



**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

1982 Velma Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

OCT 25 2018

STATE AND LOCAL

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

Village of Sugar Grove

(local government entity)

(signature of responsible official)

(name)

(title)

(date)

Jeremy A. Van Meter Clerk / Fiscal Officer

10/22/2018

Section B: Records Commission

Village of Sugar Grove Records Commission

(address)

(city)

(zip code)

(telephone number)

(county)

101 Bridge St.

Sugar Grove

43155

740-746-8406

Fairfield

To have this form returned to the Records Commission electronically, include an email address: clerk@sugar-grove.com

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.

Records Commission Chair Signature

Date

Ken Roberts

10-23-18

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Fred Pursell

State Archivist

11-1-2018

Section D: Auditor of State

Signature

Date

Martin E. Murr

11-14-18

**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.**



INSTRUCTIONS - FORM RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR
The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43211-2497

Page ____ of ____

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Village of Sugar Grove

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
	See attached			

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Village of Sugar Grove

101 Bridge Street, Sugar Grove, Ohio 43155
740-746-8406
www.sugar-grove.com

RECORDS RETENTION SCHEDULE AND PROCEDURE MANUAL

Approved by Village of Sugar Grove Records Commission on November 6, 2017

- I. **PURPOSE** – Government cannot function without the records that serve as an institutional memory. If they are created, maintained, and disposed of in an orderly manner, the records will serve their purpose well and be an asset to the public office that created them. If, on the other hand, they are created, maintained, or disposed of in a haphazard manner, the same records will become a legal liability, waste valuable space, increase operating expenses, and squander staff time.

The purpose of this manual is to provide a foundation for Village of Sugar Grove employees to keep and dispose of records. The Ohio Historical Society and Ohio Auditor of State approved the following Schedule of Records Retention and Disposal, effective June 20, 2011.

- II. **ORDER** – The retention periods found in this manual shall be followed by all personnel of the Village of Sugar Grove. All Village records disposed of in any manner shall comply with this policy.
- III. **PROCEDURE** – The Village of Sugar Grove Records Commission must approve the disposal of any Village records. The approval action will be taken in an open meeting (Sec. 121.22 ORC).

A Director or Department Head must prepare and submit the approved forms to the Village of Sugar Grove Records Commission, who will submit the forms to the Ohio Historical Society's Local Government Records Program (LGRP). The LGRP will then send the forms to the Ohio Auditor of State. The Auditor of State will retain the original and may return the approved forms to the LGRP, within set time limits. If returned by the Auditor's Office, the Village Records Commission may receive a copy. The Secretary of the Village Records Commission will send such copy to the originating departmental office.

Although the retention periods for most Village records are listed in this policy, some may not be listed. Questions about records retention and disposition should be addressed to your appropriate Director or Department Head, who may consult with the Village Records Commission.

Note: The following may be disposed of routinely *without* notification to the Village Records Commission. Records without a stated period of time, or listed as: "Until no longer administratively necessary", "30 days then reuse, provided no action pending", "Until superseded", "Until incorporated into yearly compilation", or "Until updated", etc. may be routinely discarded.

The **Appendix** has copies of the forms necessary to comply with the policy incorporated. Master copies may also be requested by mail from the Ohio Historical Society, or can be found on their website at: <http://www.ohiohistory.org/resource/lgr/index.html#forms>.

IV. RECORDS PROGRAM – There are *five* basic steps in maintaining a sound record management program:

1. **Inventory.** A records officer for each department shall be designated by the Department Head. This person should be someone who is familiar with the records of the department. A comprehensive inventory will be conducted for each department, with the records officer supervising the process. The inventory must cover the office area as well as the storage area. The basic unit of an inventory is the records series. A records series is a sequence of records classified and filed as a single filing system. Examples of separate record series are checks, vouchers, minutes, and leave requests. A records inventory should include all records series whether they are located in an office or storage area.
2. **Appraisal.** Appraisal is the determination of the appropriate retention period of each record series, based on its administrative, legal, fiscal, and historical value to the municipality or the State of Ohio. A record has administrative value if it is needed to conduct the current business of the public office that creates it. Administrative value diminishes over time because it is no longer needed for current business. A record has legal value if it documents or protects the legal rights of the public entity that created it. Records possessing legal value should be retained until the legal rights or obligations to which they pertain expire. A record has fiscal value if it is used in accounting for public funds. Records having fiscal value must be retained at least until the accounts have been audited. Records of local activities funded with combinations of state and federal funds might have to be retained longer than records pertaining solely to local funds. A record has historical (archival) value if it has continuing historical value to the State of Ohio and its citizens. The Ohio Historical Society Local Government Records Program staff makes this determination. The retention periods listed in this manual are based upon the application of each of the four values of records to each records series. Records often possess more than one value; retention periods are based on satisfying the value with the longest retention need. For example, a records series having administrative value of one month may be required to be retained for two years to be audited; therefore, the retention period should be three years.
3. **Adopt Retention Schedules.** The Village Records Commission has the responsibility of reviewing all records retention schedules. Village of Sugar Grove records may be disposed of *only* through the process mandated in section 149.39 Ohio Revised Code.

Retention periods may be expressed in one of three ways:
 - a) As a specific time period (e.g., retain five years, then destroy);
 - b) In relation to an event (e.g., destroy after audited by the Auditor of State and audit report is released);
 - c) As a combination of both of these (e.g., retain five years after audited, then destroy).
4. **Disposal.** Once a records retention schedule has been properly approved by the Village Records Commission, it shall be followed and reviewed annually. Following an approved schedule is a good business practice that will prevent an unwanted accumulation of useless records that have outlived their value. Before the disposal of any Village records can occur, a Certificate of Records Disposal (RC-3) must be filed with the OHS Local Government Records Program, which in turn, will send the RC-3 to the Auditor of State's Records Officer in Columbus. The Certificate of Disposal (RC-3) should be filed a minimum of fifteen (15) business days before the proposed disposal or destruction date. To prevent improper records disposal, all Village employees involved with records retention or disposition activities shall

be familiar with Sections 149.31, 149.351, and 149.39 of the Ohio Revised Code. Consult your Director if you have any doubts concerning records disposal. To safeguard and protect public records, Section 149.31 ORC requires a written agreement between the Ohio Historical Society and certain entities concerning the transfer of records.

