

Parks Department Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
PA1	Fee Books(Receipts)	3 years, provided audited	Paper/Print
PA2	Plans of Park Properties	Permanent*	Paper/Print
PA3	Shelter House Permits	2 years	Paper/Print
PA4	Swimming Pool Records	2 years	Paper/Print
PA5	Team Rosters and Score Books	1 year	Paper/Print
PA6	Minutes of Park and Recreation Board	Permanent*	Paper/Print
PA7	Minutes of Tree and	Permanent*	paper/Print
PA8	Attendance Records	3 years	Paper/Print
PA9	Meeting Notices (Boards)	1 year	paper/Print
PA10	Correspondence		
	Routine Form Letters	1 year	Paper/Print
	General	2 years	Paper/Print
	Legislative	3 years	Paper/Print
	Executive	5 years	paper/Print
PA11	Expense Reports	3 years	Paper/Print
PA12	Voice Mail Messages	Until no longer Administratively necessary	Audio
PA13	Telephone Messages/Calls		
	Charges/bills/Calls	2 years, provided audited	Paper/Print
	Documentation	Life of System	paper/Print
	Messages	2 years	Paper/Print
	Service Records	Until no longer needed	Paper/Print
	System Equipment Inventory	Continually update, retain superseded data one year After discard	Paper/Print

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Schedule Number	Record Series Title	Retention Period	Media Type
PA14	Requisitions	3 years	Paper/Print
PA15	Work Orders	2 years	paper/Print
PA16	record Requests	2 years	Paper/Print
PA17	Record Retention Documents RC1, RC2 RC3	Permanent	Paper/Print

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*RC 3 Required by OHS LEIFP

POLICE DEPARTMENT RECORD RETENTION PERIODS

Schedule Number	Record Series Title	Retention Period	Media Type
P1	Accident Reports All types	3 years	Print/Paper
P2	Alcohol Breath Testing Records Operator Permits Breath Test Forms Calibration Records	Until renewed 3 years 3 years	Paper/Print paper/print Paper/Print
P3A	Animal Complaints	Until scanned and checked	Paper/print
P3B	Animal Complaints	2 years	Electronic
P4A	Arrest cards-Non-Traffic	Until Scanned and checked	Paper/Print
P4B	Arrest Cards Records non-Traffic	15 years	Electronic
P5A	Arrest Cards/Records Traffic	Until scanned and checked	Paper/Print
P5B	Arrest Cards/Records Traffic	10 years	Electronic
P6A	Arrest Cards/Records Juvenile	Until Scanned and checked	Paper/print
P6B	Arrest Cards/Records Juvenile	Until person turns 18 years of age or when expungment order received from Court	Electronic
P7A	Arrest Records-Adult	Until scanned and checked	Paper/Print
P7B	Arrest Records-Adult	50 years	Electronic
P8	Assignment Sheets Schedules	3 years	Paper/Print
P9	Bicycle License Receipt	3 years, provided audited	Paper/Print

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Schedule Number	Record Series title	Retention Period	Media Type
P10	Bicycle License Register	2 years	Paper/print
P11	Bicycle Theft Log	3 years	Paper/Print
P12	Block Watch Records	1 year	Paper/Print
P13A	Business Security Records-Alarms	Until scanned and checked	Paper/Print
P13B	Business Security Records-Alarms	Until superseded-review annually	Electronic
P14A	Child Abuse Case Records	Until Scanned and checked	Paper/Print
P14B	Child Abuse Case	7 years after case closed	Electronic
P15A	Citizen Complaints	Until scanned and checked	Paper/Print
P15B	Citizens Complaints	4 years, provided no action pending	Electronic
P16	Compliance Reports	5 years, provided no action Pending	Paper/Print
P17	Criminal case Files Felonies-except Homicide	6 years, provided no action pending	Paper/Print
P18	Criminal Case Files Misdemeanors	2 years, provided no action pending	Paper/Print
P19A	Daily Records	Until scanned and checked	Paper/print
P19B	Daily Records	1 year	Electronic
P20	Dispatch Sheet/Log	3 years	Paper/Print

