

## AIRPORT/AIRPORT COMMISSION RECORDS

Schedule No	Record Series Title	Retention Period	Media Type
AIR1	Air Traffic Reports		
	Monthly	1 year	Print
	Annual	Permanent*	Print
AIR2	FAA Reports	5 years	Print
AIR3	Parking lot Receipts	Until Audited	Print
AIR4	Minutes (Airport Comm.)	Permanent *	Print
AIR5.	Correspondence		
	Routine Form Letters	1 year	Print
	General	2 years	Print
	With Legislative Branch	3 years	Print
Air6	Voice Mail	Until no longer Administratively necessary	Print
AIR7	Telephone Records		
	Charges/Bills/Calls	2 years provided audited	Print
	Documentation	Life of System	Print
	Messages	Until no longer necessary	Print
	Service Records	2 years	Print
	System Equipment	1 year	Print
	Inventory		
AIR8	Fuel Usage Records	2 years	Print
AIR9	Meeting Notices (Committee) (Sec 121.22 ORC)	1 year	Print
AIR10	Records Retention Documents RC 1, RC 2, RC3	Permanent	Print

## (2) Airport/Airport Commission Records

Footnote-Email is a format on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead each INDIVIDUAL email should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record)

\*RC -3 required by OHS-LEIRP

### Auditor/Finance Director Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
FINANCIAL RECORDS:			
Aud1	Acceptance of Utility Rates (Ordinances)	Permanent*	Paper
Aud2	Accounts Ledger	5 years after last entry Provided audited	Paper
Aud3	Accounts Payable Ledger	5 years provided audited	Paper
Aud4	Accounts Receivable Ledger-General	5 years, provided audited	Paper
Aud5	Accounts Receivable Ledger-Income	5 years, provided audited	Paper
Aud6	Annual Appropriation Ordinances	Permanent *	Paper
Aud7	Annual Certificate of Estimated Resources	Permanent*	Paper
Aud8	Annual Municipal Financial Report	Permanent*	Paper
Aud9	Annual Report to State Auditor	10 years	Paper
Aud10	Appropriation Ledger	10 years	Paper
Aud11	Assessment Record	Until Paid off and audited	Paper
Aud12	Audit Report-Internal Auditor of state	10 years 10 years	Paper Paper
Aud13	Bad debt records/ Bad Check records	2 years after payment or settlement-otherwise 10 years*	Paper
Aud14	Balance Sheets	5 years	Paper

*dropped off 2.7.18*

Page 2-Auditor/Finance Director Record Retention Periods

Schedule Number	Record series Title	Retention Period	Media Type
Aud15	Band Deposit Slips (receipts, statements Reconciliation slips)	3 years provided audited	Paper
Aud16	Bid Bonds/ Successful Bidder	Retain until acceptance of performance bond	Paper
Aud17	Bid Bonds/ Unsuccessful Bidder	Return after project awarded	Paper
Aud18	Successful Bids- Projects	15 years after completion of Project	Paper
Aud19	Bids-Unsuccessful	2 years after completion of Project	Paper
Aud20	Block Grant Documentation	5 years, provided audited	Paper
Aud21	Bond Register	Permanent*	Paper
Aud22	Cancelled Checks	3 years, provided audited	Paper
Aud23	Cancelled Warrants	3 years, provided audited	Paper
Aud24	Capital Improvement Bonds	Until paid off and audited, then appraise for historical Value*	Paper
Aud25 A	Cash Books/Cash Reports	Until scanned and checked	Paper
Aud25B	Cash Books/Cash Reports	3 years, provided audited	Electronic
Aud26 A	Cash Receipts and Disbursements	Until scanned and checked	Paper
Aud26B	Cash Receipts and Disbursements	3 years, provided audited	Electronic
Aud27	Certificate of Results Of Election(Bond	Until expiration of Bond Issue	Paper

