (INVESTMENT ADVISOR, FINANCIAL ADVISOR, VARIOUS BANKING SERVICES ETC....) | Until superseded by new agreement | Multi | | <input type="checkbox"/> |
| FN-139 | MISCELLANEOUS (MISC) - CREEKSIDE RENT REPORTS | 5 years | Multi | | <input type="checkbox"/> |
| FN-140 | MISCELLANEOUS (MISC) - DEPOSITORY AGREEMENTS | Until superseded by new agreement | Multi | | <input type="checkbox"/> |
| FN-141 | MISCELLANEOUS (MISC) - GRANT MANAGEMENT DOCUMENTATION (GRANT AGREEMENTS, REPORTING ETC....) | 3 years | Multi | | <input type="checkbox"/> |
| FN-142 | MISCELLANEOUS (MISC) - MERCHANT SERVICES AGREEMENTS | Until superseded by new agreement | Multi | | <input type="checkbox"/> |
| FN-143 | MISCELLANEOUS (MISC) - OHIO DEPARTMENT OF TAXATION FINAL DETERMINATION OF REAL ESTATE TAX EXEMPTION | Until land use changes | Multi | | <input type="checkbox"/> |
| FN-144 | MISCELLANEOUS (MISC) - REAL ESTATE TAX EXEMPTION FORMS FILED WITH COUNTY REQUESTING EXEMPTION | Until land use changes | Multi | | <input type="checkbox"/> |
| FN-145 | MISCELLANEOUS (MISC) - SCHOOL COMPENSATION AGREEMENT WORKING FILES (ACTUAL PAYMENT IS PART OF AP PROCESS) | Until 1 year after abatement expires | Multi | | <input type="checkbox"/> |
| FN-146 | MISCELLANEOUS (MISC) - TAX INCREMENT FINANCING COMPENSATION PAYMENT WORKING FILES (ACTUAL PAYMENT IS PART OF AP PROCESS) | Until 1 year after TIF expires | Multi | | <input type="checkbox"/> |
| FN-147 | MISCELLANEOUS (MISC) - US CENSUS BUREAU REPORTS | 1 year | Multi | | <input type="checkbox"/> |
| FN-148 | MONTH END - BANK/INVESTMENT RECONCILIATION | 3 years | Multi | | <input type="checkbox"/> |
| FN-149 | MONTH END - BANK/INVESTMENT STATEMENTS | 3 years | Multi | | <input type="checkbox"/> |
| FN-150 | MONTH END - CD FROM BANK WITH MONTHLY TRANSACTION IMAGES (CANCELED CHECKS, DEPOSITS, SCANNED CHECK IMAGES ETC....) | 3 years | Multi | | <input type="checkbox"/> |
| FN-151 | MONTH END - PAYROLL AND ACCOUNTS PAYABLE OUTSTANDING CHECK REPORTS | 3 years | Multi | | <input type="checkbox"/> |
| FN-152 | MONTH END PROCESSING REPORTS (JOURNAL ENTRY ACTIVITY, REVENUE LEDGER, EXPENDITURE LEDGER ETC....) | 3 years | Multi | | <input type="checkbox"/> |
| FN-153 | QUARTERLY REPORT TO COUNCIL WORKING FILES | Until superseded by final report | Multi | | <input type="checkbox"/> |
| FN-154 | QUARTERLY REPORT TO COUNCIL WORKING FILES | Until superseded by final report | Multi | | <input type="checkbox"/> |
| FN-155 | RECEIPT PROCESS (RP) - BANK DEPOSIT SLIP FOR CASH DEPOSITS | 3 years | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: FINANCE APPROVED RETENTION SCHEDULE (RC-2)

**All record retention periods are PROVIDED AUDITED: 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.*

OHC APPROVED: 2/2/2023 | RC APPROVED: 9/13/2016

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------|-------------------------------------|--------------------------|
| FN-156 | RECEIPT PROCESS (RP) - CHECKS RECEIVED FOR PAYMENT TO CITY (SCANNED BY CITY FOR DEPOSIT TO BANK) | Until Audited | Multi | | <input type="checkbox"/> |
| FN-159 | RECEIPT PROCESS (RP) - DAILY DEPARTMENTAL DEPOSIT REPORTS TO FINANCE (REPORT SUBMITTED BY DEPARTMENTS TO FINANCE ALONG WITH CASH, CHECKS AND CREDIT CARD RECEIPTS FOR DAILY DEPOSIT) | 3 years | Multi | | <input type="checkbox"/> |
| FN-160 | RECEIPT PROCESS (RP) - FINANCE DAILY DEPOSIT PROCESSING REPORTS (BATCH REPORTS, INTERFACE REPORTS ETC....) | 3 years | Multi | | <input type="checkbox"/> |
| FN-157 | RECEIPT PROCESS (RP) - JOURNAL ENTRIES FOR RECEIPT PROCESSING | 3 years | Multi | | <input type="checkbox"/> |
| FN-158 | RECEIPT PROCESS (RP) - RETURNED CHECKS (Checks made payable to the City that have been returned by the bank as unpayable for any reason) | 3 years | Multi | | <input type="checkbox"/> |
| FN-161 | RECEIPT PROCESS (RP) - THIRD PARTY REMITTANCE REPORTS FOR DEPOSITS MADE ELECTRONICALLY TO CITY'S BANK | 3 years | Multi | | <input type="checkbox"/> |
| FN-162 | YEAR END - ANNUAL AUDIT CORRESPONDENCE (REQUEST FOR INFORMATION, FILES PROVIDED, INQUIRY ETC....) | 1 year | Multi | | <input type="checkbox"/> |
| FN-163 | YEAR END - ANNUAL GAAP FINANCIAL STATEMENT WORKING FILES | 3 years | Multi | | <input type="checkbox"/> |
| FN-164 | YEAR END - AUDIT OPINION AND ASSOCIATED AUDIT REPORTS (REPORT ON COMPLIANCE AND INTERNAL CONTROLS, MANAGEMENT LETTER ETC....) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| FN-165 | YEAR END - FINAL AUDITED ANNUAL GAAP FINANCIAL STATEMENTS | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| FN-166 | YEAR END - FINAL UNAUDITED ANNUAL GAAP FINANCIAL STATEMENTS SUBMITTED TO AUDITORS | Until superseded by final audited financial statements | Multi | | <input type="checkbox"/> |
| FN-167 | YEAR END - POST AUDIT CORRESPONDENCE (LIST OF FINDINGS, POST AUDIT LETTER, REPRESENTATION LETTER ETC...) | 1 year | Multi | | <input type="checkbox"/> |
| FN-168 | YEAR END - PROCESSING REPORTS (OUTSTANDING ENCUMBRANCE REPORTS, REVENUE LEDGER, EXPENDITURE LEDGER, ETC....) | 3 years | Multi | | <input type="checkbox"/> |
| FN-169 | YEAR END REPORT TO COUNCIL FINAL | 3 years | Multi | | <input type="checkbox"/> |
| FN-170 | YEAR END REPORT TO COUNCIL WORKING FILES | Until superseded by final report to Council | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: FINANCE - PAYROLL APPROVED RETENTION SCHEDULE (RC-2)

**All record retention periods are PROVIDED AUDITED: 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.*

OHC APPROVED: 2/2/2023 | RC APPROVED: 9/13/2016

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| FN-201 | ACA FORMS AND RELATED PROCESSING/TRANSMITTAL REPORTS | 3 years | Multi | | <input type="checkbox"/> |
| FN-202 | JOURNAL ENTRIES FOR PAYROLL PROCESSING | 3 years | Multi | | <input type="checkbox"/> |
| FN-203 | OPERS EXEMPTION FORM (a form completed to opt out of OPERS membership) | Until death, retirement is verified, or 75 years after termination, whichever is sooner. | Multi | | <input type="checkbox"/> |
| FN-204 | PAYROLL PROCESSING FORMS (MISSED PUNCH FORMS, OVERTIME DESIGNATION, PART TIME PTO ETC...) | 3 years | Multi | | <input type="checkbox"/> |
| FN-205 | PAYROLL PROCESSING REPORTS (PRE-CALC REPORT, INTERFACE REPORTS ETC...) | 3 years | Multi | | <input type="checkbox"/> |
| FN-206 | PAYROLL WITHHOLDING AND FRINGE BENEFIT REMITTANCES AND RELATED MONTHLY, QUARTERLY OR ANNUAL REPORTS (FEDERAL 941, RETIREMENT SYSTEM REPORTING, LOCAL TAX WITHHOLDING ETC...) | 3 years | Multi | | <input type="checkbox"/> |
| FN-207 | TIME CARDS (daily hours worked each pay period) | 3 years | Multi | | <input type="checkbox"/> |
| FN-208 | VOIDED PAYROLL CHECKS | 3 years | Multi | | <input type="checkbox"/> |
| FN-209 | W-2S AND RELATED PROCESSING/TRANSMITTAL REPORTS | 3 years | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: FINANCE - ACCOUNTS PAYABLE APPROVED RETENTION SCHEDULE (RC-2)

*All record retention periods are PROVIDED AUDITED: 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.

OHC APPROVED: 2/2/2023 | RC APPROVED: 9/13/2016

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------|-------------------------------------|--------------------------|
| FN-301 | 1099-MISC. FORMS (City's copies of 1099's issued by Finance Dept. for services rendered by an Independent contractor or vendor who is not a corporation) | 3 years | Multi | | <input type="checkbox"/> |
| FN-302 | 1099-R FORMS (City's copies of 1099's issued by Finance Department for purchases of Real Estate not processed by a title company) | 3 years | Multi | | <input type="checkbox"/> |
| FN-303 | ACCOUNTS PAYABLE PROCESSING REPORTS (BATCH REPORTS, CHECK REGISTERS, ETC...) | 3 years | Multi | | <input type="checkbox"/> |
| FN-304 | COUNCIL MOTION RESOLUTION APPROVING THEN AND NOW PURCHASE IN EXCESS OF \$3,000 | 3 years | Multi | | <input type="checkbox"/> |
| FN-305 | JOURNAL ENTRIES FOR ACCOUNTS PAYABLE PROCESSING | 3 years | Multi | | <input type="checkbox"/> |
| FN-306 | MONTHLY CREDIT CARD STATEMENTS AND RELATED PURCHASE ORDERS AND RECEIPTS | 3 years | Multi | | <input type="checkbox"/> |
| FN-307 | PURCHASE ORDER ENCUMBERING APPROPRIATIONS FOR GOODS OR SERVICES | 3 years | Multi | | <input type="checkbox"/> |
| FN-308 | REQUISITION TO PURCHASE GOODS OR SERVICES | Until approved and converted to a purchase order | Multi | | <input type="checkbox"/> |
| FN-309 | THEN AND NOW PURCHASE ORDER FOR \$3,000 OR LESS APPROVED BY FINANCE DIRECTOR | 3 years | Multi | | <input type="checkbox"/> |
| FN-310 | TRAVEL EXPENSE REPORTS AND RELATED PURCHASE ORDERS AND RECEIPTS | 3 years | Multi | | <input type="checkbox"/> |
| FN-311 | VENDOR FILES (vendor information form; tax and other forms required by local, state and federal laws and regulations, etc.) | 3 years | Multi | | <input type="checkbox"/> |
| FN-312 | VOIDED ACCOUNTS PAYABLE CHECKS | 3 years | Multi | | <input type="checkbox"/> |
| FN-313 | VOUCHER PACKET (COPY OF VOUCHER/CHECK, PURCHASE ORDER AND INVOICE FOR PAYMENTS TO VENDORS FOR GOODS OR SERVICES) | 3 years | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: HUMAN RESOURCES APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 9/8/2021

