

Retention Schedule Of Records



Village Committees

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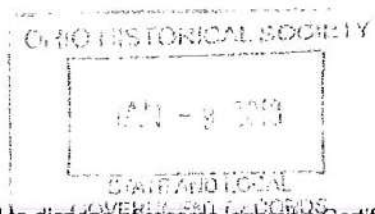
ADM-2-S-R-AH-02



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Page 1 of



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

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood
(local government entity)

Administration
(unit)

Gary Gottschalk
(signature of responsible official)

Gary Gottschalk
(name)

Mayor
(title)

August 28, 2012
(date)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue
(address)

Oakwood Village
(city)

44146
(zip code)

Cuyahoga
(county)

To have this form returned to the Records Commission electronically, include an email address: dhlacky@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Gary Gottschalk
(signature of Records Commission Chair)

9.25.12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Govt Records Archivist
Title

1/19/13
Date

Section D: Auditor of State

Martin E. Mohr
Signature

1-28-13

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



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Section E: Records Retention Schedule

Village of Oakwood
(local government entity)

Administrative
(unit)

*= UNLAN = Until No Longer Administratively Necessary

(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
	ADMINISTRATIVE Activity Reports-records activity of the organization	2 years	multi		<input type="checkbox"/>
	Annual Dept. Budget-documents expected income and expenses	5 years	multi		<input type="checkbox"/>
	Audiovisual, PR & Training Materials- materials using sight or sound to present information for training purposes or for public relations	UNLAN*	multi		<input type="checkbox"/>
	Aerial Photographs-photos of land use, streets, buildings taken from high above i.e. photos taken from an airplane or, Google earth photos.	Permanent	paper		<input checked="" type="checkbox"/>
	Awards, Significant Articles, Clippings & Photographs-documents merited accomplishments, events, etc.	Appraise for Historical Value	paper		<input checked="" type="checkbox"/>
	Back Up Data (Not Duplicated) on Desktops, Laptops and Other Electronic Devices-saves data stored on server in the event of loss of data on system.	Retain for 3 System back up PDA cycles, then destroy (erase & reuse tapes)	electronic		<input type="checkbox"/>
	Blank Forms-used to document information required for a specific purpose.	UNLAN	Paper/ computer		<input type="checkbox"/>
	Bulletins, Posters, Displays and Notices to Employees-intended for posting important information to employees	UNLAN	paper		<input type="checkbox"/>
	Burials - Indigent Burials-documents burial expenses paid by the village for an individual who lacks the funds to do so	Permanent	paper		<input checked="" type="checkbox"/>
	Business Cards - Rotary, Rolodex and Applicable software files-contact information kept and used as a reference tool.	UNLAN	Paper		<input type="checkbox"/>
	Compliance Reports - all types-documents cooperation to laws, regulations, etc.	5 years	paper		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	Computer Generated Administrative & Fiscal Reports (non-specific & periodic)- <i>an account or statement describing in detail the public treasury or revenues or the affairs of the organization</i>	UNLAN	Computer		<input type="checkbox"/>
	Contracts and Agreements-agreement <i>between two or more parties documenting a contract for services, products, partnerships, etc. to the village.</i>	15 years after expiration or termination	Paper		<input type="checkbox"/>
	Copies – All media Reading/Information/ Reference Copy-used to share information	UNLAN	Multi		
	Correspondence-communication by exchange of letters or electronic transmission Routine Form Letters General With legislative Branch Unsolicited Mail Transient Correspondence Junk Mail, Junk E-Mail, Spam E-Mail	5 years 5 years UNLAN UNLAN UNLAN	Paper Paper Paper Paper/computer Paper Computer		
	Delivery Slips/Packing Slips-documents the receipt of items ordered and received	UNLAN	Paper		
	Disaster Plans- <i>procedures and proper responses to a calamitous events especially one occurring suddenly and causing great loss of life, damage, or hardship, as a flood, business failure, etc</i>	Until superseded	Paper		
	Drafts/all media-preliminary document, not in final form	UNLAN	Multi		
	Informal notes, Tracings, Mylar- <i>a drawing, map, plan, etc., used to depict lands, buildings, etc.</i>	UNLAN – appraise first for historical value	Paper		✓
	Equipment Inventories- <i>a complete listing of equipment owned by the village</i>	3 years	Paper/ computer		
	Equipment Maintenance Records-document repairs and maintenance performed on equipment	Life of equipment	Paper		
	Equipment Records – personal use items (eg: tools, weapons, clothing, etc)-written documentation of equipment used and in the possession of employees	Until equipment returned by employee	Paper		