Page3-auditro/Finance Director Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
Aud28	Chargeback Reports	3 years, provided audited	Paper
Aud29	Check Register/Stubs	3 years, provided audited	Paper
Aud30	Checking Account Statements	3 years provided audited	Paper
Aud31	Voided Checks	3 years, provided audited	Paper
Aud32	Client Payment files	3 years, provided audited	Paper
Aud33A	Computer generated Financial Reports Monthly/Quarterly, etc	Until Scanned and checked	Paper
Aud33B	Computer Generated Financial Reports Monthly/Quarterly	Until replaced by next print out	Electronic
Aud34	Annual Reports	10 years	Paper
Aud35	Cost Control Records	3 years	Paper
Aud36	Report of Cash Received	3 years, provided audited	Paper
Aud37	Damage Claims	Until settled and all appeals Exhausted, then 3 years	Paper
Aud38	Deposit Refund Requests	Until Deposit is refunded and account audited	Paper
Aud39A	Encumbrance Documents	Until scanned and checked	Paper
Aud39B	Encumbrance	7 years, provided audited	Electronic
Aud40A	Encumbrance and Expense Journal	Until scanned and checked	Paper
Aud40B	Encumbrance and	7 years, provided audited	Electronic
Aud41	Federal Revenue	7 years, provided audited	Paper

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Schedule Number	Record Retention Series	Retention Period	Media Type
Aud42	Federal CDBG Accounts	7 years, provided audited and all disputes resolved	Paper
Aud43	Fixed Asset Record	10 years	Paper
Aud44	General Ledger	25 years	Paper
Aud45	Indebtedness Ledger	Permanent	Paper
Aud46	Insurance Policies	2 years after expiration Provided all claims settled	Paper
Aud47	Intergovernmental Tax Receipts	3 years, provided audited	Paper
Aud48	Investment Records	5 years, provided audited	Paper
Aud49	Invitation To Bid(ITB)	3 years	Paper
Aud50a	Invoices and supporting Documents	Until Scanned and and checked	Paper
Aud50b	Invoices and Supporting documents	3 years, provided audited	Electronic
Aud51	Licenses	Term of License, plus 1 Year	Paper
Aud52	Monthly Report of Municipal Court	5 years, provided audited	Paper
Aud53	Monthly Statement of Of Balances	5 years, provided audited	Paper
Aud54	Mortgages	Until paid and cancelled Provided audited	Paper
Aud55	Oil and Gas Drilling	Permanent*	Paper

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Schedule Number	Record series Title	Retention Period	Media Type
Aud56	Pay-In-records	5 years, provided audited	Paper
Aud57	Performance Bonds	After project completed Successfully and accepted	Paper
Aud58	Permits	5 years , provided audited	Paper
Aud59	Professional Invoices	3 years(Statement of Services	Paper
Aud60	Petty cash Record	3 years, provided audited	Paper
Aud61	Phone Quoted Confirmations	2 years	Paper
Aud62	Posting Sheets and Cards for Paid Bills	3 years, provided audited	Paper
Aud63	Prevailing Wage Records	5 years	Paper
Aud64	Property Inventories	5 years	Paper
Aud65A	Purchase Orders- Originals	Until scanned and checked	Paper
Aud65B	Purchase Orders- Originals	5 years	Electronic
Aud66	Receipts and Expenditures to State Auditor	3 years	Paper
Aud67	Receiving Document	3 years	Paper
✓ Aud68	Reconciliation Sheets Bank Accounts	3 years, provided audited	Paper
Aud69	Record of Funds Received	3 years, provided audited	Paper