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| HR-101 | ACCIDENT REPORTS (complete reports on property/equipment damage by employee with no injuries) | 7 years from date of accident | Multi | | <input type="checkbox"/> |
| HR-102 | BARGAINING UNIT AGREEMENTS (any negotiated, approved, executed agreement; any Memoranda of Understanding or amendments for such; and negotiation notes) | Permanent <i>Drafts: until no longer of administrative value</i> | Multi | | <input type="checkbox"/> |
| HR-103 | CANDIDATE EMPLOYMENT DOCUMENTATION (resumes, applications, background checks, interview records, notes, examination results) | Not Hired: 7 years from date of hiring decision Hired: transfer to employee files | Multi | | <input type="checkbox"/> |
| HR-104 | CITY/DEPARTMENTAL/GROUP TRAINING (any records created by, requested by, or provided to HR for voluntary or mandatory training for safety or job skills; any records of new-employee orientation) | 5 years | Multi | | <input type="checkbox"/> |
| HR-105 | CIVIL SERVICE CHALLENGES (candidates' challenges to any test questions or answers, to removal from list, or other pre-interview action) | Retain 7 years from date of 1st resulting eligibility list | Multi | | <input type="checkbox"/> |
| HR-106 | CIVIL SERVICE CLASSIFICATION PLAN (Council-approved outline of job titles, pay categories, and pay ranges for all classified City positions) | 10 years | Multi | | <input type="checkbox"/> |
| HR-107 | CIVIL SERVICE CLASSIFIED EMPLOYEE ROSTER (names and start dates of all City employees in classified positions; police promotion lists) | 10 years | Multi | | <input type="checkbox"/> |
| HR-108 | CIVIL SERVICE ELIGIBILITY LISTS (ranked list of candidates qualified for hiring) | 7 years | Multi | | <input type="checkbox"/> |
| HR-109 | CIVIL SERVICE TERMINATION ACTIONS (layoff lists, request for/notices of reinstatement, applications for restoration, etc.) | Not re-hired: 7 years from date of action Re-hired: add to employee file | Multi | | <input type="checkbox"/> |
| HR-110 | EMPLOYEE FILES - ACTIVE (application/appointment records; job descriptions; signed employee acknowledgments; tax-withholding forms and other deduction authorizations; performance evaluations; commendations; training records; status and pay rate changes, employment agreements, etc.) | Until converted to "terminated employee file" | Multi | | <input type="checkbox"/> |
| HR-111 | EMPLOYEE FILES - TERMINATED (application/appointment records; job descriptions; signed employee acknowledgments; tax-withholding forms and other deduction authorizations; performance evaluations; commendations; training records; status and pay rate changes, employment agreements, etc.) | 20 years after termination | Multi | | <input type="checkbox"/> |
| HR-112 | EMPLOYEE INSURANCE/BENEFIT DOCUMENTATION (Includes roster of enrolled employees and proof of coverage; invoices, benefit plan documents, including summary plan descriptions, insurance premium summary, required announcement documentation, open enrollment information, formal benefit proposals, and minutes/notes from COHCC) | 5 years | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: HUMAN RESOURCES APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 9/8/2021

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| HR-113 | EMPLOYEE MEDICAL FILES (confidential records of diagnosis and treatment, return to work notes; confidential requests and supporting documents for ADA accommodation with approval or denial; health insurance claims records; health enrollment/change forms; life insurance enrollment and beneficiary forms; wellness program records; etc.) | 7 years from date of termination; unless superseded | Multi | | <input type="checkbox"/> |
| HR-114 | EQUAL EMPLOYMENT OPPORTUNITIES (EEO) REPORTS (copies of EEO-1 Reports as submitted to US Department of Labor; instructions/procedures) | 2 years in accordance with 29 CFR §1602.7 (5.27.2016) | Multi | | <input type="checkbox"/> |
| HR-115 | FAIR PRACTICES FILE (Disciplinary records removed from employee file in accordance with current contract; any disputes filed with or by non-City agency). <i>Employee names are redacted and records are not searchable by name, incident # or other employee identifier.</i> | 20 years | Multi | | <input type="checkbox"/> |
| HR-116 | FAMILY MEDICAL LEAVE ACT (FMLA) (confidential requests and supporting documents; approval or denial records; usage records) | 7 years from date of termination | Multi | | <input type="checkbox"/> |
| HR-117 | GRIEVANCES (any and all records of an employee's grievance that is not heard by the Civil Service Commission, from submitting the initial written grievance through the prescribed process to the final decision and actions on that decision) | 7 years from date of termination; unless litigation | Multi | | <input type="checkbox"/> |
| HR-118 | I-9 FORMS | Three years after the date of the employee hire or one year after date of termination of employment, whichever is later. | Multi | | <input type="checkbox"/> |
| HR-119 | INJURY/ACCIDENT FORMS | 5 years from date of injury/accident unless converted to a "Workers Compensation Claims File" | | | <input type="checkbox"/> |
| HR-120 | JOB DESCRIPTIONS | Until superseded or classification is abolished <i>*No Internal Disposal Form Required</i> | Multi | | <input type="checkbox"/> |
| HR-121 | LABOR MANAGEMENT COMMITTEE DOCUMENTS (summary of meetings and associated attachments) | 5 years | Multi | | <input type="checkbox"/> |
| HR-122 | OHIO DEPARTMENT OF TRANSPORTATION (ODOT) COMMERCIAL DRIVERS LICENSE (CDL) COMPLIANCE FILES | 7 years from date of termination | Multi | | <input type="checkbox"/> |
| HR-123 | PERRP COMPLIANCE (Safety inspection reports; compliance reports) | 7 years from date compliance report submitted | Multi | | <input type="checkbox"/> |
| HR-124 | POSITION EXAMINATION INFORMATION (new hire or promotional, all materials used for specific recruitment. Includes position checklist, interview questions, examination information, job posting and advertisements.) | 7 years | Multi | | <input type="checkbox"/> |
| HR-125 | PUBLIC EMPLOYEES RISK REDUCTION PROGRAM LOGS (privacy case lists, if applicable) | Until superseded or classification is abolished <i>*No Internal Disposal Form Required</i> | Multi | | <input type="checkbox"/> |
| HR-126 | SAFETY COMMITTEE (meeting notices and notes; reference materials, roster, etc.) | 2 years | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: HUMAN RESOURCES APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 9/8/2021

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| HR-127 | UNEMPLOYMENT COMPENSATION RECORDS <i>(Ohio Department of Job & Family Services is the official record keeper)</i> | Until no longer of administrative value <i>*No Internal Disposal Form Required</i> | Multi | | <input type="checkbox"/> |
| HR-128 | VOLUNTEER FILES | 5 years from date of end of assignment | Multi | | <input type="checkbox"/> |
| HR-129 | WELLNESS PROGRAM PLAN RECORDS | 5 years | Multi | | <input type="checkbox"/> |
| HR-130 | WORKERS COMPENSATION CLAIMS FILES <i>(claims from employees injured on the job)</i> | 10 years from close of claim for lost time/indemnity, 6 years from close of claim for medical-only | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: INFORMATION TECHNOLOGY APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------|--------------------------|
| IT-101 | DISK & CLOUD BACKUPS (digital disk backups of servers, data, and files) | Rolling 30 days, then monthly as captured (6 consecutive months retained), then yearly created and retained for 3 years. | Multi | | <input type="checkbox"/> |
| IT-103 | JOURNALED EMAIL (all email sent and received through our email system, regardless of user action) | 3 Years | Exchange Online | | <input type="checkbox"/> |
| IT-104 | MAP REQUESTS (any map printed from existing layers) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| IT-102 | SEPARATED EMPLOYEE DATA | Email: <i>using the journaled email schedule</i> Network data: until no longer of administrative value, managed by the individual departments. | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: LAW DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 6-14-16

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| LAW-101 | ANNUAL REPORTS TO COUNCIL (report required by City Charter) | Permanent | Multi | | <input type="checkbox"/> |
| LAW-102 | BANKRUPTCY RECORDS (all notices, correspondence, etc. created or received by any City office regarding a Gahanna taxpayer, property owner, or business owner's bankruptcy case) | 4 years after audit report is certified | Multi | | <input type="checkbox"/> |
| LAW-103 | LEGAL HOLDS (notices issued by City Attorney to suspend disposal of records related to audits, investigations, and litigation) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| LAW-104 | LEGAL OPINIONS (a formal written opinion) | Permanent | Multi | | <input type="checkbox"/> |
| LAW-105 | LITIGATION CASE FILES | 10 years from date of final ruling, including any appeals | Multi | | <input type="checkbox"/> |
| LAW-106 | LITIGATION FILES - ANTICIPATED | 3 full calendar years after triggering event unless moved to Active Litigation Case File | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: MAYOR'S COURT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

*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.

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------|-------------------------------------|-------------------------------------|
| MC-01 | BUREAU OF MOTOR VEHICLE (BMV) REPORTS | 2 full calendar years, provided audited. | Paper | | <input type="checkbox"/> |
| MC-02 | CASH BOOKS | 25 years (ORC1901.41) | Multi | | <input type="checkbox"/> |
| MC-03 | CHECK STUBS | 2 full calendar years, provided audited. | Multi | | <input type="checkbox"/> |
| MC-04 | CLOSED CASE FILES TRAFFIC AND PARKING OVIs CRIMINAL | 25 full calendar years 50 full calendar years 50 full calendar years (ORC-1901.41) | | | <input type="checkbox"/> |
| MC-06 | END OF MONTH REPORTS (daily cash reports, bank deposit slips, bank account reconciliation, monthly report to Council, bank statements, credit card statements, financial reports, copies of monthly payouts to City, State, County, and collections) | 2 full calendar years, provided audited. | Multi | | <input type="checkbox"/> |
| MC-07 | EXPUNGED/SEALED CASE FILES (not for public disclosure) (all remaining court & police records of any Mayor's Court case for which an expungement and/or seal order has been issued by Mayor's or another court with jurisdiction) | 10 full calendar years from date of sealing | Multi | | <input type="checkbox"/> |
| MC-08 | FINAL DOCKET (includes case index if applicable) | Permanent | Multi | | <input checked="" type="checkbox"/> |
| MC-09 | FINE AND FEE SCHEDULE | Until superseded | Multi | | <input type="checkbox"/> |
| MC-10 | JUVENILE DIVERSION CASE NUMBER LOG (not for public disclosure) | 2 years | Paper | | <input type="checkbox"/> |
| MC-11 | JUVENILE DIVERSION CLOSED CASE FILE (not for public disclosure) | 2 years | Paper | | <input type="checkbox"/> |
| MC-14 | LEADS/CJIS SECURITY AWARENESS TRAINING LOGS | Maintained for the length of individuals employment | Multi | | |
| MC-13 | MAGISTRATE CERTIFICATES | 21 years beginning 1-1-2023. Prior to 1-1-2023 upon expiration | Multi | | |
| MC-12 | SUPREME COURT REPORTS & REGISTRATION | 2 full calendar years | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: MAYORS OFFICE APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|-------------------------------------|
| MO-102 | MARRIAGES (list of licenses mailed; records of distribution of donations made by couples) | 2 years | Multi | | <input type="checkbox"/> |
| MO-103 | PROCLAMATIONS (as authorized by COG Chapter 131) | Emergency Proclamations: 1 year after terminated in accordance with Chapter 131 Honorary Proclamations: Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| MO-105 | STATE OF THE CITY ADDRESS - <i>Video, transcript, presentations, and written speeches.</i> | Full-term(s) of the Mayor plus one year. Pending OHC decision. Permanent | Multi | | <input checked="" type="checkbox"/> |