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	Executive Orders- <i>directions issued by administration, department heads, etc.</i>	Until superseded, obsolete or replaced; then appraise for historical value	Paper/ computer		✓
	Expense Reports- <i>documents expenditures in written format.</i>	3 years	Paper/ computer		
	Fax and Messages (if applicable)- <i>communication & information transmitted via facsimile</i>	3 years treat as correspondence			
	Facsimile Logs/Cover Sheets, confirmation notes & printouts- <i>documents faxes sent & received</i>	UNLAN	Paper		
	Flow Charts – operations- <i>a detailed diagram or chart of the operations of the village</i>	2 years	Paper/ computer		
	General Administrative Files- <i>documents activity of the office</i>	UNLAN if no historical value	Paper		✓
	General orders, directives, policies, rules, regulations or procedures- <i>documents how the organization operates</i>	Until superseded, retain one copy until audited	Paper/ computer		
	Hearings (not employee related) Audio and Video Recordings Report & Proceedings Transcripts- <i>an instance or session in which testimony and arguments are presented, especially before an official or officials</i>	1 year Permanent 5 years	Tape/video Paper Paper/ computer		
	Laws, regulations rules (county, state & federal)- <i>laws, rules, or other orders prescribed by authority, especially to regulate conduct.</i>	Until revised, superseded or obsolete	Paper		
	Leases Equipment- <i>record of equipment that is rented under contract</i> Real Estate- <i>record of property that is rented under contract</i>	2 years after expiration 5 years after expiration	Paper Paper		
	Licenses, permits, certifications- <i>formal permission from a governmental or other constituted authority to do something; i.e. equipment licensed, permits held and certifications received</i>	1 year after expiration	Paper		
	Lists/rosters, informational directories containing employee contact information- <i>list of employees and information specific to each person</i>	Continually maintained, purged	Paper/ computer		



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Records of the years
 1900-1999 are
 maintained by the records
 section of the
 State Archives of Ohio
 and the
 local government records
 section of the
 State Archives of Ohio

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	Mail Unsolicited (anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures-information & communications received but not necessarily requested.	UNLAN	Paper		
	Postal Records (eg: registered, certified, receipts, postal meter documents- documents postal expenses and items sent	2 years	Paper		
	Electronic (email)-correspondence sent via electronically Email (continued) (see above note)	Retail email with no significant administrative, fiscal, legal or historical value. Erase email that has no significant value	Computer		
	Mailing lists-list of names, addresses, etc of those who receive mail and other correspondence	Until updated, superseded or obsolete	Paper/ computer		
	Management/Operations reports-document operations of organization or departments	Until incorporated into annual report	Paper/ computer		
	Monthly, quarterly, semi-annual, annual reports-documents activity reports Consultant report-documents expert or professional advice or recommendations.	5 years	Paper/ computer		
	Manuals, handbooks, directives-contains policies, procedures, etc. of the organization	Until superseded or obsolete. Retain one file copy for 5 years	Paper/ computer		
	Maps/plats-photos or graphic documents of streets, zoning, wards, plats, etc.	Until updated, superseded or obsolete. Then appraise for historical value	Paper/ computer		✓
	Material safety data sheets – MSDS- material safety data sheets documents safety procedures for chemicals, equipment, etc.	Until superseded	Paper		
	Marriage licenses-legal record of marriage	5 years after audited, provided certificate sent to court	Paper		
	Meeting notices (see 121.22 ORC)- document of date of meeting and items to be discussed/presented	1 year	Paper/ computer		



(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
	Memoranda-documents communication from department to department, etc.	See correspondence	Paper		
	Minutes of Meetings- permanent record of official meetings Approved Original Executed Hardcopy Audio and Video recordings of meetings	Permanent 1 year provided information concerning meeting is substantially transcribed to hard copy.	Paper Tape/digital		
	Drafts/Notes-preliminary notes or draft of a document – not in final format	Hard copy Until hard copy of minutes approved	Paper		
	Municipal Publications-documents, flyers, posters, brochures, etc. published by or for the village to discriminate information	Until superseded or obsolete, retain one copy	Paper		
	Public Records Requests Folder-maintained record public requests & timely responses	25 years after revised, superseded or discontinued	Paper/ Computer		
	Photo file (prints, slides, negatives, transparencies & related photographic items-documents events, specific places, buildings, events, etc	Until information is no longer current (then appraise for historical value)	Multi		✓
	Planning, Scheduling, Calendar, Training Information & Data on: Display boards, erasable & dry-erase boards, chalkboards, easel pads or electronic media-information used in daily business to communicate or display information	Continually updated, revised or erased	Multi		
	Hourly, daily, weekly, monthly & annual appointment books, records, calendars, schedules, organizers & planners-to keep track of appointments & activities	UNLAN	Paper		
	Press/news releases-to communicate information on upcoming events and news	UNLAN (if no historical value)	Paper/ computer		✓
	Professional & trade magazines, catalogs, reference publications & directories-used for reference or for purchasing needed items	UNLAN	Paper		
	Professional organizations & association files-record of participation in professional organizations	1 year & UNLAN	Paper		



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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.