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Schedule Number	Record Series Title	Retention Period	Media Type
Aud70	Refund Check Ledger	5 years, provided audited	Paper
Aud71	Remittance Advice	3 years	Paper
Aud72	Requests for Proposals	2 years	Paper
Aud73	Retirement System Payment records	Permanent	Paper
Aud74	Retirement System Exemption record	Permanent	Paper
Aud75	Sales Tax Records	5 years	Paper
✓ Aud76 <i>Includes Estab. Inv. Schedule 2</i>	Settlement Sheets or Tax Distributions from County Auditors	10 years	Paper
Aud77	Solicitor of Peddler's Permit	1 year after expiration	Paper
Aud78	Special assessments	Until paid off and audited, Then appraise for Historical purposes*	Paper
Aud79	Surety Bonds	10 years after expiration	Paper
Aud80	Surety Bonds of Officials or Employees	10 years after termination of officer or employee	Paper
Aud81	Tax Abatement Records	Duration of abatement, then 1 year*	Paper
Aud82	Tax settlement Reports	5 years, provided audited	Paper
Aud83	Trial Balance Records	3 years	Paper



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Schedule Number	Record Series Title	Retention Period	Media Type
Aud84	Transmittal of Ohio Wage and Tax Settlements	6 years, provided audited	Paper
Aud85	Travel Expense Records	3 years	Paper
Aud86	Treasury Investment Bond Records	10 years	Paper
Aud87	Unemployment Compensation Records	5 years, provided audited	Paper
✓ Aud88 A	Uniform Allowance Record	Until scanned and checked	Paper
✓ Aud88B	Uniform Allowance	5 years, provided audited	Electronic
Aud89 A	Vouchers-Originals	Until scanned and checked	Paper
Aud89B	Vouchers-Originals	5 years provided audited	Electronic
Aud90A	Vouchers-Copies	Until scanned and checked	Paper
Aud90B (Income Tax)	Vouchers-Copies	3 years provided audited	Electronic
Aud91A	Accounts Receivable	Until scanned and checked	Paper
Aud91B	Accounts Receivable	6 years	Electronic
Aud92A	Annual Summary of Amount collected Including cash	Until Scanned and checked	Paper
92B	Annual Summary of Amount collected Including cash	5 years provided audited	electronic
Aud93A	Business income Reconciliation Form	Until Scanned and checked	Paper

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Aud93B	Business income Reconciliation Form	6 years	Electronic
Aud94A	Closed Account	Until scanned and checked	Paper
Aud94B	Closed Account	6 years	Electronic
Aud95A	Control Sheet	Until scanned and checked	Paper
Aud95B	Control Sheet	6 years	Electronic
Aud96A	Corporate, Fiduciary Partnership income Tax Returns	Until scanned and checked	Paper
Aud96B	Corporate, Fiduciary Partnership Income Tax Returns	6 years	Electronic
Aud97A	Daily Posting Recapitulation	Until Scanned and checked	Paper
Aud97B	Daily Posting Recapitulation	6 years, provided audited	Electronic
Aud98A	uncollectible Detail Receipts with cash	Until scanned and checked	Paper
Aud98B	Uncollectible Detail Receipts with cash	6 years	Electronic
Aud99A	Delinquent Account Records	Until scanned and checked	Paper
Aud99B	Delinquent Account Records	Until Paid and audited, then 1 year	Electronic
Aud100A	Declaration of Estimated Income Tax All types of Returns	Until scanned and checked	Paper
Aud100B	Declaration of Estimated Income tax All types of returns	6 years	Electronic
Aud101A	Final Return for year	Until scanned and checked	Paper
Aud101B	Final return for Year	6 years	Electronic
Aud102A	Individual Tax Return	<u>Until scanned and checked</u>	<u>Paper</u>

