

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: **CITY OF PATASKALA** Records Commission 740 927-3361 Telephone Numbers

621 WEST BROAD ST. PATASKALA 43062 LICKING
 (Address) (city) (zip code) (county)

(2) FROM: **OFFICE OF THE MAYOR** 07-16000
(political subdivision name) (unit)

[Signature]
 STEVE BUTCHER - MAYOR

(signature of responsible official)

10/24/08
 (date)

(3) **CERTIFICATION:** I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 10/28/08 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

[Signature] 10/28/08
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

[Signature] 11/3/08
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

[Signature] 12-5-08
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5)	(6)	(7)	(8)*	(9)
Number Schedule	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-GRP
08-0001	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 external or internal source.	1 Year and no longer of an Administrative, Legal or Fiscal value. Appraise for Historical value. File according to content.	Multi	
08-0002	Transient Correspondence	Retain until no longer of Administrative value, then destroy (RC-3 Not Required).	Multi	
08-0003	Unsolicited Correspondence/Unsolicited Mail/Unsolicited E-mail and similar unsolicited correspondence	Retain until no longer of Administrative value, then destroy (RC-3 Not Required).	Multi	
08-00004	Copies - Reading, Informational and Reference	Retain until no longer of Administrative value, then destroy (RC-3 Not Required).	Multi	
08-00005	Drafts, Informal Notes, Reminder Notes	Retain until no longer of	Multi	

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08-0006	Blank Forms	Administrative value, then destroy (RC-3 Not Required). Retain until no longer of Administrative value, then destroy (RC-3 Not Required).	Multi
08-0007	Bulletins, Posters, General Notices and Displays	Retain until no longer of Administrative value, then destroy.	Multi
08-0008	Computer General Administrative and Fiscal Reports (Non-Specific)	Retain until no longer of an Administrative value, then destroy (RC-3 Not Required).	Multi
08-0009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging	Erase or delete until no longer of an Administrative value, then destroy.	Multi
08-0010	General Administrative Files	Retain until no longer of an Administrative, Fiscal, Legal or Historical value.	Multi
08-0011	Electronic Mail System (E-mail)	Retain E-mail that has a significant Administrative, Fiscal, Legal or Historical value. Maintain according to content. (Refer to RC-2). Erase or delete E-mail that has no significant value.	Multi
08-0012	Backup Data (Not Duplicated on Desktops, Laptops and PDAs)	Retain for two (2) System Backup Cycles then delete, erase or destroy data. Reuse media if possible.	Computer
08-0013	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Maintain until no longer of an Administrative or Fiscal value.	Multi
08-0014	Awards, Newspaper Articles and Clippings	25 Year(s) and no longer of Historical value.	Multi
08-0015	Press and News Releases	3 Year(s) then appraise for Administrative or Historical value.	Multi
08-0016	General Photographs, Negatives and Electronic Images	Retain images that have significant Administrative, Fiscal or Legal value. Maintain significant images according to content. (Refer to RC-2). Erase images that have no significant value.	Multi
08-0017	Business Cards – Rotary, Rolodex and applicable software files	Retain until no longer of Administrative value, then destroy (RC-3 Not Required).	Multi
08-0018	Planning/Scheduling/Calendar/Training Information and Data on: Display	Continually updated, revised, completed,	Paper

	Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel Pads and Electronic Media	superseded or erased.		
08-00019	Hourly/Daily/Weekly/Monthly Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners	Maintain until no longer an Administrative or Historical value.	Multi	
08-00020	Lists/Rosters/Informational Directories containing employee contact information	Continually maintained, purged and updated.	Multi	
08-00021	Material Safety Data Sheets	Maintain until revised, obsolete, or superseded, then destroy. (RC-3 Not Required).	Paper	
08-00022	Anonymous or Unfounded Complaints	Maintain until no longer of an Administrative or Legal value.	Multi	
08-00023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories	Retain until no longer of Administrative value.	Multi	
08-00024	Professional Organization and Association Files	1 Year(s) and no longer of an Administrative value.	Multi	
08-00025	Equipment Operating and Maintenance Manuals	Maintain until equipment sold, scrapped or no longer property of the City.	Multi	
08-00026	Equipment Maintenance and Repair Records	1 year(s) after equipment sold, scrapped or no longer property of the City.	Multi	
08-00027	Laws, Regulations and Rules (Local, County, State and Federal)	Maintain until revised or rescinded.	Multi	
08-00028	Policies, Procedures, Rules and Regulations	6 Year(s) after revised, superseded or discontinued.	Paper	
08-00029	Public Record Request Forms	1 Year(s).	Paper	
08-00030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 Forms)	25 year(s) after revised, superseded, or discontinued.	Paper	

