

# CITY OF GAHANNA: GENERAL **PROPOSED** RETENTION SCHEDULE (RC-2)

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

OHC APPROVED: | 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
GN-101	<b>AWARDS</b>	1 calendar year	Multi		<input type="checkbox"/>
GN-102	<b>BIDS &amp; ESTIMATES/PROPOSALS</b> (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-103	<b>CITY/DEPARTMENTAL FORMS (BLANK)</b>	Until superseded no longer of administrative value	Multi		<input type="checkbox"/>
GN-104	<b>CITY/DEPARTMENTAL STANDARDS, POLICIES &amp; PROCEDURES</b>	Until superseded no longer of administrative value	Multi		<input type="checkbox"/>
GN-105	<b>CONTRACTS &amp; AGREEMENTS</b>	Until superseded, expired or withdrawn	Multi		<input type="checkbox"/>
GN-106	<b>DEPARTMENTAL FINANCE / BUDGET RECORDS</b> (includes: purchase orders, invoices, credit card receipts, deposit receipts, budget documents, etc.)	60 days after Finance Dept. receives  <i>(Finance is official record keeper)</i>	Multi		<input type="checkbox"/>
GN-107	<b>DIRECTORIES &amp; PHONE LISTS</b>	Until superseded	Multi		<input type="checkbox"/>
GN-108	<b>GENERAL CORRESPONDENCE RECORDS</b> EMAIL/VOICEMAIL/NOTES/CORRESPONDENCE/FAXES	Until no longer of administrative value  If related to a file: retain with that record.	Multi		<input type="checkbox"/>
GN-109	<b>GRANTS</b> (records of applying for, receiving, and using grant funds)	Not Received: until no longer of administrative value  Received: 2 full calendar years after expiration, provided audited.	Multi		<input type="checkbox"/>
GN-110	<b>INVENTORIES</b>	Until superseded or no longer of administrative value	Multi		<input type="checkbox"/>
GN-111	<b>MANAGEMENT EMPLOYEE FILE</b> (all 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-112	<b>PUBLIC RECORD REQUEST LOGS</b>  <i>(maintained and located with Council office)</i>	12 months and then until no longer of administrative value	Multi		<input type="checkbox"/>
GN-113	<b>PUBLIC RECORDS - COPY FEE SCHEDULE</b>  <i>(maintained and located with Council office)</i>	Until superseded	Multi		<input type="checkbox"/>

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Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
GN-114	<b>PUBLIC RECORDS - RETENTION DISPOSAL FORMS</b> (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	Multi		<input type="checkbox"/>
GN-115	<b>PUBLIC RECORDS - RETENTION SCHEDULES (RC-2's) - approved</b>  <i>(maintained and located with Council office)</i>	Permanent	Multi		<input type="checkbox"/>
GN-116	<b>PUBLIC RECORDS - REQUESTS</b> (request log/request forms)  <i>(maintained and located with Council office)</i>	12 months and then until no longer of administrative value	Multi		<input type="checkbox"/>
GN-117	<b>PUBLIC RECORDS POLICY</b>  <i>(maintained and located with Council office - posted near the entrance of City Hall)</i>	Until superseded	Multi		<input type="checkbox"/>
GN-118	<b>PUBLIC RECORDS RELATED DOCUMENTS/FILES</b> (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-119	<b>PUBLICITY</b> (brochures, press releases, newsletters, posters/flyers, pamphlets, postcards, advertisements, etc.)	Until no longer of administrative value	Multi		<input type="checkbox"/>
GN-120	<b>TRANSITORY CORRESPONDENCE RECORDS - EMAIL/VOICEMAIL/NOTES/CORRESPONDENCE/FAXES</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
GN-121	<b>PLANS, STUDIES, SURVEYS, REPORTS, FORMAL RECOMMENDATIONS - NOT ADOPTED</b> (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-122	<b>DRAFT / WORKING VERSIONS</b> (any 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	Multi		<input type="checkbox"/>
GN-123	<b>RECEIPT BOOKS</b>	1 year	Multi		<input type="checkbox"/>
	<b>GAHANNA HISTORICAL DOCUMENTS</b>	See Council RC-2			

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OHC APPROVED: | 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
CN-01	<b>AGENDAS</b> (Council, Boards, Committees & Commissions)	1 year	Multi		<input type="checkbox"/>
CN-02	<b>ANNEXATION FILES</b> (includes: property owner's petition, notices, legal description and map, any related correspondence)	Permanent - filed with Annexation Ordinance	Multi		<input checked="" type="checkbox"/>
CN-03	<b>ASSESSMENT FILES</b>	Permanent	Multi		<input checked="" type="checkbox"/>
CN-05	<b>BOARD OF BUILDING AND ZONING APPEALS (BZBA) APPEAL FILES - APPROVED</b> (includes: copy of application and supporting documents, request for hearing, notice of public hearing, any correspondence related, and any additional documentation related)	Permanent	Multi		<input type="checkbox"/>
CN-06	<b>BOARD OF BUILDING AND ZONING APPEALS (BZBA) APPEAL FILES - DENIED, WITHDRAWN, REMANDED</b> (includes: copy of application and supporting documents, request for hearing, notice of public hearing, any correspondence related, and any additional documentation related)	3 years from date of denial / withdrawal / remand	Multi		<input type="checkbox"/>
CN-07	<b>CHARTER OF THE CITY OF GAHANNA</b>	Permanent	Multi		<input checked="" type="checkbox"/>
CN-08	<b>CHARTER REVIEW COMMISSION DOCUMENTS/FILES</b>	Permanent	Multi		<input checked="" type="checkbox"/>
CN-11	<b>CODIFIED ORDINANCES OF THE CITY OF GAHANNA</b> (proposed changes & supporting documents)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-12	<b>COFFEE WITH COUNCIL</b> (includes notes and follow-up communication)	1 full calendar year	Multi		<input type="checkbox"/>
CN-15	<b>DEEDS</b>	Permanent	Multi		<input checked="" type="checkbox"/>
CN-18	<b>EASEMENTS</b>	Permanent	Multi		<input checked="" type="checkbox"/>
CN-19	<b>FRANKLIN COUNTY BOARD OF ELECTION DOCUMENTS</b> (includes: notices of ballot wording; certified election results, local precinct tallies; ward/precinct maps, voting location lists; miscellaneous correspondence and notices)	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-21	<b>LIQUOR CONTROL RECORDS</b> (Ohio Department of Liquor Control is the official record keeper)	Permanent (stored with the approving Motion Resolution)	with Motion Resolution		<input type="checkbox"/>

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Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
CN-22	<b>MINUTES</b> (Council, Boards, Committees & Commissions - except as referenced as a sub-board/committee/commission)	Permanent <i>(Audio Recordings kept until Clerk of Council determines them to be no longer of administrative value)</i>	Multi		<input checked="" type="checkbox"/> (for paper)
CN-23	<b>MID-OHIO REGIONAL PLANNING COMMISSION (MORPC) DOCUMENTS/FILES RECEIVED</b>	1 year from date received	Paper		<input type="checkbox"/>
CN-24	<b>MOTION RESOLUTIONS</b> (includes: exhibits, attachments, legal advertisements & notices, contiguous property owner letters, related correspondence, additional received information/documents)	Permanent	Multi		<input type="checkbox"/>
CN-25	<b>ORDINANCES</b> (includes: exhibits, related studies, attachments, legal advertisements & notices, contiguous property owner letters, related correspondence, additional received information/documents)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-26	<b>PASSPORT RECORDS</b> (governed by the US Department of State; transmittals are not for public disclosure)	<u>Certificate of Completion</u> (for Active Passport Acceptance Agents for current City employees): current year <u>Transmittals</u> : 2 full calendar years <u>Other Records</u> : (newsletters, training material, reference guides, appointment list): until no longer of administrative value	Multi		<input type="checkbox"/>
CN-27	<b>PETITIONS (TO INCLUDE BUT NOT LIMITED TO: INITIATIVE, REFERENDUM, RECALL)</b> (includes certified results)	10 years after date of proposed election date or date of petition, whichever is later	Multi		<input type="checkbox"/>
CN-28	<b>PLANNING COMMISSION (PC) APPLICATION FILES - APPEALED</b> (includes: legal advertisements & notices, contiguous property owner letters, related correspondence, staff comments, additional received information/documents, recommendations, record of action letters, recommendation to Council letters)	Approved at appeal: Permanent  Denied at appeal: 3 years from date of denial  Withdrawn during appeal: 3 years from date of withdrawal	Multi		<input type="checkbox"/>
CN-29	<b>PLANNING COMMISSION (PC) APPLICATION FILES - APPROVED &amp; RECOMMENDED TO COUNCIL</b> (includes: legal advertisements & notices, contiguous property owner letters, related correspondence, staff comments, additional received information/documents, recommendations, record of action letters, recommendation to Council letters)	Permanent	Multi		<input checked="" type="checkbox"/>

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Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
CN-30	<b>PLANNING COMMISSION (PC) APPLICATION FILES - DENIED &amp; WITHDRAWN (unless appealed)</b> (includes: legal advertisements & notices, contiguous property owner letters, related correspondence, staff comments, additional received information/documents, recommendations, record of action letters, recommendation to Council letters)	3 years from date of denial / withdrawal	Multi		<input type="checkbox"/>
CN-31	<b>PLANNING COMMISSION (PC) APPLICATIONS &amp; BOARD OF ZONING AND APPEALS (BZBA) APPEAL FILES - ADDRESS IS SUPERSEDED, STRUCTURE NO LONGER EXISTS, OR USE/CONDITION IS EXPIRED</b> (includes: legal advertisements & notices, 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-36	<b>RECORDS COMMISSION DOCUMENTS/FILES</b>	Permanent	Multi		<input type="checkbox"/>
CN-38	<b>REQUEST FOR COUNCIL ACTION FORMS AND SUPPORTING DOCUMENTS</b>	1 year	Multi		<input type="checkbox"/>
CN-39	<b>RESOLUTIONS</b> (includes: exhibits, attachments, legal advertisements & notices, contiguous property owner letters, related correspondence, additional received information/documents)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-40	<b>RULES OF PROCEDURE / RULES &amp; REGULATIONS</b> (rules adopted by Council, Boards, Committees or Commissions)	Current version & previous 25 years (if applicable & available)	Multi		<input type="checkbox"/>
CN-41	<b>SPEAKER REQUEST FORMS</b>	Until no longer of administrative value	Paper		<input type="checkbox"/>
CN-42	<b>STATUTORY RESOLUTIONS</b> (includes: exhibits, attachments, legal advertisements & notices, contiguous property owner letters, related correspondence, additional received information/documents)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-45	<b>ZONING MAPS</b> (one copy of each map)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-46	<b>BOARD/COMMISSION/COMMITTEE/COUNCIL VACANCY DOCUMENTS</b> (includes legal advertisement, resumes, cover letters, letters of interest, oath of office, etc.)	1 year  Oath of Office: term period	Multi		<input type="checkbox"/>
CN-47	<b>VOLUNTEER PEACE OFFICERS' DEPENDENTS FUND (VPODF) BOARD FILES</b> (claim files, legal advertisements & notices, related information/documents)	Permanent	Multi		<input type="checkbox"/>
CN-48	<b>GAHANNA HISTORICAL DOCUMENTS</b>	Until no longer of historical value, determined by the Clerk of Council	Multi		<input type="checkbox"/>

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CN-49	<b>REAL ESTATE ACQUISITIONS OR DIVESTITURE</b> (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-50	<b>CIVIL SERVICE COMMISSION APPEAL FILES</b>	7 years from date of employment termination or date of appeal decision; whichever comes later  <i>Appeal request letter, not pursued &amp; related documents: 1 year from date received.</i>	Multi		<input type="checkbox"/>
CN-51	<b>AD HOC BOARD/COMMITTEE/COMMISSION DOCUMENTS</b> (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	Multi		<input type="checkbox"/>

