



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

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

Council Records

(local government entity)

Kathy Hoskinson

Kathy Hoskinson

(unit)

Clerk of Council

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
(address)

Pataskala
(city)

43062
(zip code)

Licking
(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.

[Signature]

8/15/2016

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Signature]
Signature

[Signature]
Title

[Signature]
Date

Section D: Auditor of State

[Signature]
Signature

[Signature]
Title

9-12-16
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) | | Council Records (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 | | <input type="checkbox"/> |
| 08-00002 | Transient Correspondence | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00003 | Unsolicited Correspondence/Unsolicited Mail/Unsolicited E-Mail and similar unsolicited correspondence | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00004 | Copies – Reading, Informational and Reference | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00005 | Drafts, Informal Notes, Reminder Notes | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00006 | Blank Forms | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00007 | Bulletins, Posters, General Notices and Displays | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00008 | Computer General Administrative and Fiscal Reports (Non-specific) | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00009 | Voice mail, text messages, caller ID, logs, paper messages | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00010 | General administrative files | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00011 | Electronic Mail System (E-mail) | Retain 2 years then delete | Electronic | | <input type="checkbox"/> |
| 08-00012 | Backup Data (Not duplicated on desktops, laptops and PDAs) | Retain 2 system backup cycles then delete | Electronic | | <input type="checkbox"/> |
| 08-00013 | Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00014 | Awards, Newspaper Articles and Clippings | 4 years then appraise for Administrative or Historical value | Paper or Electronic | | <input checked="" type="checkbox"/> |
| 08-00015 | Press and news releases | 4 years then appraise for Administrative or Historical value | Paper or Electronic | | <input checked="" type="checkbox"/> |
| 08-00016 | General Photographs, Negatives and Electronic Images | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00017 | Business Cards – Rotary, Rolodex and applicable software files | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

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|--|--|---|----------------------|---|---------------------------------------|
| (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 | | <input type="checkbox"/> |
| 08-00019 | Hourly/Daily/Weekly/Monthly/Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00020 | Lists/Rosters/Informal Directories containing employee contact information | Continually maintained, purged and updated | Paper or Electronic | | <input type="checkbox"/> |
| 08-00021 | Material Safety Data Sheets | Maintain until revised, obsolete, or superseded, then destroy | Paper | | <input type="checkbox"/> |
| 08-00022 | Anonymous or Unfounded Complaints | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00023 | Professional and Trade Magazines, Catalogs, Reference Publications and Directories | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00024 | Professional Organization and Association Files | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00025 | Equipment Operating and Maintenance Manuals | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00026 | Equipment Maintenance and Repair Records | Retain until no longer of value | Paper or Electronic | | <input type="checkbox"/> |
| 08-00027 | Laws, Regulations and Rules (Local, County, State and Federal) | Maintain until revised or rescinded | Paper or Electronic | | <input type="checkbox"/> |
| 08-00028 | Policies, Procedures, Rules and Regulations | Maintain until revised or rescinded | Paper or Electronic | | <input type="checkbox"/> |
| 08-00029 | Public Record Request Forms | 1 year | Paper or Electronic | | <input type="checkbox"/> |
| 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 | | <input type="checkbox"/> |
| 08-00031 | Agendas | 2 years | Paper or Electronic | | <input type="checkbox"/> |
| 08-00032 | Attendance reports/records | 3 years | Paper or Electronic | | <input type="checkbox"/> |

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|--|--|--|--|---|--|
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| 08-00033 | Claims & litigation records-Clerk's copy Not original | 5 years after case closed & appeals exhausted | Paper or Electronic | | <input type="checkbox"/> |
| 08-00034 | Correspondence - executive | 5 years | Paper or Electronic | | <input type="checkbox"/> |
| 08-00035 | Hearings Report of proceedings Transcripts Related documents | 1 year Permanent 5 years | Paper or Electronic | | <input type="checkbox"/> |
| 08-00036 | Minutes of meetings Official Copy Audio & video recordings | Permanent 1 year provided information concern the meeting is substantially transcribed to hardcopy. | Paper or Electronic | | <input checked="" type="checkbox"/> (for paper copy) |
| 08-00037 | Oath of Office | 10 years after leaving office | Paper or Electronic | | <input type="checkbox"/> |
| 08-00038 | Purchase Orders, Clerk's copy | 1 year provided audited | Paper or Electronic | | <input type="checkbox"/> |
| 08-00039 | Speeches/presentations (Clerk's copy) | 3 years | Paper or Electronic | | <input type="checkbox"/> |
| 08-00040 | Petitions (miscellaneous not filed elsewhere) | 5 years | Paper or Electronic | | <input type="checkbox"/> |
| 08-00041 | Recall petitions & related documents | Permanent | Paper or Electronic | | <input checked="" type="checkbox"/> |
| 08-00042 | Ohio Division of Liquor Control Applications (not original) Request for Public Hearing Forms | 3 years 3 years | Paper or Electronic | | <input type="checkbox"/> |
| 08-00043 | Reports from City's Directors & Offices (copies not original) | 1 year | Electronic, Compact Disc, Cassette Tape | | <input type="checkbox"/> |
| 08-00044 | Attorney Client Privileges & legal opinions | Permanent | Paper or Electronic | | <input type="checkbox"/> |
| 08-00045 | Council Minutes Books | Permanent | Paper or Electronic | | <input checked="" type="checkbox"/> |
| 08-00046 | Original Ordinances | Permanent | Paper or Electronic | | <input checked="" type="checkbox"/> |
| 08-00047 | Original Resolutions | Permanent | Paper or Electronic | | <input checked="" type="checkbox"/> |