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Schedule Number	Record Series Title	Retention Period	Media Type
P21	Expunged Records Per Expungement Orders	Destroy all files, records and computer references when expungement order received From Court	Paper/Print
P22	FBI/BCI investigation Reports	3 years	Paper/Print
P23	Field Interrogation Cards	1 year	Paper/Print
P24	Fingerprints	50 years*	Paper/Print
P25	Firearm Records and Inventories	3 years, provided audited	Paper/Print
P26	Homicide Reports & Evidence(Closed Cases)	30 years after all appeals exhausted	Paper/Print
P27A	House/Business Alarm Records	Until Scanned and checked	paper/print
P27B	House/Business Alarm Records	90 days	Electronic
P28A	Incident Reports/Log	Until scanned and checked	Paper/Print
P28B	Incident Reports/Log	5 years	Electronic
P29	Investigations Homicide/pending Rape/Pending Homicide-closed Rape-Closed	Permanent Permanent 10 years after appeals ended 10 years after al appeals Exhausted	Paper/Print Paper/Print Paper/Print Paper/print
P30	Internal Affairs	5 years	paper/Print

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Schedule Number	Record Series Title	Retention Period	Media Type
P31	Jail Daily Book In Records	3 years	Paper/Print
P32	Jail Inmate Records Commissary Intake/discharge Medical records Personal Property Returned	2 years 6 years 6 years 2 years	Paper/Print Paper/Print Paper/Print Paper/Print
P33	Jail Register/Log Book	25 years*	Paper/Print
P34	Junk Vehicle records	2 years after sale or other Disposition	Paper/Print
P35	Juvenile Records	Until person turns 18 years Old or when expungement Order received from Court	Paper/Print
P36	LEAD Data Systems Records Logs Printouts	2 years Destroy when no longer Administratively needed	Print/Paper Paper/Print
P37	Liquor Permit records	Permanent	Paper/Print
P38A P38B	Master Name Index Master Name Index	Until Scanned and checked Permanent*	Paper/Print Electronic
P39	Missing Person Reports	20 years or until person found	Paper/Print
P40A	Offense Reports Felonies except Homicide	Until Scanned and checked	Paper/Print
P40B	Offense Reports	6 years, provided no action	Electronic

P40B	Felonies except Homicide	pending	
P41A	Offense Reports Misdemeanors	Until scanned and checked	Paper/Print
P41B	Offense Reports Misdemeanors	2 years, provided no action pending	Electronic
P42A	Parking Citations Infractions	Until scanned and checked	paper/Print
P42B	Parking Citations	3 years, provided audited	Electronic
P43	Parking meter Collection Records	3 years, provided audited	Paper/print
P44	Prisoner booking Video Records	30 days, then erase and reuse provided no action pending	Audio Rewrite approx. 3-4 Weeks on Hard drive
P45	Property Room Log Records(releases Transfers/Disposals, etc	25 years 5 years	Paper/Print Paper/Print
P46	Radio/Phone Calls Audio Recordings	30 days, then erase and reuse provided no action pending	Audio Voice vault retain 1 year plus DVD Ram Back 7 yrs.
P47	Radio and Telephone Log	2 years	Paper/Print
P48	Records(Background Check Requests)	2 years	Paper/Print
P49	Recovered property Record	2 years	paper/Print
P50	Ride Along Forms	3 years	Paper/Print
P51	Seizure Log/Record	6 years	Paper/Print

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Schedule Number	Record Series title	Retention Period	Media type
P52	State of Ohio Traffic Reports	3 years	Paper/Print
P53	Stolen Property Hot List	3 years	paper/Print
P54	Subpoenas, Summons Warrants	Until served and returned or discharged, answered Or withdrawn	Paper/Print
P55	Tow Tickets	3 years after paid, provided Audited	Paper/print
P56	Traffic tickets// Citations	3 years, provided audited	Paper/Print
P57A P57B	Type of Crime File Type of Crime File	Until Scanned and checked permanent*	Paper/print Electronic
P58A	Uniform Crime Reports-OIBerrs	Until Scanned and checked	Paper/Print
58B	Uniform Crime Reports-OIBERS	3 years	Electronic
P59	Vacation House Check Reports	30 days after owner returns	Paper/Print
P60	Wanted Posters	Until person apprehended	Paper/print
P61	Attendance Reports Records	3 years	Paper/Print
P62	Correspondence Routine Form Letters General With Legislature Executive	1 year 2 years 3 years 5 years	Paper/Print Paper/Print Paper/Print Paper/Print
P63	Expense Records	3 years	Paper/Print