5. **Maintenance of Records of Long-Term Value.** Records with retention periods exceeding 10 years are often viewed as being long-term. Providing appropriate storage facilities is essential for the preservation of long-term records. It is important to provide a cool, dry, and secure storage area for municipal records, especially records having a long-term value. Exhaust fans, portable dehumidifiers, fire extinguishers, metal shelving, and regular cleaning will go a long way toward increasing the life span of paper records. Storing records in leaky attics, musty basements, and unheated outdoor storage sheds goes against common sense and good business practices. Commercial records storage may provide an alternative economic storage solution for seldom-needed records. However, examine all storage charges and access fees for a complete cost benefit analysis. Microfilm is another storage medium which, when properly utilized, can be a valuable asset in a records program. It can be used with a reader-printer to reduce bulk or to provide security copies of vital records. Currently, there are no set standards for retaining permanent records either on optical disks or in other electronic formats. The Ohio Historical Society, through the Ohio Network of American History Research Centers, administers a program for the preservation of local government records that have continuing historical value. Municipalities devoting space to the storage of historical records that have outlived their administrative, legal, and fiscal value should consider transferring these records to the appropriate network center for permanent preservation in a true archival setting at no cost to the municipality and while permitting access to researchers.

- V. **USING THIS MANUAL** – This manual is presented in a columnar format for quick and easy reference. The chapters correspond to major functional divisions within the Village. All municipal departments, boards, and commissions should use the General Records Retention Schedules. This includes other entities associated with the Village. The more complex functions are further divided when appropriate. Each entry includes the title of a record series and the retention period. It is extremely difficult to create a comprehensive list of all municipal records therefore some records are not listed.

- VI. **ROLE OF THE OHIO HISTORICAL SOCIETY** – The Ohio Historical Society (OHS) is designated by section 149.31, Ohio Revised Code, as the “archives administration for the State of Ohio and its political subdivisions.” It also has the first right to select for historical purposes local records which have continuing historical value to the State of Ohio and its citizens (Sec. 149.39 ORC). To fulfill these responsibilities, OHS administers the Local Government Records Program (LGRP). The LGRP works with municipalities to develop a practical records management program. The Ohio Historical Society has designated eight Ohio Network of American History Research Centers (Network Centers) as depositories for local government records within their respective regions. Municipal records transferred to the custody of a network center retain their own identity as records belonging to the originating municipality, and are available to the originating municipality should the need arise.

Note: “Audited” and “Provided Audited”, when used in this manual and on all RC-1, RC-2 and RC-3s, means the years encompassed by the records have been audited by the Ohio Auditor of State and the audit report has been released pursuant to Section 117.26, Ohio Revised Code. To confirm audit periods and release dates, contact the Finance Department or the Ohio Auditor of State’s Clerk of the Bureau, Columbus.

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Village of Sugar Grove

101 Bridge Street, Sugar Grove, Ohio 43155

740-746-8406

www.sugar-grove.com

VII. RECORDS RETENTION SCHEDULE

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II. Plant Operation Records

Appendix – Forms RC-1, RC-2, RC-3 and Records Inventory

Section 1: GENERAL ADMINISTRATIVE RECORDS			Record Holder	Code
Accident Reports / Files	Employee Injury Report	Place in Personnel File	Originating Department (Dept.)	01000
	Bodily Injury to non-employee	6 years provided no action pending	Finance Department	01002
	Damage to Municipal Vehicle or Property	6 years provided no action pending	Finance Department	01004
Activity Reports, All types		2 years	Originating Dept.	01010
Agendas (non-committee)		6 years	Originating Dept.	01020
Annual Departmental Budget		5 years	Originating Dept.	01030
Annual Departmental Report		Permanent, at 50 years appraise for historical value	Originating Dept.	01040 *
Attendance Reports / Records		3 years	Originating Dept.	01050
Audiovisual, PR & Training Materials		Until information is superseded, obsolete, or replaced, then appraise for historical value	Originating Dept.	01060
Badges and IDs		Turn in upon termination	Originating Dept.	01070
Bids/ Proposals (estimates – requests for proposals)	Successful bids / RFIs	15 years after completion of project	Originating Dept.	01080
	Unsuccessful bids / RFQ	3 years after bid awarded	Originating Dept.	01082
	RFPs	2 years	Originating Dept.	01084
Blueprints, Drawings, Mylars, & Vellums (Not including Building, Planning, & Zoning Records & Street Records)		Until updated, superseded or obsolete, appraise for historical and reference value	Originating Dept.	01090
Budget Preparation Documents Capital Improvement Files (Working Papers)		4 years	Originating Dept.	01100
Bulletins, Posters and Notices to Employees		Until no longer administratively necessary	Originating Dept.	01110
Calibration Records, All types		5 years	Originating Dept.	01120
Compliance Reports, All Types		5 years	Originating Dept.	01130
Continuing Education Certifications \ Class \ Seminar \ Training Attendance Records		Place in personnel file	Originating Dept.	01140
Contracts and Agreements		15 years after expiration or termination (includes JEDS)	Finance Department	01150
Copies, All media	Official File copy	Use applicable records series	Originating Dept.	01160

		retention period		
	Reading \ Informational \ Reference Copy		Until no longer administratively necessary	Originating Dept. 01162
	Daily's, Administration & Mayor		5 years (copies of letters & memos from admin. & mayor)	Originating Dept. 01164
Correspondence:	Routine Form Letters		1 year	Originating Dept. 01170
	General (non-memo)		2 years	Originating Dept. 01172
	Telephone, Cell Phone and Digital Text Messages		Until no longer administratively necessary	Originating Dept. 01174
	Voice Mail	Messages	Until no longer administratively necessary	Originating Dept. 01176
		System Documentation	Life of system	Originating Dept. 01178
	Memoranda	Originals	8 years	Originating Dept. 01180
		Copies	Until no longer administratively necessary, provided original is secure	Originating Dept. 01182
	With Legislative Branch		3 years (village council)	Originating Dept. 01184
	Executive		5 years (mayor, administration, president of council)	Originating Dept. 01186
	Postal Records (e.g. Registered \ Certified \ Insured Logs or Receipts \ Postal Meter Documents)		2 years, then dispose of if no longer administratively necessary. No RC-3 required for disposal	Finance Department 01188
Bankruptcy Notices		2 years, or until no longer administratively necessary	Finance Department 01190	
Web Entry Documentation		2 years, or until no longer administratively necessary	Originating Dept. 01192	
Damage Claims			Until settled and all appeals exhausted	Finance Department 01200
Delivery Slips \ Packing Slips			2 years	Originating Dept. 01210
Disaster Plans			Until updated or superseded	Mayor's Office 01220
Drafts, All Media			Until no longer administratively needed	Originating Dept. 01230
Equipment Inventories			3 years	Originating Dept. 01240