CITY OF GAHANNA: POLICE DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|--------------------------|
| PD-45 | ACCOUNTS RECEIVABLE (911 Hangups, Dangerous/Vicious Animal Permits, Solicitor Permits, Fingerprints, Entertainment License Permits, False Alarms, Alarm Registrations, Special Duty Cruiser) | Current year plus 8 years | Multi | | <input type="checkbox"/> |
| PD-46 | ACCREDITATION REPORTS (CALEA) | Current year plus 8 years | Multi | | <input type="checkbox"/> |
| PD-02 | ALARM PERMITS (records of residential, commercial, and public building alarm permits issued within the City of Gahanna) | Current year plus 8 years | Multi | | <input type="checkbox"/> |
| PD-01 | ANIMAL LOST/FOUND LOGS | Permanent in-IMC | Multi | | <input type="checkbox"/> |
| PD-04 | BLOCK PARTY PERMITS | 12 months and then until no longer of administrative value | Multi | | <input type="checkbox"/> |
| PD-03 | BLOOD ALCOHOL CONTENT (BAC) RECORDS | 3 years | Multi | | <input type="checkbox"/> |
| PD-47 | BMV RETEST OR CONFISCATION DOCUMENTS | Current year plus 5 years | Multi | | <input type="checkbox"/> |
| PD-05 | CAD/RMS DATA (arrest records, crash reports, calls for service, crime information, offense reports, field interviews, property/evidence records (excluding written receipts), property reports, vehicle and officer assignment records) | Permanent as of 2007 unless otherwise noted below | Multi | | <input type="checkbox"/> |
| PD-09 | CIVIC ASSOCIATION MEETING DOCUMENTS | 2 years | Multi | | <input type="checkbox"/> |
| PD-07 | COMPUTERIZED CRIMINAL HISTORY LOGS (CCH) - COURT LOGS | 3 years | Multi | | <input type="checkbox"/> |
| PD-56 | DANGEROUS AND VICIOUS ANIMAL PERMIT | For the life of the animal or 20 years | Multi | | <input type="checkbox"/> |
| PD-48 | DECEPTION DETECTION EXAMINATIONS | Criminal Examinations: Accompanies case disposition Pre-Employment Examinations: Accompanies background file Background File: Refer to HR-103 if not hired. | Multi | | <input type="checkbox"/> |
| PD-11 | DETECTIVE CASE FILES - OPEN | 15 years or until case is closed, then follow CAD/RMS retention schedule | Multi | | <input type="checkbox"/> |
| PD-08 | DIVISION OWNED FIREARMS (conversion records, inventory, department issue) | Life of the firearm during division ownership | Multi | | <input type="checkbox"/> |
| PD-12 | DRAFTS OF OFFICIAL POLICE REPORTS (crash, offense, incident, investigative, field interview, arrest) | Until superseded <i>*No Internal Disposal Form Required</i> | Multi | | <input type="checkbox"/> |
| PD-49 | ELECTRONIC RECORDINGS OF CUSTODIAL INTERVIEWS | Accompanies case file and follows the case retention | Multi | | <input type="checkbox"/> |
| PD-13 | EMERGENCY 9-1-1 CALL DATA (ANI/ALI logs and message content) | 2 years | Multi | | <input type="checkbox"/> |
| PD-14 | EMPLOYEE FILES - ACTIVE (appointment/separation records, duty assignments, compensation history, performance evaluations prior to 2020, recognition, signed employee acknowledgements, training records, Academy Records, Commission Documentation, Oaths of Office, Promotional Documentation) | Until converted to separated employee file | Multi | | <input type="checkbox"/> |
| PD-15 | EMPLOYEE FILES - SEPARATED | 20-years-after-separation Retain for 6 months, then send to HR. Refer to HR-115 | Multi | | <input type="checkbox"/> |
| PD-16 | EXPUNGED CASES | Destroy all files, records, and computer references when expungement order received from court. Expungement court orders retained permanently. | Multi | | <input type="checkbox"/> |
| PD-50 | EYEWITNESS AUDIO AND VIDEO RECORDINGS | Accompanies case file and follows the case retention | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: POLICE DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| PD-17 | FACILITY VIDEO RECORDINGS (includes facility building and perimeter surveillance cameras) | 120 days <i>*No Internal Disposal Form Required</i> | Multi | | <input type="checkbox"/> |
| PD-51 | FELONIES - CLOSED | Homicide, Sexual Assault, Arson: Permanent All Others: Current year plus 9 years | Multi | | <input type="checkbox"/> |
| PD-52 | FIELD INVESTIGATIONS | 2 years from date of creation if no additional activity | Multi | | <input type="checkbox"/> |
| PD-18 | FINGERPRINT DATA | Webcheck (employment) - Automatically transmitted to and retained by the Ohio Attorney General's Office Investigation (case file) - Life of the companion case Investigation (suspect elimination) - Life of the companion case | Multi | | <input type="checkbox"/> |
| PD-19 | GENERAL ORDERS/DEPARTMENT DIRECTIVES/MEMORANDUMS | <i>until-superseded 5 years after rescinded</i> | Multi | | <input type="checkbox"/> |
| PD-20 | INFORMAL OR MINOR MISCONDUCT INVESTIGATION COMPLAINTS | 3 years | Multi | | <input type="checkbox"/> |
| PD-21 | INTERNAL AFFAIRS INVESTIGATIVE FILES | 6 years after separation <i>unless of significant value or interest as determined by the Chief of Police.</i> | Multi | | <input type="checkbox"/> |
| PD-22 | LIQUOR PERMITS | <i>Original kept with Council office</i> | — | | <input type="checkbox"/> |
| PD-23 | MASTER NAME RECORDS | Permanent in IMC | Digital | | <input type="checkbox"/> |
| PD-53 | MISDEMEANORS - NO PENDING ACTION (i.e. Open Warrants) | Current year plus 8 years | Multi | | <input type="checkbox"/> |
| PD-24 | MOBILE MESSAGING CONTENT (chat) | Up to 120 days, or until no longer of administrative value | Multi | | <input type="checkbox"/> |
| PD-27 | MOBILE VIDEO RECORDINGS (MVR), BODY-WORN CAMERA RECORDINGS (BWC), AND UNMANNED AERIAL SYSTEM (UAS) RECORDINGS | Evidence: 5 2 years (unless otherwise preserved as part of an offense, arrest, crash or other official report/action) Non-evidentiary: 180 days Training: 50 days Accidental: 10 days | Multi | | <input type="checkbox"/> |
| PD-25 | MOTOR VEHICLE IMPOUNDS FORMS | 3 years after vehicle release | Multi | | <input type="checkbox"/> |
| PD-54 | OFFENSES NOT OTHERWISE REQUIRED TO BE RETAINED, OFFENSES NOT OTHERWISE LISTED, ACCIDENTS THAT OCCUR ON PRIVATE PROPERTY (NOT REPORTED TO STATE CRASH PUBLIC RECORD SYSTEM) | Current year plus 8 years | Multi | | <input type="checkbox"/> |
| PD-28 | OFFICER & DISPATCHER SHIFT BIDS AND SCHEDULES | Current year plus 4 years | Multi | | <input type="checkbox"/> |
| PD-55 | OPERATIONS PLAN | Current year plus 8 years | Multi | | <input type="checkbox"/> |
| PD-29 | PROPERTY/EVIDENCE RECEIPTS | <i>2-years-after-case-is-closed. Current year plus 4 years</i> | Multi | | <input type="checkbox"/> |
| PD-30 | PROTECTION ORDERS | Until expired plus 2 years; Permanent if order does not expire | Multi | | <input type="checkbox"/> |
| PD-31 | RADIO, TELEPHONE & 9-1-1 RECORDINGS (audio files) | 1 year unless attached to a companion case or required for administrative purposes then until no longer of administrative value. | Multi | | <input type="checkbox"/> |
| PD-57 | REPORTS FOR PUBLICATION - INTERNAL & EXTERNAL | Current year plus 8 years | | | <input type="checkbox"/> |
| PD-32 | RESPONSE TO RESISTANCE (USE OF FORCE) REPORTS | 8 years or as part of a companion case. Unless Fatality occurs - permanent | Multi | | <input type="checkbox"/> |
| PD-33 | SEARCH WARRANTS | For the life of the investigative record | Multi | | <input type="checkbox"/> |
| PD-34 | SPECIAL DUTY EMPLOYMENT RECORDS (applications, schedules, invoices) | 4 years | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: POLICE DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| PD-35 | SUBPOENAS, SUMMONS & ARREST WARRANTS (served or entered by the department) | Record of service maintained as part of CAD/RMS retention Paperwork retained until disposition | Multi | | <input type="checkbox"/> |
| PD-58 | SWAT Plans and Documentation | Current year plus 8 years | Multi | | <input type="checkbox"/> |
| PD-36 | TEMPORARY HOLDING FACILITY RECORDS | Current year plus 8 years | Multi | | <input type="checkbox"/> |
| PD-39 | TRAFFIC & INTERSECTION VIDEO RECORDINGS | 10 days <i>*No Internal Disposal Form Required</i> | Multi | | <input type="checkbox"/> |
| PD-38 | TRAFFIC CITATION DATA | Current year plus 2 4 years | Multi | | <input type="checkbox"/> |
| PD-40 | TRAINING & QUALIFICATION RECORDS | Follows the employee until separation, then becomes part of the Employee File and follows Employee File Separation retention. Refer to PD-15. | Multi | | <input type="checkbox"/> |
| PD-59 | UNMANNED AERIAL SYSTEM (UAS) (flight logs, approval certificates) | 1 year unless attached to a case. Refer to PD-27 | Multi | | <input type="checkbox"/> |
| PD-41 | UNSOLVED MAJOR CRIME FILES | Permanent | Multi | | <input type="checkbox"/> |
| PD-42 | VACATION HOUSE CHECK RECORDS | Current year plus 1 year, then until no longer of administrative value | Multi | | <input type="checkbox"/> |
| PD-43 | VEHICLE LOCKOUT FORMS | 6 months | Multi | | <input type="checkbox"/> |
| PD-44 | VEHICLE PURSUIT REPORTS | Current year plus 8 years | Multi | | <input type="checkbox"/> |

PD-39 still under review

CITY OF GAHANNA: DEPARTMENT OF PLANNING- BUILDING APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|------------------------------------------------------|
| PLN-101 | ADJUDICATION ORDERS (Orders from City Building Official to commercial, public, multi-family residential, and single-family residential property owners to change construction documents to meet required standards and all related correspondence & documents.) | Orders issued in conjunction with an active permit file: Stored with the permit file & follow that retention schedule (PLN-108 or PLN-118). Orders <u>not</u> issued in conjunction with an active permit file: Permanent (for the life of the structure). | Multi | | <input type="checkbox"/> |
| PLN-102 | BOARD OF BUILDING STANDARDS REPORTS (Reports to the Ohio Building Code & Residential Code of Ohio.) | Monthly: Until incorporated into annual report. Annual: Permanent. | Multi | | <input checked="" type="checkbox"/> (Annual only) |
| PLN-104 | BUILDING & ZONING FEE SCHEDULE | Until superseded. | Multi | | <input type="checkbox"/> |
| PLN-105 | BUILDING DEPARTMENT CERTIFICATION (Certificate from the Ohio Board of Building Standards.) | Until superseded. | Multi | | <input type="checkbox"/> |
| PLN-108 | COMMERCIAL PERMIT FILES (Records of approval process for construction of commercial, public, and multi-family residential buildings, including records required by the Ohio Building Code (OBC) and all related correspondence & documents, <i>except for the construction documents which are set forth in PLN-107.</i>) | Permit & OBC-required records: Permanent (for the life of the structure). Other records: 1 full calendar year after date of project completion. | Multi | | <input type="checkbox"/> |
| PLN-109 | CONDEMNATION ORDERS (Notices of Condemnation by the City Building Official and all related correspondence & documents.) | Permanent (for the life of the structure). | Multi | | <input type="checkbox"/> |
| PLN-107 | CONSTRUCTION DOCUMENTS (Records used in the construction of commercial, public, multi-family residential, and single-family residential buildings, such as site plans, building plans, blueprints, drawings, spec books.) | Projects completed as approved: 1 full calendar year after date of project completion. Buildouts on City-owned properties are to be retained permanently (for the life of the structure). <i>See Appendix B for other scenarios.</i> | Multi | | <input type="checkbox"/> |
| PLN-110 | CONTRACTORS' REGISTRATION (Applications, supporting documents such as certificates of insurance & state licenses, certificates of contractor registration.) PROGRAM SUNSET: The contractor registration requirement for Building permits has been repealed from City Code, effective 9/6/2023. | Applications and certificates of registration: 1 full calendar year after date of registration expiry. Supporting documents: Until expired or superseded, <i>whichever occurs first</i> . SUNSET PROVISION: The retention periods above will remain in effect for 6 months following the program sunset, until 3/6/2024. Following that date, all records will be disposed of. | Multi | | <input type="checkbox"/> |
| PLN-111 | DEMOLITION PERMITS (Records of approval process for demolition of commercial, public, multi-family residential, and single-family residential buildings, including records required by the Ohio Building Code (OBC) or Residential Code of Ohio (RCO) as appropriate and all related correspondence & documents.) | 1 full calendar year after date of project completion. | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: DEPARTMENT OF PLANNING- BUILDING APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| PLN-112 | FRANKLIN COUNTY PLUMBING PERMITS - MONTHLY SUMMARY (Includes copies of plumbing permits.) | 1 full calendar year after date of report. | Multi | | <input type="checkbox"/> |
| PLN-114 | INSPECTION REPORTS (Reports of inspections results received from third-party contractors for construction, plumbing, or electrical work.) | Individual inspection results: Until entered into the electronic permit file (when part of permit file, follows that retention schedule: PLN-108, PLN-111, or PLN-118). Summary log: 1 full calendar year after date of report. | Multi | | <input type="checkbox"/> |
| PLN-115 | ISO AUDIT REPORTS (Insurance Services Organization (ISO) audit reports.) | Only retain 2 most recent audit reports. | Multi | | <input type="checkbox"/> |
| PLN-116 | NOTICE OF VIOLATION/CITATION (Violations and citations issued by the Chief Building Official or Building Inspector under the International Property Maintenance Code (IPMC) and all related correspondence & documents.) | 5 years after date of resolution. | Multi | | <input type="checkbox"/> |
| PLN-118 | RESIDENTIAL PERMIT FILES (Records of approval process for construction single-family residences, including records required by the Residential Code of Ohio (RCO) and all related correspondence & documents, <i>except for the construction documents which are set forth in PLN-107.</i>) | Permit & RCO-required records (for applications submitted 5/27/2006 & later): Permanent (for the life of the structure). Other records: 1 full calendar year after date of project completion. | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: DEPARTMENT OF PLANNING- BUILDING APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|----------------------------|------------------|------------|-------------------------------------|-----------------------|
|-----------------|----------------------------|------------------|------------|-------------------------------------|-----------------------|

Appendix A: Relevant Definitions

Application Expiry: The point at which an unapproved building permit application expires; refer to the current Department of Planning policy for the defined expiry timeframe.