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	Project plans, drawings, as built-documents <i>buildings, streets, etc and may be used for reference</i>	Life of project or obsolete then appraise for historical value	Paper, mylar		✓
	Receipts/receipt books-documents funds <i>received by the village and purpose</i>	2 years provided audited	Paper		
	Receiving documents-record of items <i>received from a shipment</i>	3 years	Paper		
	Records retention documents RC-1, RC-2, RC-3-documents records kept <i>by the organization and length of time specific records are kept</i>	25 years	Paper/ computer		
	Records Requests-documents or pieces of <i>information that are not considered confidential requested by individuals or companies</i>	2 years	Paper/ electronic		
	Requisitions, purchase orders, invoices & statements- documents a request payment <i>for purchases, approval to purchase and the sum due</i>	3 years provided audited	Paper/ computer		
	Research Files-record research of <i>information for a specific purpose</i>	5 years	Paper		
	Rosters/directories-list contacts and contact <i>information</i>	Until obsolete	Paper/ computer		
	Senior Snow Removal-record of those <i>receiving the service and companies or individuals bidding to render service</i> Registrations Complaints Bids for Contractors	3 years 3 years 3 years	Paper Paper Paper		
	Scrapbooks, yearbooks-documents <i>historical record of the organization</i>	Appraise for historical value	Paper		✓
	Speeches/presentations-oral or written <i>public information discriminated in presentation format</i>	3 years	Multi		
	Statistical reports-the collection, <i>organization, analysis, interpretation, and presentation of data.</i> Monthly, quarterly, semi-annual	Until incorporated into yearly compilation	Paper/ computer		
	Annual-record of statistical information <i>Consultant produced</i>	5 years	Paper/ computer		



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*Added under the years
 management by the records
 have been added by the
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 audit report has been
 released pursuant to
 Sec. 117.26 O.R.C.*

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	Surveys & Questionnaires- <i>statistical record and/or a series of questions asked to individuals for answers</i>	3 years and UNLAN	Paper		
	Surveying – field notes- <i>written record of observation of property, street, etc.</i>	Permanent	Paper		
	Surveillance tapes/videos- <i>recorded of activity within a certain jurisdiction</i>	30 days then reuse provided no action pending	Recorded tape		
	Table of organization/organizational charts- <i>documentation of the organizational flow</i>	Until superseded	Paper/ computer		
	Telephone- <i>record of activity of calls made & received and equipment & maintenance</i> Charges, bills, call detail records Documentation Messages Pagars Activity logs and related IT issues Caller ID logs Service Records System equipment inventory	2 yrs provided audited Life of system UNLAN UNLAN UNLAN UNLAN 2 years Continually updated, retain Superseded data 1 year	Paper Paper Paper/audio Audio Paper Paper Paper Paper		
	Training Material, lesson plans- <i>information presented for training purposes</i>	Until superseded	Paper		
	Uniform record- <i>record of uniforms received and returned</i>	3 years, provided audited	Paper/ computer		
	Vehicle Maintenance Records- <i>record of service and maintenance</i> Vehicle Mileage Records- <i>record of the miles traveled on a certain vehicle</i>	Until vehicle sold Until vehicle sold	Paper Paper		
	Vendors & suppliers- <i>list of vendors and suppliers used by village</i>	Until revised, obsolete or superseded	Paper/ computer		
	Visitor's log or sign-in sheets- <i>list of those who have visited</i>	1 year	Paper		
	Voicemail messages- <i>message left after a missed call</i> System documentation- <i>system maintenance etc.</i>	UNLAN Life of system	Audio/paper Paper		
	Warranties- <i>expressed warranties of equipment, etc. owned or leased</i>	2 years after expiration	Paper		



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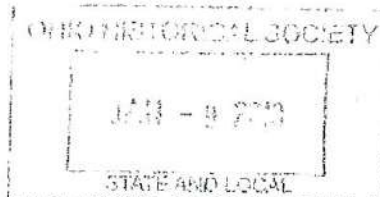
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	Work orders-request for work to be completed	2 years	Paper		
	Work schedules-schedule of days and times personnel are to report for work	1 year after schedule change	Paper/ computer		