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

# CITY OF GAHANNA: POLICE DEPARTMENT **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

OHC APPROVED: | 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
PD-01	<b>911 LOGS</b>	12 months and then until no longer of administrative value	Multi		<input type="checkbox"/>
PD-02	<b>ANIMAL LOST/FOUND LOGS</b>	12 months and then until no longer of administrative value	Multi		<input type="checkbox"/>
PD-03	<b>BAC RECORDS</b>	3 years	Multi		<input type="checkbox"/>
PD-04	<b>BLOCK PARTY PERMITS</b>	12 months and then until no longer of administrative value	Multi		<input type="checkbox"/>
PD-05	<b>CAD/RMS DATA</b> (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)	beginning in 2007 - permanent (as in software)	Multi		<input type="checkbox"/>
PD-06	<b>CAD/RMS MESSAGE DATA &amp; LEADS THROUGHPUTS</b>	7 years	Multi		<input type="checkbox"/>
PD-07	<b>CCH - COURT LOGS</b>	2 years	Multi		<input type="checkbox"/>
PD-09	<b>CITY OWNED FIREARMS INVENTORY</b>	Until superseded	Multi		<input type="checkbox"/>
PD-12	<b>DEER HUNTING PERMITS</b>	3 years	Multi		<input type="checkbox"/>
PD-14	<b>DETECTIVE CASE FILES</b>	15 years	Multi		<input type="checkbox"/>
PD-16	<b>DRAFTS OF OFFICIAL POLICE REPORTS</b> (crash, offense, incident, investigative, field interview, arrest)	Until superseded	Digital		<input type="checkbox"/>
PD-17	<b>EIGHT-HOUR DETENTION FACILITY REPORTS</b>	2 years	Multi		<input type="checkbox"/>
PD-18	<b>EXPUNGED CASES</b>	when expungement order received from court	Multi		<input type="checkbox"/>
PD-19	<b>FINGERPRINT DATA</b>	Until transmitted to the Attorney General's Office (data maintained by the Attorney General's office)	Multi		<input type="checkbox"/>
PD-20	<b>GENERAL ORDERS/DEPARTMENT DIRECTIVES/MEMORANDUMS</b>	Until superseded	Multi		<input type="checkbox"/>
PD-21	<b>INFORMAL OR MINOR MISCONDUCT INVESTIGATION COMPLAINTS</b>	2 years	Multi		<input type="checkbox"/>
PD-22	<b>INTERNAL AFFAIRS INVESTIGATIVE FILES</b>	6 years	Multi		<input type="checkbox"/>
PD-23	<b>LIQUOR PERMITS</b>	Original kept with Council office	-		<input type="checkbox"/>
PD-24	<b>MOTOR VEHICLE IMPOUNDS FORMS</b>	3 years after vehicle disposal	Multi		<input type="checkbox"/>
PD-25	<b>OFFICER &amp; DISPATCHER SHIFT BIDS AND SCHEDULES</b>	12 months and then until no longer of administrative value	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: POLICE DEPARTMENT **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

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Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PD-26	<b>PROPERTY / EVIDENCE RECEIPTS</b>	2 years	Multi		<input type="checkbox"/>
PD-27	<b>PROTECTION ORDERS</b>	Until expired	Multi		<input type="checkbox"/>
PD-28	<b>RADIO, TELEPHONE &amp; 911 RECORDINGS</b>	1 year	Multi		<input type="checkbox"/>
PD-33	<b>RESPONSE TO RESISTANCE REPORTS</b>	6 years	Multi		<input type="checkbox"/>
PD-34	<b>SEARCH WARRANTS</b>	For the life of the investigative record	Multi		<input type="checkbox"/>
PD-35	<b>SPECIAL DUTY EMPLOYMENT RECORDS</b> (applications, schedules, invoices)	2 years	Multi		<input type="checkbox"/>
PD-36	<b>SUBPOENAS, SUMMONS &amp; WARRANTS</b> (served or entered by the department)	until discharged	Multi		<input type="checkbox"/>
PD-37	<b>TRAFFIC CITATION - HARDCOPY</b>	1 year	Paper		<input type="checkbox"/>
PD-38	<b>TRAFFIC CITATION DATA</b>	beginning in 2013 - permanent (as in software)	Digital		<input type="checkbox"/>
PD-39	<b>TRAINING &amp; PERSONNEL RECORDS</b> (all completed employee training)	10 years after cease of employment	Multi		<input type="checkbox"/>
PD-41	<b>UNSOLVED MAJOR CRIME FILES</b>	Permanent	Multi		<input type="checkbox"/>
PD-42	<b>VACATION HOUSE CHECK RECORDS</b>	6 months after return	Multi		<input type="checkbox"/>
PD-43	<b>VEHICLE LOCKOUT FORMS</b>	6 months	Multi		<input type="checkbox"/>
PD-44	<b>VEHICLE PURSUIT REPORTS</b>	6 years	Multi		<input type="checkbox"/>
PD-45	<b>VIDEO RECORDINGS</b> (cruiser video recordings & facility surveillance cameras)	90 days - unless request to hold - then hold 2 years	Multi		<input type="checkbox"/>
PD-50	<b>CIVIC ASSOCIATION MEETING DOCUMENTS</b>	2 years	Multi		<input type="checkbox"/>



# CITY OF GAHANNA: MAYOR'S COURT **PROPOSED** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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
MC-01	<b>BUREAU OF MOTOR VEHICLE (BMV) REPORTS</b>	2 full calendar years, provided audited.	Multi		<input type="checkbox"/>
MC-02	<b>CASH BOOKS</b>	10 years, provided audited.	Multi		<input type="checkbox"/>
MC-03	<b>CHECK STUBS</b>	2 full calendar years, provided audited.	Multi		<input type="checkbox"/>
MC-06	<b>CLOSED CASE FILES</b> (documents all case information) - PARKING, TRAFFIC CITATIONS, AND CRIMINAL COMPLAINTS - OVI CASES	5 full calendar years, provided closed and audited. 25 full calendar years, provided closed and audited.	Multi		<input type="checkbox"/>
MC-08	<b>CREDIT CARD STATEMENTS &amp; INVOICES</b>	2 full calendar years, provided audited.	Multi		<input type="checkbox"/>
MC-11	<b>END OF MONTH REPORTS</b> (daily cash reports, bank deposit slips, bank account reconciliation, monthly report to Council, bank statements, financial reports, copies of monthly payouts to City, State, County, and collections)	2 full calendar years, provided audited.	Multi		<input type="checkbox"/>
MC-12	<b>EXPUNGED/SEALED CASE FILES</b> (not for public disclosure) (all 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)	5 years from date of sealing	Multi		<input type="checkbox"/>
MC-13	<b>FINAL DOCKET</b> (includes case index if applicable)	Permanent	Multi		<input checked="" type="checkbox"/>
MC-14	<b>FINE AND FEE SCHEDULE</b>	Until superseded, provided audited.	Multi		<input type="checkbox"/>
MC-15	<b>JUVENILE CASE NUMBER LOG</b> (not for public disclosure)	3 years	Multi		<input type="checkbox"/>
MC-16	<b>JUVENILE CLOSED CASE FILE</b> (not for public disclosure)	3 years	Multi		<input type="checkbox"/>
MC-21	<b>SUPREME COURT REPORTS &amp; REGISTRATION</b>	2 full calendar years, provided audited.	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: PARKS & RECREATION **PROPOSED** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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
PR-101	<b>AGENDAS</b> (for public meetings of bodies created for P&R business)	1 year	Multi		<input type="checkbox"/>
PR-102	<b>ANNUAL REPORTS</b>	1 year	Multi		<input type="checkbox"/>
PR-103	<b>BOARDS/COMMISSIONS DOCUMENTS/FILES</b> (boards/commissions maintained by the P&R Department)	Until no longer of administrative value	Multi		<input type="checkbox"/>
PR-104	<b>CHEMICAL CONTROL - AQUATICS/POOL</b> (sterilizers, clarifiers, algaecides, PH balances, applications, safety data, instructions, licenses/permits, etc.)	2 full calendar years after year expired/superseded, or as required by licensing/permitting; whichever is longer (per OAC 3701-31)	Multi		<input type="checkbox"/>
PR-105	<b>CHEMICAL CONTROL - TURF &amp; LANDSCAPE</b> (for any pesticides, herbicides, fungicides, insecticides, algae control, etc. used by City personnel or vendor; licenses/permits and the applications for them; use records; instructions, safety data, etc.)	3 full calendar years after year expired/superseded, or as required by licensing/permitting; whichever is longer (per ORC 901:5-11-10)	Multi		<input type="checkbox"/>
PR-106	<b>DEPOSITS</b> (itemized receipts, reports, backup documents maintained by the P&R Department)	2 full calendar years; provided audited	Multi		<input type="checkbox"/>
PR-107	<b>EQUIPMENT MAINTENANCE</b> (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"/>
PR-108	<b>HEALTH AND SAFETY CONTROL</b> (licenses/permits/certifications/registrations, the applications for them; inspection, violations, etc. for food service, food storage, fire, etc.; reports to licensing/permit/etc. body; related correspondence or other records)	3 full calendar years after year expired/superseded, as required by licensing/permitting/etc.; whichever is longer	Multi		<input type="checkbox"/>
PR-109	<b>INCIDENT REPORTS - PUBLIC/ADULT</b> (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-110	<b>INCIDENT REPORTS - PUBLIC/MINOR</b> (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-111	<b>LANDSCAPE PLANS</b> (drawings and other plans on public or commercial property)	10 years; provided no action pending	Multi		<input type="checkbox"/>
PR-112	<b>LIQUOR CONTROL PERMITS</b> (for City property or events)	Until superseded or 1 year; whichever comes first.			<input type="checkbox"/>
PR-113	<b>LIQUOR CONTROL TAX DOCUMENTS</b> (State permit records; state liquor tax returns and related records)	6 full calendar years after submitted	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: PARKS & RECREATION **PROPOSED** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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
PR-114	<del><b>MEMBERSHIPS</b> (applications and related records for pools, golf course, Senior Center, etc.; member and guest attendance records)</del>	<del>1 full calendar year after expiration</del>	<del>Multi</del>		<input type="checkbox"/>
PR-115	<b>MINUTES</b> (signed copies; boards/commissions maintained by the P&R Department)	Permanent (Audio Recordings kept until no longer of administrative value)	Multi		<input type="checkbox"/>
PR-116	<b>MONTHLY REPORTS TO PARKS &amp; RECREATION BOARD</b> (financial activity or related reports)	1 full calendar year	Multi		<input type="checkbox"/>
PR-117	<b>PARKS AND FACILITIES PROPERTY RECORDS AND HISTORY</b> (City owned property maintained by the Parks & Recreation Department)	Permanent	Multi		<input type="checkbox"/>
PR-118	<b>PROGRAM PLANNING</b> (course descriptions; planning and evaluation notes, etc. for camps, classes, trips, parties, events, etc. conducted for/provided to public)	Until no longer of administrative value	Multi		<input type="checkbox"/>
PR-119	<b>PROGRAM REGISTRATIONS</b> (registrations, waivers, roster, attendance, medical records, and related records for camps, classes, trips, parties, events, pools, Golf Course, Senior Center, etc. conducted for/provided to public)	2 full calendar years; provided no incident report  If incident report - refer to "Incident Reports"	Multi		<input type="checkbox"/>
PR-120	<b>PROPERTY MAINTENANCE</b> (records of routine maintenance and repair of land and structures owned by City for which City has accepted responsibility for in writing)	Until no longer of administrative value	Multi		<input type="checkbox"/>
PR-121	<b>ROSTERS / TERM DATES</b> (boards/commissions maintained by the P&R Department)	3 years	Multi		<input type="checkbox"/>
PR-122	<b>RULES OF PROCEDURE</b> (boards/commissions maintained by the P&R Department)	Permanent	Multi		<input type="checkbox"/>
PR-123	<b>STAFF TRAINING</b> (records of orientation/training and any certifications on health and safety procedure, job expectations, etc. as given by City or other provider)	1 full calendar year	Multi		<input type="checkbox"/>
PR-124	<b>SURVEILLANCE RECORDINGS</b> (data recorded by surveillance cameras in public parks and public pools)	7 days; system will overwrite	Multi		<input type="checkbox"/>
PR-125	<b>VETERAN BRICK RECORDS</b>	Applications: 1 year after brick installed  Database: Permanent	Multi		<input type="checkbox"/>
PR-126	<b>SWIM TEST CARDS</b> (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"/>

# CITY OF GAHANNA: HUMAN RESOURCES **PROPOSED** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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
HR-101	<b>ACCIDENT REPORTS</b> (complete reports on property/equipment damage by employee with no injuries)	7 years from date of accident	Multi		<input type="checkbox"/>
HR-102	<b>BARGAINING UNIT AGREEMENTS</b> (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	<b>CITY/DEPARTMENTAL/GROUP TRAINING</b> (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-104	<b>CIVIL SERVICE CLASSIFICATION PLAN</b> (Council-approved outline of job titles, pay categories, and pay ranges for all classified City positions)	10 years	Multi		<input type="checkbox"/>
HR-105	<b>CIVIL SERVICE CLASSIFIED EMPLOYEE ROSTER</b> (names and start dates of all City employees in classified positions; police promotion lists)	10 years	Multi		<input type="checkbox"/>
HR-106	<b>CIVIL SERVICE ELIGIBILITY LISTS</b> (ranked list of candidates qualified for hiring)	2 years	Multi		<input type="checkbox"/>
HR-107	<b>CIVIL SERVICE TERMINATION ACTIONS</b> (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-108	<b>CIVIL SERVICE CHALLENGES</b> (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-109	<b>EMPLOYEE FILES - ACTIVE</b> (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-110	<b>EMPLOYEE FILES - TERMINATED</b> (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-111	<b>EMPLOYEE MEDICAL FILES</b> (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"/>