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<u>Aud102B</u>	<u>Individual Tax Return</u>	<u>6 years</u>	<u>electronic</u>
<u>Aud103A</u>	<u>Quarterly Notice of</u>	<u>Until scanned and checked</u>	<u>Paper</u>
	<u>Installment due</u>		
	<u>Income tax</u>		
<u>Aud103B</u>	<u>Quarterly Notice of</u>	<u>6 years</u>	<u>Electronic</u>
	<u>Installment due</u>		
	<u>Income tax</u>		
<u>Aud104A</u>	<u>Quarterly Payment</u>	<u>Until scanned and checked</u>	<u>Paper</u>
	<u>Statement income tax</u>		
<u>Aud104B</u>	<u>Quarterly Payment</u>	<u>6 years</u>	<u>Electronic</u>
<u>Aud105A</u>	<u>Refund Voucher</u>	<u>Until scanned and checked</u>	<u>Paper</u>
<u>Aud105B</u>	<u>Refund Voucher</u>	<u>6 years</u>	<u>Electronic</u>
<u>Aud106A</u>	<u>Uncollectible Income</u>	<u>Until scanned and checked</u>	<u>Paper</u>
	<u>Tax Accounts</u>		
<u>Aud106B</u>	<u>Uncollectible Income</u>	<u>6 years</u>	<u>Electronic</u>
	<u>Tax Accounts</u>		

Payroll/Personnel  
Records

Aud107	Application for PERS Permanent Refund		Paper
Aud108A	Court Orders for employee	Until scanned and checked	Paper
Aud108B	Court Order for employee	Until employee is no longer employed or order rescinded	Electronic
Aud109A	Employee earning Record	Until scanned and checked	Paper
Aud109B	Employee earning	Continually complied and	Electronic

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Record updated until no longer needed

Aud110	Employee Income Tax Withholding Form	3 years after ending of employment, provided audited	Paper
Aud111	Withholding Payment Record	6 years, provided audited	Paper
Aud112	Employee Pay Records	Continually updated until employment ended, then place In personnel file or enter data On Employee history card	Paper
Aud113	Employer Quarterly Federal tax Return	4 years, provided audited	Paper
Aud114	Garnishment Orders	Until Terminated	Paper
Aud115	Notification of Pay Step increase	Until superseded, place copy in person	Paper
Aud116	Overtime Orders	3 years, provided audited	Paper
Aud117	Overtime Reports	3 years, provided audited	Paper
Aud118	Payroll Journal Annual Printout Weekly/Monthly Payroll Journal	50 years 5 years, provided audited 5 years, provided audited	Paper
Aud119	Reports to retirement Systems*	Permanent	Paper
Aud120	State Income Tax Report	25 years	Paper
Aud121	tax Withholding Reports	6 years, provided audited	Paper
Aud122	W-2 Forms	6 years, provided audited	Paper

Page-11 Auditor/Finance Director Record Retention Periods

Aud123	W-4 Forms	6 years, provided audited	Paper
Aud124	Application for Employment Person Hired Person Not Hired Copies	Place in Personnel File 2 years* Until no longer needed	Paper
Aud125	Promotions, etc.	Place in Personnel file	Paper
Aud126	Employee exposure To Hazardous Chemicals, etc.	Place in Personnel File Place in Personnel File	Paper
Aud127	Employee Performance Evaluations	5 years	Paper
Aud128	Employee Sick Leave And Vacation Balance	Continually updated by Fiscal Office until employee terminates-verify balances Yearly and record in Personnel file	Paper
Aud129	Employee time Cards Sheets	5 years	Paper
Aud130	Employee Training Records	Place in Personnel File	Paper
Aud131	Employee History Record Card	Permanent in lieu of Personnel File	Paper

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Aud132	Grievance Hearing Records	3 years after done	Paper
Aud133A	Insurance Enrollment Record	Until Scanned and checked	Paper
Aud133B	Insurance Enrollment Record	1 year after employee leaves employment	Electronic
Aud134	Job/Position Descriptions	One year after superseded or gone	Paper
Aud135	Labor Union Agreements	15 years after termination of Agreement	Paper
Aud136	Leave requests-All Types (sick, vacation)	5 years, provided balances filed	Paper
Aud137A	Letter of Appointment	Until Scanned and checked	Paper
Aud137B	Letter of Appointment	Place in Personnel File	Electronic
Aud138	Letter of reference	2 years after hired	Paper
Aud139A	Letter of resignation, Retirement	Until scanned and checked	Paper
Aud139B	Letter of resignation	Place in Personnel File	Electronic
Aud140A	Personnel Actions	Until Scanned and checked	Paper
Aud140B	Personnel Actions	Place in Personnel File	Electronic