Construction: When used to describe any work that may require a permit of any type, "construction" may refer to the construction, erection, alteration, repair, arrangement, moving, relocating, or equipment of buildings and structures (or parts thereof) and excludes the demolition of such buildings and structures.

Full Calendar Year: The one-year period from January 1 to December 31 of any given year. For retention periods defined by number of full calendar years, the record is to be retained for any remaining portion of the calendar year of the specified date as well as the full duration of the required number of following calendar years. For example, a record whose retention period is one full calendar year from an expiry date in 2021 must be retained for the remainder of 2021 as well as all of 2022 (regardless of whether that expiry date was anytime between January 2, 2021 and December 31, 2021) and may be disposed of no earlier than January 1, 2023.

Multi-Family Residence: Residential buildings consisting of 4 or more family dwellings, as recognized by the Ohio Building Code (OBC) and Residential Code of Ohio (RCO).

OBC-Required Records: Records required to be kept in the official permanent record for each commercial, public, or multifamily residential project per the Ohio Building Code, including:

- Applications received,
- Certificates of Plan Approval issued,
- Notices and orders issued,
- Certificates of Occupancy,
- Certificates of Completion, and
- Other such records required by the rules of the Board of Building Standards.

Plan Approval Expiry: The point at which the approval for a set of construction plans expires; refer to the current Department of Planning policy for the defined expiry timeframe.

Project Completion: The effective date of the issuance of either the Certificate of Occupancy or Certificate of Completion for the project. (The kind of certificate provided depends on the type and scope of work performed.) If the certificate is back-dated at the time of issuance, then the back-date is the effective date, not the date the issuance took place. **For projects in which the type and scope of work performed does not necessitate a certificate to be issued by the City, the date that the project file is finalized (closed) will serve as the project completion date.**

RCO-Required Records: Records required to be kept in the official permanent record for each residential project per the Residential Code of Ohio, including:

- Applications received,
- Certificates of Plan Approval issued,
- Notices and orders issued,
- Certificates of Occupancy,
- Certificates of Completion, and
- Other such records required by the rules of the Board of Building Standards.

Single-Family Residence: Residential buildings consisting of 1, 2, or 3 family dwellings, as recognized by the Ohio Building Code (OBC) and Residential Code of Ohio (RCO).

**CITY OF GAHANNA: DEPARTMENT OF PLANNING- BUILDING APPX. B. APPROVED
RETENTION SCHEDULE (RC-2)**

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Appendix B: Construction Documents Retention Scenarios | | | | |
|--------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------|
| | | Work Completion | | |
| | | Yes, Work Completed | No, Work Started but Not Completed | No, Work Not Started |
| Plan Approval | Yes, Plans Approved | Completed as Approved: 1 full calendar year after date of project completion. | Incomplete, Approved Build: 1 full calendar year after date of plan approval expiry. | Approved but Not Built: Until plan approval expiry. |
| | No, Plans Not Approved | Built without Approval: 1 full calendar year after date of application expiry. | Incomplete, Unapproved Build: 1 full calendar year after date of application expiry. | Unbuilt, Unapproved: Until application expiry. |

Buildouts on City-Owned Property

Records of buildouts on City-owned property are to be retained permanently (for the life of the structure). If at any time during the life of the structure the property is no longer City-owned, follow the retention period specified in the table above.

Superseded Records

Records may be disposed of earlier than defined above if the record is superseded, as follows:

Documents Superseded: (e.g., revised documents submitted prior to project completion) Retain until project completion, after which only the most recent set of approved documents is to be retained.

Project Superseded: (e.g., project rendered obsolete by the implementation of a newer project) Retain only until new project completion.

CITY OF GAHANNA: DEPARTMENT OF PLANNING- CODE ENFORCEMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| PLN-204 | RENTAL REGISTRATION (Applications, inspection logs, permits related to rental property registrations, including any withdrawn or incomplete applications) | 5 years after date of submittal. | Multi | | <input type="checkbox"/> |
| PLN-201 | VIOLATIONS (Citizen complaints, Notices of Violation, citations and supportive court documentation, photos, correspondence, and invoices/receipts related to fees assessed with regards to Zoning Code Violations) | 5 years after case closed. For cases included in a Nuisance Code Violation, the files follow that retention schedule (PLN-203). | Multi | | <input type="checkbox"/> |
| PLN-203 | VIOLATIONS - NUISANCE CODE (Violations issued in response to repeated code violations at a specific property with related documents, including documentation and correspondence from the original Zoning Code Violations that led to the issuance of the Nuisance Violation) | 5 years after case closed. | Multi | | <input type="checkbox"/> |
| PLN-202 | VIOLATIONS - UNSUBSTANTIATED (Complaint of violation is submitted, but upon inspection, it is determined that there has been no violation) | Records closed c. 03/25/2021 and later: 2 years after case closed. Records closed prior to c. 03/25/2021: Retain according to regular Violations schedule (PLN-201). | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: DEPARTMENT OF PLANNING- ZONING APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| PLN-301 | APPLICATIONS - APPROVED/DENIED ADMINISTRATIVELY (Fence, Permanent Sign (submitted prior to 11.15.2021), Shed (submitted 01.20.2021 & later), Subdivision Without Plat, Zoning Certificate; including application, submitted documents, revisions, receipt of payment, & any correspondence deemed relevant to application approval/denial) | Approved: 5 years after approval or until superseded/removed, whichever occurs first. (Any Subdivision Without Plat applications reviewed by Planning Commission will follow that schedule, PLN-303.) Denied/Withdrawn: 1 year after denial/withdrawal. | Multi | | <input type="checkbox"/> |
| PLN-302 | APPLICATIONS - EXEMPTION (Application for exemption for sidewalk and outdoor seasonal sales, with any attachments and related correspondence) | Approved/Denied Applications: 1 full calendar year after year sale was scheduled. | Multi | | <input type="checkbox"/> |
| PLN-307 | APPLICATIONS - FLOOD PLAIN USE (Floodplain use permit applications and any accompanying documentation received by Zoning for review by Engineering) | Approved: Permanent. Discontinued (due to determination that site/project was outside SFHA): Permanent. Denied/Incomplete/Withdrawn: Permanent. | Multi | | <input type="checkbox"/> |
| PLN-308 | APPLICATIONS - HOME OCCUPATION (Application for use of a home as a place of business, including site plans and a letter explaining the use) | Approved: Until change of ownership or discontinuation of use, whichever occurs first. Denied/Withdrawn: 1 year after denial/withdrawal. | Multi | | <input type="checkbox"/> |
| PLN-303 | APPLICATIONS - REVIEWED BY PLANNING COMMISSION (Applications forwarded to Planning Commission for consideration, such as Design Review, Variance.) | Forwarded to Planning Commission: Until transferred for consideration. Original submittal and revisions retained until the Planning Commission hearing and decision. Final submittal retained for 10 1 years following the date of Planning Commission hearing and decision. No Action (e.g., withdrawn or expired prior to being transferred to Council): 2 years from date of withdraw or expiry as applicable. | Multi | | <input type="checkbox"/> |
| PLN-305 | APPLICATIONS - TEMPORARY SIGN (All permits as required for temporary signs or banners) | 1 year from date of permit. | Multi | | <input type="checkbox"/> |
| PLN-306 | Zoning Verification Letters (Including all related correspondence and documents) | 1 year from date of letter. | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: PARKS & RECREATION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|----------------------------------------------------|
| PR-101 | AGENDAS (for public meetings of bodies created for P&R business) | 1 year | Multi | | <input type="checkbox"/> |
| PR-102 | ANNUAL REPORTS | 1 year | Multi | | <input type="checkbox"/> |
| PR-103 | BOARDS/COMMISSION/MINUTES (signed copies of Parks & Recreation Board and Landscape Board) | Permanent | Multi | | <input checked="" type="checkbox"/> (for paper) |
| PR-105 | BOARDS/COMMISSIONS RULES OF PROCEDURE/RULES & REGULATIONS (boards/commissions, committees maintained by the P&R Department) | Permanent | Multi | | <input type="checkbox"/> |
| PR-104 | BOARDS/COMMISSIONS/COMMITTEES DOCUMENTS/FILES (boards/commissions maintained by the P&R Department. Such as rosters, notes, correspondence, speaker request forms, public meeting.) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| PR-106 | CHEMICAL CONTROL - AQUATICS/POOL (sterilizers, clarifiers, algaecides, PH balances, applications, safety data, instructions, licenses/permits, and related documentation.) | 2 full calendar years after year expired/superseded, or as required by licensing/permitting; whichever is longer (<i>per OAC 3701-31</i>) | Multi | | <input type="checkbox"/> |
| PR-107 | CHEMICAL CONTROL - TURF & LANDSCAPE (for any pesticides, herbicides, fungicides, insecticides, algae control used by City personnel or vendor; licenses/permits and the applications for them; use records; instructions, safety data, and related documentation.) | 3 full calendar years after year expired/superseded, or as required by licensing/permitting; whichever is longer (<i>per ORC 901:5-11-10</i>) | Multi | | <input type="checkbox"/> |
| PR-108 | CITIZEN REQUEST DATABASE | 3 years from the date of request | | move to GN | <input type="checkbox"/> |
| PR-109 | CONSULTANT QUALITY BASED SELECTION PROCESS (Public Notice, Letters of Intent, Statement of Qualifications, Consultant Tracking Spreadsheet, Evaluation Form, Consultant Proposal/Contract, and related documents.) | Retain for 2 years or 1 calendar year after expiration - whichever is longer | | | <input type="checkbox"/> |
| PR-110 | CONTRACTS, LEASES, AND SERVICE AGREEMENTS (Competitive Bidding) (includes Motion Resolution, Notice to Bidders Advertisement, Plans, Maps, Plan Holder List, Bid Summary, Debarred Contractors List, Findings for Recovery Database Search, Ordinance Award Documents, Certificate of Liability Insurance, Bureau of Workers Compensation Certificate, Preconstruction Meeting Agenda, Prevailing Wage Packet, Purchase Order, Vendor Invoices, and related correspondence and documents) CONTRACTS, LEASES, AND SERVICE AGREEMENTS (non-competitive bidding) Agreements with outside entities. Includes MOUs, MOAs for goods and services. | 15 years after expiration/termination 6 years after expiration of final amended agreement (ORC 2305.06) | | | <input type="checkbox"/> |
| PR-111 | DEPOSITS (itemized receipts, reports, cash reconciliation form, backup documents maintained by the P&R Department) | Until audit report is certified and received by the city. | Multi | | <input type="checkbox"/> |
| PR-112 | EQUIPMENT MAINTENANCE (for records not kept by City fleet maintenance facility or IT department; operator's manuals for installation/operation/maintenance of equipment; records of routine maintenance and repair done by City employee or commercial vendor) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: PARKS & RECREATION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|-------------------------------------|
| PR-113 | HEALTH AND SAFETY CONTROL (licenses/permits/certifications/registrations, the applications for them; inspection, violations, for food service, food storage, fire reports to licensing/permit/body; related correspondence or other records) | 3 full calendar years after year expired/superseded, as required by licensing/permitting; whichever is longer | Multi | | <input type="checkbox"/> |
| PR-114 | INCIDENT REPORTS - PUBLIC/ADULT (records of injuries to, or property damage/vandalism or rental agreement violation by adult participants, restitution receipts, records of follow-up actions, incident report, registration, liability waiver) | 1 full calendar year after final action | Multi | | <input type="checkbox"/> |
| PR-115 | INCIDENT REPORTS - PUBLIC/MINOR (records of injuries to, or property damage/vandalism by participants under 18, restitution receipts, records of follow-up actions, liability waiver, medical records, registration, incident report) <i>*not for public disclosure</i> | 3 full calendar years after participant becomes 18; provided no action pending | Multi | | <input type="checkbox"/> |
| PR-116 | LANDSCAPE PLANS (drawings and other plans on public or commercial property) | 10 years; provided no action pending | Multi | | <input type="checkbox"/> |
| PR-117 | LIQUOR CONTROL PERMITS (for City property or events) | Until expired. | | | <input type="checkbox"/> |
| PR-118 | MONTHLY REPORTS TO PARKS & RECREATION BOARD (financial activity or related reports) | 1 full calendar year | Multi | | <input type="checkbox"/> |
| PR-119 | PARKS AND FACILITIES PROPERTY RECORDS AND HISTORY (City owned property maintained by the Parks & Recreation Department) | Permanent | Multi | | <input checked="" type="checkbox"/> |
| PR-120 | PROGRAM PLANNING (course descriptions; planning and evaluation notes. for camps, classes, trips, parties, events. conducted for/provided to public) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| PR-121 | PROGRAM REGISTRATIONS (registrations, rental reservations, waivers, roster, attendance, medical records, and related records for camps, classes, trips, parties, events, pools, Golf Course, Senior Center, conducted for/provided to public) | 2 full calendar years; provided no incident report. Pursuant to PR114 and PR115 as listed above. | Multi | | <input type="checkbox"/> |
| PR-122 | PROJECT FILES - CAPITAL IMPROVEMENT (records for each project may contain Preliminary Studies, Stormwater Management Report, Stormwater Pollution Prevention Plan, Comment Letters, Cost Estimates, Engineering Fees, Project Bonds or Letters of Credit, Prevailing Wage Payroll Reports and Prevailing Wage Rates, invoices, Purchase Orders, Inspection and Status Reports, Correspondence, Shop Drawings, Grant Applications and Reports, Preconstruction and Progress Meeting Notices, Agenda, Minutes, Correspondence, Easement Descriptions and Exhibits, Pay Requests, Signed Legislation, Project Schedules, and related documents.) | 5 calendar years after project completed (or terminated) and the 1-year maintenance compliance has been verified | Multi | | <input type="checkbox"/> |
| PR-123 | PROPERTY ACQUISITIONS (appraisals (MAI), purchase agreements, right-of-way, and related documents.) | Permanent | Multi | | <input type="checkbox"/> |
| PR-124 | PROPERTY MAINTENANCE (records of routine maintenance and repair of land, signs and structures owned by City for which City has accepted responsibility for in writing) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: PARKS & RECREATION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|------------------------------------------------------|
| PR-126 | SIGNS PERMITS - COMMUNITY (applications for 14-day posting of event notice sign on City-owned sign boards; log sheets, and related documents.) | Approved/denied applications and log: 1 full year after year of event. | Multi | | <input type="checkbox"/> <input type="checkbox"/> |
| PR-127 | STAFF TRAINING (records of orientation/training and any certifications on health and safety procedure, job expectations as given by City or other provider) | 1 full calendar year | Multi | | <input type="checkbox"/> |
| PR-128 | STUDIES (includes all types of studies such as plans, flood plain, capital improvement, land use, preliminary engineering, feasibility.) | Preliminary studies retained until superseded. Final studies retained permanently unless deemed obsolete by the Director of Parks & Recreation | | | <input type="checkbox"/> |
| PR-129 | SURVEILLANCE RECORDINGS (data recorded by surveillance cameras in public parks and public pools) | 7 days; system will overwrite | Multi | | <input type="checkbox"/> |
| PR-130 | SWIM TEST CARDS (issued to swimmers to determine which area of the pool they are allowed to access) | 30 days after end of season in which they are issued | Multi | | <input type="checkbox"/> |
| PR-131 | VETERAN BRICK RECORDS | Applications: 1 year after brick installed Database: Permanent | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------|-------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-103 | Aggregation Energy Supplier Pricing (includes miscellaneous related correspondence and documents) | Retain 15 years after expiration | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-133 Electric Aggregation and SVC-149 Natural Gas Aggregation. It is recommended that this schedule number be removed and the SVC-133 and SVC-149 retention be followed. |
| SVC-104 | Aggregation Plan of Operations & Governance (includes miscellaneous related correspondence and documents) | Retain 15 years after expiration | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-133 Electric Aggregation and SVC-149 Natural Gas Aggregation. It is recommended that this schedule number be removed and the SVC-133 and SVC-149 retention be followed. |
| SVC-105 | American Electric Power – Maps (includes miscellaneous related correspondence and documents) | Until superseded | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-106 American Electric Power Outage Information. It is recommended that this schedule number be removed and the SVC-106 retention be followed. |
| SVC-106 | American Electric Power Outage Information (includes miscellaneous related correspondence and documents such as maps and outages) | Retain 5 years after date of outage | Multi | | <input type="checkbox"/> | This schedule should be retitled "American Electric Power" since this encompasses not only the outage information but other items such as maps. |
| SVC-107 | Annual Reports | Permanent | Multi | | <input checked="" type="checkbox"/> | |
| SVC-108 | Asset Management (includes asset disposal forms-executed, auction listing, release document, e-waste disposal documents, and related correspondence) | 3 years | Multi | | <input type="checkbox"/> | |
| SVC-111 | CABLE ADVISORY BOARD (rosters; Rules of Procedure; meeting notices, agendas, minutes; reports & recommendations; correspondence.) | Until related cable contract expires and are disposed of | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-101 Ad Hoc Board/Committee/Commission Documents. It is recommended that this schedule number be removed and the GN-101 retention be followed. |
| SVC-112 | CABLE TV – LEGAL (copies of local, state, federal laws & regulations about cable TV services, technology.) | Until superseded & contract disposed of | Multi | | <input type="checkbox"/> | All this information is housed in the contract file which already has a current Service Department – Admin retention schedule SCV-114 Cable TV. It is recommended that this schedule number be removed and the SVC-114 retention be followed. |