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Ohio Historical Society
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Local Government Records Program

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Columbus, Ohio 43211-2497



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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood
(local government entity)

Building Department
(unit)

Al Hunziker
(signature of responsible official)

Al Hunziker
(name)

Chief Building Official
(title)

August 28, 2012
(date)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue
(address)

Oakwood Village
(city)

44146
(zip code)

Cuyahoga
(county)

To have this form returned to the Records Commission electronically, include an email address: dhlady@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Gary Tetroch
Records Commission Chair Signature

9.25.12

Date

Section C: Ohio Historical Society - State Archives

Cornie Conner
Signature

Govt. Records Archivist
Title

1/29/13
Date

Section D: Auditor of State

Martin E. Math
Signature

1-28-13

Date

Please Note: The State Archives retains RC-2 forms permanently.
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Local Government Records Program

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Section E: Records Retention Schedule

Village of Oakwood
(local government entity)

Building 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
	Annexation Case Files-incorporation of territory or properties into the Village of Oakwood	Permanent			<input checked="" type="checkbox"/>
	Annexation Records- incorporation papers, annexations, corporate boundaries, maps, and litigation correspondence	Permanent			<input checked="" type="checkbox"/>
	Appeals on Interpretation of Code- A written document appealing the interpretation for a specific development proposal or for the general application	Permanent			<input checked="" type="checkbox"/>
	Board of Zoning Adjustments Case Files- Board of Zoning Adjustment (BZA) case files contain relief from the strict application of the Zoning Regulations (variances), and approval of certain uses of land (special exceptions).	10 years	Paper/ Computer		<input type="checkbox"/>
	Blueprints/Vellums- used for a variety of purposes, especially for plans, technical drawings, and blueprints.	Until updated, superseded or obsolete, appraise for historical value	paper		<input checked="" type="checkbox"/>
	Building Applications-applications for a building permit	Until occupancy permit issued	paper		<input type="checkbox"/>
	Building Folders-a folder holding all documents pertaining to a particular project, building, etc.	Permanent	paper		<input type="checkbox"/>
	Building Inspection Reports- a report of an inspection performed by a person who is employed by either a city followed by proposals for remedial action.	5 years	paper		<input type="checkbox"/>
	Building Permit Record-a written record of a construction permit or building permit new construction, or adding on to pre-existing building	Permanent	Paper/ Computer		<input checked="" type="checkbox"/>
	Building Plans- detailed drawings of proposed or completed plan for a building Residential Commercial Municipal owned	3 years 5 years Life of structure, appraise for historical value	Paper Paper paper		<input checked="" type="checkbox"/>
	Building Sign Inspection Files-a representation that an inspection has been completed	Permanent	Paper		<input type="checkbox"/>
	Case Files-board of building standards and appeals	10 years	Paper/ computer		<input type="checkbox"/>



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Audited means: the years
enclosed by the records
have been audited by the
Auditor of State and the
audit report has been
released pursuant to
Sec. 117.28 O.H.C.