Equipment Maintenance Records		Life of equipment	Originating Dept.	01242
Equipment Records, Personal Use Items (e.g., tools weapons, clothing etc.)		Until equipment returned by employee	Originating Dept.	01244
Executive Orders		Until superseded, obsolete, or replaced; then appraise for historical value	Mayor's Office	01250
Expense Records		3 years	Finance Department	01260
Facsimile (FAX) Logs		1 year	Originating Dept.	01270
Flow Charts, Operations		2 years	Originating Dept.	01280
Fuel Usage Records		3 years	Finance Department	01290
General Orders, Directives, Policies, Rules, Regulations or Procedures		Until superseded, retain one copy until audited	Originating Dept.	01300
Grant Files \ Records - Federal \ State		5 years provided audited and disputes resolved	Originating Dept.	01310
Hearings (Not Employee Related)	Audio and Video Recordings	1 year	Originating Dept.	01320
	Report of Proceedings	Permanent	Originating Dept.	01322
	Transcripts	5 years	Originating Dept.	01324
Leases	Equipment	2 years after expiration	Finance Department	01330
	Real Estate	5 years after expiration	Finance Department	01332
Licenses, Permits, Certifications		1 year after expiration	Originating Dept.	01340
Mail	Unsolicited Mail (e.g. anonymous \ slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer administratively necessary.	Originating Dept.	01350
	Electronic Mail (E-mail)	Retain according to content. Hard copies of administrative value are to be kept with corresponding information and treated as correspondence. See Correspondence in this section.	Originating Dept.	01352
Mailing Lists		Until updated, superseded or	Originating Dept.	01360

		obsolete		
Management \ Operations Reports	Monthly \ Quarterly \ Semiannual	Until incorporated into an annual report	Originating Dept.	01370
	Annual	5 years	Originating Dept.	01372
	Consultant	5 years	Originating Dept.	01374
Manuals, Handbooks and Directives and Notebooks		Until superseded, obsolete, or replaced. Retain one file copy for 5 years	Originating Dept.	01380
Maps \ Plats		Until updated, superseded or obsolete, then appraise for historical value	Originating Dept.	01390 *
Marriage Licenses		5 years after audited, provided Certificate sent to Probate Court Per Sec. 3101.13 & 3101.14 ORC	Mayor's Office	01400
Material Safety Sheets		Until superseded	Originating Dept.	01410
Meeting Minutes (non-committee)		See Section 4: Council, etc.	Originating Dept.	01420
Meeting Notices (Sec. 121.22 ORC)		1 year	Originating Dept.	01424
Oaths of Office of Elected Officials		10 years after leaving office	Council Office	01430
OSHA Records		30 years	Finance Department	01440
OSHA Yearly Logs		30 years	Finance Department	01442
OSHA Yearly Summaries		30 years	Finance Department	01444
Photo File (includes prints, slides, negatives, transparencies and related photographic items)		Until information is no longer current, then appraise for historical value	Originating Dept.	01450 *
Press \ News Releases		3 years	Originating Dept.	01460
Project Plans \ Drawings \ As Built		Life of project or obsolete then appraise for historical value	Originating Dept.	01470 *
Public Record Request Log		2 years	Originating Dept.	01480
Receipts/Receipt Books		2 years provided audited	Originating Dept.	01490
Receiving Documents for material goods or equipment		3 years	Originating Dept.	01500
Records Retention Documents		25 years	Originating Dept.	01510
Reference \ Library Materials		Until superseded, obsolete or replaced	Originating Dept.	01520
Requisitions		3 years	Originating Dept.	01530
Research Files		5 years	Originating Dept.	01540
Rosters \ Directories		1 year after superseded or	Originating Dept.	01550

		obsolete		
Roster-Boards and Commissions Members' Terms		Permanent	Council Office	01552
Scrapbooks, Yearbooks		Appraise for historical value	Originating Dept.	01560
Security Deposits & Refunds		Until deposit is refunded and account audited	Finance Department	01570
Security Deposit Records		Until refunded to the Depositor	Finance Department	01572
Security Deposit Refund Requests		Until audited	Finance Department	01574
Speeches \ Presentations		3 years	Originating Dept.	01580
Statistical Reports	Monthly \ Quarterly \ Semiannual	Until incorporated into yearly compilation	Originating Dept.	01590
	Annual	5 years	Originating Dept.	01592
	Consultant produced	5 years	Originating Dept.	01594
Surveying, Field Notes		Permanent	Originating Dept.	01600
Surveillance Tapes \ Videos		30 days then reuse provided no action pending	Originating Dept.	01610
Table of Organization \ Organizational Charts		Until superseded	Originating Dept.	01620
Training Material \ Lesson Plans		Until superseded	Originating Dept.	01630
Vehicle Maintenance Records		Until vehicle sold	Originating Dept.	01640
Vehicle Mileage Records		Until vehicle sold	Originating Dept.	01642
Visitors Log or Sign-in Sheets		Until no longer administratively necessary	Originating Dept.	01650
Warranties		2 years after expiration	Originating Dept.	01660
Work Orders		2 years	Originating Dept.	01670
Work Schedules		1 year after schedule changed	Originating Dept.	01680
A. Personnel Records				
Application for Employment	Person Hired	Place in Personnel File	Originating Dept.	01700
	Person not hired	Destroy after 2 years	Originating Dept.	01702
	Copies	Until no longer administratively needed.	Originating Dept.	01704
Commendations, Promotions		Place in Personnel File	Originating Dept.	01710
Employee Disciplinary Action	Shift Counsel	Length of employment, plus 4 years	Originating Dept.	01720
	Written reprimand	Length of employment, plus 4 years	Originating Dept.	01722
	Suspension, Demotion,	Length of	Originating Dept.	01724

	Termination	employment, plus 4 years		
Employee Exposure to Hazardous Chemicals/Biological Hazards & Infectious Diseases Report		Place in Personnel File	Originating Dept.	01730
Employee Performance Evaluation		Place in Personnel File	Originating Dept.	01740
Employee Training Records		Place in Personnel File	Originating Dept.	01750
F.M.L.A. Records		Length of employment, plus 4 years	Finance Department	01760
Grievance Hearing Records		1 year after resolved	Originating Dept.	01770
Insurance Enrollment Record		1 year after employee leaves municipal employment	Finance Department	01780
Job/Position Descriptions		1 year after superseded	Originating Dept.	01790
Labor Union Agreements		15 years after termination	Finance Department	01800
Letter of Appointment		Place in Personnel File	Originating Dept.	01810
Letter of References		2 years after hired	Originating Dept.	01820
Letter of Resignation		Place in Personnel File	Originating Dept.	01830
Personnel Actions		Place in Personnel File	Originating Dept.	01840
Personnel File \ Records		Purge 2 years after employee leaves municipal service. Retain for 7 years after separation: record of service time, salary history, promotion action, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 30 years.	Finance Department	01850
Record of Disciplinary Action		Length of	Originating Dept.	01860

	employment		
Reports to Bureau of Employment Services	2 years	Finance Department	01870
Unemployment Compensation Case Files	4 years after date of final payment	Finance Department	01880
Worker's Compensation Case Files	10 years after date of final payment	Finance Department	01890

