



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

OCT 29 2018

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned: _____

STATE AND LOCAL
 GOVERNMENT RECORDS
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Worthington
 (local government entity)

City Administration
 (unit)

D. Kay Thress
 (signature of responsible official)

D. Kay Thress
 (name)

City Clerk
 (title)

10/18/18
 (date)

Section B: Records Commission

City of Worthington

(614) 436-3100

Records Commission

(telephone number)

6550 N. High St.
 (address)

Worthington
 (city)

43085
 (zip code)

Franklin
 (county)

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

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]

10/24/18

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Fred Proulx
 Signature

State Archivist
 Title

11-1-2018
 Date

Section D: Auditor of State

Martin E. March
 Signature

11-14-18
 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**

SCANNED
 11-28-2018

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

I. GENERAL AND ADMINISTRATIVE RECORDS

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
GA-101	Administrative Regulations	Until superseded	Multi		
GA-102	Annual Department Budget Preparation & Worksheet (letters, forms, reports, etc.)	Until final budget is incorporated in City of Worthington annual budget	Paper		
GA-103	Annual Report	Permanent	Multi		✓
GA-104	Electronic Mail (E-Mail)	Retain according to content (See Correspondence)	Electronic		
GA-105	General Correspondence - Incoming/Outgoing Interoffice	1 year or no longer of administrative value	Multi		
GA-106	Internal Correspondence (letters, Memos, etc.)	Originator to retain for 1 year or until no longer administrative value	Multi		
GA-107	Intranet and Internet posting on Web Site	Until no further administrative value and/or updated	Electronic		
GA-108	Memorandums	1 year or no longer of administrative value	Multi		
GA-109	Phone logs, Message slips, FAX forms, Monthly/Daily Planners & Calendars	Until no further administrative value	Multi		
GA-110	Professional Publications and Subscriptions (Solicited)	Until no further administrative value	Multi		
GA-111	Purchase Orders, Requisitions, Invoices	2 years	Multi		
GA-112	Unsolicited mail	Until no longer of administrative value	Multi		
GA-113	Voice Mail Messages	Until no longer of administrative value	Electronic		

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

II. OFFICE OF THE CITY CLERK

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
CC-101	Abstracts	Permanent	Paper		✓
CC-102	Agreements	8 years after expiration or termination	Paper		
CC-103	Alleys/Streets, Dedicated	Permanent	Paper		✓
CC-104	Alleys/Streets, Vacated	Permanent	Paper		✓
CC-105	Annexation files	Permanent	Paper		✓
CC-106	Assessment Lists (finals)	15 years after assessment paid	Paper		
CC-107	Blank Forms	Until superseded or obsolete	Multi		
CC-108	Cable Television Records	Length of franchise & 15 yrs after contract expires	Paper		
CC-109	Capital Improvements Program	5 years	Paper		
CC-110	Cemetery Deeds	Permanent	Multi		✓
CC-111	City Clerk Correspondence	5 years	Multi		
CC-112	Community Development Studies	Permanent	Multi		✓
CC-113	Community Relations Commission - MINUTES	Permanent	Multi		✓
CC-114	Contracts	8 years after expiration	Multi		
CC-115	Deeds	Permanent	Paper		✓
CC-116	Disaster Plan	Until superseded	Paper		

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

II. OFFICE OF THE CITY CLERK - Continued

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
CC-117	Easements	Permanent	Paper		✓
CC-118	Election Files				
	a) Correspondence	5 years after election	Multi		
	b) Expense Reports	5 years after election	Paper		
	c) Precinct Map	Until superseded	Paper		
CC-119	Fire Prevention Appeals Board Records	Permanent	Paper		✓
CC-120	Improvement Project Files (Assessment)	15 years after assessment is paid	Paper		
CC-121	Improvement Project Files (Non-Assessment)	15 years after contract expires	Paper		
CC-122	Leases	5 years after expiration	Paper		
CC-123	Legal Notices & Proofs of Publication				
	a) Project Bids	15 years	Multi		
	b) Meeting Notices	5 years	Multi		
CC-124	Meeting Room Schedule	1 year	Paper		
CC-125	Meeting Minutes				
	a) Board of Public Affairs (1924-1967)	Permanent	Microfilm		✓
	b) Board of Zoning Appeals	Permanent	Multi		✓
	c) City Council	Permanent	Multi		✓

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

II. OFFICE OF THE CITY CLERK - Continued

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
	d) Municipal Planning Commission	Permanent	Multi		✓
	e) Parks & Recreation Commission	Permanent	Multi		✓
CC-126	Miscellaneous Licenses and Permits	1 year after expiration	Multi		
CC-127	MPC/BZA Sample Materials	2 years after submission of application or 1 year after Certificate of Occupancy is issued, whichever comes first	Misc. Materials		
CC-128	Personnel Appeals Board Records	Permanent	Multi		
CC-129	Petitions	5 years	Multi		
CC-130	Photographs - Historical	Permanent	Multi		✓
CC-131	Planning and Development Records				
	a) Subdivision Plats/Files	Permanent	Multi		
	b) Development Plans and Amendments	Permanent	Multi		
	c) Architectural Review Materials	Permanent	Multi		
	d) Board of Zoning Appeals Materials	Permanent	Multi		
	e) Municipal Planning Commission Materials	Permanent	Multi		
	f) Rezoning Request	Permanent	Multi		
	g) Index to MPC/BZA Applications	Permanent	Multi		

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

II. OFFICE OF THE CITY CLERK - Continued

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
CC-132	Postage Meter Documents	2 years	Paper		
CC-133	Public Meeting Recordings				
	a) City Council	1 year after approval of minutes	Multi		
	b) Municipal Planning Commission	1 year after approval of minutes	Multi		
	c) Board of Zoning Appeals	1 year after approval of minutes	Multi		
CC-134	Public Records Request	2 years	Multi		
CC-135	Railroads	20 years	Paper		✓
CC-136	Records Retention Documents RC 1, RC 2, RC 3	Permanent	Multi		
CC-137	Receipts (Books, Misc.)	1 year	Multi		
CC-138	Resolutions - City Council Adopted	Permanent	Multi		✓
CC-139	Rough Drafts	Until no longer of administrative value	Multi		
CC-140	Studies / Reports	Until superseded or No longer of administrative value	Multi		
CC-141	Tax Budget for Public Inspection	1 year	Paper		
CC-142	Telephone Directory	Until superseded	Multi		
CC-143	Zoning Maps, Codes, and Updates	Permanent	Multi		✓

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

III. OFFICE OF THE CITY MANAGER

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
CM-100	Administrative Regulations	Until superseded	Multi		
CM-101	Annual Report	Until no longer of administrative value, generally 1 - 5 years	Paper		
CM-102	Board and Commission Applications and Resignations	5 years (after considered and/or resigned)	Multi		
CM-103	Budget (Working Papers-COPIES) Originals maintained by Finance	Until no longer of administrative value, generally 1 - 2 years	Paper		
CM-104	Capital Equipment Inventory (CIP)	5 Years	Paper		
CM-105	City Charter	Permanent	Multi		✓
CM-106	City Council Retreat Information	Until no longer of administrative value	Multi		
CM-107	City Manager's Reports	1 Year	Paper		
CM-108	Codified Ordinances	Permanent, updated annually	Multi		✓
CM-109	Codified Ordinance Updates	Until material is suspended or replaced by new updates; no RC-3 required	Multi		
CM-110	Contracts and Agreements	8 years after expiration of term	Paper		
CM-111	Correspondence - Incoming/Outgoing	Until no longer of administrative value	Multi		
CM-112	Correspondence (letters, memos, etc.)	Originator to retain according to retention period or until no further administrative value	Multi		
CM-113	Disaster Plans	Until updated or superseded	Paper		
CM-114	Drafts	Until no longer of administrative value	All Media		
CM-115	Oaths of Office				
	a) Elected/Appointed Officials	3 Years after leaving Office	Paper		

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

III. OFFICE OF THE CITY MANAGER - Continued

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
	b) Employees	Permanent	Paper		
CM-116	Purchase Orders (Invoices) Originals maintained by Finance	Until no longer of administrative value, generally 1 -2 years	Multi		
CM-117	Resident Complaint Correspondence	Until no longer of administrative value	Multi		
CM-118	Traffic Orders	Permanent	Multi		✓

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

IV - DEPARTMENT OF ECONOMIC DEVELOPMENT

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
ED-101	Phone / Voicemail logs Message slips FAX forms Monthly/Daily Planners & Calendars	Until no further administrative value	Paper		
ED-102	Professional Publications, Subscriptions (Solicited) & training-related materials	Until no further administrative value	Multi		
ED-103	Unsolicited mail	Until no further administrative value	Paper		
ED-104	Correspondence - Incoming/Outgoing Interoffice	Until no further administrative value	Paper		
ED-105	Business retention visit notes and records	1 year after calendar year-end in which visit was conducted	Paper		
ED-106	Economic Development planning documents, renderings, plans & drawings, & related materials	2 years or no longer of administrative value	Multi		
ED-107	City incentive program (e.g., Venture Grant; CRA; TIF) descriptions, historical notes, policy statements, white papers & related materials	Permanent	Paper		
ED-108	Memoranda & Reports (incl. quarterly & annual reports) & other publications issued by Worthington Economic Development	Originator to retain <u>quarterly</u> reports during current year & <u>annual</u> reports for 2 years or until no further administrative value	Multi		
ED-109	Project Files- closed (i.e., project did not occur in Worthington) incl. Economic Development Leads intake sheets & related notes	2 years after calendar year-end in which project file was created	Multi		
ED-110	General files / non-project files, budget prep materials & other ephemera	1 year or until no further administrative value	Multi		