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Schedule Number	Record Series Title	Retention Period	Media Type
Aud141	Personnel File Records	Purge two Years after person leaves employment. Retain as Permanent records the Following: service time, salary History, leaves, All balances, Taxes paid, resignation or retirement letter, retirement Information and waivers. In lieu Of these documents use a duly Certified Employment History Card. Retain OSHA related Records 20 years.	Paper
Aud142	Promotion Actions	Place in Personnel File	Paper
Aud143	Record of Discipline Actions	5 years	Paper
Aud144	Reports of Bureau of Of Employment Services	5 years	Paper
Aud145	Unemployment Compensation Case Files	5 years after date of last payment-If kept	Paper
Aud146	Workers Compensation Case Files	10 years after date of last payment	Paper
General			
Aud147	Attendance Reports	3 years	Paper

Page 14-Auditor/Finance Director Record Retention Periods

Aud149	Correspondence		
	Routine Form Letters	1 year	Paper
	General	2 years	Paper
	With Legislature	3 years	Paper
	Executive	5 years	Paper
Aud150	Expense Reports	3 years	Paper
Aud151	Receipts/Receipt Books	2 years, provided audited	Paper
Aud152	Voice Mail Messages	until no longer administratively necessary	Audio/ Electronic
Aud153	Telephone Messages		
	Charges/Bills/Calls	2 years, provided audited	Paper
	Documentation	Life of System	Paper
	Messages	2 years	Paper
	Service Records	Until no longer needed	Paper
	System Equipment Inventory	Continually updated, retain superseded data 1 year	Paper
Aud154	Grant Files/Records Federal/State	10 years provided audited and all disputes resolved	Paper
Aud155	Deeds, Easements Leases, etc.	Permanent*	Paper
Aud156	Meeting Notices	1 year (RC121.22)	Paper
Aud157	Requisitions	3 years	Paper
Aud158	Record Requests	2 years	Paper
Aud159	Record Retention Documents RC1, RC2 RC3	Permanent	Paper



## Page 15-Auditor/Finance Director Record Retention Periods

Email is a format on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead each INDIVIDUAL email should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record)

\*RC 3 Required by OHS LEIRP

Cemetery Department Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
C1	Burial Fee Receipt	3 years, provided audited	Paper/Print
C2	Burial Transit Permits	5 years	Paper/Print
C3	Burial Permits	Permanent*	Paper/Print
C4	Deposit Record Perpetual Care	Permanent*	paper/Print
C5	Deed Book	Permanent*	Paper/Print
C6	Index to Burial Plots	Permanent*	Paper/Print
C7	Plat/Plot Maps	Permanent*	paper/Print
C8	Record of Lot Sales	Permanent*	paper/Print
C9	Register of Lot Sales	Permanent*	Paper/Print
C10	Register of Interments	Permanent*	Paper/Print
C11	Rules and Regulations	Permanent	Paper/Print
C12	Attendance Reports Records	3 years	paper/Print
C13	Correspondence		
	Routine Form Letters	1 year	Paper/Print
	General	2 years	paper/Print
	With Legislature	3 years	Paper/Print
	Executive	5 years	Paper/Print
C14	Expense Records	3 years	Paper/Print
C15	Voice Mail Messages	Until no longer Administratively necessary	Audio
C16	Requisitions	3 years	Paper/Print
C17	Work Orders	2 years	Paper/Print

Page 2-Cemetary Department Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
C18	Record Requests	2 years	Paper/Print
C19	Telephone Messages Calls		
	Charges/Bills/Calls	2 years, provide audited	Paper/Print
	Documentation	Life of System	Paper/Print
	Messages	2 years	Paper/Print
	Service Records	Until no longer needed	Paper/Print
	System Equipment	Continually update, retain	
	Inventory	superseded data 1 year After discarded	
C20	Record Retention Documents RC1, RC2, RC3	Permanent	Paper/Print