# CITY OF GAHANNA: HUMAN RESOURCES **PROPOSED** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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
HR-112	<b>EMPLOYMENT MATERIALS</b> (resumes, applications, postings, background checks, interview records, notes, examination results and process information)	Not Hired: 7 years from date of hiring decision  Hired: transfer to employee files	Multi		<input type="checkbox"/>
HR-113	<b>EQUAL EMPLOYMENT OPPORTUNITIES (EEO) REPORTS</b> (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-114	<b>FAIR PRACTICES FILE</b> (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-115	<b>FAMILY MEDICAL LEAVE ACT (FMLA)</b> (confidential requests and supporting documents; approval or denial records; usage records)	7 years from date of termination	Multi		<input type="checkbox"/>
HR-116	<b>GRIEVANCES</b> (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-117	<b>I-9 FORMS</b>	1 year after termination of employment	Multi		<input type="checkbox"/>
HR-118	<b>INJURY/ACCIDENT FORMS</b>	5 years from date of injury/accident unless converted to a "Workers Compensation Claims File"			<input type="checkbox"/>
HR-119	<b>JOB DESCRIPTIONS</b>	Until superseded or classification is abolished	Multi		<input type="checkbox"/>
HR-120	<b>OHIO DEPARTMENT OF TRANSPORTATION (ODOT) COMMERCIAL DRIVERS LICENSE (CDL) COMPLIANCE FILES</b>	7 years from date of termination	Multi		<input type="checkbox"/>
HR-121	<b>PERRP COMPLIANCE</b> (Safety inspection reports; compliance reports)	7 years from date compliance report submitted	Multi		<input type="checkbox"/>
HR-122	<b>PUBLIC EMPLOYEES RISK REDUCTION PROGRAM LOGS</b> (privacy case lists, if applicable)	5 years in accordance with 29 CFR §1904 and/or any state PERRP requirements (5.27.2016)	Multi		<input type="checkbox"/>
HR-123	<b>SAFETY COMMITTEE</b> (meeting notices and notes; reference materials, roster, etc.)	2 years	Multi		<input type="checkbox"/>
HR-124	<b>UNEMPLOYMENT COMPENSATION RECORDS</b> (Ohio Department of Job & Family Services is the official record keeper)	Until no longer of administrative value	Multi		<input type="checkbox"/>
HR-125	<b>VOLUNTEER FILES</b>	5 years from date of end of assignment	Multi		<input type="checkbox"/>
HR-126	<b>WELLNESS PROGRAM PLAN RECORDS</b>	5 years	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: HUMAN RESOURCES **PROPOSED** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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
HR-127	<b>WORKERS COMPENSATION CLAIMS FILES</b> (claims from employees injured on the job)	7 years from date of termination	Multi		<input type="checkbox"/>
HR-128	<b>INSURANCE INVOICES</b> (Includes roster of enrolled employees and proof of coverage; benefit plan documents, including summary plan descriptions, insurance premium summary, required announcement documentation and open enrollment information)	5 years	Multi		<input type="checkbox"/>
HR-129	<b>LABOR MANAGEMENT COMMITTEE DOCUMENTS</b>	5 years	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: LAW DEPARTMENT **APPROVED BY OHC** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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	<b>ANNUAL REPORTS TO COUNCIL</b> (report required by City Charter)	Permanent	Multi		<input type="checkbox"/>
LAW-102	<b>BANKRUPTCY RECORDS</b> (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	<b>LEGAL HOLDS</b> (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	<b>LEGAL OPINIONS</b> (a formal written opinion)	Permanent	Multi		<input type="checkbox"/>
LAW-105	<b>LITIGATION CASE FILES</b>	Retain 10 years from date of final ruling, including any appeals	Multi		<input type="checkbox"/>
LAW-106	<b>LITIGATION FILES - ANTICIPATED</b>	3 full calendar years after triggering event unless moved to Active Litigation Case File	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: INFORMATION TECHNOLOGY **APPROVED BY OHC** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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
IT-101	<b>MAP REQUESTS</b> (any map printed from existing layers)	Until no longer of administrative value	Multi		<input type="checkbox"/>
IT-102	<b>SOFTWARE LICENSES</b> (including, but not limited to, permits to use software, agreements for tech support for all software used on City network/equipment)	Until no longer of administrative value	Multi		<input type="checkbox"/>
IT-103	<b>FORMER EMPLOYEES' DATA</b> (messages removed from e-mail system and placed on nearline storage)	Email: 1 year <i>(using the journaled email schedule)</i>  Network data: until no longer of administrative value	Multi		<input type="checkbox"/>
IT-104	<b>JOURNALED EMAIL</b> (all email sent and received through our email system, regardless of user action)	1 year	Multi		<input type="checkbox"/>
IT-105	<b>DISK BACKUPS</b> (digital disk backups of servers, data, and files)	30 days (then overwritten)	Multi		<input type="checkbox"/>
IT-106	<b>TAPE BACKUPS</b> (tape backups of disk backups - extending the backup period from 30 to 60 days and incorporating a secondary format of storage)	30 days (then overwritten) 3 month full backup snapshot taken quarterly. Two quarterly rotations are run, keeping data off site for 3 months. Data is overwritten on rotation two.	Multi		<input type="checkbox"/>



## CITY OF GAHANNA: FINANCE **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

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OHC APPROVED: | 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-100	DEBT MANAGEMENT (DM) - DOCUMENTATION GATHERED AND PROVIDED/PRESENTED TO FINANCIAL ADVISOR AND RATING AGENCY	1 year	Multi		<input type="checkbox"/>
FN-101	DEBT MANAGEMENT (DM) - RATING AGENCY REPORT AND OFFICIAL BOND RATING	Until superseded by update report & rating	Multi		<input type="checkbox"/>
FN-102	DEBT MANAGEMENT (DM) - DRAFT ORDINANCE AUTHORIZING THE ISSUANCE OF DEBT	Until superseded by final ordinance submitted to Council	Multi		<input type="checkbox"/>
FN-103	DEBT MANAGEMENT (DM) - ORDINANCE AUTHORIZING THE ISSUANCE OF DEBT	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-104	DEBT MANAGEMENT (DM) - OFFICIAL STATEMENT WORKING FILES	Until superseded by preliminary official statement	Multi		<input type="checkbox"/>
FN-105	DEBT MANAGEMENT (DM) - PRELIMINARY OFFICIAL STATEMENT	Until superseded by final	Multi		<input type="checkbox"/>
FN-106	DEBT MANAGEMENT (DM) - FINAL OFFICIAL STATEMENT	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-107	DEBT MANAGEMENT (DM) - UNDERWRITER REPORTS AND PERTINENT INFORMATION	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-108	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-109	DEBT MANAGEMENT (DM) - AMORTIZATION SCHEDULES AND OTHER PERTINENT POST ISSUANCE	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-110	DEBT MANAGEMENT (DM) - ESCROW ACCOUNT STATEMENTS FOR REFUNDED DEBT	Until refunding debt is retired	Multi		<input type="checkbox"/>
FN-111	DEBT MANAGEMENT (DM) - INVESTMENT/BANK STATEMENTS FOR BOND PROCEEDS	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-112	DEBT MANAGEMENT (DM) - POST ISSUANCE ANNUAL DISCLOSURE INFORMATION	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-113	DEBT MANAGEMENT (DM) - CERTIFICATION OF RECEIPT OF ANNUAL POST ISSUANCE DISCLOSURE INFORMATION FROM THIRD PARTIES REQUIRED TO RECEIVE	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-114	DEBT MANAGEMENT (DM) - VOUCHER PACKETS FOR USE OF DEBT PROCEEDS	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-115	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-116	DEBT MANAGEMENT (DM) - POST RETIREMENT INFORMATION (ARBITRAGE ANALYSIS, ARBITRAGE REBATE PAYMENTS ETC....)	3 years after debt is retired	Multi		<input type="checkbox"/>

## CITY OF GAHANNA: FINANCE **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

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OHC APPROVED: | 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-117	<b>RECEIPT PROCESS (RP) - DAILY DEPARTMENTAL DEPOSIT REPORTS TO FINANCE</b> (REPORT SUBMITTED BY DEPARTMENTS TO FINANCE ALONG WITH CASH, CHECKS AND CREDIT CARD RECEIPTS FOR DAILY DEPOSIT)	3 years	Multi		<input type="checkbox"/>
FN-118	<b>RECEIPT PROCESS (RP) - FINANCE DAILY DEPOSIT PROCESSING REPORTS</b> (BATCH REPORTS, INTERFACE REPORTS ETC....)	3 years	Multi		<input type="checkbox"/>
FN-119	<b>RECEIPT PROCESS (RP) - CHECKS RECEIVED FOR PAYMENT TO CITY</b> (SCANNED BY CITY FOR DEPOSIT TO BANK)	Until Audited	Multi		<input type="checkbox"/>
FN-120	<b>RECEIPT PROCESS (RP) - BANK DEPOSIT SLIP FOR CASH DEPOSITS</b>	3 years	Multi		<input type="checkbox"/>
FN-121	<b>RECEIPT PROCESS (RP) - THIRD PARTY REMITTANCE REPORTS FOR DEPOSITS MADE ELECTRONICALLY TO CITY'S BANK</b>	3 years	Multi		<input type="checkbox"/>
FN-122	<b>RECEIPT PROCESS (RP) - JOURNAL ENTRIES FOR RECEIPT PROCESSING</b>	3 years	Multi		<input type="checkbox"/>
FN-123	<b>RECEIPT PROCESS (RP) - RETURNED CHECKS</b> (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-124	<b>BUDGET PROCESS (BP) - TAX BUDGET WORKING FILES</b>	Until superseded by final tax budget presented to council	Multi		<input type="checkbox"/>
FN-125	<b>BUDGET PROCESS (BP) - COUNCIL MOTION RESOLUTION APPROVING THE TAX BUDGET FILED WITH THE COUNTY BUDGET COMMISSION</b>	1 year	Multi		<input type="checkbox"/>
FN-126	<b>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</b>	1 year	Multi		<input type="checkbox"/>
FN-127	<b>BUDGET PROCESS (BP) - OFFICIAL AND AMENDED CERTIFICATES OF ESTIMATED RESOURCES FROM COUNTY BUDGET COMMISSION</b>	1 year	Multi		<input type="checkbox"/>
FN-128	<b>BUDGET PROCESS (BP) - CITY REQUEST TO COUNTY BUDGET COMMISSION FOR AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES</b>	1 year	Multi		<input type="checkbox"/>
FN-129	<b>BUDGET PROCESS (BP) - DEPARTMENT CAPITAL NEEDS ASSESSMENT SUBMISSION</b>	Until superseded with Capital Needs Assessment presented to Council	Multi		<input type="checkbox"/>
FN-130	<b>BUDGET PROCESS (BP) - FINANCE CAPITAL NEEDS ASSESSMENT WORKING FILES</b>	Until superseded with Capital Needs Assessment presented to Council	Multi		<input type="checkbox"/>
FN-131	<b>BUDGET PROCESS (BP) - CAPITAL NEEDS ASSESSMENT PRESENTED TO COUNCIL</b>	Until superseded with Budget Book presented to Council	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: FINANCE **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