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

IV - DEPARTMENT OF ECONOMIC DEVELOPMENT - Continued

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
ED-111	Project Files - <i>open</i> (i.e., project occurred in Worthington) incl. incentive agreement, annual reports & project notes	<ul style="list-style-type: none"> • If project received City incentive, 2 years after City's incentive agreement terms expires 	multi		
ED-112	Federal, State, county & foundation grant applications filed by or with Worthington Economic Development (incl. related prep materials & notes)	<ul style="list-style-type: none"> • If grant not received, 1 year or until no further administrative value • If grant received, 2 years after agreement expires 	multi		
ED-113	Outside consultant contracts	2 years after either (a) City's purchase order expires or (b) project work otherwise completed to City's satisfaction	Paper		

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

VI - OFFICE OF PUBLIC INFORMATION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
PI-101	Annual Report - Official File Copy	Permanent	multi		✓
PI-102	Annual Report - Working copy and related files	3 years	multi		
PI-103	Community/Special Event File	3 years	multi		
PI-104	Community Surveys	5 years	multi		
PI-105	E-newsletters	until superseded	electronic		
PI-106	Mailing Lists	until superseded	electronic		
PI-107	News Releases	2 years or until no longer of administrative value	electronic		
PI-108	Printing Quotes & Informaton	1 year	multi		
PI-109	General publications (brochures, flyers)	until superseded	multi		
PI-110A	Resident Newsletter - official file copy	Permanent	multi		
PI-110B	Resident Newsletter - working copy and related files	3 years	multi		
PI-112	Speeches/Presentations	3 years	multi		
PI-113	Social Media postings	until superseded	electronic		
PI-114	Website postings	until superseded	electronic		
PI-115	Worthington International Friendship Association (WIFA) agendas	Permanent	electronic		
PI-116	WIFA minutes	Permanent	electronic		✓

Worthington City Administration
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

VI - OFFICE OF PUBLIC INFORMATION - Continued

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC3 Required
PI-117	WIFA event & program files	3 years	multi		
PI-118	Proclamations	2 years	multi		



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

DEC 26 2018

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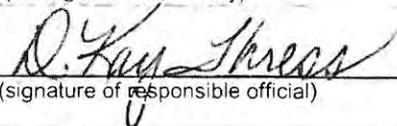
Date Reviewed: _____

Form Scanned: _____

STATE AND LOCAL
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit (To complete this form online, use "tab" key to jump from box to box.)

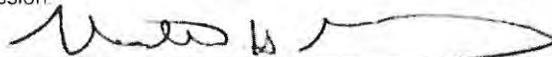
City of Worthington	City Council
(local government entity)	(unit)
	D. Kay Thress, Clerk of Council 12/18/18
(signature of responsible official)	(name) (title) (date)

Section B: Records Commission

City of Worthington	(614) 436-3100		
Records Commission	(telephone number)		
6550 N. High St.	Worthington	43085	Franklin
(address)	(city)	(zip code)	(county)

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

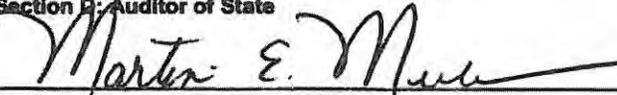
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	12/21/18
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	State Archivist	1-4-2019
Signature	Title	Date

Section D: Auditor of State

	1-14-19
Signature	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

**Worthington City Council
SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

I. City Council

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS LGRP	RC3 Required
CC-101	Administrative Files	5 years	Multi		<input type="checkbox"/>
CC-102	Charter and Amendments	Permanent	Multi		<input checked="" type="checkbox"/>
CC-103	City Council Agendas	Permanent	Multi		<input checked="" type="checkbox"/>
CC-104	Council Correspondence	5 years or until no longer administrative value	Multi		<input type="checkbox"/>
CC-105	Codified Ordinances	Permanent	Paper		<input checked="" type="checkbox"/>
CC-106	Council Members Meeting Attendance	Permanent	Multi		<input checked="" type="checkbox"/>
CC-107	Index to Council Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
CC-108	Index to Ordinances/Resolutions	Permanent	Multi		<input checked="" type="checkbox"/>
CC-109	Liquor License Request: - No Hearing - Request Hearing	3 years 1 year	Paper		<input type="checkbox"/>
CC-110	Council Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
CC-111	Ordinances - Original signed	Permanent	Multi		<input checked="" type="checkbox"/>
CC-112	Petitions	5 years	Multi		<input type="checkbox"/>
CC-113	Reports to Council	5 years	Multi		<input type="checkbox"/>
CC-114	Resolutions - Original signed	Permanent	Multi		<input checked="" type="checkbox"/>
CC-115	Rough Drafts, Working Documents	No longer administrative value	Multi		<input type="checkbox"/>

I. City Council

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS LGRP	RC3 Required
CC-116	Video Recordings of Meetings	3 years	Video		<input type="checkbox"/>

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

See instructions before completing this form.

OHIO HISTORY CONNECTION

City of Worthington
(Local Government Entity)

City Prosecutor
(Unit)

OCT 29 2018

Section A: Local Government Unit

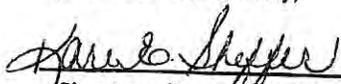
STATE AND LOCAL
GOVERNMENT RECORDS

City of Worthington

City Prosecutor

(Local Government Entity)

(Unit)


(Signature of Responsible Official)

Karen E. Sheffer
(Name)

City Prosecutor
(Title)

5/8/2018
(Date)

Section B: Records Commission

Records Commission

(614) 436-3100

6550 North High Street

Worthington

43085

(Telephone Number)

Franklin

(Address)

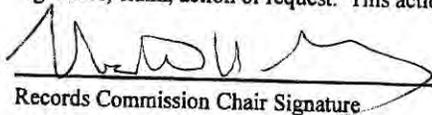
(City)

(Zip Code)

(County)

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10/24/18
Date

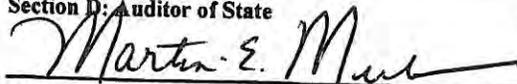
Section C: Ohio History Connection - State Archives


Signature

State Archivist
Title

10-31-2018
Date

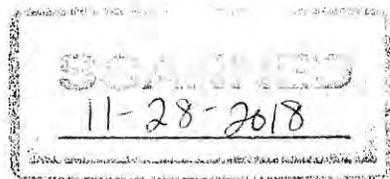
Section D: Auditor of State


Signature

Records Manager
Title

11-14-18
Date

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

See instructions before completing this form.

(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
2018-01	Court dockets	1 year	Paper		<input type="checkbox"/>
2018-02	General Correspondence	1 yr and no longer of admin or legal value	Multi		<input type="checkbox"/>
2018-03	Transient Correspondence	No longer of admin or legal value	Multi		<input type="checkbox"/>
2018-04	Unsolicited Correspondence	No longer of admin or legal value	Multi		<input type="checkbox"/>
2018-05	Emails	1 yr and no longer of admin or legal value	Multi		<input type="checkbox"/>
2018-06	Police reports (Charge(s) filed in Mayor's Court)				<input type="checkbox"/>
	a. Misdemeanors	2 yrs and no longer of admin or legal value	Paper		<input type="checkbox"/>
	b. Minor misdemeanors	1 yr and no longer of admin or legal value	Paper		<input type="checkbox"/>
2018-07	Police Reports (Investigations)				<input type="checkbox"/>
	a. Misdemeanors	2 yrs and no longer of admin or legal value	Paper		<input type="checkbox"/>
	b. Minor misdemeanors	1 yr and no longer of admin or legal value	Paper		<input type="checkbox"/>
2018-08	Videos (Investigations)				<input type="checkbox"/>
	a. Misdemeanors	2 yrs and no longer of admin or legal value	Multi		<input type="checkbox"/>
	b. Minor misdemeanors	1 yr and no longer of admin or legal value	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

(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
2018-09	Videos (Case filed in Mayor's Court)	1 yr. after case closed and no longer admin or legal value	Multi		<input type="checkbox"/>
2018-10	Application to Seal Records	Until order filed or application withdrawn	Paper		<input type="checkbox"/>
2018-11	Memoranda	1 yr. and no longer admin or legal value	Multi		<input type="checkbox"/>
2018-12	Drafts	Until incorporate in final form then destroy	Multi		<input type="checkbox"/>
2018-13	Pleadings (Criminal)	1 yr. after case closed and no longer admin or legal value	Multi		<input type="checkbox"/>
2018-14	Pleadings (Civil)	1 yr. after matter closed and no longer admin or legal value	Multi		<input type="checkbox"/>
2018-15	Codified Ordinances	Until superseded	Paper		<input type="checkbox"/>
2018-16	Voicemail	Until no longer admin or legal value	Electronic		<input type="checkbox"/>
2018-17	System Documentation	Life of system	Multi		<input type="checkbox"/>
2018-18	Copies - Reading / Informational / Reference	Until no longer admin or legal value	Paper		<input type="checkbox"/>
2018-19	Public Records Request	2 yrs.	Paper		<input type="checkbox"/>
2018-20	Public Records Request	2 yrs. or until printed	Electronic		<input type="checkbox"/>
2018-21	Staff Meeting Agendas	1 yrs and no longer admin or legal value	Paper		<input type="checkbox"/>
2018-22	Property maintenance meeting agendas	1 yrs and no longer admin or legal value	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

(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
2018-23	Prosecutor Division Agreements	1 yr after case is dismissed	Paper		<input type="checkbox"/>
2018-24	Invoices	1 yr after paid	Paper		<input type="checkbox"/>
2018-25	Blank Forms / Templates	Until obsolete or superseded	Multi		<input type="checkbox"/>
2018-26	Facsimiles	1 yr and no longer admin or legal value	Paper		<input type="checkbox"/>
2018-27	Facsimiles (electronically delivered)	Until printed	Electronic		<input type="checkbox"/>
2018-28	Research	Until no longer admin or legal value	Paper		<input type="checkbox"/>
2018-29	Records Retention Documents				<input type="checkbox"/>
	a. RC-2	Until superseded	Paper		<input type="checkbox"/>
	b. RC-3	25 yrs.	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)

12/25/15

See instructions before completing this form.