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RC3-Required by OHS LEIFP

Civil Service Commission  
Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
CS1	Correspondence	3 years	Print
CS2	Minutes	Permanent	Print
CS3	Lists	Three years after list expires	Print
CS4	Hearings	Ten years after date of hearing decision, unless appealed, then ten years after end/closing of case 8	Print
CS5	Transcript of hearing	5 years unless appealed then five years	Print
CS6	Classified Lists	Until superseded	Print
CS7	Job Descriptions	One year after superseded	Print
CS8	Civil Service Examination Forms	Two years after eligibility lists expire	Print
CS9	Employment Information Files	Until superseded/Retired/Terminated	Print
CS10	Other Forms, etc.	Two years after Becoming obsolete	Print
CS11	Meeting Notices (See RC 121.22)	1 year	Print
CS12	Record Retention Documents RC1, RC2 RC3	Permanent	Print
CS13	Logs	1 year	Print

Schedule Number	Record Series Title	Retention Period	Media Type
CS14	Applications For Testing	3 years after list expires if made list	print
CS15	Applications for Testing	1 year after date if did not make list (Date of application)	Paper

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\*RC3-Required By OHS-LEIRP

CLERK OF COUNCIL/COUNCIL  
RETENTION PERIOD GUIDELINES

RECORD SERIES TITLE	SUGGESTED RETENTION PERIOD
CC-1 Charter and Amendments	Permanent
CC-2 Council Minutes	Permanent
CC-3 Index to Council Minutes	Permanent
CC-4 Council Member Files	Term of Office, then appraise for historical Purposes
CC-5 Council Attendance Records	3 years
CC-6 Index to Ordinances/Resolutions	Permanent
CC-7 Resolutions/Ordinances	Permanent
CC-8 Liquor License Requests	
Approval	3 years
Disapproval	1 year
CC-9 Petitions not Filed Elsewhere	5 years
CC-10 Proclamations	2 years
CC-11 Reports to Council	5 years
CC-12. Subject and Administrative Files	5 years
CC-13 Correspondence	
Routine Form Letters	1 year
General	2 years
With Legislative Branch	3 years
Executive	5 years
CC-14 Hearings	
Audio and Video Recordings	1 year
Report of Proceedings	Permanent
Transcripts	5 years

Page 2 Clerk of Council/Council Retention Periods

RECORD SERIES TITLE	SUGGESTED RETENTION PERIOD
15. Telephone Message/Telephone Records Charges/Bills/Call Detail Records Documentation Service records System Equipment Inventory	2 years provided audited  Life of system Until no longer administratively necessary 2 years Continually updated, retain superseded data 1 year
16. Facsimile Logs Messages	1 year Treat as Correspondence
17. E-Mails Logs Messages	1 year Treat as correspondence
18. Record Requests	2 years
19. Council Rules and Amendments	Permanent
20. Record Retention Documents RC 1, RC 2, RC 3	25 years
21. Annexation Case Files	Permanent (5-17-2010)
22. Annexation Record	Permanent(5-17-2010)
23. Electronic Records	These are records as delineated in said record retention periods or otherwise required by law and are to be treated in the same way for disposition as print records and should therefore follow the same retention schedules as the same or similar print records unless otherwise noted in said schedules