Page ____ of ____

(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
	Case Files -- Board of Zoning Appeals-folders representative of cases heard regarding appeals of zoning laws	10 years	Paper/ computer		<input type="checkbox"/>
	Certificate of Insurance- a document serving as evidence of the issuance of insurance	2 years after expiration, provided no claims pending	Paper		<input type="checkbox"/>
	City Building Code- a set of rules that specify the minimum acceptable level of safety for constructed objects such as buildings and non- building structures.	Until superseded, retain 1 copy permanently	Paper/ computer		<input type="checkbox"/>
	Complaints-an expression of discontent received by the office	2 years provided no action pending	Paper		<input type="checkbox"/>
	Contractor's registration- the official record of registering one's name to the list of qualified individuals to perform work in the village	2 years	Paper/ computer		<input type="checkbox"/>
	Demolition permits-a written document permitted the tearing down of a structure	Permanent	Paper/ computer		<input checked="" type="checkbox"/>
	House Number Record-the official record of the address of a parcel of land	Permanent	Paper/ computer		<input checked="" type="checkbox"/>
	Housing, Land use, population and other special studies- research or a detailed examination and analysis of such studies	UNLAN, appraise for historical value	Paper/ computer		<input checked="" type="checkbox"/>
	Index to Board of Zoning Adjustments Case Files-list of case files which contain relief from the strict application of Zoning Regulations	25 years	Paper/ computer		<input checked="" type="checkbox"/>
	Index to Variance Record-list of variances issued	25 years	Paper/ computer		<input checked="" type="checkbox"/>
	Index to Zoning Case Record-list of cases pertaining to the division of an area into zones, as to the number and types of buildings and their uses.	25 years	Paper/ computer		<input checked="" type="checkbox"/>
	Industrial Use Permit Reviews-review of permits pertaining to industrial businesses	Permanent	Paper/ computer		<input checked="" type="checkbox"/>
	Legislative Research Files/Drafts- documentation of the research of laws	UNLAN	Paper/ computer		<input type="checkbox"/>
	Occupancy Permit Record-a permit expressing that the building is suitable for habitation based on building regulations	Permanent	Paper/ computer		<input type="checkbox"/>
	Permits -- all types- a written record of a construction permit or building permit, new construction, addition to pre-existing building or other type of application	3 years provided audited	Paper. Computer		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Planning Briefs- <i>an explanation of plans</i>	25 years	Paper/ computer		<input type="checkbox"/>
	Planning Commission Case Files-cases <i>heard by the Planning Commission</i>	10 years, provided no action pending	Paper/ computer		<input type="checkbox"/>
	Project Reports-reports <i>containing information regarding specific projects through completion.</i>	25 years, appraise for historical value	Paper		<input checked="" type="checkbox"/>
	Reports to Council-written <i>account of the proceedings, transactions and other activity.</i>	5 years	Paper/ computer		<input type="checkbox"/>
	Rezoning applications-a <i>request for specific property or properties to be zoned differently than what exists under the present zoning code.</i>	Until final action taken & recorded	Paper		<input type="checkbox"/>
	Rezoning case files-files <i>heard by one or more commissions requesting rezoning</i>	5 years after final decision rendered	Paper/ computer		<input type="checkbox"/>
	Street Name Change Record-record <i>of the new and old name of a specific road or street</i>	Permanent	Paper/ Computer		<input checked="" type="checkbox"/>
	Street opening permits- <i>authorization to open a street</i>	3 years	paper		<input type="checkbox"/>
	Subdivision Files-documentation <i>of a portion of land divided into lots for real-estate development.</i>	Permanent	Paper/ Computer		<input checked="" type="checkbox"/>
	Violations- <i>a breach, infringement, or transgression, as of a law, rule, promise, etc.</i>	Until corrected or adjudicated by a court	Paper		<input type="checkbox"/>
	Zoning case log-list <i>of cases heard or to be heard by the zoning board</i>	25 years	Computer		<input type="checkbox"/>
	Zoning certificate for occupancy and use of land and buildings-document <i>certifying the proper use of land or building per village's codes</i>	Permanent	Paper/ computer		<input checked="" type="checkbox"/>
	Zoning change request-a <i>written request for land use laws</i>	5 years, provided no action pending	Paper/ computer		<input type="checkbox"/>
	Zoning permit applications-a <i>request for deviation from the set of rules that apply to land use and land development</i>	1 year after final decision rendered	Paper/ computer		<input type="checkbox"/>
	Zoning permit record-a <i>document issuing the ruling of permitted use of land or building</i>	Permanent	Paper/ computer		<input checked="" type="checkbox"/>
	Zoning variance case files- <i>documentation of a request of the deviation from the set of rules a municipality applies to land use and land</i>	5 years after final decision, provided no action pending	Paper/ computer		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	<i>development and the decision of zoning board</i>				

Г-02500 № 2270



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Local Government Records Program
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OHIO HISTORY CONNECTION

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DEC 14 2016

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood

(local government entity)

Council Office

(unit)

(signature of responsible official)

Debra L. Hladky
(name)

Clerk of Council
(title)

August 23, 2018
(date)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue
(address)

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(county)

To have this form returned to the Records Commission electronically, include an email address: dhladky@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

[Signature]

12/1/16 Date

Section C: Ohio Historical Society - State Archives

[Signature]
Signature

Local Government Records Archivist
Title

1/9/17
Date

Section D: Auditor of State

[Signature]
Signature

1-24-17
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

Village of Oakwood
(local government entity)

Council Office
(unit)