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OHC APPROVED: | 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-132	<b>BUDGET PROCESS (BP) - DEPARTMENT SUBMISSIONS FOR BUDGET BOOK</b>	Until superseded with Budget Book presented to Council	Multi		<input type="checkbox"/>
FN-133	<b>BUDGET PROCESS (BP) - FINANCE BUDGET BOOK WORKING FILES</b>	Until superseded with Budget Book presented to Council	Multi		<input type="checkbox"/>
FN-134	<b>BUDGET PROCESS (BP) - BUDGET BOOK PRESENTED TO COUNCIL</b>	Until superseded with following year Budget Book	Multi		<input type="checkbox"/>
FN-135	<b>BUDGET PROCESS (BP) - COUNCIL ANNUAL APPROPRIATION ORDINANCE FILED WITH THE COUNTY BUDGET COMMISSION</b>	1 year	Multi		<input type="checkbox"/>
FN-136	<b>BUDGET PROCESS (BP) - AMENDED APPROPRIATIONS FILED QUARTERLY WITH THE COUNTY BUDGET COMMISSION</b>	1 year	Multi		<input type="checkbox"/>
FN-137	<b>BUDGET PROCESS (BP) - CERTIFICATE FROM COUNTY BUDGET COMMISSION THAT APPROPRIATIONS DO/DO NOT EXCEED ESTIMATED RESOURCES</b>	1 year	Multi		<input type="checkbox"/>
FN-138	<b>BUDGET PROCESS (BP) - BUDGET TRANSFER REQUESTS FOR \$3,000 OR LESS WITHIN THE SAME DEPARTMENT APPROVED BY FINANCE DIRECTOR</b>	1 year	Multi		<input type="checkbox"/>
FN-139	<b>BUDGET PROCESS (BP) - COUNCIL MOTION RESOLUTION AUTHORIZING TRANSFERS IN EXCESS OF \$3,000 AND/OR BETWEEN DEPARTMENTS</b>	1 year	Multi		<input type="checkbox"/>
FN-140	<b>BUDGET PROCESS (BP) - COUNCIL ORDINANCE APPROVING SUPPLEMENTAL APPROPRIATIONS</b>	1 year	Multi		<input type="checkbox"/>
FN-141	<b>BUDGET PROCESS (BP) - COUNCIL ORDINANCE APPROVING THE TRANSFER OF FUNDS</b>	1 year	Multi		<input type="checkbox"/>
FN-142	<b>MONTH END - BANK/INVESTMENT STATEMENTS</b>	3 years	Multi		<input type="checkbox"/>
FN-143	<b>MONTH END - BANK/INVESTMENT RECONCILIATION</b>	3 years	Multi		<input type="checkbox"/>
FN-144	<b>MONTH END - PAYROLL AND ACCOUNTS PAYABLE OUTSTANDING CHECK REPORTS</b>	3 years	Multi		<input type="checkbox"/>
FN-145	<b>MONTH END PROCESSING REPORTS</b> (JOURNAL ENTRY ACTIVITY, REVENUE LEDGER, EXPENDITURE LEDGER ETC....)	3 years	Multi		<input type="checkbox"/>
FN-146	<b>MONTH END - CD FROM BANK WITH MONTHLY TRANSACTION IMAGES</b> (CANCELED CHECKS, DEPOSITS, SCANNED CHECK IMAGES ETC....)	3 years	Multi		<input type="checkbox"/>
FN-147	<b>QUARTERLY REPORT TO COUNCIL WORKING FILES</b>	Until superseded by final report	Multi		<input type="checkbox"/>
FN-148	<b>FINAL QUARTERLY REPORT TO COUNCIL</b>	1 year	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: FINANCE **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

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OHC APPROVED: | 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-149	<b>QUARTERLY REPORT TO COUNCIL WORKING FILES</b>	Until superseded by final report	Multi		<input type="checkbox"/>
FN-150	<b>FINAL QUARTERLY REPORT TO COUNCIL</b>	1 year	Multi		<input type="checkbox"/>
FN-151	<b>YEAR END PROCESSING REPORTS</b> (OUTSTANDING ENCUMBRANCE REPORTS, REVENUE LEDGER, EXPENDITURE LEDGER, ETC....)	3 years	Multi		<input type="checkbox"/>
FN-152	<b>YEAR END REPORT TO COUNCIL WORKING FILES</b>	Until superseded by final report to Council	Multi		<input type="checkbox"/>
FN-153	<b>YEAR END REPORT TO COUNCIL FINAL</b>	3 years	Multi		<input type="checkbox"/>
FN-154	<b>YEAR END - ANNUAL GAAP FINANCIAL STATEMENT WORKING FILES</b>	3 years	Multi		<input type="checkbox"/>
FN-155	<b>YEAR END - FINAL UNAUDITED ANNUAL GAAP FINANCIAL STATEMENTS SUBMITTED TO AUDITORS</b>	Until superseded by final audited financial statements	Multi		<input type="checkbox"/>
FN-156	<b>YEAR END - FINAL AUDITED ANNUAL GAAP FINANCIAL STATEMENTS</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
FN-157	<b>YEAR END - ANNUAL AUDIT CORRESPONDENCE</b> (REQUEST FOR INFORMATION, FILES PROVIDED, INQUIRY ETC....)	1 year	Multi		<input type="checkbox"/>
FN-158	<b>YEAR END - POST AUDIT CORRESPONDENCE</b> (LIST OF FINDINGS, POST AUDIT LETTER, REPRESENTATION LETTER ETC....)	1 year	Multi		<input type="checkbox"/>
FN-159	<b>YEAR END - AUDIT OPINION AND ASSOCIATED AUDIT REPORTS</b> (REPORT ON COMPLIANCE AND INTERNAL CONTROLS, MANAGEMENT LETTER ETC....)	Until no longer of administrative value	Multi		<input type="checkbox"/>
FN-160	<b>MISCELLANEOUS (MISC) - REAL ESTATE TAX EXEMPTION FORMS FILED WITH COUNTY REQUESTING EXEMPTION</b>	Until land use changes	Multi		<input type="checkbox"/>
FN-161	<b>MISCELLANEOUS (MISC) - OHIO DEPARTMENT OF TAXATION FINAL DETERMINATION OF REAL ESTATE TAX EXEMPTION</b>	Until land use changes	Multi		<input type="checkbox"/>
FN-162	<b>MISCELLANEOUS (MISC) - TAX INCREMENT FINANCING COMPENSATION PAYMENT WORKING FILES</b> (ACTUAL PAYMENT IS PART OF AP PROCESS)	Until 1 year after TIF expires	Multi		<input type="checkbox"/>
FN-163	<b>MISCELLANEOUS (MISC) - SCHOOL COMPENSATION AGREEMENT WORKING FILES</b> (ACTUAL PAYMENT IS PART OF AP PROCESS)	Until 1 year after abatement expires	Multi		<input type="checkbox"/>
FN-164	<b>MISCELLANEOUS (MISC) - CREEKSIDE RENT REPORTS</b>	5 years	Multi		<input type="checkbox"/>
FN-165	<b>MISCELLANEOUS (MISC) - GRANT MANAGEMENT DOCUMENTATION</b> (GRANT AGREEMENTS, REPORTING ETC....)	3 years	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: FINANCE **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

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OHC APPROVED: | 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-166	<b>MISCELLANEOUS (MISC) - DEPOSITORY AGREEMENTS</b>	Until superseded by new agreement	Multi		<input type="checkbox"/>
FN-167	<b>MISCELLANEOUS (MISC) - MERCHANT SERVICES AGREEMENTS</b>	Until superseded by new agreement	Multi		<input type="checkbox"/>
FN-168	<b>MISCELLANEOUS (MISC) - AGREEMENTS FOR OTHER PROFESSIONAL SERVICES</b> (INVESTMENT ADVISOR, FINANCIAL ADVISOR, VARIOUS BANKING SERVICES ETC....)	Until superseded by new agreement	Multi		<input type="checkbox"/>
FN-169	<b>MISCELLANEOUS (MISC) - US CENSUS BUREAU REPORTS</b>	1 year	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: FINANCE - PAYROLL **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

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OHC APPROVED: | 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-200	<b>TIME CARDS</b> (daily hours worked each pay period)	3 years	Multi		<input type="checkbox"/>
FN-201	<b>PAYROLL PROCESSING FORMS</b> (MISSED PUNCH FORMS, OVERTIME DESIGNATION, PART TIME PTO ETC...)	3 years	Multi		<input type="checkbox"/>
FN-202	<b>PAYROLL PROCESSING REPORTS</b> (PRE-CALC REPORT, INTERFACE REPORTS ETC...)	3 years	Multi		<input type="checkbox"/>
FN-203	<b>PAYROLL WITHHOLDING AND FRINGE BENEFIT REMITTANCES AND RELATED MONTHLY, QUARTERLY OR ANNUAL REPORTS</b> (FEDERAL 941, RETIREMENT SYSTEM REPORTING, LOCAL TAX WITHHOLDING ETC...)	3 years	Multi		<input type="checkbox"/>
FN-204	<b>OPERS EXEMPTION FORM</b> (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-205	<b>W-2S AND RELATED PROCESSING/TRANSMITTAL REPORTS</b>	3 years	Multi		<input type="checkbox"/>
FN-206	<b>ACA FORMS AND RELATED PROCESSING/TRANSMITTAL REPORTS</b>	3 years	Multi		<input type="checkbox"/>
FN-207	<b>JOURNAL ENTRIES FOR PAYROLL PROCESSING</b>	3 years	Multi		<input type="checkbox"/>
FN-208	<b>VOIDED PAYROLL CHECKS</b>	3 years	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: FINANCE - ACCOUNTS PAYABLE **SUBMITTED TO OHC** 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: | 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-300	<b>REQUISITION TO PURCHASE GOODS OR SERVICES</b>	Until approved and converted to a purchase order	Multi		<input type="checkbox"/>
FN-301	<b>PURCHASE ORDER ENCUMBERING APPROPRIATIONS FOR GOODS OR SERVICES</b>	3 years	Multi		<input type="checkbox"/>
FN-302	<b>VOUCHER PACKET</b> (COPY OF VOUCHER/CHECK, PURCHASE ORDER AND INVOICE FOR PAYMENTS TO VENDORS FOR GOODS OR SERVICES)	3 years	Multi		<input type="checkbox"/>
FN-303	<b>ACCOUNTS PAYABLE PROCESSING REPORTS</b> (BATCH REPORTS, CHECK REGISTERS, ETC...)	3 years	Multi		<input type="checkbox"/>
FN-304	<b>VOIDED ACCOUNTS PAYABLE CHECKS</b>	3 years	Multi		<input type="checkbox"/>
FN-305	<b>MONTHLY CREDIT CARD STATEMENTS AND RELATED PURCHASE ORDERS AND RECEIPTS</b>	3 years	Multi		<input type="checkbox"/>
FN-306	<b>TRAVEL EXPENSE REPORTS AND RELATED PURCHASE ORDERS AND RECEIPTS</b>	3 years	Multi		<input type="checkbox"/>
FN-307	<b>JOURNAL ENTRIES FOR ACCOUNTS PAYABLE PROCESSING</b>	3 years	Multi		<input type="checkbox"/>
FN-308	<b>VENDOR FILES</b> (vendor information form; tax and other forms required by local, state and federal laws and regulations, etc.)	3 years	Multi		<input type="checkbox"/>
FN-309	<b>THEN AND NOW PURCHASE ORDER FOR \$3,000 OR LESS APPROVED BY FINANCE DIRECTOR</b>	3 years	Multi		<input type="checkbox"/>
FN-310	<b>COUNCIL MOTION RESOLUTION APPROVING THEN AND NOW PURCHASE IN EXCESS OF \$3,000</b>	3 years	Multi		<input type="checkbox"/>
FN-311	<b>1099-MISC. FORMS</b> (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-312	<b>1099-R FORMS</b> (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"/>

# CITY OF GAHANNA: MAYORS OFFICE **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

OHC APPROVED: | 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
MO-101	<b>DISASTER PLANS</b> (current plans for response to various types of emergencies; including agreements for services from, e.g. American Red Cross, Franklin Co. Emergency Management Agency, etc.)  <i>(not for public disclosure - maintained by the Police Department)</i>	Until superseded	Multi		<input type="checkbox"/>
MO-102	<b>MARRIAGES</b> (list of licenses mailed; records of distribution of donations made by couples)	2 years	Multi		<input type="checkbox"/>
MO-103	<b>PROCLAMATIONS</b> (as authorized by COG Chapter 131)	Emergency Proclamations: 1 year after terminated in accordance with Chapter 131  Honorary Proclamations: given to honoree with no City copy kept	Multi		<input type="checkbox"/>
MO-104	<b>PROGRAM/PROJECT FILES</b>	2 years after the project or program is complete	Multi		<input type="checkbox"/>
MO-105	<b>STATE OF THE CITY ADDRESS</b> (printed remarks)	Full-term(s) of the Mayor who provided the address	Multi		<input type="checkbox"/>