### Fostoria Engineer Records Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
E1	Bridge Plans	Life of Bridge *	Paper
E2	Bride Inspection Reports	Life of Bridge *	Paper
E3	Change Orders	Place in Project File	Paper
E4	City Properties File	Permanent *	Paper
E5	Contractor's Prevailing Wage Records	5 years	Paper
E6	Federal Project Files (Audited"	5 years after completion of project if audited and all disputes resolved	Paper
E7	Job Orders	3 years	Paper
E8	Maintenance Orders	2 years	Paper
E9	Project Files	15 years after completion of Project	Paper
E10	Sanitary Sewer/Water Records	Permanent *	Paper
E11	Sewer Testing Records	5 years	Paper
E12	Sewer/Water	3 years after payment if audited	Paper
E13	Correspondence		
	Routine Form Letters	1 year	Paper
	General	2 years	Paper
	With Legislative Branch	3 years	Paper
	Executive	5 years	Paper
E14	Expense Reports	3 years	Paper
E15	Meeting Notices	1 year	Paper
E16	Record Requests	2 years	Paper

\*RC 3 Required by OHS-LEIRP



Page 2 Fostoria Engineer Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
E17	Maps/Plats	Until Update, superseded or Obsolete *	Paper
E18	Receipt/Record Books	2 years, provided audited	Paper
E19	Requisitions	3 years	Paper
E20	Work Orders	2 years	Paper
E21	Surveying Field Notes	Permanent *	Paper
E22	Voice Mail Messages	Until no longer needed	Audio
E23	Grant Files Federal/ State	5 years, provided audited and all Disputes Resolved	Paper
E24	Project Plans/Drawings	Life of Project or Obsolete, then appraise for Historical Value*	Paper
E25	Telephone Records		
	Messages/Records	2 years, provided audited	Paper
	Charges/bills	2 years provided audited	Paper
	Documentation	Life of System	Paper
	System Equipment	Continually updated retain superseded data 1 year	Paper
E26	RC 1, RC 2 , RC 3	Permanent	Paper

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### Fire Department Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
F1	Above and under-Ground storage tank Records	10 years after tank is out of service or removed*	Paper/Print
F2	Alarm Response Records	5 years	Paper/Print
F3	Annexation Files	Permanent	Paper/Print
F4	Arson Reports	50 years, then appraise for Historical value*	Paper/Print
F5	Burning Complaint File(s)	1 year	Paper/Print
F6	Daily Alarm Log	5 years	Paper/Print
F7	Dispatch Sheets/Logs	3 years	Paper/Print
F8	Disaster Plan	until superseded	Paper/Print
F9	EMS Records	7 years	Paper/Print
F10	EMS Payment Records	3 years, provided audited	Paper/Print
F11	EPA Burning Violations	5 years after violation occurred	Paper/Print
F12	Fire Codes	Until superseded, then Appraise for historical value	Paper/Print
F13	Fire Incident Reports	10 years	Paper/Print
F14	Fire Investigation Files and Index	50 years, then appraise for historical value*	Paper/Print
F15	Fire and Loss Record	Permanent*	Paper/Print
F16	Fireworks Applications and Permits	1 year after expiration	Paper/Print

Page 2-Fire Department Record Retention Periods

Schedule Number	Record Series title	Retention Period	Media Type
F17	Gas and Oil Distribution Report	1 year, provided audited	Paper/Print
F18	Hydrant Location	Permanent*	Paper/Print
F19	Hydrant Maintenance Record	2 years after last test date	Paper/Print
F20	Inspection Reports/ Cards-all types	3 years	Paper/Print
F21	Insurance Claim File	10 years after final settlement	Paper/Print
F22	Master Run Reports	3 years	Paper/Print
F23	Mutual Aid Agreements	10 years after being superseded	Paper/Print
F24	Radio Phone Calls Audio recordings	30 days, then erase and reuse Provided no action pending	Audio
F25	Stand Pipe Tests	3 years	Paper/Print
F26	Station House Daily Logs	10 years, then appraise for historical value	Paper/Print
F27	Violation Notices	1 year after violation Occurred	Paper/Print
F28	Water Surveys	3 years	Paper/Print
F29	Compliance Reports	5 years	Paper/Print
F30	Attendance Reports	3 years	Paper/Print
F31	Receipt/Books	2 years, provided audited	Paper/Print
F32	Voice Mail Messages	Until no longer needed	Paper/Print
F33	Fuel Usage Records	2 years	Paper/print