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Page ____ of ____

(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
	Council Proceedings -Typewritten notices of meeting- <i>created by clerk in case audio equipment fails to record.</i> -Audio Recordings-establish record of meeting prior to transcription	Until transcribed onto hard copy 1 year	Paper/computer Tape & digital		<input type="checkbox"/>
	Council Agendas- <i>inform participants what will be discussed at meeting</i>	6 years	Paper/computer		<input type="checkbox"/>
	Oaths of Office of Committee Members- <i>confirm those serving</i>	6 months after expiration of term	paper		<input type="checkbox"/>
	Charters & Amendments- <i>adoption of form of government & providing local self-government under Ohio laws</i>	Permanent	Paper/computer		<input checked="" type="checkbox"/>
	Council Members' Files- <i>keep record of activities i.e. correspondence, etc.</i>	Term of office then appraise for historical value	paper		<input type="checkbox"/>
	Council Minutes- <i>permanent record of proceedings</i>	Permanent	Paper/computer		<input checked="" type="checkbox"/>
	Index to ordinances/resolutions- <i>per Charter regulations. Used as reference.</i>	Permanent	Paper/computer		<input checked="" type="checkbox"/>
	Liquor License Requests- Approved- <i>must keep per regulation 4303.07(1)(B) for period of time specified</i> Denied- <i>must keep per regulation 4303.07(1)(B) for period of time specified</i>	3 years 1 year	Paper Paper		<input type="checkbox"/>
	Oaths of Office of Elected Officials- <i>an oath or affirmation a person takes before undertaking the duties of an office</i>	10 years after leaving office	paper		<input type="checkbox"/>
	Ordinances- <i>an authoritative rule or law</i>	Permanent	Paper/computer		<input checked="" type="checkbox"/>
	Resolutions- <i>a formal expression of opinion or intention i.e. agreements, policies, express condolences, etc.</i>	Permanent	Paper/computer		<input checked="" type="checkbox"/>
	Proclamations- <i>a public and official announcement; i.e. giving honor to a person or entity</i>	2 years	Paper/computer		<input type="checkbox"/>
	Petitions- <i>a formally drawn request, often bearing the names of a number of those making the request,</i>	5 years	paper		<input type="checkbox"/>
	Professional Association Records- <i>documents of a body of persons engaged in the same profession, i.e. related to an</i>	UNLAN	paper		<input type="checkbox"/>



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Page ____ of ____

(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
	<i>employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association</i>				
	Reports to Council- <i>an account or statement describing in detail of departmental activity</i>	5 years	Paper		<input type="checkbox"/>
	Subject & Administrative Files- <i>files documenting the affairs of the organization</i>	5 years	Paper		<input type="checkbox"/>
	Term Expiration List – Public Officials- <i>depicts the time period an elected official serves until another election must be held</i> Original Copies	Permanent UNLAN	Paper/Computer Paper		<input checked="" type="checkbox"/> (original)
	Youth Council Agenda- <i>inform participants of what will be considered during meeting</i>	6 years	Paper/computer		<input type="checkbox"/>
	Youth Council Minutes- <i>record of proceedings</i>	Permanent	Paper/computer		<input checked="" type="checkbox"/>
	Youth Council completed applications - <i>applications completed by students and adult advisors pertinent for year of participation</i>	1 year	Paper/Computer		<input type="checkbox"/>
	Youth Council permission slips- <i>created to give parents/guardians the opportunity to give permission for field trips, etc.</i>	UNLAN	Paper		<input type="checkbox"/>
	Youth Council Certificates – <i>created to give recognition to students and Advisors of accomplishments</i>	Until issued 1 year	paper Computer		<input type="checkbox"/>
	Youth Council - spreadsheet <i>created by this office to track volunteer hours</i>	UNLAN 1 year	Paper Computer		<input type="checkbox"/>
	Youth Council membership spreadsheets- <i>names, addresses & contact info of participants</i>	UNLAN 6 years (computer only)	paper Computer		<input type="checkbox"/>



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Section A: Local Government Unit

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

Section B: Records Commission

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

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

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

Section E: Records Retention Schedule

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

GENERAL INSTRUCTIONS:

- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org
- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR

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

- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.

GZ-2-02E



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

600 E. 17th Avenue
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Page ____ of ____

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood Engineering Department
(local government entity) (unit)
[Signature] Ed Hren Village Engineer August 28, 2012
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Village of Oakwood 440.232.9988
Records Commission (telephone number)
24800 Broadway Avenue Oakwood Village 44146 Cuyahoga
(address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: dhlady@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]
Records Commission Chair Signature

1/14/13
Date

Section C: Ohio Historical Society - State Archives

Cornie Conner Spit Records Archivist 1/29/13
Signature Title Date

Section D: Auditor of State

[Signature] 2-5-13
Signature Date

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Local Government Records Program

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Section E: Records Retention Schedule

Village of Oakwood
(local government entity)