P64	Receipts/Receipt	2 years, provided audited	Paper/Print
P65	Voice mail Messages	Until no longer Administratively needed	Audio
P66	Hearings(not employee Related) Audio and Video Recordings	1 year	Audio/Video
	Report of Proceedings	Permanent*	Paper/Print
	Transcripts	5 years	paper/print
P67	911 System Documentation	Life of System	paper/Print
	Logs	Until scanned and checked	Paper/Print
	Logs-B	3 years	Electronic
P68	Recording Tapes	30 days, then reuse, Provided no action pending	Audio-Voice
P69	Telephone Messages/ Records		
	Charges/Bills/Records	2 years, provided audited	Paper/Print
	Documentation	Life of System	Paper/Print
	Messages	2 years	paper/print
	Service Records	Until no longer needed	Paper/Print
	System Equipment Inventory	Continually updated, retain superseded data 1 year	Paper/Print
P70	Fuel Usage Records	2 years	Paper/Print
P71	Grant Files/Records Federal/State	5 years, provided audited and disputes resolved	Paper/Print
P72	Requisitions	3 years	Paper/Print
P73	Vehicle Maintenance Records	Until Vehicle Sold	Paper/Print
P74	Vehicle Mileage Records	Until Vehicle Sold	Paper/Print

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Schedule Number	Record Series Title	Retention Period	Media Type
P75	Surveillance Tapes Videos	30 days, then reuse, provided no action pending	Video/Audio
P76	Record Requests	2 years	Paper/Print
P77	Record Retention Documents RC1, RC2 RC3	Permanent	Paper/Print
P78	Federal Surplus Property-Firearms	Permanent	Paper/Print
P79	Federal Surplus Property-Other	5 years	Paper/Print

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Rc3 Required by OHS LEIRP

Sewer Plant Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
SE1	Analytical Data/Chemical Analysis Monitoring Records EPA Reports/Water Quality Reports/Operating Logs Monthly Reports-All Types	10 years	Paper/Print
SE2	Flow Charts-Fluids	5 years	Paper/Print
SE3	Laboratory Testing Records	5 years	paper/Print
SE4	Lime Sale Tickets	3 years, provided audited	Paper/Print
SE5	Monthly Laboratory Testing-Summary Reports*	25 Years	Paper/Print
SE6	Rainfall Statistics	Permanent8	Paper/Print
SE7	Septic Tank Hauler Records	3 years. Provided audited	Paper/Print
SE8	Well Maintenance And Field Logs	10 years after well is capped	Paper/Print
SE9	Correspondence Routine Form Letters General With Legislature Executive	1 year 2 years 3 years 5 years	paper/Print Paper/Print Paper/Print Paper/Print
SE10	Receipts/Receipt Books	2 years, provided audited	Paper/Print
SE11	Voice Mail Messages	Until no longer Administratively necessary	Audio
SE12	Project Plans/ Drawings as Built	Life of project or if obsolete then appraise for historical value*	Paper/Print
SE13	Requisitions	3 years	Paper/Print

Page 2-Sewer Plant Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
SE14	Work Orders	2 years	Paper/Print
SE15	Record Requests	2 years	Paper/Print
SE16	Attendance Reports Records	3 years	Paper/Print
SE17	Telephone Messages/Records		
	Charges/Bills/Calls	2 years, provided audited	Paper/Print
	Documentation	Life of System	Paper/Print
	Messages	2 years	Paper/Print
	Service Records	Until no longer necessary	paper/Print
	System Equipment	Continually update, retain	Paper/Print
	Inventory	superseded data 1 year	
SE18	Record Retention Documents RC1, RC2 RC3	Permanent	Paper/Print

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Rc3 Required by OHS LEIFR

Street Department Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
ST1	Blueprints, Maps and Plans	Life of Infrastructure, then appraise for historical value	Paper/Print
ST2	Proposals for Street Improvements	Until approved or proposal rejected	Paper/Print
ST3	Sewer Repair Sheets	10 years	paper/Print
ST4	Street Lighting Petitions	3 years	Paper/Print
	Pole Locations	Until updated	Paper/Print
ST5	Street Opening Permits	3 years	Paper/Print
ST6	Street Repair Costs Summary Record	3 years, provided audited	Paper/print
ST7	Street Repair Record	3 years	Paper/Print
ST8	Traffic Study Files	Until superseded, then Appraise for historical value*	Paper/Print
ST9	Expense Records	3 years	Paper/Print
ST10	Correspondence		
	Routine Form Letters	1 year	Paper/Print
	General	2 years	Paper/Print
	With Legislature	3 years	Paper/Print
	Executive	5 years	Paper/Print
ST11	Telephone Records/ Messages		
	Charges/Bills/Calls	2 years, provided audited	Paper/Print
	Documentation	Life of System	Paper/Print
	Messages	2 years	Paper/Print
	Service Records	Until no longer needed	Paper/Print
	System Equipment Inventory	Continually updated, retain superseded data 1 year	Paper/Print
St12	Surveying Field Notes	Permanent*	Paper/Print