Section 2: BUILDING, PLANNING AND ZONING DEPARTMENT RECORDS			Code
Adjudication Orders	Permanent		02000
Annexation Case Files	Permanent		02010
Annexation Record	Permanent		02012 *
Appeals on Interpretation of Code	Permanent		02020
Blueprints, Drawings, Mylars, & Vellums	Permanent		02030 *
Board of Zoning Appeals Case Files	Permanent		02040
Building Applications	Permanent		02050
Building Permit Record	Permanent		02052
Building Plans	Residential	3 years	02054
	Commercial	5 years	02056
	Municipal owned	Life of structure, appraise for historical value	02058
Building Sign Inspection Files	Permanent		02060
Case Files, Board of Zoning Appeals	Permanent		02070
Certificates of Insurance	3 years after expiration, provided no claims pending		02080
Community Development Reports	Until no longer of administrative value		02090
Complaints	2 years, provided no action pending		02100
Condemnation and Demolition Records	Permanent		02110
Demolition Permits	Permanent		02112
House Number Record	Permanent		02120
Housing, Land Use, Population, and Other	Until no longer of administrative value; appraise for Special Studies historical value		02130
Index to Variance Record	25 years		02140
Index to Zoning Case Record	5 years		02142
Industrial Use Permit Reviews	Permanent		02150
Legislative Research Files \ Drafts	Until no longer of administrative value		02160
Loan and Grant Applications (copies)	3 years, provided audited		02170
Occupancy Permit Record	Permanent		02180
Performance Bonds, Contractors	10 years after expiration		02190
Permits, All types	3 years provided audited		02200
Planning Briefs	25 years		02210
Planning Commission Case Files	10 years, provided no action pending		02220
Project Planning Files	5 years after completion of final project report		02230
Project Reports	25 years, appraise for historical value		02232 *
Quadrant Files	5 years		02240
Rezoning Applications	Until final action taken and recorded		02250

Rezoning Case Files	Permanent	02252
Street Name Change	Record Permanent	02260
Street \ Alley Vacation Case Files	Permanent	02270
Subdivision Files	Permanent	02280
Transportation Research Files	10 years; appraise for historical value	02290 *
Violations	Until corrected or adjudicated by a Court	02300
Water Surveys	3 years	02310
Zoning Case Log	25 years	02320
Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent	02330
Zoning Change Request	5 years, provided no action pending	02332
Zoning Maps - Village	Permanent	02340 *
Zoning Permit Applications	1 year after final decision rendered	02350
Zoning Permit Record	Permanent	02352
Zoning Variance Case Files	5 years after final decision, provided no action pending	02360

Section 3: COUNCIL, COMMITTEES, BOARDS AND COMMISSION RECORDS		Code
Agendas	6 years	03000
Charter and Amendments	Permanent	03010 *
Council Member's Files	Term of Office then appraise for historical value	03020 *
Index to Ordinances \ Resolutions	Permanent	03030 *
Liquor License Requests, Approved or Denied	3 years	03040
Meeting Minutes:	Index	Permanent 03050 *
	Approved Hardcopy	Permanent 03052 *
	Meetings	Permanent 03054
	Work Sessions	Permanent 03056
	Roll Call	Permanent 03058
	Audio and Video Recordings of Meetings	Until hardcopy of minutes approved 03060
Ordinances	Permanent	03070 *
Petitions (Miscellaneous not filed elsewhere)	5 years	03080
Proclamations	2 years	03090
Reports to Council	5 years	03100
Reports to Council from Charter Review Commission	Permanent	03110
Resolutions	Permanent	03120 *
Subject and Administrative Files	5 years	03130

A. Boards and Commissions	Record Holder
Planning and Zoning Commission	Zoning Department
Board of Zoning Appeals	Zoning Department
Charter Review Commission	Mayor's Office
Civil Service Commission	Mayor's Office
Records Commission	Mayor's Office
Human Services Commission	Human Services Department
Park and Recreation Board	Park & Recreation Department

Public Tree and Landscape Commission	Service Department
Cemetery Board	Service Department
Treasury Investment Board	Finance Department
Income Tax Board of Review	Finance Department

Section 4: FINANCE DEPARTMENT RECORDS			Code
A. General Financial Records			
Acceptance of Utility Rate Ordinance Notices	Permanent		04000
Accounts Ledger	5 years after last entry, provided audited		04010
Accounts Payable Record	5 years, provided audited		04020
Annual Appropriation Ordinances (copies)	5 years		04030
Annual Certificate of Estimated Resources	7 years		04040
Annual Municipal Financial Report	Permanent		04050
Annual Municipal Report	Permanent, at 50 years appraise for historical value		04052 *
Annual Report to Auditor of State	5 years		04054
Appropriation Ledger, Fund Ledger, Revenue Ledger	3 years, provided audited		04060
Assessment Record	Until paid and audited		04070
Audit Reports	Internal	5 years	04080
	Federal \ Auditor of State	5 years	04082
Bad Check or Bad Debt Records	2 years after payment or settlement		04090
Balance Sheets	3 years or until audited		04100
Bank Deposit Records (Receipts, Reconciliation, Slips, Statements etc.)	3 years, provided audited		04110
Bid Bonds	Successful bidder	Retain until acceptance of project performance bond	04120
	Unsuccessful bidder	Return after projected awarded	04122
Block Grant Documentation	5 years after grant termination		04130
Bond Register	Permanent		04140
Call Notices, Securities	10 years after call		04150
Canceled Checks	3 years, provided audited		04160
Capital Improvement Bonds	Until paid off and audited, appraise for historical value		04170 *
Capital Project Files	3 years		04172
Cash Journal	10 years, provided audited		04180
Cash Receipts and Disbursements	3 years, provided audited		04182
Certificate of Result of Election (Bond Issues)	Until expiration of bond issue		04190
Check Registers \ Stubs \ Carbons	3 years, provided audited		04200
Checking Account Statement	3 years, provided audited		04202
Checks, Voided	Until audited		04204
Computer Generated: (working papers)	Financial Reports	Until incorporated into Annual Report	04210
	Monthly, Quarterly, Semiannual printed out	Until incorporated into Annual Report	04212
Coupons (Redeemed)	4 years after audited then appraise for historical value		04220 *