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-113 | CABLE TV COMPANIES (general administrative records about a cable TV company; company annual report & other publications; correspondence not specific to contract, fees, performance/compliance or negotiations; notices/press releases by City or company re: customer info; info about cable TV in general.) | Until no longer of administrative value, generally no longer than corresponding contract is retained | Multi | | <input type="checkbox"/> | All this information is housed in the contract file which already has a current Service Department – Admin retention schedule SCV-114 Cable TV. It is recommended that this schedule number be removed and the SVC-114 retention be followed. |
| SVC-114 | CABLE TV CONTRACTS (executed franchise agreements/permits/contracts with related addenda, extensions; Certificates of Insurance; Letters of Credit, bonds; contract-required notices to City or customers; related correspondence.) | 3 calendar years after terminated or superseded (including any extension) | Multi | | <input type="checkbox"/> | |
| SVC-115 | CABLE TV FRANCHISE FEES (records of payment to City; related correspondence) | Until corresponding contract is disposed of | Multi | | <input type="checkbox"/> | All this information is housed in the contract file which already has a current Service Department – Admin retention schedule SCV-114 Cable TV. It is recommended that this schedule number be removed and the SVC-114 retention be followed. |
| SVC-116 | CABLE TV NEGOTIATION RECORDS (records documenting the negotiation process, such as consultant RFPs & proposals, drafts, correspondence, background & reference materials.) | Until resulting contract is terminated, or superseding contract is executed | Multi | | <input type="checkbox"/> | All this information is housed in the contract file which already has a current Service Department – Admin retention schedule SCV-114 Cable TV. It is recommended that this schedule number be removed and the SVC-114 retention be followed. |
| SVC-117 | CABLE TV PERFORMANCE (logs, reports, correspondence of customer comments; cable company reports of service standards, upgrades, customer satisfaction.) | For duration of corresponding contract (plus any extensions) | Multi | | <input type="checkbox"/> | All this information is housed in the contract file which already has a current Service Department – Admin retention schedule SCV-114 Cable TV. It is recommended that this schedule number be removed and the SVC-114 retention be followed. |
| SVC-118 | Calendars | 5 years | Multi | | <input type="checkbox"/> | |
| SVC-119 | Cell Tower Leases (includes related correspondence and documents) | 15 years after expiration/termination | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-128 Contracts, Leases and Service Agreements. It is recommended that this schedule number be removed and the SVC-128 retention be followed. |
| SVC-120 | Central Ohio Public Energy Council (COPEC) (includes Meeting Minutes, Designation Letters, Code of Regulations, Agreement, Resolution Allowing Membership, and related correspondence and documents) | Permanent | Multi | | <input type="checkbox"/> | |

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-121 | Certified and Priority Mail Receipts with Tracking Information | Until no longer of administrative value | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-112 General Correspondence Records. It is recommended that this schedule number be removed and the GN-112 retention be followed. |
| SVC-122 | CITIZEN REQUEST DATABASE | 10 years from date of the request | Multi | | | Moved to General Schedule as GN-133 |
| SVC-123 | Citizen Request Database – Paper Copy w/Field Work Noted | Until no longer of administrative value | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-122 Citizen Requests. It is recommended that this schedule number be removed and the SVC-122 retention be followed. |
| SVC-124 | City of Columbus - Sanitary Capacity Charge Report (includes related correspondence and documents) | 5 years after date of report | Multi | | <input type="checkbox"/> | |
| SVC-125 | City of Columbus – Sewer/Water Advisory Board (includes Agenda, Presentations/Handouts, and related correspondence and documents) | 5 years after meeting date | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-101 Ad Hoc Board/Committee/Commission Documents. It is recommended that this schedule number be removed and the GN-101 retention be followed. |
| SVC-126 | City of Columbus - Utility Documents (includes Water/Sanitary/Wet Weather/Testing Invoice, Notarized Billing Statements, and miscellaneous related correspondence and documents) | 5 years | Multi | | <input type="checkbox"/> | |
| SVC-127 | City Owned Street Light Weekly Report | Until no longer of administrative value | Multi | | <input type="checkbox"/> | Streetlight repairs are just one type of citizen request. This is already accounted for in the current Service Department – Admin Series as SVC-122 Citizen Requests. It does not make sense that they have their own schedule. It is recommended that this schedule number be removed and the SVC-122 retention be followed. |
| SVC-209 | Consumer Confidence Report (includes instructions [ie: Ohio EPA guide, report template, electronic delivery rules], report [ie: publisher file, contaminant monitoring spreadsheet, images] delivery certification [ie: appendix form, sample of water bill, sample of postcard/delivery method] and related documents) | 12 years from report date | Multi | | <input type="checkbox"/> | |

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-128 | Contracts, Leases, and Service Agreements (Competitive Bidding) (includes Motion Resolution, Notice to Bidders Advertisement, Plans, Maps, Plan Holder List, Bid Summary, Debarred Contractors List, Findings for Recovery Database Search, Ordinance Award Documents, Certificate of Liability Insurance, Bureau of Workers Compensation Certificate, Preconstruction Meeting Agenda, Prevailing Wage Packet, Purchase Order, Vendor Invoices, and related correspondence and documents) <i>Including services provided to a third party for payment. Such as a cell tower leases, and other services provided to the city</i> | 15 years after expiration/termination 6 years after expiration of most recently amended agreement (ORC 2305.06) | Multi | | <input type="checkbox"/> | |
| SVC-129 | Council Reports Database | 20 years from meeting date | Multi | | <input type="checkbox"/> | This schedule should be retitled "Council Reports" since this encompasses not only the database but the Word documents also created. |
| SVC-130 | Greenside Parking Garage (includes Maintenance and Cleaning Documents, Proposals, Purchase Orders, Invoices, Disposal Site for Recovered Water Map, Permission Letter to Access Sanitary Manhole, and related correspondence and documents) | 5 years | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Facilities Maintenance Division Series. Therefore this schedule number should be removed and the facilities maintenance division retention periods should be followed. |
| SVC-131 | DEMOLITION CASE FILES (for City-ordered demolitions that generate enough records for a case file; any records related to a single demolition, such as condemnation or demolition order, legal records, permit copy, bidding records, contract, correspondence) | Service Director retain case file 15 years after demolition | Multi | | <input type="checkbox"/> | |
| SVC-132 | Disaster Cleanup Information | If no claim filed: Until no longer of administrative value. If Claim Filed: Until claim has been paid or denied. | Multi | | <input type="checkbox"/> | |
| SVC-133 | Electric Aggregation (includes related correspondence and documents <i>as related to electric aggregation such as pricing, plan of operations and governance documents</i>) | 15 years after expiration | Multi | | <input type="checkbox"/> | |
| SVC-134 | Events (Shredding and E-Recycling, Service Expo, etc.) (includes Planning Documents, Public Notification, Maps, Photos, and related correspondence and documents) | 5 years after event date | Multi | | <input type="checkbox"/> | |
| SVC-135 | Franklin County – Jurisdictional Meeting/Public Health Connection Conference Call Documents (includes correspondence and documents) | 5 years | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-101 Ad Hoc Board/Committee/Commission Documents. It is recommended that this schedule number be removed and the GN-101 retention be followed. |