Page 2-Street Department Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
ST13	Voice Mail	Until no longer needed	Audio
ST14	Fuel Usage Records	2 years	Paper/Print
ST15	Maps/Plans	Until updated, superseded or Obsolete, then appraise for Historical value*	Paper/Print
ST16	Project Plans/ Drawings as Built	Life of Project or Obsolete then appraise for historical value*	Paper/Print
ST17	Vehicle Maintenance Records	Until Vehicle Sold	Paper/Print
ST18	Vehicle Mileage Records	Until Vehicle Sold	Paper/Print
ST19	Record Requests	2 years	Paper/Print
ST20	Requisitions	2 years	Paper/Print
ST21	Grant File Records Federal/State	5 years, provided audited and disputes resolved	Paper/Print
ST22	Work Orders	2 years	Paper/Print
ST23	Record Retention Documents RC1, RC2 RC3	Permanent	Paper/Print

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*RC3 Required by OHS LEIRP

Water Department Collection record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
WD1	Application for Service	Until Service Terminated	Paper
WD2	Application for Water or Sewer Taps	1 year after final decision	Paper
WD3	Billing Books/Cards	3 years after final entry, if audited	Paper
WD4	Customer records	2 years	Paper
WD5	Daily Meter Reports	3 years	Paper
WD6	Service Cards/Records	Permanent*	Paper
WD7	Meter Reading Records	4 years	Paper
WD8	Monthly Account Records	10 years	Paper
WD9	Meter Test Records	4 years	Paper
WD10	Monthly Collection Records	3 years, provided audited	Paper
WD11	Rate Schedules	Until Superseded	Paper
WD12	Security Deposit Refunds	Until refunded to Depositor	Paper
WD13	Sewer/Water Bills	3 years, provided audited	Paper
WD14	Shut Off Lists	3 years	Paper
WD15	Special Water Hookups	Permanent*	Paper
WD16	Water/Sewer Receipts	3 years provided audited	Paper
WD17	Water and Sewer tap Records	Permanent*	Paper
WD18	Water Main Location Records	Permanent*	Paper
WD19	Water Usage Records	3 years	Paper
WD20	Expense records	3 years	Paper

Water Department Collection Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
WD21	Compliance Reports	5 years	Paper
WD22	Record Requests	2 years	Paper
WD23	Correspondence		
	Routine Form Letters	1 year	Paper
	General	2 years	Paper
	With Legislature	3 years	Paper
	With Executive	5 years	Paper
WD24	Voice Mail	Until no longer needed	Electronic
WD25	Telephone Messages		
	Charges/Bills/Records	2 years, Provided audited	Paper
	Documentation	Life of System	Paper
	Messages	2 years	Paper
	Service Records	Until no longer necessary	Paper
	System Equipment	Continually updated, retain superseded data 1 year	Paper
WD26	Record Retention Forms RC2, RC3 and RC1	Permanent	Paper

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*RC 3 Required by OHS-LEIRP

WATER DISTRIBUTION Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
WDD1	Daily Work Orders	3 years	Paper
WDD2	Meter and Valve Locations	Permanent*	Paper
WDD3	Project files	Until Project completed and Final Report Issued	Paper
WDD4	Project Final Reports	Permanent*	Paper
WDD5	Test Boring Records	Permanent*	Paper
WDD6	Attendance Records	3 years	Paper
WDD7	Requisitions	3 years	Paper
WDD8	Expense Reports	3 years, provided audited	Paper
WDD9	Correspondence		
	Routine Form Letters	1 year	Paper
	General	2 years	Paper
	With Legislature	3 years	Paper
	With Executive	5 years	Paper
WDD10	Telephone Records		
	Charges/Bills/Records	2 years, provided audited	Paper
	Documentation	Life of System	Paper
	Messages	2 years	Paper
	System Equipment Inventory	Continually updated retain superseded data 1 year	Paper
WDD11	Fuel Usage Records	2 years, provided audited	Paper
WDD12	Vehicle Maintenance Records	Until vehicle sold or disposed of	Paper
WDD13	Vehicle Mileage Records	Until Vehicle Sold or Disposed of	Paper
WDD14	Record Requests	2 years	Paper

*RC 3 Required by OHS LEIRP

Page 2 Water Distribution Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
WDD15	Record Retention Documents RC 1, RC2, RC3	Permanent	Paper