Debt Service Schedule		3 years	04230
Electronic Fund Transfer Records		7 years	04240
Equipment Leases		2 years after expiration	04250
Employee Benefit Claims		10 years	04260
Federal Revenue Sharing Account		7 years, provided audited	04270
Fixed Assets Record		10 years	04280
General Ledger		7 years	04290
Insurance Policies		2 years after expiration, provided all claims settled	04300
Intergovernmental Tax Receipts		3 years, provided audited	04310
Investment Records		3 years, provided audited	04320
Invitation to Bid (ITB)		2 years	04330
Invoices and Supporting documents		3 years	04340
Journal Entries		7 years, provided audited	04350
Monthly Financial Statement		Until incorporated in annual report	04360
Monthly Report of Municipal Court		3 years, provided audited	04362
Monthly Statement of Balances		3 years, provided audited	04364
Mortgages		Until paid and canceled, provided audited	04370
Oil and Gas Drilling Permit		Permanent	04380
Parking Slips		2 years	04390
Pay-In Records		3 years, provided audited	04400
Performance Bonds		After project successfully completed and accepted	04410
Personal or Professional Services Invoice or Statement of Services		3 years	04420
Petty Cash Record		3 years, provided audited	04430
Printing Orders		3 years	04440
Property Acquisitions	Appraisals	10 years, or until no longer administratively necessary	04450
	Drafts, Notes, & Correspondence	3 years after transfer of property	04452
	Environmental Reports	Permanent	04453
	Notes & Closing Statements	Permanent	04455
	Purchase Agreements & Deeds	Permanent	04456
	Surveys	Permanent	04457
Property Inventories		3years	04458
Purchase Orders:	Original	3 years	04460
	Copies	Until no longer administratively necessary	04462
Receipts and Expenditures Report to Auditor Of State		3 years	04470
Revenue Paperwork		5 years	04480
Reconciliation Sheets, Bank Accounts		3 years, provided audited	04490
Record of Funds Received		3 years, provided audited	04500
Record of Registered Bonds		Permanent	04505
Refund Check Ledger		5 years, provided audited	04510
Request for Proposals (RFPs)		2 years	04520

Retirement System Payments \ Records		4 years after separation	04530
Retirement System Exemption Record (Waiver)		Until deceased	04532
Settlement Sheet or Tax Distribution from County Auditor		10 years	04540
Sinking Fund Records	Bond Issue Ledger	Permanent	04550
	Bond Transcripts	10 years after issue redeemed	04552
	Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value	04554 *
	Sinking Fund Ledger or Journal	Permanent	04556 *
Special Assessments		Until paid off and audited	04560
Surety Bonds – Special		10 years after expiration	04570
Surety Bonds of Officials or Employees		10 years after termination of officer or employee	04572
Tax Abatement Records		Duration of the abatement plus 1 year	04580
Tax Appeals		25 years	04584
Tax Settlement Reports		3 years, provided audited	04586
Telephone Records, Charges \ Bills \ Call Detail Records		2 years, provided audited.	04590
Telephone Records - Other	Documentation	Life of system	04592
	Service Records	2 years	04594
	System Equipment Inventory continually updated	Retain superseded data for 1 year	04596
Transmittal of Ohio Wage and Tax Statement		6 years, provided audited	04600
Travel Expense Records		3 years	04610
Treasury Investment Board Report		10 years	04620
Trial Balance Records		3 years	04630
Unemployment Compensation Records		3 years, provided audited	04640
Uniform Allowance Record		3 years, provided audited	04650
Unpaid Accounts Record		3 years, provided audited	04660
Vehicle Titles		Life of Ownership of Vehicle	04670
Worker's Compensation Claims		10 years after date of final payment	04680
B. Municipal Income Tax Records			
Accounts Receivable Ledger, Income Tax		6 years	04700
Annual Summary of Cash Collected (also known as Batches by Deposit)		6 years, provided audited	04710
Detailed Cash Receipt Records (Batch Postings)		6 years	04712
Business Income Tax Reconciliation Form and Worksheets		6 years	04720
Closed Account		6 years	04730
Daily/Monthly Collection Reports		3 years, provided audit	04740
Delinquent Account Records		Until paid and audited	04744
Declaration of Estimated Income Tax, Business and Individual		6 years	04750
	Quarterly Notice of Installment Due – P&I Interest	6 years	04752

	Quarterly Payment Statement	6 years	04754
Employer Withholding Forms		6 years	04760
Individual's Tax Return		6 years	04770
	Tax Postings	6 years	04772
Corporate Business Income Tax Return		6 years	04774
Master File		6 years	04780
Refund Requests		6 years	04784
Uncollectible Income Tax Accounts		6 years	04790
C. Payroll Records			
Application for PERS Refund or Waiver		Until deceased	04800
Court Orders for Payroll Deduction		Until employee terminates or Order rescinded	04810
Employee Earning Record		Continually compiled and updated until termination. Information placed in personnel file yearly	04820
Employee Income Tax Withholding:	Certificate	3 years after termination of employment, provided audited	04822
	Withholding Payment Record	6 years, provided audited	04824
Employee Pay Records		Continually updated until termination then place into personnel file or enter data onto Employee History Card	04826
Employee Withholding Requests		Until replaced or revoked by employee	04828
Employee Time Cards \ Sheets		3 years	04830
Employer Quarterly Federal Tax Return		4 years, provided audited	04832
Employment History Record Card		Permanent, in lieu of personnel file	04834
Garnishment Orders		Until employee terminates or Order rescinded	04838
Leave Balances \ Reports:	Bi-weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report	04840
	Annual Employee Leave Use \ Balances Report	5 years	04842
	Annual Leave Use and Balances	5 years after employment terminated or retirement	04844
	Individual Employee	Continually maintained and updated in personnel file. Purge 2 years after termination, provided no outstanding balances	04846
Leave Requests, All Types, Sick, Vacation, Overtime etc.		3 years provided balances journalized – combined with - Employee Sick Leave and Vacation Balances – Continually updated by fiscal office until employee terminates. Balances verified yearly and recorded in personnel file	04848
Notification of Pay \ Pay Step Increase		Until superseded. Copy in personnel file	04850
Overtime authorization		2 years, provided audited	04860