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-136 | Franklin County Public Health – Mosquito Control Program Information (includes correspondence and documents) | 5 years | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-128 Contracts, Leases and Service Agreements. It is recommended that this schedule number be removed and the SVC-128 retention be followed. |
| SVC-137 | Franklin County Public Health – Reports/Inspections/Violations (includes correspondence and documents) | 3 full calendar years after year services provided, date of inspection or remediation | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-128 Contracts, Leases and Service Agreements. It is recommended that this schedule number be removed and the SVC-128 retention be followed. |
| SVC-138 | Gahanna Code Modifications Documents | 10 years | Multi | | <input type="checkbox"/> | |
| SVC-139 | GIS Maps and Data Queries | Until no longer of administrative value | Multi | | <input type="checkbox"/> | This folder is not used since all GIS maps and data queries are contained in the contract folder. This is already accounted for in the current Service Department – Admin Series as SVC-128 Contracts, Leases and Service Agreements. It is recommended that this schedule number be removed and the SVC-128 retention be followed. |
| SVC-140 | Handwritten/Email/Phone Messages | 30 days (unless hearing pending) or no longer of administrative value | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-112 General Correspondence Records. It is recommended that this schedule number be removed and the GN-112 retention be followed. |
| SVC-141 | INSURANCE CLAIM CASE FILES (any notification of intent to file claim, any claim forms submitted; records of expenses & losses incurred by claimant, other records of investigating & processing claim; related correspondence; final decision by insurance carrier) | Paid: 3 full calendar years after year paid. Denied: Transfer to City Atty. if sued. – Otherwise retain 3 full calendar years after year denied. (If claimant is a minor, retain with policy in effect at time of incident 3 full calendar years after year minor) | Multi | | <input checked="" type="checkbox"/> | Moved to GN-134 |
| SVC-142 | INSURANCE POLICIES (policies and/or agreements with any revisions, additions, explanations, for covering claims re: City's motor vehicles, personal or real property, or liability for personal injury or property damage) | Until superseded, AND all claim files disposed of AND no claims pending or reasonably anticipated | Multi | | <input checked="" type="checkbox"/> | Moved to GN-135 |
| SVC-143 | Jefferson Township (miscellaneous correspondence and documents from the Township and the Fire Department) | Until no longer of administrative value | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-112 General Correspondence Records. It is recommended that this schedule number be removed and the GN-112 retention be followed. |

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-144 | Leases (Original signed documents for rental of equipment or space, or for services provided only for a specified period of time.) | 1 calendar year after expiration in office of origin, provided audited | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-128 Contracts, Leases and Service Agreements. It is recommended that this schedule number be removed and the SVC-128 retention be followed. |
| SVC-145 | LEGAL OPINIONS | See Law RC-2 | Multi | | <input type="checkbox"/> | |
| SVC-146 | Logs (includes list of daily tasks/work accomplished by field crews) | Until information is incorporated into the Yearly Planners | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-128 Contracts, Leases and Service Agreements. It is recommended that this schedule number be removed and the SVC-128 retention be followed. |
| SVC-147 | Mifflin Township (miscellaneous correspondence and documents from the Township and the Fire Department) | Until no longer of administrative value | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-112 General Correspondence Records. It is recommended that this schedule number be removed and the GN-112 retention be followed. |
| SVC-148 | Miscellaneous Meeting Notes | Until no longer of administrative value | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-101 Ad Hoc Board/Committee/Commission Documents. It is recommended that this schedule number be removed and the GN-101 retention be followed. |
| SVC-149 | Natural Gas Aggregation (includes related correspondence and documents as related to natural gas aggregation such as pricing, plan of operations and governance documents) | 15 years after expiration | Multi | | <input type="checkbox"/> | |
| SVC-151 | Ohio Consumer's Counsel (OCC) (includes Assistance Handbook and correspondence and documents) | Until no longer of administrative value | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-101 Ad Hoc Board/Committee/Commission Documents. It is recommended that this schedule number be removed and the GN-101 retention be followed. |
| SVC-150 | Ohio Consumer's Counsel (OCC) – Ohio Intrastate Gross Earnings Certification (includes related correspondence and documents) | 15 years from related aggregation year. | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-101 Ad Hoc Board/Committee/Commission Documents. It is recommended that this schedule number be removed and the GN-101 retention be followed. |
| SVC-152 | Ohio Department of Agriculture Insect Control Documents (and related correspondence) | Until no longer of administrative value | Multi | | <input type="checkbox"/> | |

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-219 | Ohio Environmental Protection Agency (OEPA) - Disinfectant & Disinfection Byproducts Chemical Monitoring Schedule (includes- related correspondence and documents) | Until superseded | Multi | | <input type="checkbox"/> | |
| SVC-220 | Ohio Environmental Protection Agency (OEPA) - Public Water System Evaluation Surveys (includes related correspondence and documents) | Permanently or until determined obsolete by the City Engineer | Multi | | <input type="checkbox"/> | |
| SVC-221 | Ohio Environmental Protection Agency (OEPA) - Sample Sites (includes related correspondence and documents) | Until superseded | Multi | | <input type="checkbox"/> | |
| SVC-153 | Ohio Environmental Protection Agency (OEPA) - Sewer and Water Rate Surveys (includes related correspondence and documents) | 5 years | Multi | | <input type="checkbox"/> | |
| SVC-154 | Ohio Municipal Joint Self-Insurance Pool (OMJSP) Board of Trustees (includes Meeting Agenda Meeting Minutes, Balance Sheet, Income Statement, Underwriting Performance Statement, Marketing & Growth Plan, and correspondence and documents) | Retain as long as Gahanna is a member of the Board of Trustees and the documents have administrative value. | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-101 Ad Hoc Board/Committee/Commission Documents. It is recommended that this schedule number be removed and the GN-101 retention be followed. |
| SVC-155 | PARKING GARAGE REVENUE (data for usage and revenue reports) | until all data is in a printed report | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-108 Departmental Finance/Budget Records. It is recommended that this schedule number be removed and the GN-108 retention be followed. |
| SVC-156 | PARKING GARAGE REVENUE (parking tickets/receipts, reports of numbers of cars parked, and of revenue) | Retain tickets/receipts until audit is completed for revenue year and usage report is completed. Retain usage and revenue reports for 10 full calendar years after revenue year. | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-108 Departmental Finance/Budget Records. It is recommended that this schedule number be removed and the GN-108 retention be followed. |
| SVC-157 | PAY-INS (Deposit Spread and Daily Deposit Slip Sheets, treasurer's receipts, and other records documenting revenue received by a city office and deposited with the city treasury) | 5 years from date of deposit | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-108 Departmental Finance/Budget Records. It is recommended that this schedule number be removed and the GN-108 retention be followed. |
| SVC-158 | Performance Measurement Tracking Spreadsheet (includes related correspondence and documents) | 10 years | Multi | | <input type="checkbox"/> | This schedule should be retitled "Performance Measurement" since this encompasses not only the spreadsheet but other items. |
| SVC-159 | PERMITS (banners, house number painting, storm water, storm sewer tap, street opening/ closing; supporting documents e.g. construction drawings, maps) | Storm water—until superseded; others 1-calendar year | Multi | | <input type="checkbox"/> | This folder is not used since all permits are contained within each specific division folder which has its own retention schedule. Therefore this schedule number should be removed. |

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-160 | Petroleum Underground Storage Tank Release (PUSTR) Compensation Board—Certificates of Coverage (includes related correspondence and documents) | 5 years after all claims paid, tank removed, and no further action required by PUSTR. | Multi | | <input type="checkbox"/> | This schedule should be retitled "Petroleum Underground Storage Tank Release (PUSTR)" since this encompasses not only the certificate of coverage but claims and other items. |
| SVC-161 | Petroleum Underground Storage Tank Release (PUSTR) Compensation Board—Claims (includes related correspondence and documents) | 5 years after all claims paid, tank removed, and no further action required by PUSTR. | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-160 Petroleum Underground Storage Tank Release (PUSTR). It is recommended that this schedule number be removed and the SVC-160 retention be followed. |
| SVC-162 | POLICIES, PROGRAMS, PROCEDURES & STANDARDS (records including, but not limited to: rate & fee schedules; operating procedures for employees or citizens; construction manuals for equipment in current use; construction requirements & design standards; local, state, or federal government regulations which the City has chosen to or is required to follow; form letters about standards, policies & procedures) | Until superseded or obsolete | Multi | | <input type="checkbox"/> | |
| SVC-164 | Public Utilities Commission of Ohio (PUCO) (includes Miscellaneous Notice of Filings, Correspondence, and documents) | Retain until no longer of administrative value. | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-163 Public Utilities Commission of Ohio (PUCO). It is recommended that this schedule number be removed and the SVC-163 retention be followed. |
| SVC-166 | PUBLIC UTILITIES COMMISSION OF OHIO (PUCO) (records of actions that affect Gahanna residential or business customers or City as customer; records of Gahanna actions with OR without other municipalities to propose, support or oppose PUCO rates or regulations activity) | Until superseded, or until Service Dir. And City Atty. agree records are no longer of administrative and legal value | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-163 Public Utilities Commission of Ohio (PUCO). It is recommended that this schedule number be removed and the SVC-163 retention be followed. |
| SVC-165 | Public Utilities Commission of Ohio (PUCO) – Electric & Natural Gas Competitive Retail Service Providers Annual Reports (includes related correspondence and documents) | 15 years after expiration | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-163 Public Utilities Commission of Ohio (PUCO). It is recommended that this schedule number be removed and the SVC-163 retention be followed. |
| SVC-163 | Public Utilities Commission of Ohio (PUCO) –Ohio Natural Gas Government Aggregator Certificate (includes related correspondence and documents) | 15 10 years after expiration | Multi | | <input type="checkbox"/> | This schedule should be retitled "Public Utilities Commission of Ohio (PUCO)" since this encompasses not only the aggregator certificate but other items. In addition, the retention period should be changed to 10 years. |
| SVC-232 | Public Water System License (related documents.) | 3 years after expiration | Multi | | <input type="checkbox"/> | |
| SVC-167 | Quarterly Update (includes Publisher File, Professional Printouts, and—related correspondence and documents) | 5 years | Multi | | <input type="checkbox"/> | |
| SVC-233 | Quarterly Water Usage Calculations | Until no longer of administrative value | Multi | | <input type="checkbox"/> | |

