

ALL-CITY RC-2 SERIES NUMBERING/NAMING SYSTEM

proposed 5-8-15

SUGGESTION: Put this on website with other records-request-related info., to help public I.D. records they want. Don't make the public schedule any more overwhelming by adding media type & retention periods. Those can be provided as needed on a per-request basis.

GS-1	AGENDAS (Council, boards, commissions, committees, etc.)
GS-2	MINUTES (Council, boards, commissions, committees, etc.; <i>does not include an employee's personal meeting notes not shared or made part of official record file</i>)
GS-3	PUBLIC HEARING/MEETING NOTICES (as required by charter or ORC; <i>does not include agendas that also serve as meeting notices</i>)
GS-4	RECOMMENDATIONS (from Council, boards, commissions, committees, etc. that aren't part of a case, project, subject file; submitted recommendation and resulting actions)
GS-5	ROLL CALL SHEETS (for tallying votes during a meeting)
GS-6	ROSTERS (Council, boards, commissions, committees, etc.)
GS-7	RULES OF PROCEDURES (Council, boards, commissions, committees, etc.)
GS-8	SPEAKER REQUEST FORMS (form submitted by meeting visitors; any submitted written copy of remarks)
FN-1	AUDIT REPORTS (<i>description??</i>)
GS-9	APPROPRIATIONS (departmental requests)
FN-2	APPROPRIATIONS (proposed for Council approval)
CN-1	APPROPRIATIONS (approved by Ordinance)
GS-10	BUDGETS (departmental requests)
FN-3	BUDGETS (proposed for Council approval)
FN-4	BUDGETS (submitted to county)
GS-11	EXPENDITURES (departmental copies of purchase orders & payable invoices)
FN-5	EXPENDITURES (official record copy of purchase orders & payable invoices)
GS-12	INVOICES (departmental copies of receivable invoices)
FN-6	INVOICES (official record copy of receivable invoices)
GS-13	REVENUE (receipt books; departmental copies of deposits)
FN-7	REVENUE (official record copy of deposits)

GS-14	GRANT FILES (qualification requirements; City's copy of submitted application; approving and accepting legislation; acceptance/use requirements; financial accounting, etc.)
GS-15	BIDS & PROPOSALS (Requests for Qualifications & responses, Requests for Proposals & responses, Bid Tabulations & recommendations, solicited price quotes)
HR-1	EMPLOYEE LABOR CONTRACTS & AGREEMENTS (union negotiations, proposed contracts, accepted contracts; salary ordinances)
GS-16	LEASE CONTRACTS & AGREEMENTS (with City as lessor or lessee; for equipment, facilities, or real property)
GS-17	PERSONAL SERVICE CONTRACTS & AGREEMENTS (for non-employees per ORC definitions)
GS-18	PURCHASE CONTRACTS & AGREEMENTS (for goods or services but not for structures or real property)
GS-19	REAL PROPERTY ACQUISITION (original executed, recorded ownership or easement deed; final purchase/settlement agreements; approving & accepting legislation) [How to include buildings?]
FN-8	PROPERTY TAX EXEMPTION RECORDS (submitted applications, resulting approvals or denials; and challenges)
GS-20	REAL PROPERTY DISPOSAL (City's copy of executed, recorded ownership or easement deed; final purchase/settlement agreements; approving & accepting legislation) [How to include buildings?]
GS-21	REAL PROPERTY NEGOTIATIONS (formal appraisals, price offers, correspondence & other records documenting the process of negotiation between buyer & seller)
GS-22	CAPITAL EQUIPMENT & IMPROVEMENT SCHEDULES (requests, repair/replace schedules, projected needs, etc.)
GS-23	EQUIPMENT/SUPPLIES INVENTORIES (dated lists of items currently owned)
GS-24	EQUIPMENT SERVICE RECORDS (routine/preventive maintenance, repairs)
HR-2	EMPLOYEE INJURY REPORTS (on-the-job injuries; off-the-job injuries affecting ability to perform job)

SV-1	PUBLIC INJURY REPORTS (submitted report forms, correspondence, liability insurance claims. etc.)
SV-2	PROPERTY DAMAGE REPORTS (to private property by public employee; to public property by anyone; liability insurance claims)
GS-25	NEWS RELEASES (non-interactive communications to public which are not required public notices, such as announcements of City events or other information; formal releases to press, City-sanctioned employee guest columns/letters to the editor)
GS-26	INTERACTIVE COMMUNICATIONS [need better title] (social media & related communication methods that generate two-way communication between City and public) [Is "real time" an accurate & needed part of the description to distinguish it from e-mails that are now used where phone calls used to be?]
GS-27	GENERAL CORRESPONDENCE (meets ORC definition of public record; does not relate to a specific case, project, or subject file; may contain business decisions or policies; has more than transitory reference value)
GS-28	TRANSITORY CORRESPONDENCE (meets ORC definition of public record; does not relate to a specific case, project, or subject file; does not include business decisions or policies; has no reference value beyond the event or item being communicated about)
GS-29	ACTIVITY LOG SHEETS (listing receipt of and action upon requests for permits, inspections, records, zoning code actions, etc.)
GS-30	COMMUNICATIONS LOGS (chronological lists of e-mails, phone calls, office visits by public re: complaints, opinions, problems, etc.)
GS-31	BLANK FORMS (standardized forms created &/or used in City business)
GS-32	STANDARDS, POLICIES, & PROCEDURES (created &/or used in City business, including—but not limited to--approved rate & fee schedules, operating procedures & manuals, construction requirements & design standards, government regulations, etc.)
GS-33	DEPARTMENTAL REPORTS TO COUNCIL (detailing current activities & legislative needs)
GS-34	INVESTIGATION, STUDY, OR SURVEY REPORTS (created internally or externally to outline, explain, summarize, etc. information collected; for internal &/or external use)
GS-35	PERIODIC DEPARTMENTAL REPORTS (monthly/quarterly/annual/other activity summaries; for internal &/or external distribution)
GS-36	PROJECT STATUS REPORTS (for internal &/or external use)