Overtime Reports	2 years, provided audited	04864
Payroll Deductions	5 years	04870
Payroll Journal \ Record:	Annual Cumulative Printout	04874
	Weekly \ Monthly Payroll Journal	04876
Prevailing Wage Records	3 years	04880
Reports to Retirement Systems	4 years	04890
State Income Tax Report	4 years	04900
Tax Withholding Reports	6 years, provided audited	04910
W-2 Forms	6 years, provided audited	04920
W-4 Forms	Until superseded or employee terminates	04922

Section 5: LEGAL RECORDS		Record Holder	Code
Case Files, Civil	10 years provided no action pending	Originating Dept.	05000
Case Files, Criminal	20 years provided no action pending	Originating Dept.	05002
Claims for Damages	2 years after case settled and all appeals exhausted	Finance Department	05010
Court Transcripts	3 years after case settled	Originating Dept.	05020
Deeds	Permanent	Finance Department	05030 *
Easements –	Permanent	Finance Department	05034 *
Legal Notices	Tear Sheets	Originating Dept.	05040
	Proof of Publication	Originating Dept.	05042
Legal Opinions from Municipal Legal Counsel	Permanent	Originating Dept.	05050
Liability Waivers	3 years provided no action pending	Originating Dept.	05060
Settlements	3 years	Finance Department	05070
Village Property Files	Permanent	Finance Department	05080 *

Section 6: MAYOR'S COURT RECORDS		Code
Annual Statement and Yearly Report	Permanent	06000 *
Audio of Trials	1 year	06010
Case Files:	Criminal	5 years provided audited
	OMVI	7 years provided audited
	Traffic	5 years provided audited
Case Transfers	Transfer all relevant records per 1905.032 ORC	06024
Cash Payment Records	4 years provided audited	06030
Citations, Parking	Until paid and audited	06040
Citations, Traffic	3 years if maintained separately	06050
Complaints and Warrants	In case files	06052
Docket, Index, Journal	Permanent	06060
Expungement Order	Permanent	06070 *
Expungement Records per Expungement Orders	Seal then destroy as Case Files	06080
		06082

*RC-3 required to
 Submit Annual Report

Fine and Fee Record	3 years, provided audited	06090
Monthly Statements and Reports	3 years, provided audited	06100
Receipt Books	4 years, provided audited	06110

Section 7: PARKS AND RECREATION DEPARTMENT RECORDS		Code
Fee Books	3 years, provided audited	07000
Permission Slips	2 years provided no action pending	07010
Shelter House Permits	2 years	07020

Section 8: POLICE DEPARTMENT RECORDS		Code
Accident Reports and Photos, Property Damage, Bodily Injury, and Traffic Crashes	10 years if no action pending	08000
Activity Reports	Keep as Directed	08010
Alcohol Breath Testing Records:	Operator Permits	Until renewed
	Breath Test Result Forms	5 years
	Calibration Records	3 years
	Radio Frequency Interference Survey	Until the machine is moved
Animal Complaints	2 years	08030
Arrest Cards \ Records (Non-Traffic)	15 years	08040
Arrest Cards \ Records (Traffic)	10 years	08042
Arrest Cards \ Records \ Reports (Juvenile)	Until person turns 18 years of age or when Expungement Order received from a Court	08044
Arrest Reports (Adult)	50 years	08046
Assignment Schedules \ Sheets	3 years	08050
Bicycle License Receipts	3 years, provided audited	08060
Bicycle License Register	7 years	08062
Bicycle Theft Log	3 years	08064
Block Watch Records	1 year	08070
Business Security Records	Until superseded, review annually	08080
Child Abuse Case Records	7 years after case closed	08100
Citizen Complaints	5 years, provided no action pending	08110
Compliance Reports	5 years, provided no action pending	08120
Copies of Misdemeanor Citation Summons	3 years	08130
Criminal Case Files, Felonies (except Homicide & Burglaries)	20 years, provided no action pending	08140
D.B. Criminal Case files, Misdemeanors	20 years, provided no action pending	08142
Cruiser Camera Records	90 days, provided no additional problems	08150
Daily Slating Records	1 year	08160
Dispatch Card \ Log (Record of Runs) Yellow Cards	3 years	08170
Dispatcher Radio/Phone Calls Audio Recordings	3 years, provided no action pending	08172
Expungement Order	Permanent	08180
Expunged Records per Expungement Orders	Destroy all files, records and computer references when Expungement Order received from a court	08182
FBI \ BCI Investigation Reports	3 years	08190

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Field Interrogation Cards		6 months	08200
Fingerprints		50 years	08210
Firearm Records and Inventories		3 years, provided audited	08220
GPS Records of Vehicle Locations		3 years	08230
Homicide Reports & Evidence (Closed cases)		30 years after all appeals exhausted	08240
House \ Business Alarm Records Billing for Alarms		5 years	08250
Identification Photographs		10 years, unless felony, death	08260
Incident Log \ Reports		5 years	08270
Investigations All:	Homicide and Rape, including evidence (Pending)	Permanent	08280
	Homicide, including evidence (Closed)	Permanent	08282
	Internal Affairs	Permanent	08284
Jail Daily Book, In Records		3 years	08290
Jail Inmate Records:	Commissary records	2 years	08300
	Intake \ Discharge Records, Prisoner Files	10 years	08302
	Medical Records	6 years	08304
	Personal Property Returned	2 years	08306
Jail Register \ Log Book		25 years	08310
Junk Vehicle Records		2 years after sale or other disposition	08320
Juvenile Records		Until person turns 18 year old or when Expungement order received from a Court	08330
Law Enforcement Automatic Data System Records Logs		2 years, destroy printouts when no longer administratively necessary	08340
Liquor Permit Records		3 years (permission to serve liquor)	08350
Master Name Index		Permanent	08360
Missing Person Reports		20 years, or until found.23	08370
O & I Offense Reports, Felonies except Homicide		10 years, provided no action pending	08380
O & I Offense Reports, Misdemeanors		10 years, provided no action pending	08382
Parking Citations \ Infractions		3 years	08390
Patrol Car Logs		3 years	08400
Prisoner Booking Video Recording Tape		30 days, erase and reuse provided no action pending	08410
Probationary Employment Records		5 years, if not retained beyond probationary period	08420
Property Room:	Log	25 years	08430
	Records (Releases, Transfers, Disposals etc.)	5 years	08432
Radio and Telephone Log – White Sheets		5 years	08440
Recorded phone calls (in house)		3 years, provided no action pending	08442
Records (Background) Check Requests		2 years	08450
Recovered Property Record		2 years after disposal of property	08460
Ride Along Forms		3 years	08470
Seizure Log \ Record		6 years	08480

