Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

City of Pataskala		City Administrator	
(local government entity)		(unit)	
	Benjamin King	City Administrator	August 15, 2016
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

City of Pataskala	Records Commission	740-927-4671
		(telephone number)

621 West Broad Street	Pataskala	43062	Licking
(address)	(city)	(zip code)	(county)

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

khoskin@ci.pataskala.oh.us

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

8/15/2016

Records Commission Chair Signature — Date

Section C: Ohio History Connection - State Archives

Fred Prewitt	State Archivist	8/25/2016
Signature	Title	Date

Section D: Auditor of State

Martin E. Mack	Records Mgr	9-12-16
Signature	Title	Date

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

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

See instructions before completing this form.

City of Pataskala — (local government entity)

City Administrator — (unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
08-00001	General Correspondence: Subject matter may include information concerning the general administration of the City to include projects fiscal and personnel matters that may be received from either an internal or external source.	Retain until no longer of value	Paper or Electronic		☐
08-00002	Transient Correspondence	Retain until no longer of value	Paper or Electronic		☐
08-00003	Unsolicited Correspondence/Unsolicited Mail/Unsolicited E-Mail and similar unsolicited correspondence	Retain until no longer of value	Paper or Electronic		☐
08-00004	Copies – Reading, Informational and Reference	Retail until no longer of value	Paper or Electronic		☐
08-00005	Drafts, Informal Notes, Reminder Notes	Retain until no longer of value	Paper or Electronic		☐
08-00006	Blank Forms	Retain until no longer of value	Paper or Electronic		☐
08-00007	Bulletins, Posters, General Notices and Displays	Retain until no longer of value	Paper or Electronic		☐
08-00008	Computer General Administrative and Fiscal Reports (Non-specific)	Retain until no longer of value	Paper or Electronic		☐
08-00009	Voice mail, text messages, caller ID, logs, paper messages	Retain until no longer of value	Paper or Electronic		☐
08-00010	General administrative files	Retain until no longer of value	Paper or Electronic		☐
08-00011	Electronic Mail System (E-mail)	Retain 2 years then delete	Electronic		☐
08-00012	Backup Data (Not duplicated on desktops, laptops and PDAs)	Retain 2 system backup cycles then delete	Electronic		☐
08-00013	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Retain until no longer of value	Paper or Electronic		☐
08-00014	Awards, Newspaper Articles and Clippings	4 years then appraise for Administrative or Historical value	Paper or Electronic		☑
08-00015	Press and news releases	4 years then appraise for Administrative or Historical value	Paper or Electronic		☑
08-00016	General Photographs, Negatives and Electronic Images	Retain until no longer of value	Paper or Electronic		☐
08-00017	Business Cards – Rotary, Rolodex and applicable software files	Retain until no longer of value	Paper or Electronic		☐

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

See instructions before completing this form.

City of Pataskala
(local government entity)

City Administrator
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
08-00018	Planning/Scheduling/Calendar/Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel Pads and Electronic Media	Continually updated, revised, completed, superseded or erased	Paper or Electronic		☐
08-00019	Hourly/Daily/Weekly/Monthly/Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners	Retain until no longer of value	Paper or Electronic		☐
08-00020	Lists/Rosters/Informal Directories containing employee contact information	Continually maintained, purged and updated	Paper or Electronic		☐
08-00021	Material Safety Data Sheets	Maintain until revised, obsolete, or superseded, then destroy	Paper		☐
08-00022	Anonymous or Unfounded Complaints	Retain until no longer of value	Paper or Electronic		☐
08-00023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories	Retain until no longer of value	Paper or Electronic		☐
08-00024	Professional Organization and Association Files	Retain until no longer of value	Paper or Electronic		☐
08-00025	Equipment Operating and Maintenance Manuals	Retain until no longer of value	Paper or Electronic		☐
08-00026	Equipment Maintenance and Repair Records	Retain until no longer of value	Paper or Electronic		☐
08-00027	Laws, Regulations and Rules (Local, County, State and Federal)	Maintain until revised or rescinded	Paper or Electronic		☐
08-00028	Policies, Procedures, Rules and Regulations	Maintain until revised or rescinded	Paper or Electronic		☐
08-00029	Public Record Request Forms	1 year	Paper or Electronic		☐
08-00030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 Forms)	25 years after revised, superseded, or discontinued	Paper		☐
08-00031	Attorney Client Privileges & legal opinions	Permanent	Paper or Electronic		☐
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