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-168 | Radio Licenses (includes certificate and related correspondence and documents) | Until superseded | Multi | | <input type="checkbox"/> | |
| SVC-169 | Receipt Book | Until audit report is certified & received by city | Multi | | <input type="checkbox"/> | This is already accounted for in the current citywide General Series as GN-126 Receipt Books. It is recommended that this schedule number be removed and the GN-126 retention be followed. |
| SVC-170 | Snow Plow Murals (includes Planning Checklist, Teacher's Guide, Design Drawings, Photos, and related correspondence and documents) | 5 years | Multi | | <input type="checkbox"/> | |
| SVC-171 | Solid Waste Authority of Central Ohio (SWACO) Management Plan (includes related documents) | Until no longer of administrative value <i>*No Internal Disposal Form Required</i> | Multi | | <input type="checkbox"/> | |
| SVC-172 | Solid Waste Collection Statistics (includes Solid Waste, Recycling, Yard Waste disposal weights and percentages, Refuse Account Analysis Spreadsheet, and all related documents) | 5 years | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-128 Contracts, Leases and Service Agreements. It is recommended that this schedule number be removed and the SVC-128 retention be followed. |
| SVC-173 | Street Light Energization Documentation (includes Street Light Maps, Energization Documents, and related correspondence and documents) | 5 years after warranty period is complete and developer has paid the City any amount owed. (Relevant information is to be transferred to GIS prior to disposal). | Multi | | <input type="checkbox"/> | |
| SVC-174 | Street Light Repair Databases (includes City Owned Street Light Repair Database and AEP Owned Street Light Repair Database) | 5 years after date repaired | Multi | | <input type="checkbox"/> | Streetlight repairs are just one type of citizen request. This is already accounted for in the current Service Department – Admin Series as SVC-122 Citizen Requests. It does not make sense that they have their own schedule. It is recommended that this schedule number be removed and the SVC-122 retention be followed. |
| SVC-175 | STUDIES (includes all types of studies such as traffic counts, thoroughfare plans, flood plain, capital improvement, land use, preliminary engineering, feasibility, impact, energy) | Preliminary studies retained until superseded. Final studies retained permanently unless deemed obsolete by the Director of Public Service | Multi | | <input type="checkbox"/> | |
| SVC-176 | Training Documents/Manuals/Procedures/Organizations | Until no longer of administrative value <i>*No Internal Disposal Form Required</i> | Multi | | <input type="checkbox"/> | |
| SVC-177 | United States Environmental Protection Agency (USEPA) – Administrative Orders | Permanently or until determined obsolete by the City Engineer | Multi | | <input type="checkbox"/> | This schedule should be retitled "United States Environmental Protection Agency (USEPA)" since this encompasses not only administrative orders but other items. |
| SVC-178 | United States Environmental Protection Agency (USEPA) – Unregulated Contaminant Monitoring Notices | Permanently or until determined obsolete by the City Engineer | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-177 United States Environmental Protection Agency (USEPA). It is recommended that this schedule number be removed and the SVC-177 retention be followed. |

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 1/17/2023

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------|-------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| SVC-179 | Unsuccessful Bids (includes related correspondence and documents) | 1 calendar year after project completed and audit report is certified and received by city | Multi | | <input type="checkbox"/> | |
| SVC-180 | Utility Rate Documents (includes Utility Rate Needs Spreadsheets, Utility Rate Presentations, and related documents) | 10 years | Multi | | <input type="checkbox"/> | |
| SVC-244 | WATER DISTRIBUTION SYSTEM (Pressure Test Results, Notice of Chlorination, USEPA Needs Survey, Water Contingency Plan, Water Model Update) | Pressure Test results: 10 years; Remainder: until superseded or WR Eng. Declares obsolete | Multi | | <input type="checkbox"/> | |
| SVC-245 | Water Leak Assessment/Detection Program (includes all related proposals, bids, invoices, purchase orders, and related documents) | Until declared obsolete by the City Engineer | Multi | | <input type="checkbox"/> | |
| SVC-246 | Water Quality (Including OEPA Testing/Monitoring, test results, reports to and from City and to citizens regarding quality of drinking water, and related documents.) | 12 years | Multi | | <input type="checkbox"/> | |
| SVC-181 | Website Updates Wording Templates (word documents) | Until no longer of administrative value | Multi- | | <input type="checkbox"/> | Website updates are no longer handled by the department. It is recommended that this schedule number be removed. |
| SVC-182 | Yearly Planners | Permanent | Multi | | <input type="checkbox"/> | |
| | | | | | | |

CITY OF GAHANNA: SERVICE DEPARTMENT - FACILITIES MAINTENANCE DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 6-14-16

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------|-------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-301 | Annual-Inspections Log (includes fire extinguishers, backflow devices, overhead doors, boilers, chillers and all related documents) | 5 years from date of inspection | Multi | | <input type="checkbox"/> | This schedule should be retitled "Inspections" since this encompasses not only annual inspections but other inspections. It does not make sense that each type of inspection have their own schedule especially when they are all set to the same retention period. |
| SVC-302 | Elevator Certificates of Operation (including all related documents) | Until superseded | Multi | | <input type="checkbox"/> | The schedule should be retitled "Certificates of Operation" since this encompasses not only elevators but others as well. |
| SVC-303 | Equipment Inspection-Tags | 5-years-from-date-of-inspection | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-301 Inspections. It is recommended that this schedule number be removed and the SVC-301 retention be followed. |
| SVC-304 | Facility Maintenance Database | Retain 5 years after job completed | Multi | | <input type="checkbox"/> | This item is obsolete. Facility maintenance requests are now handled by the Cityworks software. It is recommended that this schedule number be removed. |
| SVC-305 | Facility Maintenance Database – Paper Copy w/Field-Work-Noted | Dispose of when no longer serves an administrative-purpose | Multi | | <input type="checkbox"/> | This item is obsolete. Facility maintenance requests are now handled by the Cityworks software. It is recommended that this schedule number be removed. |
| SVC-306 | Facility Master Plan | Until superseded | Multi | | <input type="checkbox"/> | |
| SVC-307 | Fire-Inspection-Documents | 5-years-from-date-of-inspection | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-301 Inspections. It is recommended that this schedule number be removed and the SVC-301 retention be followed. |
| SVC-308 | Key-Database | 5-years-after-key-returned | Multi | | <input type="checkbox"/> | This item is obsolete and no longer used. It is recommended that this schedule number be removed. |
| SVC-309 | Key-Sign-Out-Sheets | 5-years-after-key-returned | Multi | | <input type="checkbox"/> | This item is obsolete and no longer used. It is recommended that this schedule number be removed. |
| SVC-310 | Monthly-Inspection-Log (includes lights, plumbing fixtures, elevators and all related documents) | 5-years-from-date-of-inspection | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-301 Inspections. It is recommended that this schedule number be removed and the SVC-301 retention be followed. |
| SVC-311 | Preventative Maintenance Records (includes proposals, invoices, purchase orders, correspondence and all related documents) | 5 years from date of inspection | Multi | | <input type="checkbox"/> | |
| SVC-312 | Quarterly-Inspection-Log (includes door operation, sump-pump, flag condition, HVAC, elevators, etc. and all related documents) | 5-years-from-date-of-inspection | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-301 Inspections. It is recommended that this schedule number be removed and the SVC-301 retention be followed. |
| SVC-313 | Semi-Annual-Inspection-Log (includes sprinkler system, etc. and all related documents) | 5-years-from-date-of-inspection | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-301 Inspections. It is recommended that this schedule number be removed and the SVC-301 retention be followed. |

CITY OF GAHANNA: SERVICE DEPARTMENT - FACILITIES MAINTENANCE DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 6-14-16

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-314 | Weekly Inspection Log (includes council chambers, committee room, etc. and all related documents) | 1 year from date of inspection | Multi | | <input type="checkbox"/> | This is already accounted for in the current Service Department – Admin Series as SVC-301 Inspections. It is recommended that this schedule number be removed and the SVC-301 retention be followed. |

CITY OF GAHANNA: SERVICE DEPARTMENT - FLEET DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 4-11-2017

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------|-------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SVC-401 | Alternative Fuel (including all related documents) | Until no longer of administrative value | Multi | | <input type="checkbox"/> | |
| SVC-402 | Alternative Fuel Comparison (including all related documents) | Until no longer of administrative value | Multi | | <input type="checkbox"/> | |
| SVC-403 | Annual Inspection Documents (includes lifts, cranes, bucket truck, generators, etc.) | 5 years after inspection date. | Multi | | <input type="checkbox"/> | |
| SVC-404 | Auction - Copy of Notarized Titles and Certificates of Origin for Transferred Vehicles and Equipment | 3 Years | Multi | | <input type="checkbox"/> | The schedule should be retitled "Copy of Notarized Titles and Certificates of Origin for Transferred Vehicles and Equipment" since this encompasses notarized titles and certificates of origin for not only for vehicles and equipment sold at auction but also those that were totaled, traded in, etc. |
| SVC-405 | Auction - Signed Collection Sales Reports | 3 Years | Multi | | <input type="checkbox"/> | |
| SVC-406 | Bureau of Underground Storage Tank Regulations (BUSTR) (includes annual inspection documents, closure documents, registration certificates, operational compliance reports, incident documents, and all related documents) | 5 years after tank removed and no further action required by BUSTR | Multi | | <input type="checkbox"/> | |
| SVC-407 | Clean Fuels Ohio Program (general information, membership certificate, purchase orders, etc.) | Until superseded and/or until no longer of administrative value | Multi | | <input type="checkbox"/> | |
| SVC-408 | Equipment Maintenance Files (includes equipment registration, work orders, specifications, manuals, warranty information, intake sheet, invoices, etc.) | 3 years after disposal of equipment | Multi | | <input type="checkbox"/> | |
| SVC-409 | Equipment Replacement Program - Business Case Forms - Executed | 5 years from date of final approval | Multi | | <input type="checkbox"/> | |
| SVC-410 | Equipment Replacement Program - Business Case Forms - Summary Spreadsheet | Entries retained until 5 years from final date of approval | Multi | | <input type="checkbox"/> | |
| SVC-411 | Equipment Replacement Program - Equipment Rating Spreadsheets | 5 years from date of spreadsheet | Multi | | <input type="checkbox"/> | |
| SVC-412 | Equipment Replacement Program - Transfer Forms - Executed | 5 years from date of final approval | Multi | | <input type="checkbox"/> | |
| SVC-413 | Fuel Cards | until equipment is disposed of | Multi | | <input type="checkbox"/> | |
| SVC-414 | Fuel Imports | 3 years from date of import | Multi | | <input type="checkbox"/> | |
| SVC-415 | Fuel Logs | 3 years from date of log | Multi | | <input type="checkbox"/> | |
| SVC-416 | Golf Course Fuel Tanks (includes monthly fuel sheets, leak detection documents, and all related documents) | 5 years after tank removed and no further action required by BUSTR | Multi | | <input type="checkbox"/> | |
| SVC-417 | Inventory (Annual Recap) | 1 year after audit report is certified and received by City | Multi | | <input type="checkbox"/> | |
| SVC-418 | Ohio Green Fleets (all related program documents) | Until no longer of administrative value | Multi | | <input type="checkbox"/> | |
| SVC-419 | Oil Usage Sheets | Until superseded | Multi | | <input type="checkbox"/> | |
| SVC-420 | Parts Inventory (includes inventory count sheets, adjustments, obsolete parts, parts turns, general related correspondence, etc.) | 3 years from document date | Multi | | <input type="checkbox"/> | |

CITY OF GAHANNA: SERVICE DEPARTMENT - FLEET DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 4-11-2017

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP | Column1 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------|-------------------------------------|--------------------------|---------|
| SVC-421 | Regional Partnership - Fleet Shared Services Information (includes meeting notes, presentations, general correspondence, etc.) | Until no longer of administrative value | Multi | | <input type="checkbox"/> | |
| SVC-422 | Stakeholder Meeting Documents | 3 years from meeting date | Multi | | <input type="checkbox"/> | |
| SVC-423 | Weekly Maintenance Schedules | 1 year after last entry | Multi | | <input type="checkbox"/> | |
| SVC-424 | Work Orders | 3 years after disposal of equipment | Multi | | <input type="checkbox"/> | |

CITY OF GAHANNA: SERVICE DEPARTMENT - SANITARY DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 6-14-16

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| SVC-501 | Grease Traps (includes database, failed inspection notice, map, report, and all related documents) | 5 years after inspection year | Multi | | <input type="checkbox"/> |
| SVC-502 | Maintenance Program Logs (includes priority sanitary sewer line checks, sanitary lift station inspections, etc. and all related documents) | 5 years from date of inspection/maintenance performed | Multi | | <input type="checkbox"/> |
| SVC-503 | Sanitary Line Camera | Until superseded or declared outdated by the City Engineer | Multi | | <input type="checkbox"/> |
| SVC-504 | Sanitary Sewer Overflow and Water In Basement (SSOs and WIBs) (includes database, field report, final report, final email, etc. and all related documents) | Permanent | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: SERVICE DEPARTMENT - STREETS DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 6-14-16