Solicitor's or Peddler's Permit	1 year after expiration – moved from S. 8A	08490
State of Ohio Traffic Crash Reports (OH-1)	3 years	08500
Stolen Property Hot List or Cards	3 years	08510
Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn	08520
Tow Tickets	3 years after paid, provided audited	08530
Traffic Citations	5 years, provided audited	08540
Type of Crime File	Permanent	08550
Uniform Crime Reports (UCR)	3 years	08560
Vacation House Check Records	30 days after owners return	08570
Wanted Posters	Until person apprehended	08580
911 System, Documentation	Life of System Logs	08590
	Printouts	08592
	Recording Tapes	08594
911 Logs	5 years	08600

Section 9: SERVICE DEPARTMENT RECORDS		Code
A. Cemetery Records		
Burial Fee Receipts	Permanent	09000
Burial Transit Permits	Permanent	09002
Deed Book	Permanent	09010
Deposit Record, Perpetual Care	Permanent	09020
Index to Burial Plots	Permanent	09030 *
Minutes	Permanent	09034 *
Monument Records	Permanent	09040 *
Plat Maps	Permanent	09050 *
Record of Lot Sales	Permanent	09060
Register of Interments	Permanent	09070 *
Rules and Regulations	Permanent	09080
B. Engineering Records		
Aerial Photographs	Until superseded then appraise for historical value	09100 *
Bridge Inspection Reports	10 years	09110
Bridge Plans	Life of bridge	09112
Change Orders	Place in Project File	09120
Contractors' Prevailing Wage Records	5 years	09130
Federal Project Files	Permanent	09140
Job Orders	3 years	09150
Maintenance Orders	2 years	09160
Performance Bonds	After project successfully completed and accepted (e.g. sewer)	09170
Plans of Park Property	Permanent	09180 *
Project Files (Contracts, specifications, change orders, progress reports, etc.)	Permanent	09190
Project Inspection Records	Include in project files	09192
Sanitary Sewer Records	Permanent	09200
Sewer Testing Records	20 years	09202

Special Assessments Record		Permanent	09210
Village Properties File		Permanent	09220
C. Street Department Records			
Blueprints, Maps and Plans		Permanent	09300
Pesticide Application Records		5 years	09310
Proposals for Street Improvement		Until approved or proposal rejected	09320
Right of Way Opening		5 years	09330
Sewer Repair Sheets		10 years	09340
Street Lighting	Pole Locations	Until updated	09350
	Condition, Inventory Records, etc.	3 years	09352
Street Repair Cost Summary Record		3 years, provided audited	09360
Street Repair Record		3 years	09362
Traffic Study Files		Until superseded then appraise for historical value	09370
D. WATER AND SEWER RECORDS			
I. Billing and Administration Records			Record Holder
Account Register – Monthly / Quarterly	10 years	Finance Department	09400
Applications for Service	Until service terminated	Service Department	09410
Application for Water or Sewer Tap Permits	1 year after final decision rendered	Service Department	09412
Daily Work Orders	3 years	Service Department	09420
Delinquent Invoices sent to Taxes	7 years	Finance Department	09430
Industrial Waste Records	Permanent	Service Department	09440
Meter and Valve Location Record	Permanent	Service Department	09450
Meter Reading Records	4 years	Service Department	09452
Meter Test Records	3 years	Service Department	09454
Project Files	Permanent	Service Department	09460
Project Final Reports	Permanent	Service Department	09462
Property Records (Deeds, Rights-of-Way, Annexations, Vacations, Easements)	Permanent	Service Department	09470
Rate Schedules	Until superseded	Service Department	09480
Sanitary Sewer Permit	Permanent	Service Department	09490
Sewer \ Water Billing Stubs	3 years, provided audited	Finance Department	09500
Special Sewer Authorizations or Hookups	Permanent	Service Department	09510
Test Boring Record	Permanent	Service Department	09520
Water and Sewer Receipt Books	2 years, provided audited	Finance Department	09530
Water and Sewer Tap Record	Permanent	Service Department	09540
Water Connection Permit	Permanent	Service Department	09550
Water Main Location Record	Permanent	Service Department	09560
Water Usage Reports	3 years	Service Department	09570
Weekly/Monthly Collection Report	3 years, provided audited	Finance Department	09580
II. Plant & Pump Station Operation Records			
Analytical Data \ Chemical Analyses \ Monitoring	10 years		09600

Records \ EPA Reports \ Water Quality Reports \ Operating Logs \ Monthly Reports, All types		
Flow-Charts, Fluids	5 years	09610
Laboratory Testing Records	5 years	09620
Lime Sale Tickets	3 years, provided audited	09630
Monthly Laboratory Testing Summary Reports	25 years	09640
Rainfall Statistics	5 years	09650
Septic Tank Hauler Record	3 years, provided audited	09660
Well Maintenance and Field Logs	10 years after well is capped	09670

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.

Appendix - Local Government Records Forms: (Forms follow)

1. **Application for One-Time Records Disposal of Obsolete Records (RC-1)** – This form is used to request authorization to dispose of obsolete records series or record series no longer being created. *Only the specific records listed on the application may be disposed of.* Once the RC-1 has been approved and signed by all parties, a completed Certificate of Records Disposal (RC-3) should be filed before the actual disposal takes place.
2. **Schedule of Records Retention and Disposition (RC-2)** – This form is used to request continuing authority to dispose of records after the end of the approved record retention period. Each records series must be listed separately, given a unique schedule number, and assigned a retention period. Use the retention period suggested in this manual or one based upon the administrative, fiscal, or legal value of the records to the Village of Sugar Grove. Once an RC-2 form has been properly approved it is in effect and shall be followed. Before a disposal takes place, it is not necessary for the Sugar Grove Records Commission to review or re-approve the RC-2 that authorized the disposal.
3. **Certificate of Records Disposal (RC-3)** – Fifteen business days before a disposal takes place, the originating office should send an original Certificate of Records Disposal (RC-3) to the Ohio Historical Society's Local Government Records Program (LGRP) and a copy to the Village records commission. The RC-3 certificate serves as official notification of the proposed intent to dispose of Village records. Complete all the columns accurately so the LGRP can send the RC-3 to the Auditor of State for possible compliance verification.
4. **Village of Sugar Grove Records Inventory Form** – This form is for use when conducting a municipal records inventory. It is designed to allow for the recording of all pertinent information about each record series inventoried, and is suitable for use as a worksheet for records appraisal. Use a separate sheet for each record series.

cc: Mayor
Council Clerk
Council
Clerk of Courts
Department Heads
Village of Sugar Grove Records Commission
Employees

The following Records Disposal Forms

**are to be completed for
submission to the State by
the Records Commission
Secretary
only.**



INSTRUCTIONS – FORM RC-1 (Use only for records no longer created and maintained)

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from the Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Table of Records to be Disposed

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series for which a one-time disposal is being requested. List the beginning and ending months and years covered by the records series. For example: April 1945 to May 1992.
- 3) Include the media format of the records proposed for disposal.
- 4) If retaining records in an alternate media format, include the new format. For example, if you are disposing of paper originals and retaining a certified microfilm copy, list "Microfilm" here.
- 5) For use by the Auditor of State or the OHS-LGRP.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, contact OHS-LGRP at: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR
The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-1 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-1 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

1982 Velma Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer:

YES

NO

If YES, attach copy of transfer form.