# CITY OF GAHANNA: PLANNING & DEVELOPMENT **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

OHC APPROVED: | 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
DV-101	<b>COMMUNITY IMPROVEMENT CORPORATION (CIC)</b> (organizational and administrative records -- including but not limited to -- articles of incorporation, code of regulations, meeting minutes, rosters)	Agendas: 1 year  Minutes & Articles of Incorporation: Permanent  Code of Regulations & Rosters: until superseded  Other Documents: Until no longer of administrative value	Multi		<input type="checkbox"/>
DV-102	<b>COMMUNITY REINVESTMENT AREA HOUSING COUNCIL (CRAHC) BOARD</b> (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 type="checkbox"/>
DV-103	<b>COMMUNITY URBAN REDEVELOPMENT CORPORATION (CURC)</b> (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 type="checkbox"/>
DV-104	<b>DEMOGRAPHICS</b> (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-105	<b>LAND USE PLANS</b>	Permanent	Multi		<input type="checkbox"/>
DV-106	<b>STUDIES &amp; REPORTS</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
DV-107	<b>TAX INCENTIVE CASE FILES</b> (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"/>

# CITY OF GAHANNA: PLANNING & DEVELOPMENT **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

OHC APPROVED: | 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
DV-108	<b>TAX INCENTIVE LISTS</b> (lists of incentivized properties; expiration dates of incentive periods; etc.)	Until superseded	Multi		<input type="checkbox"/>
DV-109	<b>THE INDUSTRIAL ZONE (TIZ) FILES</b> (ground lease, correspondence, assignment of leases, estoppel certificates, legal description, related documents)	10 years	Multi		<input type="checkbox"/>
DV-110	<b>THE INDUSTRIAL ZONE (TIZ) MAPS &amp; DIRECTORIES</b> (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"/>

# CITY OF GAHANNA: SERVICE DEPARTMENT- ZONING **APPROVED BY OHC** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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-1101	<b>APPLICATIONS - APPROVED/DENIED ADMINISTRATIVELY BY ZONING DIVISION</b> (Certificate of Appropriateness, Flood Plain Use, Home Occupation, Subdivision Without Plat, Personal Wireless Service Facility - Co Location, etc. To include application, submitted documents, revisions, receipt of payment, & any correspondence deemed relevant to application approval/denial)	Permanent  Withdrawn: 3 years from date of withdraw	Multi		<input type="checkbox"/>
SVC-1102	<b>APPLICATIONS - EXEMPTION</b> (application for exemption for sidewalk and outdoor seasonal sales, with any attachments and related correspondence; log sheets)	Approved/denied applications and log: 1 full year following year sale was scheduled	Multi		<input type="checkbox"/>
SVC-1103	<b>APPLICATIONS - PENDING</b> (to be reviewed and accepted by the Planning & Zoning Administrator and considered or forwarded to Planning Commission for consideration)	Until transferred for consideration  No Action: 3 years from date of last contact	Multi		<input type="checkbox"/>
SVC-1104	<b>FENCE PERMITS</b> (applications for Fence Permit with plot plan and related documents; Fence Permit Register)	Log: permanent  Other records: 10 years	Multi		<input type="checkbox"/>
SVC-1105	<b>LOGS</b> (Zoning Application Logs [eg. Certificate of Appropriateness - Signage, Fence Permit, Sign Permit, Subdivision Without Plat, etc.] and Planning Commission Logs [eg. Final Development, Design Review, Conditional Use, Variance, Final Plat, Personal Wireless Service Facilities, Subdivision Without Plat, etc.]	Permanent	Multi		<input type="checkbox"/>
SVC-1106	<b>SIGN INVENTORY</b> (inventory sheet, photo, location map for sign and building)	Until superseded	Multi		<input type="checkbox"/>
SVC-1107	<b>SIGN PERMITS - COMMUNITY</b> (applications for 14-day posting of event notice sign on City-owned sign boards; log sheets)	Approved/denied applications and log: 1 full year after year of event	Multi		<input type="checkbox"/>
SVC-1108	<b>SIGN PERMITS - PERMANENT</b> (Includes all related correspondence and documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-1109	<b>SIGN PERMITS - TEMPORARY</b> (all permits as required for temporary signs or for banners; permit register)	Permits: 1 year from date of permit  Log: permanent	Multi		<input type="checkbox"/>
SVC-1110	<b>VIOLATIONS</b> (Citizen Request Forms and notices to residents about Zoning Code Violations with related documents, including follow up)	5 years after case closed	Multi		<input type="checkbox"/>
-	<b>ZONING CERTIFICATES</b>  (Building is the official record keeper)	see SVC-Building RC-2	-		-
-	<b>ZONING MAPS</b>  (Council is the official record keeper)	see CN RC-2	-		-

# CITY OF GAHANNA: SERVICE DEPARTMENT- BUILDING SUBMITTED TO OHC RETENTION SCHEDULE (RC-2)

OHC APPROVED: | 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
SVC-1001	<b>RESIDENTIAL PERMIT FILES</b> (records of approval process for new construction or alteration of 1-, 2-, and 3-family dwellings, such as applications, permits, certificates of plan approval and occupancy, notices and orders, zoning certificates, inspection reports, other records required by Residential Code of Ohio (RCO) and all miscellaneous correspondence and documents.)	<b>RCO-required files:</b> <i>(includes Permit Application, Certificate of Plan Approval, Certificate of Occupancy, Notices and Orders, Zoning Certificate, for all applications submitted to the City from 5/27/06 forward)</i> : Permanent  <b>Other documents:</b> Retain file intact 1 year after date of final approved inspection.	Multi		<input type="checkbox"/>
SVC-1002	<b>RESIDENTIAL CONSTRUCTION DOCUMENTS</b> (records used in new construction of 1-, 2-, and 3-family dwellings, such as approved drawings, spec books, inspection reports and all miscellaneous correspondence and documents.)	1 full calendar year after the date of final approved inspection.	Multi		<input type="checkbox"/>
SVC-1003	<b>COMMERCIAL PERMIT FILES</b> (records of approval process for new construction or alteration of 4+-family dwellings and commercial/public buildings, such as applications, permits, certificates of plan approval and occupancy, zoning certificates, notices and orders, other records required by Ohio Building Code (OBC) and all miscellaneous correspondence and documents.)	<b>Non-OBC required records:</b> 1 year after date of final approved inspection  <b>OBC-required records:</b> <i>(including all Permit Applications, Certificate of Plan Approval, Certificate of Occupancy, Notices and Orders, Zoning Certificate):</i> permanent	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: SERVICE DEPARTMENT- BUILDING **SUBMITTED TO OHC** RETENTION SCHEDULE (RC-2)

OHC APPROVED: | 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
SVC-1004	<b>COMMERCIAL CONSTRUCTION DOCUMENTS</b> (records used in new construction of multi-family dwellings and commercial and public buildings, such as approved drawings, spec books, inspection reports and all miscellaneous correspondence and documents.)	<b>Project completed:</b> retain original building plans and structural alterations until building is demolished; tenant buildouts are kept 1 full calendar year from the date of final approved inspection. Buildouts on City owned properties to be kept until superseded <b>Project not built, but plans approved:</b> retain 3 years after year plans approved <b>Project not built and plans NOT approved:</b> retain until no activity for 1 calendar year or until expiration of permit application <b>Documents superseded:</b> retain until project completed <b>Project superseded:</b> retain until certificate of occupancy for new project is issued	Multi		<input type="checkbox"/>
SVC-1005	<b>PERMIT DATABASE</b> (logs of permit files, cross-indexed by number and building address)	Retain electronic copy until no longer readable	Multi		<input type="checkbox"/>
SVC-1006	<b>BOARD OF BUILDING STANDARDS ANNUAL REPORTS</b> (Includes report to the Residential Code of Ohio and Ohio Building Code.)	Permanent	Multi		<input type="checkbox"/>
SVC-1007	<b>CENSUS BUREAU MONTHLY AND ANNUAL REPORTS</b>	1 full calendar year from the date of the report	Multi		<input type="checkbox"/>
SVC-1008	<b>MCGRAW HILL MONTHLY AND ANNUAL REPORTS</b>	1 full calendar year from the date of the report	Multi		<input type="checkbox"/>
SVC-1009	<b>MONTHLY REPORTS</b> ("City of Gahanna Building Report" and "Report of Building or Zoning Permits Issued and Local Public Construction"; also quarterly narrative reports to Service Director)	20 years	Multi		<input type="checkbox"/>
SVC-1010	<b>CONTRACTORS' LICENSES/REGISTRATION</b> (City license to contractors for home improvement, electrical, plumbing, fence erecting, HVAC, with required insurance bond; applications; and all miscellaneous correspondence and documents.)	2 full calendar years from license expiration date	Multi		<input type="checkbox"/>
SVC-1011	<b>INSPECTION LOGS</b> (paper daily logs of inspections made for construction, plumbing, or electrical work)	Until entered into the electronic permit file	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: SERVICE DEPARTMENT- BUILDING SUBMITTED TO OHC RETENTION SCHEDULE (RC-2)

OHC APPROVED: | 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
SVC-1012	<b>INSPECTION REPORTS</b> (Day Care Centers, including Gahanna-Jefferson School's Kid-Scape child-care program; Adult foster care homes; "Inspection Report - Housing Code chapter 14" checklist; reports of final inspections for Certificate of Approval and Occupancy)	Permanent	Multi		<input type="checkbox"/>
SVC-1013	<b>ADJUDICATION ORDERS</b> (Orders from City Building Official to commercial property more-than-3-family residential property owner to change building plans to meet required standards)	Permanent	Multi		<input type="checkbox"/>
SVC-1014	<b>CONDEMNATION ORDERS</b> (Notice of Condemnation by City Building Official; related correspondence; Board of Zoning Appeals notice & proceedings and all miscellaneous correspondence and documents.)	Permanent	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: SERVICE DEPARTMENT - ADMINISTRATIVE DIVISION APPROVED BY OHC RETENTION SCHEDULE (RC-2)**

OHC APPROVED: 7-26-16 | 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-101	<b>Accounts Payable</b> (includes tracking spreadsheet, database, record of proposal form, and all miscellaneous related correspondence and documents)	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-102	<b>Accounts Receivable</b> (includes tracking spreadsheet, letters of notice, pending invoice, late notice, collections, etc)	4 years from date of deposit.	Multi		<input type="checkbox"/>
SVC-103	<b>Aggregation Energy Supplier Pricing</b> (includes all miscellaneous related correspondence and documents)	Retain 15 years after expiration.	Multi		<input type="checkbox"/>
SVC-104	<b>Aggregation Plan of Operations &amp; Governance</b> (includes all miscellaneous related correspondence and documents)	Retain 15 years after expiration.	Multi		<input type="checkbox"/>
SVC-105	<b>American Electric Power - Maps</b> (includes all miscellaneous related correspondence and documents)	Until superseded.	Multi		<input type="checkbox"/>
SVC-106	<b>American Electric Power Outage Information</b> (includes all miscellaneous related correspondence and documents)	Retain 5 years after date of outage.	Multi		<input type="checkbox"/>
SVC-107	<b>Brine Use</b> (includes Application, Notice of Public Hearing, Ordinance, Submittal Letter to Ohio Department of Natural Resources, and all miscellaneous related correspondence and documents)	5 years from approval date.	Multi		<input type="checkbox"/>
SVC-108	<b>Budget Documents</b>	5 calendar years after filing with county	Multi		<input type="checkbox"/>
SVC-109	<b>CABLE ADVISORY BOARD</b> (rosters; Rules of Procedure; meeting notices, agendas, minutes; reports & recommendations; correspondence; etc.)	Until related cable contract expires and are disposed of	Multi		<input type="checkbox"/>
SVC-110	<b>CABLE TV COMPANIES</b> (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, etc.)	Until no longer of administrative value, generally no longer than corresponding contract is retained.	Multi		<input type="checkbox"/>
SVC-111	<b>CABLE TV CONTRACTS</b> (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, etc.)	3 calendar years after terminated or superseded (including any extension)	Multi		<input type="checkbox"/>
SVC-112	<b>CABLE TV FRANCHISE FEES</b> (records of payment to City; related correspondence)	Until corresponding contract is disposed of.	Multi		<input type="checkbox"/>
SVC-113	<b>CABLE TV NEGOTIATION RECORDS</b> (all records documenting the negotiation process, such as consultant RFPs & proposals, drafts, correspondence, background & reference materials, etc.)	Until resulting contract is terminated, or superseding contract is executed.	Multi		<input type="checkbox"/>
SVC-114	<b>CABLE TV - LEGAL</b> (copies of local, state, federal laws & regulations about cable TV services, technology, etc.)	Until superseded & contract disposed of.	Multi		<input type="checkbox"/>
SVC-115	<b>CABLE TV PERFORMANCE</b> (logs, reports, correspondence of customer comments; cable company reports of service standards, upgrades, customer satisfaction, etc.)	For duration of corresponding contract (plus any extensions)	Multi		<input type="checkbox"/>
SVC-116	<b>Calendars</b>	5 years.	Multi		<input type="checkbox"/>
SVC-117	<b>Cell Tower Leases</b> (includes all miscellaneous related correspondence and documents)	15 years after expiration/termination.	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: SERVICE DEPARTMENT - ADMINISTRATIVE DIVISION APPROVED BY OHC RETENTION SCHEDULE (RC-2)**