Section A: Local Government Unit

City of Worthington
 (local government entity) Finance Department
 (unit)
Molly Roberts Molly Roberts Finance Director 4-9-2015
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Worthington (614) 436-3100
 Records Commission (telephone number)
6550 N. High St. Worthington 43085 Franklin
 (address) (city) (zip code) (county)

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[Signature] 5/3/15
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] State Archivist 5/28/15
 Signature Title Date

Section D: Auditor of State

Martin E. McBride 6-16-15
 Signature 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

Worthington Finance Department
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	Required by OHS-LGRP
2014-1-75	1099 FORMS	6 YEARS	PAPER	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.	
2014-1-14	ACCIDENT REPORTS	3 YEARS	PAPER		
2014-1-15	ACCRUE JOURNAL PROOF	3 YRS UNTIL AUDITED	PAPER		
2014-1-1	ANNUAL REPORTS	PERMANENT	PAPER		✓
2014-1-2	APPRAISAL RECORDS	UNTIL AUDITED	PAPER		
2014-1-3	APPROPRIATION LEDGER SHEETS FOR CONSTRUCTION PROJECTS	15 YEARS AFTER EXPIRATION	PAPER		
2014-1-6	BANK DEPOSIT SLIPS	3 YRS PROVIDED AUDITED	PAPER		
2014-1-7	BANK STATEMENTS	3 YRS PROVIDED AUDITED	PAPER		
2014-1-72	BID DOCUMENTS - UNSUCCESSFUL	3 YRS PROVIDED AUDITED	PAPER		
2014-1-8	BOND BANK STATEMENTS/CANCELLED BONDS	UNTIL ISSUE IS PAID & AUDITED	PAPER		
2014-1-9	BOND BOOK	PERMANENT	PAPER		
2014-1-10	BUDGET ADJUSTMENT AUTHORIZATION FORMS	5 YRS PROVIDED AUDITED	PAPER		
2014-1-13	BUDGET WORKSHEETS	3 YRS PROVIDED AUDITED	PAPER		
2014-1-11	BUDGETARY PRINTOUTS WEEKLY/MONTHLY	3 YRS PROVIDED AUDITED	PAPER		
2014-1-12	BUDGETARY YEAR END PRINTOUTS	PERMANENT	PAPER		
2014-1-17	CANCELLED BANK CHECKS	3 YRS PROVIDED AUDITED	PAPER		
2014-1-16	CAPITAL EQUIPMENT INFORMATION	3 YRS PROVIDED AUDITED	PAPER		
2014-1-18	CERTIFICATE OF COUNTY AUDITOR THAT APPROPRIATIONS DO NOT EXCEED RESOURCES	7 YRS	PAPER		
2014-1-19	CERTIFICATE OF ESTIMATED RESOURCES	7 YRS	PAPER		
2014-1-20	CERTIFICATE OF TOTAL AMOUNT AVAILABLE FOR EXPENDITURES	7 YRS	PAPER		

Worthington Finance Department
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	Required by OHS-LGRP
2014-1-84	CERTIFICATES OF INSURANCE	UNTIL NO LONGER OF ADMIN VALUE	PAPER		
2014-1-21	CERTIFIED OPERATING BUDGET	PERMANENT	PAPER		
2014-1-74	CONTRACT LABOR FORMS	35 YEARS	PAPER		
2014-1-22	CONTRACT PURCHASE INFORMATION	15 YRS AFTER EXPIRATION	PAPER		
2014-1-23	CONTRACTS	15 YRS AFTER EXPIRATION	PAPER		
2014-1-24	CONTRACTUAL/COMPANY VENDOR DETAIL REPORT	5 YRS PROVIDED AUDITED	PAPER		
2014-1-25	CORRESPONDENCE (MISC)	UNTIL NO LONGER OF ADMIN VALUE	PAPER		
2014-1-26	CORRESPONDENCE TO AND FROM BOND COUNSEL	UNTIL BONDS ARE PAID	PAPER		
2014-1-76	COURT ORDERS	UNTIL EMPLOYEE TERMINATES OR ORDER IS RESCINDED	PAPER		
2014-1-27	DAILY TAPE BACKUPS	UNTIL UPDATED	TAPE		
2014-1-28	DEPOSIT DETAIL	3 YRS PROVIDED AUDITED	PAPER	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.	
2014-1-29	DEPOSIT SLIPS	3 YEARS PROVIDED AUDITED	PAPER		
2014-1-30	DETAIL CHECK REGISTER-EACH PAY	6 YEARS	PAPER		
2014-1-31	DETAIL FOR RECEIPT & ENCUMBERANCE POSTING OR ANY DATA CHANGE	3 YEARS PROVIDED AUDITED	PAPER		
2014-1-32	DIRECT DEPOSIT FORMS	UNTIL SUPERSEDED	PAPER		
2014-1-33	DIRECT DEPOSIT PROOF REPORT	3 YRS UNTIL AUDITED	PAPER		
2014-1-82	EFT ENROLLMENT/CHANGES	UNTIL NO LONGER OF ADMIN VALUE	PAPER		
2014-1-81	EFT TERMINATIONS	UNTIL NO LONGER OF ADMIN VALUE	PAPER		
2014-1-34	E-MAIL	UNTIL NO LONGER OF LEAGAL/ADMIN VALUE	ELECTRONIC		
2014-1-35	EMPLOYEE TIME SHEETS	5 YEARS	PAPER		

Worthington Finance Department
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	Required by OHS-LGRP
2014-1-36	EQUAL OPPORTUNITY REPORT	7 YRS PROVIDED AUDITED	PAPER		
2014-1-37	FLEXIBLE SPENDING ACCOUNT ELECTION FORMS	UNTIL SUPERSEDED	PAPER		
2014-1-83	GRANT REIMBURSEMENTS	15 YEARS	PAPER		
2014-1-38	HEALTH SAVINGS ACCOUNT ELECTION FORMS	UNTIL SUPERSEDED	PAPER		
2014-1-39	INSURANCE CLAIM REIMBURSEMENT	3 YRS PROVIDED AUDITED	PAPER		
2014-1-40	INSURANCE POLICIES	5 YEARS	PAPER	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.	
2014-1-41	INVESTMENT DOCUMENTS	3 YRS PROVIDED AUDITED	PAPER		
2014-1-4	INVOICES	3 YRS PROVIDED AUDITED	PAPER		
2014-1-42	LEGAL OPINIONS	PERMANENT	PAPER		
2014-1-43	MISC. DEDUCTIONS REPORT	3 YRS UNTIL AUDITED	PAPER		
2014-1-78	MONTHLY BANK RECONCILIATION	5 YEARS	PAPER		
2014-1-44	MONTHLY BUDGET EXPENDITURE REPORTS	3 YRS PROVIDED AUDITED	PAPER		
2014-1-45	NOTE BOOK - RECORD OF NOTES ISSUED	3 YRS PROVIDED AUDITED	PAPER		
2014-1-46	OHIO DEFERRED COMP	1 YEAR	PAPER		
2014-1-47	OUTSTANDING NOTES & NOTES PAID	UNTIL PD & AUDITED	PAPER		
2014-1-80	PAYROLL DEDUCTION INVOICES	3 YRS UNTIL AUDITED	PAPER		
2014-1-48	PAYROLL FUND REGISTER	3 YRS UNTIL AUDITED	PAPER		
2014-1-79	PAYROLL TIMESHEETS & DATA CHANGES	3 YRS UNTIL AUDITED	PAPER		
2014-1-49	PENSION PICK UP CHECKS	3 YRS UNTIL AUDITED	PAPER		
2014-1-50	PENSION REPORTS	PERMANENT	PAPER		

Worthington Finance Department
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	Required by OHS-LGRP
2014-1-51	PERFORMANCE BONDS	UNTIL PROJECT TERMINATED	PAPER		
2014-1-5	PERFORMANCE TRUST CHECKBOOK/CHECK STUBS	3 YRS PROVIDED AUDITED	PAPER		
2014-1-52	PERS PERSONAL HISTORY FORMS	PERMANENT	PAPER		
2014-1-53	PICK UP REPORT	PERMANENT	PAPER		
2014-1-73	QUARTERLY FEDERAL & STATE RECONCILIATION	6 YEARS	PAPER		
2014-1-54	QUARTERLY FINANCIAL REPORTS	UNTIL AUDITED	PAPER		
2014-1-55	RECEIPT BOOKS	3 YEARS PROVIDED AUDITED	PAPER		
2014-1-56	SCHOOL DIST TAX REPORTS	6 YRS	PAPER		
2014-1-57	STATE ANNUAL REPORTS (GAAP)	PERMANENT	PAPER		✓
2014-1-58	STATE AUDITOR EXAMINATIONS	PERMANENT	PAPER		✓
2014-1-59	SUCCESSFUL BIDS	15 YEARS	PAPER		
2014-1-60	SUMMARY PAYROLL CHECK REGISTER	3 YRS UNTIL AUDITED	PAPER	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.	
2014-1-61	TAX SETTLEMENT SHEETS	3 YRS PROVIDED AUDITED	PAPER		
2014-1-62	TRANSCRIPTS OF BONDS & NOTES	PERMANENT	PAPER		
2014-1-63	TREASURER'S LEDGER	25 YEARS	PAPER		
2014-1-81	UNEMPLOYMENT REPORTS AND CORRESPONDENCE	3 YEARS	PAPER		
2014-1-64	UNION DUES STATEMENT	1 YEAR	PAPER		
2014-1-65	VOLUNTARY INSURANCE	1 YEAR	PAPER		
2014-1-66	W-2 FORMS	6 YEARS	PAPER		
2014-1-67	W-4 FORMS	UNTIL SUPERSEDED	PAPER		

Worthington Finance Department
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	Required by OHS-LGRP
2014-1-68	WAGE NEGOTIATIONS	3 YRS PROVIDED AUDITED	PAPER		
2014-1-69	WARRANT COPIES	3 YRS PROVIDED AUDITED	PAPER		

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.