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
	Aerial Photos-photographs of the ground from an elevated position depicting streets, parks, businesses, residential property, boundaries, etc. <i>KEPT BY CUYAHOGA COUNTY</i>	Permanent	Paper		<input type="checkbox"/>
	Blueprints, Maps & Plans- design plan or other technical drawing including diagrammatic representation of an area showing physical features, roads, etc	Life of Infrastructure, then appraise for historical value	Paper/ Computer		<input checked="" type="checkbox"/>
	Bridge Plans-A detailed proposal or schematic of a bridge structure Bridge Inspection Reports-the written detailed results of a physical inspection of the bridge	Life of Bridge Life of Bridge	Paper/ Computer Paper/ Computer		<input checked="" type="checkbox"/>
	Change Orders-written order by a project owner directing the contractor to change the contract amount, requirements, or time	Project File	Paper/ Computer		<input type="checkbox"/>
	City Properties-File documents ownership of land & land bank properties owned by the municipality. <i>KEPT BY CUYAHOGA COUNTY</i>	Permanent	computer		<input type="checkbox"/>
	Job Orders- Written instructions to perform a work according to specified requirements, within specified timeframe and cost estimates	3 years	Paper/ Computer		<input type="checkbox"/>
	Project Files (contracts, specifications, change orders, progress reports)-documents project	15 years after completion of project	Paper/ computer		<input checked="" type="checkbox"/>
	Project Inspection Records-documents inspections of project	Include in Project Files	Paper/ Computer		<input type="checkbox"/>
	Project Planning Files-Compilation of files pertaining to a specific project	5 years after completion of final project report	Paper/ Computer		<input type="checkbox"/>
	Sanitary Sewer Records-contains documents of location and maintenance of sanitary sewer system - NOT INCLUDING SERVICE DEPT WORK	Permanent	Paper/ Computer		<input checked="" type="checkbox"/>
	Sewer Testing Records-documents tests completed confirming condition of sewer NOT INCLUDING SERVICE DEPT WORK	5 years	Paper/ Computer		<input type="checkbox"/>
	Haul Tickets-	2 years, provided audited	Paper/ computer		<input type="checkbox"/>
	Proposals for Street Improvement-comparison plans put forward for consideration regarding the improvement of streets including the choice on contractors	Until approved or proposal rejected	Paper/ computer		<input type="checkbox"/>



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Page ____ of ____

(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
	Request for Proposals (RFPs)-an official request for a proposal for a project, etc.	2 years	Paper/ computer		<input type="checkbox"/>
	Sewer Repair Sheets-tracking of repairs performed on sewer lines NOT INCLUDING SERVICE DEPT WORK	10 years	Paper/ computer		<input type="checkbox"/>
	Street Repair Cost Summary Record-cost of street repairs in the form of a summary report NOT INCLUDING SERVICE DEPT WORK	3 years provided audited	Paper/ computer		<input type="checkbox"/>
	Traffic Study Files- Field data collection, daily / peak hour summaries, and technical report development	Until super- seded, then appraise for historical value	Paper/ computer		<input checked="" type="checkbox"/>
	Reports to Council-written account of the proceedings, transactions and other activity.	5 years	Paper/ computer		<input type="checkbox"/>
	Zoning Maps-documents areas subject to particular planning restrictions.	Permanent	Paper/ computer		<input checked="" type="checkbox"/>

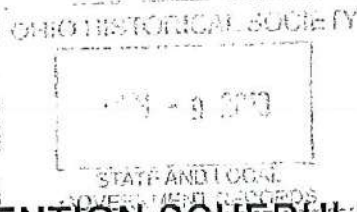
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/26/2010 BY 60322
UCBAW/STP/STP

F I N A N C E



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood

(local government entity)

Finance Department

(unit)

B. Thompson
(signature of responsible official)

Brian Thompson
(name)

Finance Director
(title)

August 28, 2012
(date)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue
(address)

Oakwood Village
(city)

44146
(zip code)

Cuyahoga
(county)

To have this form returned to the Records Commission electronically, include an email address: dhlady@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Mary Staloch
(signature of Records Commission Chair)

9-25-12

Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Govt. Records Archivist
Title

4/19/13
Date

Section D: Auditor of State

Martin E. Mohr
Signature

1-28-13

Date

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of State and the
has been
revised pursuant to
S. 117.26 O.R.C.