OHC APPROVED: 7-26-16 | 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-118	<b>Central Ohio Public Energy Council (COPEC)</b> (includes Meeting Minutes, Designation Letters, Code of Regulations, Agreement, Resolution Allowing Membership, and all miscellaneous related correspondence and documents)	Permanent	Multi		<input type="checkbox"/>
SVC-119	<b>Certified and Priority Mail Receipts with Tracking Information</b>	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-120	<b>Citizen Request Database</b>	10 years from the date of request.	Multi		<input type="checkbox"/>
SVC-121	<b>Citizen Request Database - Paper Copy w/Field Work Noted</b>	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-122	<b>City of Columbus - Sanitary Capacity Charge Report</b> (includes all miscellaneous related correspondence and documents)	Retain 5 years after date of report.	Multi		<input type="checkbox"/>
SVC-123	<b>City of Columbus - Sewer/Water Advisory Board</b> (includes Agenda, Presentations/Handouts, and all miscellaneous related correspondence and documents)	Retain 5 years after meeting date.	Multi		<input type="checkbox"/>
SVC-124	<b>City of Columbus - Utility Documents</b> (includes Water/Sanitary/Wet Weather/Testing Invoice, Notarized Billing Statements, and miscellaneous related correspondence and documents)	Retain 5 years.	Multi		<input type="checkbox"/>
SVC-125	<b>City Owned Street Light Weekly Report</b>	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-126	<b>Contracts, Leases, and Service Agreements</b> (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 all related correspondence and documents)	15 years after expiration/termination.	Multi		<input type="checkbox"/>
SVC-128	<b>Council Report Database</b>	20 years from meeting date.	Multi		<input type="checkbox"/>
SVC-129	<b>Creekside Parking Garage</b> (includes Maintenance and Cleaning Documents, Proposals, Purchase Orders, Invoices, Disposal Site for Recovered Water Map, Permission Letter to Access Sanitary Manhole, and all miscellaneous related correspondence and documents)	5 years.	Multi		<input type="checkbox"/>
SVC-130	<b>DEMOLITION CASE FILES</b> (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, etc.)	Service Director retain case file 15 years after demolition.	Multi		<input type="checkbox"/>
SVC-131	<b>Disaster Cleanup Information</b>	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-132	<b>Electric Aggregation</b> (includes all miscellaneous related correspondence and documents)	15 years after expiration.	Multi		<input type="checkbox"/>



**CITY OF GAHANNA: SERVICE DEPARTMENT - ADMINISTRATIVE DIVISION APPROVED BY OHC RETENTION SCHEDULE (RC-2)**

OHC APPROVED: 7-26-16 | 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-133	<b>Events</b> (Shredding and E-Recycling, Service Expo, etc) (includes Planning Documents, Public Notification, Maps, Photos, and all miscellaneous related correspondence and documents)	5 years after event date.	Multi		<input type="checkbox"/>
SVC-134	<b>Franklin County - Jurisdictional Meeting/Public Health Connection Conference Call Documents</b> (includes all miscellaneous correspondence and documents)	5 years.	Multi		<input type="checkbox"/>
SVC-135	<b>Franklin County Public Health - Mosquito Control Program Information</b> (includes all miscellaneous correspondence and documents)	5 years.	Multi		<input type="checkbox"/>
SVC-136	<b>Franklin County Public Health - Reports/Inspections/Violations</b> (includes all miscellaneous correspondence and documents)	3 full calendar years after year services provided, date of inspection or remediation.	Multi		<input type="checkbox"/>
SVC-137	<b>GIS Maps and Data Queries</b>	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-138	<b>Handwritten/Email Phone Messages</b>	30 days (unless hearing pending) or no longer of administrative value	Multi		<input type="checkbox"/>
SVC-139	<b>INSURANCE CLAIM CASE FILES</b> (any notification of intent to file claim, any claim forms submitted; records of expenses & losses incurred by claimant, other records of investigating & processing claim; all related correspondence; final decision by insurance carrier, etc.)	PAID: Retain 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"/>
SVC-140	<b>INSURANCE POLICIES</b> (policies and/or agreements with any revisions, additions, explanations, etc. for covering claims re: City's motor vehicles, personal or real property, or liability for personal injury or property damage)	Retain until superseded, AND all claim files disposed of AND no claims pending or reasonably anticipated.	Multi		<input type="checkbox"/>
SVC-141	<b>Jefferson Township</b> (miscellaneous correspondence and documents from the Township and the Fire Department)	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-142	<b>LEGAL OPINIONS</b>	<span style="color: red;">See Law RC-2</span>	Multi		<input type="checkbox"/>
SVC-143	<b>Logs</b> (includes list of daily tasks/work accomplished by field crews)	Until information is incorporated into the Yearly Planners.	Multi		<input type="checkbox"/>
SVC-144	<b>Mifflin Township</b> (miscellaneous correspondence and documents from the Township and the Fire Department)	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-145	<b>Miscellaneous Meeting Notes</b>	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-146	<b>Natural Gas Aggregation</b> (includes all miscellaneous related correspondence and documents)	15 years after expiration.	Multi		<input type="checkbox"/>
SVC-147	<b>Ohio Consumer's Counsel (OCC)</b> (includes Assistance Handbook and all miscellaneous correspondence and documents)	Until no longer of administrative value.	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: SERVICE DEPARTMENT - ADMINISTRATIVE DIVISION APPROVED BY OHC RETENTION SCHEDULE (RC-2)**

OHC APPROVED: 7-26-16 | 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-148	<b>Ohio Consumer's Counsel (OCC) - Ohio Intrastate Gross Earnings Certification</b> (includes all miscellaneous related correspondence and documents)	15 years from related aggregation year.	Multi		<input type="checkbox"/>
SVC-149	<b>Ohio Department of Agriculture Insect Control Documents</b> (and all related correspondence)	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-150	<b>Ohio Environmental Protection Agency (OEPA) - Sewer and Water Rate Surveys</b> (includes all miscellaneous related correspondence and documents)	5 years.	Multi		<input type="checkbox"/>
SVC-151	<b>Ohio Municipal Joint Self-Insurance Pool (OMJSP) Board of Trustees</b> (includes Meeting Agenda Meeting Minutes, Balance Sheet, Income Statement, Underwriting Performance Statement, Marketing & Growth Plan, and all miscellaneous 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"/>
SVC-152	<b>PARKING GARAGE REVENUE</b> (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"/>
SVC-153	<b>PARKING GARAGE REVENUE</b> (data for usage and revenue reports)	Retain until all data is in a printed report.	Multi		<input type="checkbox"/>
SVC-154	<b>PAY-INS</b> (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"/>
SVC-155	<b>PERMITS</b> (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"/>
SVC-156	<b>Performance Measurement Tracking Spreadsheet</b> (includes all miscellaneous related correspondence and documents)	10 years.	Multi		<input type="checkbox"/>
SVC-157	<b>Petroleum Underground Storage Tank Release (PUSTR) Compensation Board - Certificates of Coverage</b> (includes all miscellaneous related correspondence and documents)	5 years after all claims paid, tank removed, and no further action required by BUSTR.	Multi		<input type="checkbox"/>
SVC-158	<b>Petroleum Underground Storage Tank Release (PUSTR) Compensation Board - Claims</b> (includes all miscellaneous related correspondence and documents)	5 years after all claims paid, tank removed, and no further action required by BUSTR.	Multi		<input type="checkbox"/>
SVC-159	<b>POLICIES, PROGRAMS, PROCEDURES &amp; STANDARDS</b> (records including, but not limited to: rate & fee schedules; operating procedures for employees or citizens; operating 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-160	<b>PUBLIC UTILITIES COMMISSION OF OHIO</b> (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"/>

**CITY OF GAHANNA: SERVICE DEPARTMENT - ADMINISTRATIVE DIVISION APPROVED BY OHC RETENTION SCHEDULE (RC-2)**

OHC APPROVED: 7-26-16 | 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-161	<b>Public Utilities Commission of Ohio (PUCO)</b> (includes Miscellaneous Notice of Filings, Correspondence, and documents)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-162	<b>Public Utilities Commission of Ohio (PUCO) Electric &amp; Natural Gas Competitive Retail Service Providers Annual Reports</b> (includes all miscellaneous related correspondence and documents)	Retain 15 years after expiration.	Multi		<input type="checkbox"/>
SVC-163	<b>Public Utilities Commission of Ohio (PUCO) - Ohio Natural Gas Government Aggregator Certificate</b> (includes all miscellaneous related correspondence and documents)	Retain 15 years after expiration.	Multi		<input type="checkbox"/>
SVC-165	<b>Quarterly Update</b> (includes Publisher File, Professional Printouts, and all miscellaneous related correspondence and documents)	5 years.	Multi		<input type="checkbox"/>
SVC-166	<b>Radio Licenses</b> (includes certificate and all miscellaneous related correspondence and documents)	Until superseded.	Multi		<input type="checkbox"/>
SVC-167	<b>Receipt Book</b>	Until audit report is certified & received by city	Multi		<input type="checkbox"/>
SVC-168	<b>Snow Plow Murals</b> (includes Planning Checklist, Teacher's Guide, Design Drawings, Photos, and all miscellaneous related correspondence and documents)	5 years.	Multi		<input type="checkbox"/>
SVC-169	<b>Street Light Energization Documentation</b> (includes Street Light Maps, Energization Documents, and all 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-170	<b>Street Light Repair Databases</b> (includes City Owned Street Light Repair Database and AEP Owned Street Light Repair Database)	5 years after date repaired.	Multi		<input type="checkbox"/>
SVC-171	<b>STUDIES</b> (includes all types of studies such as traffic counts, thoroughfare plans, flood plain, capital improvement, land use, preliminary engineering, feasibility, impact, energy, etc.)	Preliminary studies retained until superseded. Final studies retained permanently unless deemed obsolete by the Director of Public Service.	Multi		<input type="checkbox"/>
SVC-172	<b>Training Documents/Manuals/Procedures/Organizations</b>	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-173	<b>Unsuccessful Bids</b> (includes all related correspondence and documents)	1 calendar year after project completed and audit report is certified and received by city.	Multi		<input type="checkbox"/>
SVC-174	<b>Utility Rate Documents</b> (includes Utility Rate Needs Spreadsheets, Utility Rate Presentations, and all related misc. documents)	10 years.	Multi		<input type="checkbox"/>
SVC-175	<b>United States Environmental Protection Agency (USEPA) - Administrative Orders</b>	Permanently or until determined obsolete by the City Engineer.	Multi		<input type="checkbox"/>
SVC-176	<b>United States Environmental Protection Agency (USEPA) - Unregulated Contaminate Monitoring Notices</b>	Permanently or until determined obsolete by the City Engineer.	Multi		<input type="checkbox"/>
SVC-177	<b>Website Updates Wording Templates</b> (word documents)	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-178	<b>Yearly Planners</b>	Permanent.	Multi		<input type="checkbox"/>
SVC-179	<b>Leases</b> (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"/>

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMINISTRATIVE DIVISION **APPROVED BY OHC** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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-180	<b>Annual Reports</b>	Permanent.	Multi		<input checked="" type="checkbox"/>
SVC-181	<b>Gahanna Code Modifications Documents</b>	10 years.	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: SERVICE DEPARTMENT - ENGINEERING DIVISION APPROVED BY OHC RETENTION SCHEDULE (RC-2)**