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

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

Section A: Local Government Unit

Village of Sugar Grove

(local government entity)

(unit)

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Village of Sugar Grove Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: clerk@sugar-grove.com

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.

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

**Please Note: The State Archives retains RC-1 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.**



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43211-2497

Page _____ of _____

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

Village of Sugar Grove

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by OHS-LGRP or Auditor of State

1) Village of Sugar Grove**RECORDS****INVENTORY**

(NAME OF POLITICAL SUBDIVISION)

(2) RECORDS OF: _____

(OFFICE \ DEPARTMENT)

(UNIT)

(3) RECORDS SERIES TITLE: _____

(4) LOCATION OF RECORDS: _____

(5) DESCRIPTION: _____

(6) DATES: From : _____

To: _____

(7) Are records still created? (Circle answer)
Yes No

(8) Quantity \ Volume: _____

(9) Arrangement (Circle answers):

Alphabetical

Numerical

Chronological

Subject

(7a) Are these Vital Records? Yes No

(10) Record media / format (Circle answers)

Paper

Bound Volumes

Mylar

Microform:

16mm

35mm

Microfiche

Electronic Record: Tape

Reel

Cassette

Diskette

CD-ROM

Optical Disk

(11) Reference to records (Circle answers):

Daily \ Weekly \ Monthly \ Yearly for _____

Never after _____

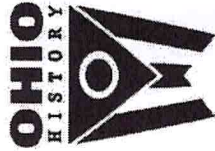
(12) Recommended retention period for each type of record:

(13) Schedule No. Assigned:

(14) Inventory taken by: _____

Explanation of form parts:

- (1) Write in the name of the political subdivision for which the inventory is being compiled.
 - (2) Write in the name of the office, division or unit to which the records belong.
 - (3) Write in the title of the records series. Use a separate form for each records series at each location.
 - (4) Give the exact location of the records. Be sure to include all storage areas.
 - (5) Provide a brief description of the records series, including form numbers when applicable.
 - (6) Indicate the beginning and ending dates of the records series. E.g. May, 1976 to April, 1998.
 - (7) & (7A) Circle if the records are still created. Circle if the records are considered "Vital" for your office to function daily.
 - (8) Indicate the volume or quantity of the records. It may be in cubic feet, number of volumes \ microfiche, rolls of microfilm or reels of computer tape. This will help you plan your storage needs. A cubic foot is 12"x12"x12" or 1728 cubic inches.
 - (9) Circle how the records are arranged, i.e. in numerical order, chronological order, alphabetical order, subject file etc.
 - (10) Circle whether the record is created and stored on paper, microfilm computer tape, etc. Circle ALL formats your office uses for this record. Remember to schedule and assign a schedule number to each type of media.
 - (11) Indicate how often the records are used. For example: daily for 1 year; never after 3 years.
 - (12) Write in a recommended retention period. See the Ohio County Records Manual or the Ohio Municipal Records Manual for suggested records retention periods or create the retention period based upon the records' administrative, fiscal and legal value to your office. If you know of any law, rule or regulation requiring this records series to be retained for a specific period of time write in the citation.
 - (13) Assign a unique schedule number for this records series which will clearly identify it on all paperwork in the future. If the records are included on an existing approved Schedule of Records Retention and Disposition (RC - 2), write in the schedule number for reference.
 - (14) Sign and date the form.
- Additional Remarks or Notations for your use:



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with PART 1.

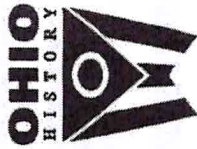
Page _____ of _____

Village of Sugar Grove

(political subdivision name)

(unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received: _____
 Date Reviewed: _____
 Items requested for transfer: YES NO
 If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

Village of Sugar Grove

(local government entity)

(unit)

(contact person)

(telephone number)

(location of records)

(address)

(city)

(zip code)

(county)

(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** or **Application for One-Time Records Disposal (RC-1)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(signature of responsible official)

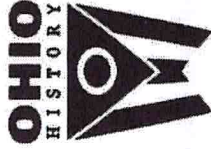
(title)

(telephone number)

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

clerk@sugar-grove.com

**Please Note: The State Archives retains RC-3 forms for seven years.
 It is strongly recommended that the Records Commission retain a permanent copy of this form.**



INSTRUCTIONS - FORM RC-3

USE OF FORM:

Serves as a notification to your local records commission and to The Ohio Historical Society/State Archives, Local Government Records Program (OHS-LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-1 or RC-2 form. It also provides an opportunity for the OHS-LGRP to select for historical records, or to provide for other disposition under Section 149.31ORC. Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.

WHEN TO USE: CERTIFICATION:

This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.

SUBMISSION:

Send the original RC-3 to: localrecs@ohiohistory.org or

The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

Retain a permanent copy for your office files and send an additional copy to your records commission.

NOTE:

You office or records commission will **not** receive a copy of the RC-3 back. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

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(1) RECORD SERIES TITLE:

Record series title as shown on your retention schedule (RC-2) or one-time disposal (RC-1). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process. Schedule number as shown on your approved RC-1 or RC-2 and the date it was approved *by your local records commission*.

(2) AUTHORIZATION FOR DISPOSAL:

(3) MEDIA TYPE (DESTROYED):

Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.

(4) OTHER MEDIA TYPE (RETAINED)

If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.

(5) INCLUSIVE DATES OF RECORDS

Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.

(6) PROPOSED DATE OF DISPOSAL

Enter the proposed disposal date; the OHS-LGRP has fifteen business days to review the disposal form. It is recommended that a few extra days for mail delivery be included.

(7) FOR USE BY OHS-LGRP

NOTICE CONCERNING MEDIA AND FORMAT CHANGES

The Local Government Records Program strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit <http://www.ohiohistory.org/ohiojunction/etc/>.

Never use a microfilm master negative except to create a use copy from it.