800 E. 17th Avenue
 Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Worthington Division of Fire and Emergency Medical Services

(local government entity)	John Bailot	(unit) Fire Chief	12/06/19
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

City of Worthington	(614) 436-3100
Records Commission	(telephone number)
6550 N. High St.	Worthington 43085 Franklin
(address)	(city) (zip code) (county)

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

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.

[Handwritten Signature]

12/17/19

Records Commission Chair Signature

Date

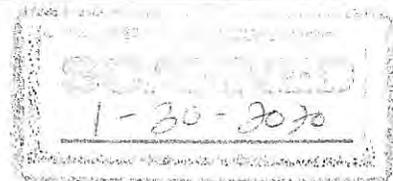
Section C: Ohio Historical Society - State Archives

<i>[Signature]</i>	<i>[Signature]</i>	12-31-2019
Signature	Title	Date

Section D: Auditor of State

<i>[Signature]</i>	1-15-20
Signature	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

Worthington Division of Fire and Emergency Medical Services

(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	(6) RC-3 Required by OHS- LGRP
WFD-1	Accident Reports – Employee	No longer admin or legal value	Multi		<input type="checkbox"/>
WFD-2	All Working Drafts	Until incorporated into further draft or final form	Multi		<input type="checkbox"/>
WFD-3	Application for Shift Trade	Until trade completed	Multi		<input type="checkbox"/>
WFD-4	Budget Worksheets	Until incorporated into City of Worthington annual operating budget	Multi		<input type="checkbox"/>
WFD-5	Burning Complaint File	One year	Multi		<input type="checkbox"/>
WFD-6	Contractual & Maintenance Agreements	Two years after expiration	Multi		<input type="checkbox"/>
WFD-7	Correspondence	Two years or no longer of admin value	Multi		<input type="checkbox"/>
WFD-8	CPR Training Records	3 years	Multi		
WFD-9	Daily Activity Log	5 years	Multi		<input type="checkbox"/>
WFD-10	Directives, GOGS, SOGS, SAPS, Medical Protocol	Three years after superseded	Multi		<input type="checkbox"/>
WFD-11	Disaster Plan	Until superseded	Multi		<input type="checkbox"/>
WFD-12	Disciplinary Actions – Minor Reprimands/Written Reprimands	Until removed from file by employee per bargaining agreement	Multi		



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
WFD-13	Drug License (Ohio Board of Pharmacy)	Until superseded	Multi		<input type="checkbox"/>
WFD-14	E-Mail / Voice Mail / Department Forum	Until no longer of admin or legal value	Multi		<input type="checkbox"/>
WFD-15	EMS Reports – a. Adults b. Juvenile	Ten years Two years beyond age of majority	Multi		<input type="checkbox"/>
WFD-16	Equipment Daily Checklist	Four years	Multi		<input type="checkbox"/>
WFD-17	Equipment Maintenance Records - Vehicles,	Four years after life of equipment	Multi		<input type="checkbox"/>
WFD-18	Fire Inspection Records / UST Records (For Fire Code Violations)	Three years after life of structure	Multi		
WFD-19	Fire Investigation Files (Reports and Index)	Fifty years – appraised	Multi		<input checked="" type="checkbox"/>
WFD-20	Fire with Loss Records	50 year - appraiseds	Multi		<input checked="" type="checkbox"/>
WFD-21	Fire Reports	Ten years	Multi		<input type="checkbox"/>
WFD-22	Fireworks Permits	Three years after expiration	Multi		<input type="checkbox"/>
WFD-23	Grant Files	5 years provided audited and disputes resolved			
WFD-24	Hydrant Inspection Records	Two years after inspection date	Multi		<input type="checkbox"/>
WFD-23	Hydrostat and Compressor / Air Quality Testing Results	One year after life of equipment	Multi		<input type="checkbox"/>
WFD-24	Injury Investigation – Employees	Until original forwarded to personnel	Multi		<input type="checkbox"/>
WFD-25	Internal Investigations	Five years – no action pending	Multi		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
WFD-26	Maintenance Records of Protective Gear	Life of gear plus one year	Multi		<input type="checkbox"/>
WFD-27	Major Equipment Information and Warranties	Life of equipment	Multi		<input type="checkbox"/>
WFD-28	Street Maps	Until revised or discontinued	Multi		<input type="checkbox"/>
WFD-29	Medical Records (Employee Annual Fit for Duty)	Three years after separation	Multi		<input type="checkbox"/>
WFD-30	Memoranda	No longer admin or legal value	Multi		<input type="checkbox"/>
WFD-31	Notes / Internal Communication	Until no longer of administrative value	Multi		<input type="checkbox"/>
WFD-32	Payroll Records	One year or no longer of admin value	Multi		<input type="checkbox"/>
WFD-33	Public Record Requests	One year	Multi		<input type="checkbox"/>
WFD-34	Repair Request	Until no longer of administrative value	Multi		<input type="checkbox"/>
WFD-35	Return to Duty	Three years after separation	Multi		<input type="checkbox"/>
WFD-36	Telephone messages	Until no longer of admin value	Multi		<input type="checkbox"/>
WFD-37	Training Materials	Until superseded	Multi		<input type="checkbox"/>
WFD-38	Training Records	Duration of employment plus three years	Multi		<input type="checkbox"/>
WFD-39	Waivers (Ride Alongs)	Three years	Multi		



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

NOV 15 2019

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Worthington

Information Technology

(Local Government Entity)

(Unit)

Gene Oliver

IT Director

11/13/19

July 9, 2019

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

City of Worthington

Records Commission

(614) 436-3100

(Telephone Number)

6550 N. High St.

Worthington

43085

Franklin

(Address)

(City)

(Zip Code)

(County)

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

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.

11/13/19

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

11-20-2019

Signature

Title

Date

Section D: Auditor of State

Records Mgr

12-5-19

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

12/20/19

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

See instructions before completing this form.

(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 LGRP	(6) RC-3 Required by LGRP
IT-1	Departmental Policies and Procedures	Until superseded or of no administrative value	Electronic Only		<input type="checkbox"/>
IT-2	Departmental Finance/Budget Records Includes, but not limited to: purchase orders, invoices credit card receipts, budget documents	60 Days after receipt by Finance	Electronic Only		<input type="checkbox"/>
IT-3	Employee Directories / Phone Lists	Until superseded	Electronic Only		<input type="checkbox"/>
IT-4	General Correspondence Records Includes, but not limited to: email/voicemail/notes/correspondence/faxes/texts	Until no administrative value; If a critical project artifact, retained in project file	Electronic Only		<input type="checkbox"/>
IT-5	IT Asset Inventory	Until superseded	Electronic Only		<input type="checkbox"/>
IT-6	IT Project Files Includes, but not limited to: all final project artifacts such as analysis, initial design, implementation plan, RFP/I and their responses, vendor assessment/scoring, quotes, cost analysis, post-project reviews, or other relevant project artifacts	1 year following project completion or termination	Electronic Only		<input type="checkbox"/>
IT-7	IT Systems / Service: Operational Includes, but not limited to: Final design and implementation artifacts, operating and support manuals, training materials, maintenance guidelines and logs, software version history/logs, and software/firmware media, business continuity / disaster recovery plans, network address scheme	Until system decommissioned or superseded	Electronic Only		<input type="checkbox"/>
IT-8	IT Log Files Includes, but not limited to: system logs generated logs or other aggregations/compilations/distillations of these logs	Until superseded, or no administrative value	Electronic Only		<input type="checkbox"/>
IT-9	Draft handwritten notes / or other electronic employee-generated artifacts Includes, but not limited to: drafts, comments, notes, working versions, drafts	Until incorporated into a work-in- process electronic document or of no administrative value	Electronic Only		<input type="checkbox"/>
IT-10	Licenses / Grants of Use / Contracts Includes, but not limited to: non-disclosure agreements, permits to use, software maintenance and support licenses, vendor/partner contracts	Until system decommissioned or superseded	Electronic Only		<input type="checkbox"/>
IT-11	Data Backup Retention Policy Backup plan includes weekly full backup with daily incrementals all replicated offsite each day.	Maximum retention is 6 months	Electronic Only		<input type="checkbox"/>

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

See instructions before completing this form.

(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 LGRP	(6) RC-3 Required by LGRP
IT-12	Email Retention Includes Email messages and calendaring as well as any attachments.	Archived for 3 years. This may be extended as directed by Law Director with legal hold request, otherwise items may be deleted, at the users' discretion.	Electronic		<input type="checkbox"/>
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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Worthington Department of Law
 (local government entity) (unit)
Pamela A. Fox Pamela A. Fox Director of Law August 26, 2013
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Worthington (614) 436-3100
 Records Commission (telephone number)
6550 N. High St. Worthington 43085 Franklin
 (address) (city) (zip code) (county)

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

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]
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] *[Signature]* 9-16-13
 Signature Title Date

Section D: Auditor of State

[Signature] 9-25-13
 Signature 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