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Water Plant Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media type
WP1	Analytical data/Chemical Analysis Monitoring Records/ EPA Reports/Water Quality Reports/Operating Logs/ Monthly reports-all	10 years	Paper
WP2	Flow Charts-Fluids	5 years	Paper
WP3	Lab testing Records	5 years	Paper
WP4	Monthly Lab testing Summary records	25 years*	Paper
WP5	Rainfall Statistics	Permanent*	Paper
WP6	Well Maintenance and Field Logs	10 years after well capped	Paper
WP7	Attendance Records	3 years	Paper
WP8	Receipts/Receipt Books	2 years, provided audited	Paper
WP9	Requisitions	3 years	Paper
WP10	Project Files	Until Project completed and final report issued	Paper
WP11	Project Final Reports	Permanent	Paper
WP12	Voice Mail	Until no longer necessary	Electronic
WP13	Correspondence Routine Form Letters General With Legislature With Executive	1 year 2 years 3 years 5 years	Paper Paper Paper Paper
WP14	Work Orders	2 years	Paper
WP15	Project Plans/As Built	Life of Project or Obsolete	Paper
WP16	Record Requests	3 years	Paper

Page2-Water Plant Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
WP17	Telephone Messages		
	Charges/Bills/records	2 years, provided audited	Paper
	Documentation	Life of System	Paper
	Messages	2 years	Paper
	Service records	Until no longer necessary	Paper
WP18	System Equipment	Continually Updated, retain superseded data 1 year	Paper
	Record Retention RC1, RC2, RC3 Forms	Permanent	Paper

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*RC- 3 Required by OHS-LEIRP

Zoning Department Record Retention Periods-Draft Revised February 5, 2015

Schedule Number	Record Series Title	Retention Period	Media Type
Z1	Minutes-BZA	Permanent*	Paper
Z2	Minutes-Design Review Board	Permanent*	Paper/
Z3	Minutes-Planning Commission	Permanent*	Paper
Z4	Annexation Case Files	Permanent*	Paper
Z5	Annexation Record	Permanent*	Paper
Z6	Appeals of Decisions	Permanent*	Paper
Z7	Appeals of BZA	Permanent*	Paper
Z8	Board of Zoning Appeals Cases	Permanent*+	Paper
Z9	Building Permit Record	Permanent*	Paper
Z10	Demolition Permits Applications	Permanent+	Paper
Z11	Building Inspection Records	5 years	Paper
Z12	Building Plans-Residential	3 years	Paper
Z13	Building Plans Commercial Industrial Municipal	5 years 10 years Life of structure, then Appraise for historical value(Currently only have plans submitted for Zoning Appeals)+	Paper Paper Paper/
Z14	Case Files-BZA	Permanent+	Paper

Page 2- Zoning Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
Z15	Planning Commission Files	10 years	Paper
Z16	City Building and Zoning codes Ordinance Book+	Until superseded retain one copy permanently	Paper Zoning Code in
Z17	Complaints-General	2 years, provided no action Pending	Electronic+
Z18	Zoning Change Requests	Permanent+	Paper
Z19	Zoning Permit Applications	Permanent+	Paper
Z20	Zoning Permit Record	Permanent*	Paper
Z21	Zoning Variance Case Files	Permanent+	Paper
Z22	Correspondence (Of all Types)		
	Routine Form Letters	1 year	Paper
	General	2 years	Paper
	With Legislature	3 years	Paper
	Executive	5 years	Paper
Z23	Expense Records	3 years, provided audited	Paper
Z24	Telephone Records(Kept in Auditor's Office)+		
Z25	Meeting Notices-all	1 year	Paper
Z26	Record Requests	2 years (Public)+	Paper

Page 3-Zoning Record Retention Periods

Schedule Number	Record Series Title	Retention Period	Media Type
Z27	Maps/Plats	Until superseded or obsolete Then appraise for historical Value*	Paper
Z28-Deleted+			
Z29	Deeds, Easements, Leases	Permanent	Paper
Z30	Complaints-Nuisance	Permanent+	Electronic
Z31	Alley Vacations	Permanent*	Paper
Z32	Record Retention Documents RC1, RC2 RC3	Permanent	Paper
Z33	Contractor's License Applications	1 year after license expires	Paper
Z34	Drain Layer's License applications	1 year after license expires	Paper
Z35	Water Hauler's License applications	1 year after license expires	Paper
Z36	Home Occupations Applications	1 year after expiration	Paper
Z37	Seneca County General Health Dept. Intent to Condemn	After no longer administratively necessary	Paper
Z38	Seneca County Prosecutor's Foreclosure letters	After no longer administratively necessary	Paper

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*RC3 Required by OHS-LEIRP

+Changes from currently approved schedule