OHC APPROVED: 7-26-16 | 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-201	<b>Annexations</b> (Annexation Memos, Annexation Log [annual list of annexations accepted; copies of accepting ordinances with maps and legal descriptions], and all related documents.)	Permanent	Multi		<input checked="" type="checkbox"/>
SVC-202	<b>Assessments</b> (Petition For Assessment, Cost Estimates, Assessment List, Bids and Proposals [if not charging statutory front footage amount], Preconstruction and Progress Meeting Notices, Agendas, Meeting Minutes, Assessment Equalization Board, Hearing Notices, Transcripts, Final Cost Certification [if not charging statutory front footage amount], copies of Council records, and all related documents.)	Maintain all documents for 2 years after the assessment period ends	Multi		<input type="checkbox"/>
SVC-203	<b>Best Management Practices (BMP) Maintenance Agreements</b>	Retain permanently	Multi		<input type="checkbox"/>
SVC-204	<b>Construction Drawings, As-Built, and Final Reports</b> (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"/>
SVC-205	<b>Consultant Quality Based Selection Process</b> (Public Notice, Letters of Intent, Statement of Qualifications, Consultant Tracking Spreadsheet, Evaluation Form, Consultant Proposal/Contract, and all related documents.)	Retain for 2 years or 1 calendar year after expiration - whichever is longer	Multi		<input type="checkbox"/>
SVC-206	<b>BRIDGES</b> (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"/>
SVC-207	<b>BUREAU OF CENSUS SURVEYS</b> (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"/>
SVC-208	<b>Certified Addresses</b> (including but not limited to Formal Request for Address, Tracking Form, Address Assignment Form, Address Plat Book, Address Grid.)	Permanent	Multi		<input type="checkbox"/>
SVC-209	<b>Consumer Confidence Report</b> (includes instructions [ie: OhioEPA guide, report template, electronic delivery rules, etc], report [ie: publisher file, contaminant monitoring spreadsheet, images, etc], delivery certification [ie: appendix form, sample of water bill, sample of postcard/delivery method, etc], and all related documents)	12 years from report date	Multi		<input type="checkbox"/>
SVC-210	<b>Developer Escrow Database/Accounts</b> (includes database record, deposits, encumbrances, expenditures, and account balance to date for each project and all related documents)	Original 2 years after project completed and account closed; copy in project file	Multi		<input type="checkbox"/>
SVC-211	<b>Easements (Permanent) &amp; Deeds</b>	Retain copy of recorded deed in project file 5 years. Give originals to Council for accepting	Multi		<input type="checkbox"/>
SVC-212	<b>Easements (Temporary)</b>	Retain 2 years after expiration of easement	Multi		<input type="checkbox"/>
SVC-213	<b>Erosion Control Site Compliance</b> (OEPA Permits, Site Inspection Reports, and all related documents.)	Retain permits permanently. Retain reports for 5 years	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: SERVICE DEPARTMENT - ENGINEERING DIVISION APPROVED BY OHC RETENTION SCHEDULE (RC-2)**

OHC APPROVED: 7-26-16 | 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-214	<b>Fence Permits</b> (Database, Permit Cover Sheet, and all related documents.)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-215	<b>Final Plat</b>	Retain permanently.	Multi		<input checked="" type="checkbox"/>
SVC-216	<b>Improvement Number Database</b>	Retain permanently.	Multi		<input type="checkbox"/>
SVC-217	<b>MID-OHIO REGIONAL PLANNING COMMISSION</b> (long-range planning, reports, etc. 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	Multi		<input type="checkbox"/>
SVC-218	<b>National Pollutant Discharge Elimination System</b> (Applications, Permits [OEPA NOT, NOI, etc.], Reports, Maintenance and Testing Records, Notices, Community Education, etc. as required by CFR Title 40, 122 and/or Gahanna Code and all related documents.)	Permanent	Multi		<input type="checkbox"/>
SVC-219	<b>Ohio Environmental Protection Agency (OEPA) - Director's Orders</b> (includes all miscellaneous related correspondence and documents)	Permanently or until determined obsolete by the City Engineer	Multi		<input type="checkbox"/>
SVC-220	<b>Ohio Environmental Protection Agency (OEPA) - Disinfectant &amp; Disinfection Byproducts Chemical Monitoring Schedule</b> (includes all miscellaneous related correspondence and documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-221	<b>Ohio Environmental Protection Agency (OEPA) PERMIT TO INSTALL</b> (application to Ohio EPA; Permit to Install OR Notice of Installation of related infrastructure; map; letter of approval; any related records.)	Permanent	Multi		<input type="checkbox"/>
SVC-222	<b>Ohio Environmental Protection Agency (OEPA) - Sample Sites</b> (includes all miscellaneous related correspondence and documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-223	<b>Ohio Environmental Protection Agency (OEPA) - Public Water System Evaluation Surveys</b> (includes all miscellaneous related correspondence and documents)	Permanently or until determined obsolete by the City Engineer	Multi		<input type="checkbox"/>
SVC-224	<b>Permissive Tax</b> (Agency Application Form, Letter to Franklin County Requesting Permissive Tax Funds, and all related documents.)	Until audit report is certified & received by city	Multi		<input type="checkbox"/>
SVC-225	<b>Preliminary Plat</b>	Retain until final plat is recorded	Multi		<input type="checkbox"/>
SVC-226	<b>Prevailing Wage</b> (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"/>
SVC-227	<b>PRIVATE STORM AGREEMENT</b>	Retain 2 years after expiration of agreement	Multi		<input type="checkbox"/>
SVC-228	<b>PRIVATE STREET AGREEMENT</b>	Retain 2 years after expiration of agreement	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: SERVICE DEPARTMENT - ENGINEERING DIVISION APPROVED BY OHC RETENTION SCHEDULE (RC-2)**

OHC APPROVED: 7-26-16 | 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-229	<b>PRIVATE WATER or SANITARY SEWER AGREEMENT</b>	Retain final cost and copy of agreement 2 years after expiration. Give original signed agreement with copy of final cost to Utility Billing	Multi		<input type="checkbox"/>
SVC-230	<b>PROJECT FILES - CAPITAL IMPROVEMENT</b> (all 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 all related documents.)	5 calendar years after project completed (or terminated) and the 1-year maintenance compliance has been verified	Multi		<input type="checkbox"/>
SVC-231	<b>PROJECT FILES - PRIVATE DEVELOPMENT</b> (all 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, etc.)	Retain 5 full calendar years after year project completed or terminated	Multi		<input type="checkbox"/>
SVC-232	<b>Property Acquisitions</b> (appraisals (MAI), purchase agreements, right-of-way, and related documents.)	Retain permanently	Multi		<input type="checkbox"/>
SVC-233	<b>Public Water System License</b> (All related documents.)	Retain for 3 years after expiration	Multi		<input type="checkbox"/>
SVC-234	<b>Quarterly Water Usage Calculations</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-235	<b>Right-of-Way Certificates of Registration</b> (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.)	Retain 6 months after facility is removed from public R-O-W, provided no action pending	Multi		<input type="checkbox"/>
SVC-236	<b>Right-of-Way Permits</b> (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"/>
SVC-237	<b>SANITARY SYSTEMS</b> (pipe blockage prevention & remediation; permits for alternative sanitary systems, annual Sanitary Sewer Overflow Summary Report, Sanitary Sewer Backup Reports, etc.)	Studies: until superseded or WR Eng. Declares obsolete; Annual Sanitary Sewer Overflow Summary Report: 5 years; Remainder: permanent	Multi		<input type="checkbox"/>



**CITY OF GAHANNA: SERVICE DEPARTMENT - ENGINEERING DIVISION APPROVED BY OHC RETENTION SCHEDULE (RC-2)**

OHC APPROVED: 7-26-16 | 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-238	<b>Sidewalk Dining Lease</b> (includes Application, Executed Lease, Ordinance, and all miscellaneous related correspondence and documents)	15 years after expiration/termination	Multi		<input type="checkbox"/>
SVC-239	<b>STORMWATER MANAGEMENT PROGRAM</b> (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"/>
SVC-240	<b>STORM PROJECT LIST</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-241	<b>STORMWATER COMMITTEE MEETING NOTES</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-242	<b>STORMWATER RECORDS</b> (calculations, tributary maps, erosion & sedimentation maps/plans, copy of compliance certificate, etc. re: planning & constructing sewer, detention or retention basin, culvert, etc. for stormwater control.)	Permanent unless deemed superseded by the City Engineer	Multi		<input type="checkbox"/>
SVC-243	<b>Streambank Erosion Control Assistance Program</b> (includes right-of-entry, application, etc. and all related documents)	10 years from date of application	Multi		<input type="checkbox"/>
SVC-244	<b>Traffic</b> (Annual Inspection Reports, Centracs Database [Centracs, School Flashers, Traffic Cameras, Etc.])	10 years after date of inspection/report	Multi		<input type="checkbox"/>
SVC-245	<b>WATER DISTRIBUTION SYSTEM</b> (Pressure Test Results, Notice of Chlorination, USEPA Needs Survey, Water Contingency Plan, Water Model Update, etc.)	Pressure Test results: 10 years; Remainder: until superseded or WR Eng. Declares obsolete	Multi		<input type="checkbox"/>
SVC-246	<b>Water Leak Assessment/Detection Program</b> (includes all related proposals, bids, invoices, purchase orders, and all related documents)	Until declared obsolete by the City Engineer	Multi		<input type="checkbox"/>
SVC-247	<b>Water Quality</b> (Including OEPA Testing/Monitoring, test results, reports to and from City and to citizens regarding quality of drinking water, and all related documents.)	12 years	Multi		<input type="checkbox"/>
SVC-248	<b>Water Tower Maintenance Documents</b> (includes proposals, invoices, purchase orders, cathodic protection, and all related documents)	10 years from date of service	Multi		<input type="checkbox"/>
SVC-249	<b>WATERWAYS IMPROVEMENT PLAN</b> (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"/>
SVC-250	<b>WETLANDS</b> (investigations, reports, correspondence, permits, etc. related to specific sites--to the extent records were made available to City)	Permanent	Multi		<input checked="" type="checkbox"/>



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

OHC APPROVED: 7-26-16 | RC APPROVED 6-14-16

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or IGRP	RC-3 Required by IGRP
SVC-301	<b>Annual Inspection Log</b> (includes fire extinguishers, backflow devices, overhead doors, boilers, chillers and all related documents)	5 years from date of inspection.	Multi		<input type="checkbox"/>
SVC-302	<b>Elevator Certificate of Operation</b> (including all related documents)	Until superseded.	Multi		<input type="checkbox"/>
SVC-303	<b>Equipment Inspection Tags</b>	5 years from date of inspection.	Multi		<input type="checkbox"/>
SVC-304	<b>Facility Maintenance Database</b>	Retain 5 years after job completed.	Multi		<input type="checkbox"/>
SVC-305	<b>Facility Maintenance Database - Paper Copy w/Field Work Noted</b>	Dispose of when no longer serves an administrative purpose.	Multi		<input type="checkbox"/>
SVC-306	<b>Facility Master Plan</b>	Until superseded.	Multi		<input type="checkbox"/>
SVC-307	<b>Fire Inspection Documents</b>	5 years from date of inspection.	Multi		<input type="checkbox"/>
SVC-308	<b>Key Database</b>	5 years after key returned.	Multi		<input type="checkbox"/>
SVC-309	<b>Key Sign-Out Sheets</b>	5 years after key returned.	Multi		<input type="checkbox"/>
SVC-310	<b>Monthly Inspection Log</b> (includes lights, plumbing fixtures, elevators and all related documents)	5 years from date of inspection.	Multi		<input type="checkbox"/>
SVC-311	<b>Preventative Maintenance Records</b> (includes proposals, invoices, purchase orders, correspondence and all related documents)	5 years from date of inspection.	Multi		<input type="checkbox"/>
SVC-312	<b>Quarterly Inspection Log</b> (includes door operation, sump pump, flag condition, HVAC, elevators, etc. and all related documents)	5 years from date of inspection.	Multi		<input type="checkbox"/>
SVC-313	<b>Semi-Annual Inspection Log</b> (includes sprinkler system, etc. and all related documents)	5 years from date of inspection.	Multi		<input type="checkbox"/>
SVC-314	<b>Weekly Inspection Log</b> (includes council chambers, committee room, etc. and all related documents)	1 year from date of inspection.	Multi		<input type="checkbox"/>