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

(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	(6) RC-3 Required by OHS- LGRP
LD-001	Case files, Civil – Litigation	10 years	Paper		<input type="checkbox"/>
LD-002	Case files, Civil – Non-litigation	10 years	Paper		<input type="checkbox"/>
LD-003	Case files, General	10 years	Paper		<input type="checkbox"/>
LD-004	Claims for damages – Non-litigation	2 years after case settled, or statute of limitations expires, appeals exhausted	Paper		<input type="checkbox"/>
LD-005	Computer backup (move to IT)	Permanent	CD		<input type="checkbox"/>
LD-006	Contracts and Agreements	8 years after expiration	Paper		<input type="checkbox"/>
LD-007	Correspondence – Routine form letters	1 year	Paper		<input type="checkbox"/>
LD-008	Correspondence – General (informative letters and memos that include internal and external communication)	5 years	Paper		<input type="checkbox"/>
LD-009	Drafts	Until no longer of administra- tive value	Paper		<input type="checkbox"/>
LD-010	Electronic mail (e-mail)	Retain according to content	Electronic		<input type="checkbox"/>
LD-011	Equipment maintenance agreements	Life of equipment	Paper		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
LD-012	Expense records	3 years	Paper		<input type="checkbox"/>
LD-013	Facsimile messages (faxes)	1 year	Paper	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.	<input type="checkbox"/>
LD-014	General orders, directives, policies, rules, regulations or procedures	Until superseded; retain one copy for audit	Paper		<input type="checkbox"/>
LD-015	Labor Contracts/Negotiations (move to Personnel)	15 years after expiration or termination	Paper		<input type="checkbox"/>
LD-016	Legal Notices/Proof of Publishing (move to City Clerk)	5 years	Paper		<input type="checkbox"/>
LD-017	Legal opinions	Permanent	Paper		<input checked="" type="checkbox"/>
LD-018	Legal research	Until superseded if no longer of legal value	Paper		<input type="checkbox"/>
LD-019	Legislative research and drafts	Until no longer of legal or administrative value	Paper		<input type="checkbox"/>
LD-020	Mailing list (delete from schedule)	Correspondence retention period	Paper		<input type="checkbox"/>
LD-021	Charter Review Commission Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
LD-022	Municipal records, agendas (move to City Clerk), Law Department Budget (move to Finance Department), memos (included in either LD-008 or LD-017), ordinances, resolutions (move to City Clerk)				<input type="checkbox"/>
LD-023	Public record requests	2 years	Paper		<input type="checkbox"/>
LD-024	Purchase Orders—originals/copies (move original purchase orders to Finance Department)	3 years/until no longer needed	Paper		<input type="checkbox"/>

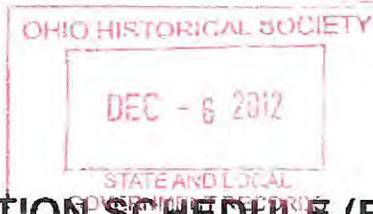


(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
LD-025	Record retention schedules	7 years after superseded	Paper		<input type="checkbox"/>
LD-026	Reference/library materials (delete from schedule)	Until superseded, obsolete or replaced, then destroy	Paper		<input type="checkbox"/>
LD-027	Settlement agreements	8 years	Paper		<input type="checkbox"/>
LD-028	Telephone messages/voice mail	Until no longer of administrative value	Paper/ electronic		<input type="checkbox"/>
					<input type="checkbox"/>
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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Worthington Mayor's Court
 (local government entity) (unit)

Harvey S. Minton Harvey S. Minton Mayor 12/4/12
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Worthington (614) 463-3100
 Records Commission (telephone number)

6550 N High Street Worthington 43085 Franklin
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: thress@ci.worthington.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] 12/4/12
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] State Archives 12/12/12
 Signature Title Date

Section D: Auditor of State

[Signature] 1-3-13
 Signature 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



Audited means the years encompassed by the records have been audited by the Auditor of Ohio and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: Records Retention Schedule

(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	(6) RC-3 Required by OHS- LGRP
2012-01	Annual Summary of Receipts	Permanent	Paper		<input checked="" type="checkbox"/>
2012-02	Mayor's Court Docket Books 1963-1987	Permanent	Microfilm		<input checked="" type="checkbox"/>
2012-03	Mayor's Court Docket Books 1988-1993	Permanent	Paper		<input checked="" type="checkbox"/>
2012-04	Violations Bureau Citations and Receipts	3 years, provided audited	Paper		<input type="checkbox"/>
2012-05	Mayor's Court Schedules	7 years, provided audited	Multi		<input type="checkbox"/>
2012-06	Receipt Books	3 years, provided audited	Paper		<input type="checkbox"/>
2012-07	Monthly Summary of Receipts and supporting documentation	3 years, provided audited	Multi		<input type="checkbox"/>
2012-08	Monthly Open Bonds Report	3 years, provided audited	Multi		<input type="checkbox"/>
2012-09	Monthly Cash Book Journal Reports	3 years, provided audited	Multi		<input type="checkbox"/>
2012-10	Monthly Checkbook Register Report	3 years, provided audited	Multi		<input type="checkbox"/>
2012-11	Monthly Reconciliation of Cash to Bonds Held Report	3 years, provided audited	Multi		<input type="checkbox"/>
2012-12	Monthly Bond Disbursement Journal Report and Check Register	3 years, provided audited	Multi		<input type="checkbox"/>
2012-13	Monthly Fine Costs Receipts Report	3 years, provided audited	Multi		<input type="checkbox"/>



*All other records that were
 destroyed by the retention
 schedule of this unit and this
 could mean the loss of
 important information to
 the community.*

Section E: Records Retention Schedule

(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	(6) RC-3 Required by OHS- LGRP
2012-14	Monthly Bond Cash Book Report	3 years, provided audited	Multi		<input type="checkbox"/>
2012-15	Monthly Violation Count Report	3 years, provided audited	Multi		<input type="checkbox"/>
2012-16	Monthly End of Month Report	3 years, provided audited	Multi		<input type="checkbox"/>
2012-17	Monthly Cases Transferred Report	3 years, provided audited	Multi		<input type="checkbox"/>
2012-18	Daily Cashbooks	3 years, provided audited	Multi		<input type="checkbox"/>
2012-19	Cases Transferred to Franklin County Municipal Court	Transfer all relevant records per ORC 1905.032	Paper		<input type="checkbox"/>
2012-20	Copies of Cases Transferred to Franklin County Municipal Court	Refer to Retention Period for Case Files by Case Type	Paper		<input type="checkbox"/>
2012-21	Bank Statements / Merchant Statements / Reconciliations	3 years, provided audited	Paper		<input type="checkbox"/>
2012-22	Check Stubs	3 years, provided audited	Paper		<input type="checkbox"/>
2012-23	Deposit Slips	3 years, provided audited	Paper		<input type="checkbox"/>
2012-24	Credit Card Authorizations	3 years, provided audited	Paper		<input type="checkbox"/>
2012-25	Weekly List of Waivers Report	3 years, provided audited	Paper		<input type="checkbox"/>
2012-26	Warrant Reports (Issued and Recalled)	3 years, provided audited	Paper		<input type="checkbox"/>



*Printed record: the years
 associated to the records
 were then applied to the
 table of law and the*

Section E: Records Retention Schedule

(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	(6) RC-3 Required by OHS- LGRP
2012-27	Weekly Court Docket (list of cases set to a specific court session)	3 years, provided audited	Paper		<input type="checkbox"/>
2012-28	Report of Cancel OL cases	Until Superseded	Multi		<input type="checkbox"/>
2012-29	Weekly Non-waiver Fine & Costs Reports	3 years, provided audited	Paper		<input type="checkbox"/>
2012-30	Weekly Bond Disbursement Journal	3 years, provided audited	Paper		<input type="checkbox"/>
2012-31	Weekly Memo to Police Department on Officers need for Court session	Until Superseded	Multi		<input type="checkbox"/>
2012-32	BMV Point and License Forfeiture Reports	2 years	Multi		<input type="checkbox"/>
2012-33	Monthly Reconciliation of Bank Balance to Bonds Held	3 years, provided audited	Multi		<input type="checkbox"/>
2012-34	Copies of Monthly Disbursement Checks and the corresponding forms/cover sheets	3 years, provided audited	Paper		<input type="checkbox"/>
2012-35	Traffic Case Files (except OVI cases)	5 years, provided audited	Paper		<input type="checkbox"/>
2012-36	OVI Case Files	7 years, provided audited	Paper		<input type="checkbox"/>
2012-37	Criminal Case Files	5 years, provided audited	Paper		<input type="checkbox"/>
2012-38	Parking Case Files	3 years, provided audited	Paper		<input type="checkbox"/>
2012-39	Schedule of Fines and Bonds	Until Superseded	Muilti		<input type="checkbox"/>



Amended records retention schedule for local government entities effective 1/1/12. See page 1 of this schedule for details.

Section E: Records Retention Schedule

(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	(6) RC-3 Required by OHS-LGRP
2012-40	Schedule of Court Cost	Until Superseded	Multti		<input type="checkbox"/>
2012-41	Copies of Traffic Orders	5 years, provided audited	Paper		<input type="checkbox"/>
2012-42	Quarterly Reports to the Supreme Court of Ohio and supporting documentation	5 years	Paper		<input type="checkbox"/>
2012-43	Purchase Orders and supporting documentation	3 years, provided audited	Multti		<input type="checkbox"/>
2012-44	Copies of Marriage Licenses	5 years provided audited and Certificate sent to Probate Court	Paper		<input type="checkbox"/>
2012-45	Correspondence – Incoming and Outgoing	Until No Admin Value	Paper		<input type="checkbox"/>
2012-46	Email	Until No Admin Value	Multi		<input type="checkbox"/>
2012-47	Fax Messages	Until No Admin Value or original received	Multi		<input type="checkbox"/>
2012-48	Copy of Personnel Rules	Until Superseded	Multi		<input type="checkbox"/>
2012-49	Subpoenas (for information & before charges are filed)	3 years, provided audited	Paper		<input type="checkbox"/>
2012-50	Records Retention Schedule (RC-2)	Until Superseded	Multi		<input type="checkbox"/>
2012-51	Certificate of Records Disposal (RC-3)	Permanent	Multi		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2012-52	Case Files Involving Expungements, Clemency and/or Pardons	Refer to Retention Period for Case Files by Case Type	Paper		<input type="checkbox"/>
2012-53	Case Disposition Reports	50 Years	Multi		<input checked="" type="checkbox"/>



JAN 20 2017

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Worthington Parks and Recreation Department
 (local government entity) (unit)

Darren Hurley Director 12/12/16
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Worthington (614) 436-2743
 Records Commission (telephone number)

345 E. Wilson Bridge Road Worthington 43085 Franklin
 (address) (city) (zip code) (county)

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

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.