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------|-------------------------------------|--------------------------|
| SVC-701 | Banner Program Information (includes design ideas, photos of banners, location maps, schedules, etc. and all related documents) | Until superseded or no longer of administrative value | Multi | | <input type="checkbox"/> |
| SVC-702 | Electronic Message Boards Verbiage | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| SVC-703 | Mailbox Damage Documents (includes mailbox damage report, mailbox release & agreement of all claims - executed, etc. and all related correspondence and documents) | 5 years from document date | Multi | | <input type="checkbox"/> |
| SVC-704 | Right-of-Way Mowing Location List (includes all related correspondence and documents) | Until superseded | Multi | | <input type="checkbox"/> |
| SVC-705 | Snow/Ice Removal Program (includes all related correspondence and documents) | Until superseded | Multi | | <input type="checkbox"/> |
| SVC-706 | Snow/Ice Removal Recaps (includes all related correspondence and documents) | Until incorporated into the yearly planner | Multi | | <input type="checkbox"/> |
| SVC-707 | Street Sign Replacement Program Information (includes sign orders, invoices, purchase orders, etc. and all related documents) | 5 years from the year of the project | Multi | | <input type="checkbox"/> |
| SVC-708 | Traffic Control Sign Placement Orders (includes documents from the Safety Director including all related correspondence) | 5 years from the date of the order | Multi | | <input type="checkbox"/> |
| SVC-709 | Weed Spray Binder (including all related documents) | 5 years from last entry | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: SERVICE DEPARTMENT - STORMWATER DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 6-14-16

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| SVC-601 | Maintenance Program Logs (includes trash racks, retention ponds, detention ponds, etc. and all related documents) | 5 years after date of inspection/maintenance | Multi | | <input type="checkbox"/> |
| SVC-602 | Stormwater Pollution Prevention Plan (SWPPP) Inspection Reports (reports documenting the required facility inspections) | 7 years after inspection date | Multi | | <input type="checkbox"/> |
| SVC-603 | Stormwater Pollution Prevention Plan (SWPPP) Program (Documents related to the overall plan.) | Until superseded or no longer relevant per the City Engineer | Multi | | <input type="checkbox"/> |
| SVC-604 | Stormwater Utility Creation Documents | Until no longer of administrative value | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: SERVICE DEPARTMENT - UTILITY BILLING DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 10-31-17

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|--------------------------|
| SVC-801 | Account Adjustments (includes Billing Adjustment Activity Report, Payment Adjustment Activity Report, and all miscellaneous related correspondence and documents) | Until audit report is certified & received by city | Multi | | <input type="checkbox"/> |
| SVC-802 | Account Record (includes Notes, Consumption, Activity, etc.) | 3 years | Multi | | <input type="checkbox"/> |
| SVC-803 | Automated Clearing House (ACH) Documents (includes ACH Tape Verification, Confirmation, Electronic File Download, Payments Report Error/Status Report, Executed Automatic Payment Deduction Form, and all related documents) | Executed Automatic Payment Deduction Form: Shred immediately upon cancellation Remaining Items: Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| SVC-804 | Capacity Charge Report (includes spreadsheet and all related correspondence and documents) | 2 years after the date of the report | Multi | | <input type="checkbox"/> |
| SVC-805 | Consumption Information (includes Consumption Activity Report, Consumption Analysis Spreadsheet, Estimates of Water Loss, Low Income Data, Fire Department Consumption, and all related correspondence and documents) | 10 years after date of the report | Multi | | <input type="checkbox"/> |
| SVC-806 | Daily Service (includes Customer Service Request Forms, Work Orders, Service Logs, Daily Service Spreadsheet, and all miscellaneous related correspondence and documents) | 3 years | Multi | | <input type="checkbox"/> |
| SVC-807 | Delinquent Bill Collection (includes Delinquent Spreadsheet, Turn-Off Lists, Tenant/Owner Agreements, and all related correspondence and documents) | 3 years | Multi | | <input type="checkbox"/> |
| SVC-808 | Discount Programs (Senior Credit, Low Income Application, Renewal Letter, Spreadsheet, and all miscellaneous related documents) | Until audit report is certified and received by the city | Multi | | <input type="checkbox"/> |
| SVC-809 | Hydrant Meter Permit (includes Permit Document, Hydrant Meter Readings, and all related correspondence and documents) | 1 year after audit report is certified and received by the City | Multi | | <input type="checkbox"/> |
| SVC-810 | Installer's License (includes Application, License, Documentation of Money Received, Insurance Documents, Spreadsheet, and all miscellaneous related documents) | 2 years after license expiration | Multi | | <input type="checkbox"/> |
| SVC-811 | Interface to Finance (includes Financial Transactions Summary Posting Report, and Refunds Interface Posting Report) | Until audit report is certified and received by the city | Multi | | <input type="checkbox"/> |
| SVC-812 | Keep Gahanna Beautiful/Green Grows Gahanna | Misc. Documents: 5 years after date of document. Agreements: 1 year after agreement expiration. | Multi | | <input type="checkbox"/> |
| SVC-813 | Large Industrial Sanitary Sewer User - Columbus Sanitary Sewer Discharge Spreadsheet (includes miscellaneous related documents and correspondence) | 2 years | Multi | | <input type="checkbox"/> |
| SVC-814 | Lien Processing (includes Delinquent Report, Delinquent Spreadsheet, Franklin County Auditor's Summary Sheet, Account History, all related correspondence, Adjustment Activity Report, Service Charge Report, Master List, and all miscellaneous related documents) | 10 years from the lien letter sent to be recorded | Multi | | <input type="checkbox"/> |
| SVC-815 | Lockbox Exceptions & Payment Process (includes Electronic File, Accepted and Rejected Check Images, Lockbox Batch Interface Report, Update Batch to Online Report, and Pre-Interface Report) | 1 year, provided audit report for same year is received. | Multi | | <input type="checkbox"/> |
| SVC-816 | Log of SmartBill Runs (including all related correspondence) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: SERVICE DEPARTMENT - UTILITY BILLING DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 10-31-17

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------|-------------------------------------|-------------------------------------|
| SVC-817 | METER BOOKS (meter book pages with calculated and estimated meter readings for billing) | 1 year | Multi | | <input type="checkbox"/> |
| SVC-818 | METER TEST RESULTS (test result sheets) | 3 years, provided audited | Multi | | <input type="checkbox"/> |
| SVC-819 | MISCELLANEOUS INVOICES (including, but not limited to, hydrant water, sewer adjusting meters, meter tests, etc.) | 3 years | Multi | | <input type="checkbox"/> |
| SVC-821 | Red Flag (Includes program, procedures, including all related documents) | until superseded | Multi | | <input type="checkbox"/> |
| SVC-820 | Red Flag Identity Theft Protection Occurrences (Including all related documents) | 3 years after occurrences have been properly reported to officials | Multi | | <input type="checkbox"/> |
| SVC-822 | REFUSE DISABILITY LETTERS (letters from doctors verifying resident's eligibility for refuse pick-up service) | Until no longer of administrative value. | Multi | | <input type="checkbox"/> |
| SVC-823 | Returned Items (Includes log and all related documentation) | 3 years from the date of the returned item letter | Multi | | <input type="checkbox"/> |
| SVC-824 | Service Counts Report | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| SVC-825 | Service Summary Report | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| SVC-826 | SOLID WASTE CONTRACTOR PERFORMANCE RECORDS (records of hauler's service performance such as phone logs, correspondence, hauler's "not out" reports & miss lists, trash miss database, etc.) | 5 years | Multi | | <input type="checkbox"/> |
| SVC-827 | Utility Bill Payment Receipt (includes tear off portion of bill stub, and any other type of Utility Bill Payment Receipt) | 1 year, provided audit report for same year is received. | Multi | | <input type="checkbox"/> |
| SVC-828 | Utility Bill Production - Delinquent Bills (includes PDF of Bills, Bill Files, and all related documents) | 3 years after audit report is certified and received by the city | Multi | | <input type="checkbox"/> |
| SVC-829 | Utility Bill Production - Final Bills (includes Final Reading Request Form, PDF of Bills, Bill Files, and all related documents) | 3 years after audit report is certified and received by the city | Multi | | <input type="checkbox"/> |
| SVC-830 | Utility Bill Production - Regular Bills (includes Messages to be Printed on Bills, PDF of Each Bill, Meter Reading Error Report, Special Handling Spreadsheet, Cycle Adjustments, Bill Files, and all miscellaneous related correspondence and documents) | 3 years | Multi | | <input type="checkbox"/> |
| SVC-831 | Water and Sewer Internal Review Board (annual reports, records on review board hearings, with related correspondence) | 3 years | Multi | | <input checked="" type="checkbox"/> |
| SVC-832 | Water and Sewer Permits (permits and ledger for property for water & sewer line tap-ins including all misc. related documents) | Permanent | Multi | | <input type="checkbox"/> |
| SVC-833 | Water Leaks (includes Advanced Metering Infrastructure (AMI) Leak Reports, Leak Log , and all miscellaneous related correspondence and documents) | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| SVC-834 | Window Batch (Cash Drawer) (includes Receipt Detail Report, Utility Billing Pre-interface Report, etc.) | Until audit report is certified & received by city | Multi | | <input type="checkbox"/> |

CITY OF GAHANNA: SERVICE DEPARTMENT - WATER DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: 2/2/2023 | RC APPROVED: 6-14-16

| Schedule Number | Record Title & Description | Retention Period | Media Type | For use by Auditor of State or LGRP | RC-3 Required by LGRP |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------|-------------------------------------|--------------------------|
| SVC-901 | Backflow Prevention - (includes database, prevention forms [includes cross connection questionnaire, on-site survey, test report], Letters [includes on-site survey, no device required, device required, final install notice, test notification, test overdue, failed test], etc. and all related documents) | 5 years after year of inspection | Multi | | <input type="checkbox"/> |
| SVC-902 | Boil Advisory (includes all documents related to the public notification) | 5 years from date of advisory | Multi | | <input type="checkbox"/> |
| SVC-904 | Chlorine Tests - Monthly Operating Report | 12 years from report date | Multi | | <input type="checkbox"/> |
| SVC-903 | Chlorine Tests - Results (includes in-house logs, etc. and all related documents) | 12 years from test date | Multi | | <input type="checkbox"/> |
| SVC-905 | Daily Service Logs (includes all correspondence related to daily service logs) | 2 years from date of log | Multi | | <input type="checkbox"/> |
| SVC-906 | Emergency Repairs (includes proposals, invoices, purchase orders, etc. and all related documents) | 2 years from date of repair | Multi | | <input type="checkbox"/> |
| SVC-907 | Fire Hydrant - Flushing Program (includes binder of maps, etc. and all related documents) | Until superseded | Multi | | <input type="checkbox"/> |
| SVC-908 | Fire Hydrant - Maintenance Program (includes all documents related to hydrant maintenance, flushing, painting, etc. and all related documents) | 2 years | Multi | | <input type="checkbox"/> |
| SVC-910 | Fire Hydrant - Meter Spreadsheet | Until no longer of administrative value | Multi | | <input type="checkbox"/> |
| SVC-909 | Fire Hydrant - Replacement Program (includes proposals, bids, invoices, purchase orders, etc. and all related documents) | 5 years | Multi | | <input type="checkbox"/> |
| SVC-911 | Gate Valve Program (includes all documents related to gate valve installation) | 5 years | Multi | | <input type="checkbox"/> |
| SVC-912 | Maintenance Program Inspection Logs (includes booster stations, pressure reducing valves (PRVs), master meters, water tower, etc. and all related documents) | 5 years | Multi | | <input type="checkbox"/> |
| SVC-913 | Ohio Utilities Protection Service (OUPS) Tickets (includes all related documents) | 60 days from date of request | Multi | | <input type="checkbox"/> |
| SVC-914 | Permalog List | Until superseded | Multi | | <input type="checkbox"/> |
| SVC-915 | Supervisory Control and Data Acquisition (SCADA) (includes general SCADA information and all documents related to upgrades) | Until superseded | Multi | | <input type="checkbox"/> |
| SVC-916 | Valve Exercising Program (includes logs and all related documents) | 5 years from date of exercise | Multi | | <input type="checkbox"/> |
| SVC-918 | Water Breaks (includes depressurization reports and all related documents) | 12 years | Multi | | <input type="checkbox"/> |
| SVC-917 | Water Breaks Database | Until no longer of administrative value. | Multi | | <input type="checkbox"/> |
| SVC-919 | Water Division Work Orders (with notation of work performed in the field) | Return to Utility Billing Division | Multi | | <input type="checkbox"/> |