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

OHC APPROVED: 7-26-16 | 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-401	<b>Alternative Fuel</b> (including all related documents)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-402	<b>Alternative Fuel Comparison</b> (including all related documents)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-403	<b>Annual Inspection Documents</b> (includes lifts, cranes, bucket truck, generators, etc.)	5 years after inspection date.	Multi		<input type="checkbox"/>
SVC-404	<b>Auctions</b> (includes asset disposal forms - executed, auction listing, release document, and all auction related correspondence)	3 Years	Multi		<input type="checkbox"/>
SVC-405	<b>Auction Signed Collection Sales Reports</b>	3 Years	Multi		<input type="checkbox"/>
SVC-406	<b>Auction - Copy of Notarized Title</b>	3 Years	Multi		<input type="checkbox"/>
SVC-407	<b>Bureau of Underground Storage Tank Regulations (BUSTR)</b> (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-408	<b>Clean Fuels Ohio Program</b> (general information, membership certificate, purchase orders, etc.)	Until superseded and/or until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-409	<b>Equipment Maintenance Files</b> (includes equipment registration, work orders, specifications, manuals, warranty information, intake sheet, invoices, etc.)	3 years after disposal of equipment	Multi		<input type="checkbox"/>
SVC-410	<b>Equipment Replacement Program - Business Case Forms - Executed</b>	5 years from date of final approval	Multi		<input type="checkbox"/>
SVC-411	<b>Equipment Replacement Program - Business Case Forms Summary Spreadsheet</b>	Entries retained until 5 years from final date of approval	Multi		<input type="checkbox"/>
SVC-412	<b>Equipment Replacement Program - Equipment Rating Spreadsheets</b>	5 years from date of spreadsheet	Multi		<input type="checkbox"/>
SVC-413	<b>Equipment Replacement Program - Transfer Forms - Executed</b>	5 years from date of final approval	Multi		<input type="checkbox"/>
SVC-414	<b>Fuel Cards</b>	Retain until equipment is disposed of	Multi		<input type="checkbox"/>
SVC-415	<b>Fuel Imports</b>	3 years from date of import	Multi		<input type="checkbox"/>
SVC-416	<b>Fuel Logs</b>	3 years from date of log	Multi		<input type="checkbox"/>
SVC-417	<b>Golf Course Fuel Tanks</b> (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-418	<b>Inventory (Annual Recap)</b>	1 year after audit report is certified and received by City	Multi		<input type="checkbox"/>
SVC-419	<b>Ohio Green Fleets</b> (all related program documents)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-420	<b>Oil Usage Sheets</b>	Until superseded	Multi		<input type="checkbox"/>
SVC-421	<b>Regional Partnership - Fleet Shared Services Information</b> (includes meeting notes, presentations, general correspondence, etc.)	Until no longer of administrative value	Multi		<input type="checkbox"/>

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

OHC APPROVED: 7-26-16 | 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-422	<b>Stakeholder Meeting Documents</b>	3 years from meeting date	Multi		<input type="checkbox"/>
SVC-423	<b>Weekly Maintenance Schedules</b>	1 year after last entry.	Multi		<input type="checkbox"/>
SVC-424	<b>Work Orders</b>	3 years after disposal of equipment.	Multi		<input type="checkbox"/>

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

OHC APPROVED: 7-26-16 | 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	<b>Grease Traps</b> (includes database, failed inspection notice, map, report, and all related documents)	5 years after inspection year	Multi		<input type="checkbox"/>
SVC-502	<b>Maintenance Program Logs</b> (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	<b>Sanitary Line Camera</b>	Until superseded or declared outdated by the City Engineer	Multi		<input type="checkbox"/>
SVC-504	<b>Sanitary Sewer Overflow and Water In Basement (SSOs and WIBs)</b> (includes database, field report, final report, final email, etc. and all related documents)	Permanent	Multi		<input type="checkbox"/>

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

OHC APPROVED: 7-26-16 | 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	<b>Maintenance Program Logs</b> (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	<b>Stormwater Pollution Prevention Plan (SWPPP) Inspection Reports</b> (reports documenting the required facility inspections)	7 years after inspection date	Multi		<input type="checkbox"/>
SVC-603	<b>Stormwater Pollution Prevention Plan (SWPPP) Program</b> (Documents related to the overall plan.)	Until superseded or no longer relevant per the City Engineer	Multi		<input type="checkbox"/>
SVC-604	<b>Stormwater Utility Creation Documents</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>

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

OHC APPROVED: 7-26-16 | 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	<b>Banner Program Information</b> (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	<b>Electronic Message Boards Verbiage</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-703	<b>Mailbox Damage Documents</b> (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	<b>Right-of-Way Mowing Location List</b> (includes all related correspondence and documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-705	<b>Snow/Ice Removal Program</b> (includes all related correspondence and documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-706	<b>Snow/Ice Removal Recaps</b> (includes all related correspondence and documents)	Until incorporated into the yearly planner	Multi		<input type="checkbox"/>
SVC-707	<b>Street Sign Replacement Program Information</b> (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	<b>Traffic Control Sign Placement Orders</b> (includes documents from the Safety Director including all related correspondence)	5 years from the date of the order	Multi		<input type="checkbox"/>
SVC-709	<b>Weed Spray Binder</b> (including all related documents)	5 years from last entry	Multi		<input type="checkbox"/>

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

OHC APPROVED: 7-26-16 | 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-801	<b>Account Adjustments</b> (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	<b>Account Record</b> (includes Notes, Consumption, Activity, etc.)	Monetary & Consumption: 10 years Notes: Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-803	<b>Automated Clearing House (ACH) Documents</b> (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-805	<b>Capacity Charge Report</b> (includes spreadsheet and all related correspondence and documents)	2 years after the date of the report	Multi		<input type="checkbox"/>
SVC-806	<b>Consumption Information</b> (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-808	<b>Daily Service</b> (includes Customer Service Request Forms, Work Orders, Service Logs, Daily Service Spreadsheet, and all miscellaneous related correspondence and documents)	1 year	Multi		<input type="checkbox"/>
SVC-809	<b>Delinquent Bill Collection</b> (includes Delinquent Spreadsheet, Turn-Off Lists, Tenant/Owner Agreements, and all related correspondence and documents)	3 years	Multi		<input type="checkbox"/>
SVC-810	<b>Discount Programs</b> (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-811	<b>Hydrant Meter Permit</b> (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-812	<b>Installer's License</b> (includes Application, License, Documentation of Money Receipted, Insurance Documents, Spreadsheet, and all miscellaneous related documents)	2 years after license expiration	Multi		<input type="checkbox"/>
SVC-813	<b>Interface to Finance</b> (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-814	<b>Large Industrial Sanitary Sewer User - Columbus Sanitary Sewer Discharge Spreadsheet</b> (includes miscellaneous related documents and correspondence)	2 years	Multi		<input type="checkbox"/>
SVC-815	<b>Lien Processing</b> (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)	3 years after lien has been satisfied with the Franklin County Auditor and audit report is certified and received by the city	Multi		<input type="checkbox"/>
SVC-816	<b>Lockbox Exceptions &amp; Payment Process</b> (includes Electronic File, Accepted and Rejected Check Images, Lockbox Batch Interface Report, Update Batch to Online Report, and Pre-Interface Report)	Until audit report is certified and received by the city	Multi		<input type="checkbox"/>
SVC-817	<b>Log of SmartBill Runs</b> (including all related correspondence)	Until no longer of administrative value	Multi		<input type="checkbox"/>

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

OHC APPROVED: 7-26-16 | 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-818	<b>METER BOOKS</b> (meter book pages with calculated and estimated meter readings for billing)	1 year	Multi		<input type="checkbox"/>
SVC-819	<b>METER TEST RESULTS</b> (test result sheets)	3 years, provided audited	Multi		<input type="checkbox"/>
SVC-820	<b>MISCELLANEOUS INVOICES</b> (including, but not limited to, hydrant water, sewer adjusting meters, meter tests, etc.)	3 years	Multi		<input type="checkbox"/>
SVC-821	<b>PRIVATE UTILITY AGREEMENTS</b> (original executed agreements for water & sewer lines built by developer then accepted by City, providing tap-in fees to developer; final costs; any fee waivers; records of fees collected by City and refunded to developer)	2 years after termination	Multi		<input type="checkbox"/>
SVC-822	<b>Red Flag Identity Theft Protection Occurrences</b> (Including all related documents)	3 years after occurrences have been properly reported to officials	Multi		<input type="checkbox"/>
SVC-823	<b>REFUSE DISABILITY LETTERS</b> (letters from doctors verifying resident's eligibility for refuse pick-up service)	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-824	<b>Service Counts Report</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-825	<b>Service Summary Report</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-826	<b>Solid Waste Authority of Central Ohio (SWACO) Management Plan</b> (includes all related documents)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-827	<b>Solid Waste Collection Statistics</b> (includes Solid Waste, Recycling, Yard Waste disposal weights and percentages, Refuse Account Analysis Spreadsheet, and all related documents)	5 years	Multi		<input type="checkbox"/>
SVC-828	<b>SOLID WASTE CONTRACTOR PERFORMANCE RECORDS</b> (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-830	<b>Utility Bill Payment Receipt</b> (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-831	<b>Utility Bill Production - Delinquent Bills</b> (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-832	<b>Utility Bill Production - Final Bills</b> (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-833	<b>Utility Bill Production - Regular Bills</b> ( 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 after audit report is certified and received by the city	Multi		<input type="checkbox"/>
SVC-834	<b>Water Leaks</b> (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-835	<b>Water and Sewer Permits</b> (permits and ledger for property for water & sewer line tap-ins including all misc. related documents)	Permanent	Multi		<input type="checkbox"/>
SVC-836	<b>Water and Sewer Internal Review Board</b> (records on review board hearings, with related correspondence)	Permanent	Multi		<input checked="" type="checkbox"/>
SVC-837	<b>Window Batch</b> (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 - UTILITY BILLING DIVISION **APPROVED BY OHC** RETENTION SCHEDULE (RC-2)

OHC APPROVED: 7-26-16 | 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-838	<b>Year-End Reports</b> (includes Accounts Receivable Activity Summary Report, Delinquent Bill Report, and all miscellaneous correspondence and documents)	5 years after audit report is certified and received by the city	Multi		<input type="checkbox"/>
SVC-839	<b>Keep Gahanna Beautiful/Green Grows Gahanna</b>	Misc. Documents: 5 years after date of document. Agreements: 1 year after agreement expiration.	Multi		<input type="checkbox"/>

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

OHC APPROVED: 7-26-16 | 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	<b>Backflow Prevention</b> - (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	<b>Boil Advisory</b> (includes all documents related to the public notification)	5 years from date of advisory	Multi		<input type="checkbox"/>
SVC-903	<b>Chlorine Test Results</b> (includes in-house logs, etc. and all related documents)	12 years from test date	Multi		<input type="checkbox"/>
SVC-904	<b>Chlorine Tests - Monthly Operating Report</b>	12 years from report date	Multi		<input type="checkbox"/>
SVC-905	<b>Daily Service Logs</b> (includes all correspondence related to daily service logs)	2 years from date of log	Multi		<input type="checkbox"/>
SVC-906	<b>Emergency Repairs</b> (includes proposals, invoices, purchase orders, etc. and all related documents)	2 years from date of repair	Multi		<input type="checkbox"/>
SVC-907	<b>Fire Hydrant - Flushing Program</b> (includes binder of maps, etc. and all related documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-908	<b>Fire Hydrant - Maintenance Program</b> (includes all documents related to hydrant maintenance, flushing, painting, etc. and all related documents)	2 years	Multi		<input type="checkbox"/>
SVC-909	<b>Fire Hydrant Meter Spreadsheet</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-910	<b>Fire Hydrant - Replacement Program</b> (includes proposals, bids, invoices, purchase orders, etc. and all related documents)	5 years	Multi		<input type="checkbox"/>
SVC-911	<b>Gate Valve Program</b> (includes all documents related to gate valve installation)	5 years	Multi		<input type="checkbox"/>
SVC-912	<b>Maintenance Program Inspection Logs</b> (includes booster stations, pressure reducing valves (PRVs), master meters, water tower, etc. and all related documents)	5 years	Multi		<input type="checkbox"/>
SVC-913	<b>Ohio Utilities Protection Service (OUPS) Tickets</b> (includes all related documents)	60 days from date of request	Multi		<input type="checkbox"/>
SVC-914	<b>Permalog List</b>	Until superseded	Multi		<input type="checkbox"/>
SVC-915	<b>Supervisory Control and Data Acquisition (SCADA)</b> (includes general SCADA information and all documents related to upgrades)	Until superseded	Multi		<input type="checkbox"/>
SVC-916	<b>Valve Exercising Program</b> (includes logs and all related documents)	5 years from date of exercise	Multi		<input type="checkbox"/>
SVC-917	<b>Water Break Database</b>	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-918	<b>Water Breaks</b> (includes depressurization reports and all related documents)	12 years	Multi		<input type="checkbox"/>
SVC-919	<b>Water Division Work Orders</b> (with notation of work performed in the field)	Return to Utility Billing Division	Multi		<input type="checkbox"/>

CITY OF GAHANNA: DEPARTMENT NAME **STATUS** RETENTION SCHEDULE (RC-2)

RC APPROVED: date / OHC APPROVED: date

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>