12/13/16
 Records Commission Chair Signature Date

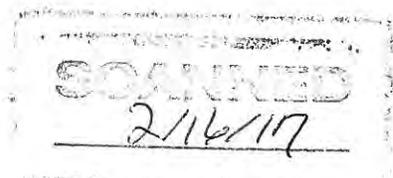
Section C: Ohio Historical Society - State Archives

State Archivist 1/26/2017
 Signature Title Date

Section D: Auditor of State

2-8-17
 Signature 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

City of Worthington
 (local government entity)

Parks and Recreation Department
 (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	(6) RC-3 Required by OHS- LGRP
2016-1	Board & Commission Packets – includes any commission group	Permanent	Paper / electronic		<input checked="" type="checkbox"/>
2016-2	Community Center Addition Files	Permanent	Paper / electronic		<input checked="" type="checkbox"/>
2016-3	Park Information – includes maps, plans, correspondences	Permanent	Paper / electronic		<input checked="" type="checkbox"/>
2016-4	Recreation Brochures-one copy of final, do not need prep materials	Permanent	Paper / electronic		<input type="checkbox"/>
2016-5	Street Tree Program	Permanent	Paper / electronic		<input type="checkbox"/>
2015-6	Accident / Incident Reports	Minors until 22; Adults-3yrs	Paper / electronic		<input type="checkbox"/>
2016-7	Drafts	Until no longer of Admin value	Paper / electronic		<input type="checkbox"/>
2016-8	Class Rosters / Attendance Sheets	1 year	Paper / electronic		<input type="checkbox"/>
2016-9	Day Pass Waivers-open gyms, parties, day passes	1 year	Paper / electronic		<input type="checkbox"/>
2016-10	Director's Correspondence	5 years	Paper / electronic		<input type="checkbox"/>
2016-11	Blank Forms	Until Superseded	Paper / electronic		<input type="checkbox"/>
2016-12	Membership Applications	2 years	Paper / electronic		<input type="checkbox"/>
2016-13	Permits-facilities, fields, equipment, village green	2 years	Paper / electronic		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
2016-14	Personal Training Forms	1 year	Paper / electronic		
2016-15	Board & Commission Minutes	Until no longer of Admin value	Paper / electronic		✓
2016-16	Program Registration	2 years	Paper / electronic		
2016-17	Monthly Receipts & Deposit Reports- includes monthly revenue reports, daily deposit reports	3 years after Audit	Paper / electronic		
2016-18	Quarterly Reports	3 years	Paper / electronic		
2016-19	Department Improvement Files	15 yrs. After completion	Paper / electronic		
2016-20	Record Retention Schedule	Until Superseded	Paper / electronic		
2016-21	Refunds Requests	3 years	Paper / electronic		
2016-22	Completed Safe Till Forms	3 years after Audit	Paper / electronic		
2016-23	Board & Commission Meeting Recordings	Until transcribed	Digital Recording		
2016-24	Time Sheets / Missing Punches-part time employees	3 years	Paper / electronic		
2016-25	Gift Certificates	2 years	Paper / electronic		
2016-26	Email or written telephone messages	Until no longer of Admin value	Paper or Digital		
2016-27	Security Camera video	30 days or until it overrides	Digital		
2016-28	Silver Sneakers-memberships, waivers, information	2 years after termination of contract	Paper / electronic		

**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.**



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
2016-29	Customer Service logs-vending, contract, lost and found	Until no longer of Admin value	Paper / electronic		
2016-30	Completed Work Orders-maintenance	5 years	Paper / electronic		
2016-31					
2016-32					
2016-33					
2016-34					
2016-35					
2016-36					
2016-37					



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497



3-27-14

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Worthington Office of Personnel
 (local government entity) (unit)

Lori Trego, Personnel Director 02/21/14
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Worthington (614) 436-3100
 (address) (city) (zip code) (county)

6550 N. High St. Worthington 43085 Franklin
 (address) (city) (zip code) (county)

Records Commission (telephone number)

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

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] 2/25/14
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] [Signature] 3-3-2014
 Signature Title Date

Section D: Auditor of State

[Signature] 3-25-14
 Signature Date

**Please Note: The State Archives retains RC-2 forms permanently.
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Section E: Records Retention Schedule

(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	(6) RC-3 Required by OHS- LGRP
2014-01	Employee Personnel Records * Current Employees * Retired/Resigned/Terminated * Seasonal	Until no longer of administrative or legal value *	Paper		
2014-02	Employment Advertisements	Until Superseded	Paper		
2014-03	Employment Applications	Until Superseded	Paper		
2014-04	Employee Attendance Records	Until no longer of administrative or legal value *	Paper / Electronic		
2014-05	Employee Time-off Requests	2 years provided audited	Paper		
2014-06	Job Descriptions	Until Superseded	Paper		
2014-07	Personnel Blank Forms	Until Superseded	Paper		
2014-08	Personnel Eligibility Lists	Until Superseded	Paper		
2014-09	Personnel Examinations	Until Superseded	Paper		
2014-10	Personnel Reprimands	Until no longer of administrative or legal value *	Paper		
2014-11	Personnel / Salary Studies	Until Superseded	Paper/CD		
2014-12	Workers Compensation City generated files	Permanent	Paper		
2014-13	Workers Compensation Copies of Ohio BWC correspondence/notifications	Until no longer of administrative or legal value *	Paper		
2014-14	Original/Promotion/Final Status Sheets, OPERS/OP&F forms, employment separation forms, waivers and release	Until no longer of administrative or legal value *	Paper		

*As determined by review of the Personnel Director or Law Director.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

JAN 20 2017

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Worthington Department of Planning & Building
 (local government entity) (unit)
Lee Brown Director
 (signature of responsible official) (name) (title) 11/16/16
 (date)

Section B: Records Commission

City of Worthington (614) 436-3100
 (address) (city) (zip code) (county)
6550 N. High St. Worthington 43085 Franklin
 (address) (city) (zip code) (county)
Records Commission (telephone number)

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

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[Signature] 12/13/16
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] State Archivist 1/26/2017
 Signature Title Date

Section D: Auditor of State

[Signature] Records Mgr
 Signature Date

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Section E: Records Retention Schedule

(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	(6) RC-3 Required by OHS- LGRP
01-2016	Building Code Books	Permanent	Paper		<input checked="" type="checkbox"/>
02-2016	Permits	Permanent	Electronic Microfilm		<input checked="" type="checkbox"/>
03-2016	Permits	5 Years	Paper		<input type="checkbox"/>
04-2016	Permit Plans (private sector construction)	5 Years	Paper		<input type="checkbox"/>
05-2016	Certificates of Compliance	Permanent	Electronic		<input type="checkbox"/>
06-2016	Permit Inspections Records	Permanent	Electronic		<input checked="" type="checkbox"/>
07-2016	Certificates of Occupancy	Permanent	Electronic		<input type="checkbox"/>
08-2016	Expired Applications	5 Years	Paper		<input type="checkbox"/>
09-2016	Property Maintenance Violation Records	1 year after closed	Paper		<input type="checkbox"/>
10-2016	Reports	1 year	Paper		<input type="checkbox"/>
11-2016	Correspondence received or generated by the Planning and Building Department	No longer of Admin value	Paper		<input type="checkbox"/>
12-2016	Electronic Messages	No longer of Admin value Or 6 months	Electronic		<input type="checkbox"/>
13-2016	Records Retention Schedule	Until Superseded	Paper		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

Page ____ of ____

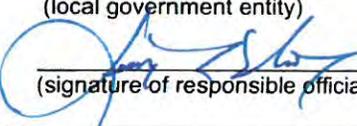
DEC 20 2017

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>City of Worthington</u> (local government entity)	<u>Division of Police</u> (unit)
 (signature of responsible official)	<u>Jerry Strait</u> (name)
	<u>Chief</u> (title)
	<u>12-12-17</u> (date)

Section B: Records Commission

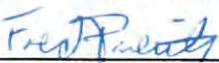
<u>City of Worthington</u>	<u>(614) 885-4463</u>
<u>Records Commission</u>	<u>(telephone number)</u>
<u>6555 Worthington Galena Rd</u> (address)	<u>Worthington</u> (city)
	<u>43085</u> (zip code)
	<u>Franklin</u> (county)

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

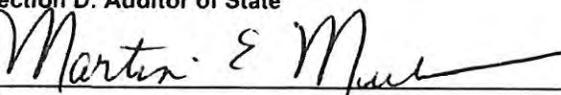
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	<u>11/12/17</u>
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	<u>State Archivist</u>	<u>1-3-2018</u>
Signature	Title	Date

Section D: Auditor of State

	<u>1-18-18</u>
Signature	Date

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 It is strongly recommended that the Records Commission retain a permanent copy of this form**

**Worthington Division of Police
SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
ADMINISTRATION					
A-001	Annual Department Budget Preparation & Worksheet	Until final budget is incorporated in C.O.W. annual budget	Multi		
A-002	Annual Report	Permanent	Multi		✓
A-003	Monthly & Quarterly Report	1 year incorporated into Annual Report	Multi		
A-004	Ohio Collaborative Compliance Documents	3 years after compliance	Multi		
A-005	Grants (State & Federal) all documents pertaining to the grant	6 years after expiration	Paper		
A-006	Internal Affairs - Administrative Investigations	7 years after separation and of no further legal value	Paper		
A-007	Internal Affairs Log	7 years after separation and of no further legal value	Paper		
A-008	Firearms Inventory	Permanent	Multi		
A-009	Criminal Analysis Reports	No longer of administrative value	Multi		
A-010	Mutual Aid Agreement	Until suspended or revised	Paper		