Page 3-Fire Department Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
F34	Correspondence		
	Routine Form Letters	1 year	Paper/Print
	General	2 years	Paper/Print
	With Legislature	3 years	Paper/Print
	Executive	5 years	Paper/Print
F35	Telephone Messages		
	Charges/bills/calls	2 years, provided audited	Paper/Print
	Documentation	Life of System	Paper/Print
	Service Records	Until no longer needed	Paper/Print
	System Equipment	Continually updated retain	Paper/Print
	Inventory	superseded data 1 year	
F36	Grant Files/Records	5 years, provided audited,	Paper/Print
	Federal/State	and disputes resolved	
F37	Maps/Plats	Until updated, superseded or Or obsolete, then appraise For historical value	Paper/Print
F38	Requisitions	3 years	Paper/Print
F39	Vehicle Maintenance	Until Vehicle sold	Paper/Print
	Records		
F40	Vehicle Mileage	Until vehicle sold	Paper/Print
	Records		
F41	Work Orders	2 years	Paper/Print
F42	Record Requests	2 years	Paper/Print
F43	Record Retention	Permanent	Paper/Print
	Documents RC1, RC2, and RC3		

## Page 4-Fire Department Record Retention Periods

Email is a format on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead each INDIVIDUAL email should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record)

\*rc 3 Required by OHS LEIRP

Legal Department  
Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
L1	Civil Case Files	5 years, provided not action pending	Print
L2	Criminal Case Files	5 years, provided no action pending	Print
L3	City Property Files	Permanent*	Print
L4	Claims for Damages	2 years after case settled and all appeals exhausted	Print
L5	Court transcripts	3 years after case settled and all appeals exhausted	Print
L6	Deeds	Permanent*	Print
L7	Leases/Easements	Permanent*	Print
L8	Legal Notices		
	Tear Sheets	2 years	Print
	Proof of Publication	3 years	Print
L9	Legal Opinions from Municipal Counsel	Permanent*	Print
L10	Liability waivers	3 years provided no action pending	Print
L11	Settlements	3 years, if not court case	Print
L12	Workers Compensation Cases	5 years after date of final payment	Print
L13	Court Cases	10 years after all appeals exhausted	Print
L14	Expense Records	3 years, provided audited	Print
L15	Receipts/Receipt	2 years provided audited	Print

Page 2 –Legal Department Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
L16	Correspondence		
	Routine Form Letters	1 year	Print
	General	2 years	Print
	With Executive Branch	3 years	Print
	Legislative	4 years	Print
L17	Telephone Messages		
	Charges/Bills /Calls	2 years provided audited	Print
	Documentation	Life of System	Print
	Messages	2 years	Print
	Service Records	Until no longer administratively necessary	Print
	System Equipment Inventory	Continually updated, retain superseded data 1 year	Print
L18	Meeting Notices	1 year	Print
L19	Record Requests	2 years	Print
L20	Record Retention Documents RC1,RC2, RC3	Permanent	Print

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\*RC-3 Required by OHS-LEIRP

# LAW DEPARTMENT RECORD RETENTION

1 Year	Routine Form Letters Meeting Notices Superceded data for System Equipment Inventory
2 Year	Claims for Damages after case settled and all appeals exhausted Tear Sheets for legal notices Receipts provided audited General correspondence Telephone Charges Bills Calls provided audited Phone Messages Record Requests
3 Year	Court Transcripts after case settled and all appeals exhausted Legal Notice Proof of Publication Liability Waivers provided no action pending Settlements, if no court case Expense Records
4 Year	Correspondence with Legislative Branch
5 Year	Civil Case Files provided no action pending Criminal Case Files, provided no action pending (Prosecution) Workers Compensation, after final payment
10 Year	Court Cases after all appeals exhausted
PERMANENT	Deeds Leases/Easements Legal Opinions from Municipal Counsel Record Retention Documents RC1, RC2 and RC3