Worthington Division of Police

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
A-011	Operational Plans for Special Activities; Pre-plan & After Action Plan	Until superseded or no legal value	Paper		
A-012	Intranet and Internet posting on Web Site	Until no further administrative value and/or updated	Electronic		
A-013	Memorandums	1 year or no longer of administrative value	Multi		
A-014	Labor Contract	Until contract expires	Paper		
A-015	Pre-employment Background Investigation - NOT HIRED	5 years pending no claims or from date of application	Paper		
A-016	Pre-employment Background Investigation File	7 years after separation	Paper		
A-017	Copy of employee Annual Evaluation; Original on file at City Hall	3 years after audit by Command Staff	Multi		
A-018	Employee Comp Time Requests	2 years	Paper		
A-019	Employee Evaluation Files	7 years after separation	Paper		
A-020	Employee Grievances	7 years and of no further administrative value	Paper		
A-021	Employee Leave Requests	2 years	Paper		

Worthington Division of Police
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
A-022	Employee Overtime Pay Requests	2 years	Paper		
A-023	Employee Recognition	7 years after separation	Paper		
A-024	Personnel Employee Action Form	1 year	Paper		
A-025	Reprimands	Until removed from file by employee per CBA	Paper		
A-026	Quarter Master Report of Initial Issued Equipment	2 years after separation	Paper		
A-027	Uniform Equipment	2 years	Paper		
A-028	Uniform Inspections	1 year	Paper		
A-029	Work Schedule	2 years after revision	Paper		
A-030	Special Duty Sign up Sheets / Invoices	3 years or no longer of administrative or legal value	Paper		
A-031	Use of Force Reports	10 years no action or claims pending	Paper		
A-032	Pursuit Reports	3 years	Paper		

Worthington Division of Police
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
A-033	Reserve Files	2 years after separation	Paper		
A-034	Service Contracts	10 years after expiration	Paper		
A-035	Confidential Informant Files	Until no further Investigative value	Paper		

COMMUNICATIONS

C-001	9-1-1 MSAG Change Forms	Until of no further Administrative Value	Paper		
C-002	Building Security Camera's	30 days	Electronic		
C-003	Business Security Sheets	Until Updated	Paper		
C-004	Computer Disc Hard Drive - All Record Management System	Until update, revised or rescinded	Electronic		
C-005	Computer Disc Hard Drive CA Radio-MRS-RMS	Until update, revised or rescinded	Electronic		
C-006	LEADS Audit Report	3 years	Multi		
C-007	LEADS Newsletter Sign Off Sheet	1 year	Multi		

Worthington Division of Police
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
C-008	LEADS Printouts	Until no longer of an Administrative or Legal Value	Paper		
C-009	LEADS Stolen Vehicle, Missing Persons, Stolen Articles, Wanted persons & Warrants	2 years after Cancellation	Paper		
C-010	LEADS Validations	1 year after audit	Paper		
C-011	LEADS WW Entries & Cancellations	2 years after Cancellation	Paper		
C-012	LEADS/NCIC Teletypes Messages	Until no longer of administrative value	Paper		
C-013	Radio Room Telephone Call Recordings	30 days	Electronic		
C-014	Radio Room Transmissions	30 days	Electronic		
C-15	Run Cards	Until superseded or rescinded	Multi		
C-016	Video (Processing / Booking)	30 days	Electronic		

Worthington Division of Police
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
-----------------	------------------------------	------------------	------------	---	---------------------------

EVIDENCE / PROPERTY

E-001	Property Auction Files	2 years after disposal	Multi		
E-002	DNA Evidence in regards to all Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - pled GUILTY or NO CONTEST	5 years after the plea and any appeals in accordance with O.R.C. 2933.82B8	Multi		
E-003	DNA Evidence in regards to all Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - pled NOT GUILTY but was CONVICTED	At least 30 years. However, if the offender is incarcerated more than 30 years, then upon the offender's release from incarceration or death.	Multi		
E-004	DNA Evidence in regards to all Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - FOUND NOT GUILTY after trial	30 years	Multi		
E-005	DNA Evidence in regards to all Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - UNSOLVED	30 years in accordance with O.R.C. 2933.82B1b	Multi		
E-006	DNA Evidence in regards to all murders & involuntary manslaughter - offender pled GUILTY or NO CONTEST	5 years after the plea and any appeals in accordance with O.R.C. 2933.82B8	Multi		

Worthington Division of Police
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
E-007	DNA Evidence in regards to all murders & involuntary manslaughter - offender pled NOT GUILTY but was CONVICTED	At least 30 years. However, if the offender is incarcerated more than 30 years, then upon the offender's release from incarceration or death.	Multi		
E-008	DNA Evidence in regards to all murders & involuntary manslaughter - found NOT GUILTY after trial	Permanent	Multi		
E-009	DNA Evidence in regards to all Murders & Involuntary Manslaughter - UNSOLVED	Permanent in accordance with O.R.C. 2933.82B1a	Multi		
E-010	Franklin County Muni Court motion for disposal of Property	3 years	Paper		
E-011	Property Records - Abandoned, Recovered, Disposed items	2 years after disposal of property	Multi		
E-012	Property Room Log	2 years or no legal value	Paper		

MISCELLANEOUS

M-001	Archives Scrapbook	Appraisal for historical value	Multi		
M-002	Bicycle Index Cards - Stolen / Recovered	2 years	Paper		
M-003	Blank Forms	Until revised, obsolete, or superceded	Paper		
M-004	Cash Waivers	1 year	Paper		

Worthington Division of Police

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
M-005	Communication Records - Telephone Messages, Voicemail, E-mail	Until no longer of administrative or legal value	Multi		
M-006	Communications - Interoffice notes	Until no longer of administrative or legal value	Paper		
M-007	Correspondence - Executive (Deals with aspects of the administration of the office - Policies, programs, fiscal and personnel matters)	3 years and no longer of an administrative value	Multi		
M-008	Correspondence - Incoming/Outgoing Interoffice	Until no administrative value	Multi		
M-009	Digital Memory Cards	Until downloaded to computer, erase, and reuse	Electronic		
M-010	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the City	Multi		
M-011	Equipment Repair Request	1 year	Paper		
M-012	BMV Form 2308 - Incompetent Driver Affidavit	1 year	Paper		
M-013	Key Box Sign-out Log	Until no longer of administrative value	Paper		
M-014	Monthly / Daily Planners & Calendars	1 year	Paper		
M-015	News Releases	2 years and no longer of administrative or legal value	Paper		

Worthington Division of Police
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
M-016	Receipt Books	2 years provided audit	Paper	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.	
M-017	Resource Directories	Until revised or discontinued	Paper		
M-018	Ride Along Release & Acknowledgement	2 year	Paper		
M-019	Unsolicited correspondence	Until no longer of administrative or legal value	Paper		
M-020	Vacation House Checks	90 days from cancellation or expiration	Paper		
M-021	Visitor Sign-In Sheet	6 months	Paper		
M-022	WPD Mayor's Court Docket Dispositions	1 year	Paper		
M-023	Deer Carcass Receipt	1 year	Paper		

PATROL

P-001	All Working Draft Reports	Until incorporated into further draft / final form	Multi		
P-002	Audio / Video Recording (Patrol Cars) - DVD	2 years	Electronic		

Worthington Division of Police

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
P-003	Audio / Video Recording (Patrol Cars) - Server - No Citation, Citation, Search	90 days then system will automatically override	Electronic		
P-004	Audio / Video Recording (Patrol Cars) - Server - Arrest, OVI	180 days then system will automatically override	Electronic		
P-005	BAC Alcohol Test Result Forms	3 years	Paper		
P-006	BAC Calibration/RFI	3 years	Paper		
P-007	BAC Datamaster permits	Until renewed	Paper		
P-008	BAC Maintenance Records	3 years	Paper		
P-009	BAC Log	3 years	Paper		
P-010	Bicycle Patrol Report	Until incorporated into Annual Report	Paper		
P-011	FCMC & Mayors Court Warrant Recall Notices	1 year	Paper		
P-012	Firearms discharge, Non-Use of Force	4 years no claims pending	Paper		
P-013	Impound Records - Vehicles & Immobilizations	2 years after disposition	Multi		

Worthington Division of Police
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
P-014	Junk Vehicle Records - 3701 Affidavit	2 years after disposition	Multi	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.	
P-015	Officer Traffic Citation Ledgers	2 years provided audit	Paper		
P-016	Officers Activity Log	Until no longer of statistical value	Electronic		
P-017	Officers Daily Report	1 year	Multi		
P-018	Adult Prisoner Log	2 years	Paper		
P-019	Juvenile Prisoner Log	2 years	Paper		
P-020	Public Assistance / Friendly Notice forms	2 years	Paper		
P-021	Seizure / Forfeiture Reports	6 years after court disposition	Paper		
P-022	Selective Traffic Enforcement Report	1 year	Paper		
P-023	Sergeant Roster Shift Sheets	1 year pending no action	Multi		
P-024	Shift Bid Process Form	2 years	Paper		

Worthington Division of Police

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
P-025	Traffic Surveys	2 years	Multi		
P-026	Voided Citations	2 years	Paper		
P-027	Warrant T.O.I. List	Until no longer of legal value	Multi		

RECORDS

R-001	Accident Traffic Crash Report	3 years	Multi		
R-002	Accident Traffic Crash Report - Personnel	5 years no pending action or claims pending	Multi		
R-003	Arrest Cards - Felony	25 years after last event	Paper		
R-004	Arrest Cards - Juvenile	Until Age 18 ** fingerprints to be returned to the Court	Paper		
R-005	Arrest Cards - Misdemeanor	15 years after last event	Paper		
R-006	Arrest Records - Traffic Citations	6 years after last event	Paper		
R-007	BCI Administrative Domestic Violence Report	2 years	Multi		

Worthington Division of Police
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
R-008	Criminal Investigations - All other Felonies	15 years no action pending	Multi		
R-009	Criminal Investigations - FELONY - Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - pled GUILTY or NO CONTEST	15 years no action pending	Multi		
R-010	Criminal Investigations - FELONY - Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - SOLVED -pled NOT GUILTY	30 years in accordance with SB77	Multi		
R-011	Criminal Investigations - FELONY - Aggravated Vehicular Manslaughter, Rape, Sexual Battery or Underage Gross Sexual Imposition - UNSOLVED	30 years in accordance with SB77	Multi		
R-012	Criminal Investigations - Misdemeanor	4 years no action pending	Multi		
R-013	Criminal Investigations - Misdemeanor - Offenders Convicted	4 years no action pending	Multi		
R-014	Case Files - Expungement Orders / Records Seal Orders	Delete all personal identifiers for suspect and seal in envelope and destroy per case retention	Paper		
R-015	Field Investigations	2 years	Multi		

Worthington Division of Police

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
R-016	Homicide Investigations	Permanent	Multi		
R-017	Incident Reports - Non Criminal	2 years no action pending	Multi		
R-018	Juvenile ID Packet	Until Age 18 ** fingerprints to be returned to the Court	Paper		
R-019	Master Criminal Identification file, Fingerprints / Photo / Personal History	Permanent	Paper		✓
R-020	Master Name Criminal Index Files	Permanent	Paper		✓
R-021	Parking Citations	3 years	Multi		
R-022	Public Record Request Logbook	1 year	Paper		
R-023	RC-1, RC-2, RC-3	25 years after revised, superseded, discontinued and of no admin or legal value	Multi		
R-24	Report Log	10 years pending no action	Paper		
R-025	Riverlea Reports	2 years	Multi		
R-026	Sudden Death & Suicides	6 years pending no action	Multi		

Worthington Division of Police
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS_LGRP	RC-3 Required by OHS-LGRP
R-027	Traffic Warnings	2 years	Paper		
R028	Worthington Warrants - Defendants Arrested U-10 100	2 years	Paper		

TRAINING

T-001	Directives General Orders Procedures	2 years after revision	Multi		
T-002	Employee Training Records	2 years after separation	Paper		
T-003	Firearms Instructor Reports	3 years after separation	Multi		
T-004	In-service Training Lesson Plans	5 years after revision	Multi		
T-005	Receipt of Directive, Procedures, General Orders	2 years after separation	Paper		
T-006	Training - Internal (Videos / Written Instructional)	5 years after revision	Multi		
T-007	FTO / CTO Evaluations	Until employee Separation	Paper		
T-008	Continued Professional Training Documents	3 years	Paper		



UNCLASSIFIED
EXEMPT FROM RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>City of Worthington</u> (local government entity)	<u>Service & Engineering</u> (unit)
<u>[Signature]</u> (signature of responsible official)	<u>Dan Whited</u> (name)
	<u>Director</u> (title)
	<u>12/17/19</u> (date)

Section B: Records Commission

<u>City of Worthington</u>	<u>(614) 436-3100</u>
<u>Records Commission</u>	<u>(telephone number)</u>
<u>6550 N. High St.</u> (address)	<u>Worthington</u> (city)
	<u>43085</u> (zip code)
	<u>Franklin</u> (county)

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

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.

<u>[Signature]</u> Records Commission Chair Signature	<u>12/17/19</u> Date
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Section C: Ohio Historical Society - State Archives

<u>[Signature]</u> Signature	<u>[Signature]</u> Title	<u>12-21-2019</u> Date
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Section D: Auditor of State

<u>[Signature]</u> Signature	<u>1-15-20</u> Date
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**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**

1-30-2020



Section E: Records Retention Schedule

City of Worthington
(local government entity)

Service & Engineering
(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	(6) RC-3 Required by OHS- LGRP
01-19	Accounts: records of purchases in Service Dept. accounts (excel FY Budget)	3 years	Multi		<input type="checkbox"/>
02-19	Call out response times: Response time by employees when called in for emergency work	2 years	Multi		<input type="checkbox"/>
03-19	CDL information: License renewals	Until superseded	Multi		<input type="checkbox"/>
04-19	Certified Payroll Reports: Public Improvement Contractors, Records of certified payroll, Reports for each project	1 year after completion	Multi		<input type="checkbox"/>
05-19	CIP information: Equipment	1 year	Multi		<input type="checkbox"/>
06-19	Correspondence: received or generated by the Service & Engineering Department	No longer admin. value	Multi		<input type="checkbox"/>
07-19	Daily Activity Reports: daily job activities of employees	2 years	Multi		<input type="checkbox"/>
08-19	Department Work Orders: Repair requests to City buildings and equipment	2 years	Multi		<input type="checkbox"/>
09-19	Employee locker assignments	Until superseded	Multi		<input type="checkbox"/>
10-19	Employee personnel information	Until employee resigns	Multi		<input type="checkbox"/>
11-19	Employee roster	Until superseded	Multi		<input type="checkbox"/>
12-19	Equipment specifications and bid information	3 years	Multi		<input type="checkbox"/>
13-19	Fleet maintenance equipment and materials inventory	3 years or until superseded	Multi		<input type="checkbox"/>



Section E: Records Retention Schedule

City of Worthington
 (local government entity)

Service & Engineering
 (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	(6) RC-3 Required by OHS- LGRP
14-19	Fleet maintenance equipment repair history	Life of equipment	Multi		<input type="checkbox"/>
15-19	Fleet maintenance receipts and invoices	2 years	Multi		<input type="checkbox"/>
16-19	Fleet maintenance training material	Until superseded	Multi		<input type="checkbox"/>
17-19	Fleet maintenance work order requests	1 year	Multi		<input type="checkbox"/>
18-19	Form RC-2: Approved Schedule of Records Retention and Disposition	Until superseded	Multi		<input type="checkbox"/>
19-19	Form RC-3: Approved Certificate of Records Disposal	Permanent	Multi		<input type="checkbox"/>
20-19	Fuel reports and information	3 years	Multi		<input type="checkbox"/>
21-19	Garage Reports	Current year	Multi		<input type="checkbox"/>
22-19	Labor Distribution Reports: attendance, leave time balances, and job code reports (Pre-Kronos only)	3 years	Multi		<input type="checkbox"/>
23-19	Leaf collection: data on loads collected, mailers	2 years	Multi		<input type="checkbox"/>
24-19	Leave Slip Requests: request for time off (Pre-Kronos only)	3 years	Multi		<input type="checkbox"/>
25-19	Legal Notices & Proof of Publication	15 years after contract expires	Multi		<input type="checkbox"/>
26-19	Maps, Plats, Utility Atlas & As Built Plans	Permanent	Multi		<input checked="" type="checkbox"/>
27-19	OSHA Departmental Policies	Until superseded	Multi		<input type="checkbox"/>



Section E: Records Retention Schedule

City of Worthington
 (local government entity)

Service & Engineering
 (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	(6) RC-3 Required by OHS- LGRP
28-19	Overtime Lottery: employees selected to work overtime for special events	Current year	Multi		<input type="checkbox"/>
29-19	Permits a) Driveway b) Sidewalk c) Right-of-Way Work d) Right-of-Way Franchise e) Other: Special Use	3 years 3 years 3 years 3 years after expiration 3 years after expiration	Multi		<input type="checkbox"/>
30-19	Phone lists	Until superseded	Multi		<input type="checkbox"/>
31-19	Project Files (CIP)	15 years	Multi		<input type="checkbox"/>
32-19	Public Improvement Project Files	15 years after completion	Multi		<input type="checkbox"/>
33-19	Railroad Information: misc. information and contact information	5 years or until superseded	Multi		<input type="checkbox"/>
34-19	Snow, Ice & Rain/Pavement Records: Misc. data collected	2 years	Multi		<input type="checkbox"/>
35-19	Record of Addresses for structures in the City of Worthington	Permanent	Multi		<input type="checkbox"/>
36-19	Deicing Information: Usage, costs	2 years	Multi		<input type="checkbox"/>
37-19	Sanitary Sewer Records	Permanent	Multi		<input type="checkbox"/>
38-19	Sanitary Sewer Taps	Permanent	Multi		<input type="checkbox"/>
39-19	Sanitary Sewer and Reports and Reports	Until superseded	Multi		<input type="checkbox"/>
40-19	Sanitary Sewer VHS Tapes	Until Digitalized	Multi		<input type="checkbox"/>



Section E: Records Retention Schedule

City of Worthington
 (local government entity)

Service & Engineering
 (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	(6) RC-3 Required by OHS- LGRP
41-19	Street Improvement Program	5 years or until superseded	Multi		<input type="checkbox"/>
42-19	Sidewalk Repair Notices	5 years after violation corrected	Multi		<input type="checkbox"/>
43-19	Snow and Ice Removal: Snow/ice sidewalk violation notices	2 years	Multi		<input type="checkbox"/>
44-19	Solid Waste Collection a) Solid Waste Records b) Contract Copies and Information c) SWACO Contract Copies and Information	5 years 5 years after contract expires 5 years after contract expires	Multi		<input type="checkbox"/>
45-19	Special/Community Events	2 years	Multi		<input type="checkbox"/>
46-19	Storm Drain Marking Project	5 years or until superseded	Multi		<input type="checkbox"/>
47-19	Storm Sewers/Drainage: maintenance records, studies, inspection records	Permanent	Multi		<input type="checkbox"/>
48-19	Street Maintenance Guardrail Inventory	3 years or until superseded	Multi		<input type="checkbox"/>
49-19	Street Light Information	Until superseded	Multi		<input type="checkbox"/>
50-19	Telephone Messages and Voicemail	No longer admin. value	Multi		<input type="checkbox"/>
51-19	Traffic Signal Maintenance Response Records	3 years	Multi		<input type="checkbox"/>
52-19	Training Material	Until superseded	Multi		<input type="checkbox"/>
53-19	Tree/Forester Research	5 years	Multi		<input type="checkbox"/>