Page ____ of ____

Section E: Records Retention Schedule

Village of Oakwood
(local government entity)

Finance 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
	Acceptance of Utility Rate Ordinance Notices-water sewer rates	Permanent	Paper		<input type="checkbox"/>
	Accounts Payable Record -accounting entry representing an entity's obligation to pay off a short-term debt	3 years, provided audited	Paper/Computer		<input type="checkbox"/>
	Accounts Receivable Ledger, General- a collection of receivable financial accounts	3 years, provided audited	Paper/Computer		<input type="checkbox"/>
	Accounts Receivable Ledger, Income Tax-a collection of income tax receivable accounts	6 years	Paper/Computer		<input type="checkbox"/>
	Annual Appropriation Ordinances (copies)- legislation as passed by village council approving the requested funds for a specific year	5 years	Paper		<input type="checkbox"/>
	Annual Certificate of Estimated Resources- Issued by the County	7 years	Paper		<input type="checkbox"/>
	Annual Municipal Financial Report- A written report which quantitatively describes the financial health of the village.	Permanent	Paper/Computer		<input checked="" type="checkbox"/>
	Annual Report to Auditor of State-report compiled representing the financial status of the village	5 years	Paper		<input type="checkbox"/>
	Annual Village Budget- An itemized forecast of the village's income and expenses expected for a specific year	Permanent (at 50 years appraise for historical value)	Paper/Computer		<input checked="" type="checkbox"/>
	Appropriation Ledger-monthly reporting	5 years, provided audited	Paper/Computer		<input type="checkbox"/>
	Assessment Record-road projects	Until paid and audited	Paper/Computer		<input type="checkbox"/>
	Audit Reports - Internal An itemized forecast of the village's income and expenses expected for some period of time	5 years	Paper/Computer		<input type="checkbox"/>
	Federal/Auditor of State- A qualified entity at the federal/state level that conduct audits	5 years	Paper		<input type="checkbox"/>



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*Audited for the years
 2000-2001 by the records
 management unit of the
 State of Ohio and the
 audit report was found
 to be in accordance to
 the O.R.C.*

Page ____ of ____

(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
	Bad Check or Bad Debt Records- <i>A method of payment in which insufficient funds are demonstrated</i>	2 years after payment or settlement	Paper		<input type="checkbox"/>
	Bank Deposit Records (Receipts, Reconciliation, Slips, Statements, etc.) <i>Records of all transactions, deposits and withdrawals.</i>	3 years provided audited	Paper		<input type="checkbox"/>
	Bid Bonds Successful bidder- <i>a person or entity that qualifies as the lowest and best to perform work for payment, etc., whether it is a mail-bid, internet, or a "normal" in-person bid.</i> Unsuccessful bidder- <i>a person or entity that did not receive the lowest and best bid to perform work in return for payment, etc.</i>	Retain until acceptance of project performance bond Return after project awarded	Paper Paper		<input type="checkbox"/>
	Bids – Successful- <i>documentation of the lowest and accepted best bid</i>	15 years after completion of project	Paper		<input type="checkbox"/>
	Bids – Unsuccessful- <i>documentation of bids that were not the lowest and best bid</i>	2 years after letting of the contract	Paper		<input type="checkbox"/>
	Block Grant Documentation- <i>grants from central government that the village allocates for specific purposes</i>	5 years	Paper		<input type="checkbox"/>
	Bodily injury to non-employee- <i>damage due to a physical impact or accident (held by insurance company)</i>	5 years provided no action pending	Paper		<input type="checkbox"/>
	Bond Register- <i>record of bonds that are recorded in the name of the holder (usually kept by bond counsel) – copies held by finance dept.</i>	Permanent	Paper		<input type="checkbox"/>
	Budget Preparation Documents (working papers)- <i>preliminary written, printed, or electronic regarding the estimates of income and expenditures for a set period of time.</i>	4 years	Paper		<input type="checkbox"/>
	Canceled Checks- <i>checks that have cleared the depositor's account and has been marked as "canceled" by the bank</i>	3 years provided audited	Paper		<input type="checkbox"/>
	Capital Improvement Bonds- <i>a debt investment for the acquisition or betterment of public lands, buildings, etc. held by bond counsel</i>	Until paid off and audited, appraise for historical value	Paper		<input checked="" type="checkbox"/>
	Cash Reports- <i>a method analyzing the village's statements and reports.</i>	3 years	Paper		<input type="checkbox"/>
	Cash Receipts and Disbursements	3 years, provided audited	Paper		<input type="checkbox"/>



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Records
 maintained 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.

Page ____ of ____

(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
	Cash Register Tapes/Records	2 years provided internal control established	Cash Register Tapes/Records		<input type="checkbox"/>
	Chargeback Reports/Records- records of the return of funds	3 years	Paper		<input type="checkbox"/>
	Check Registers/Stubs/Carbons- the register of checks issued (in numeric order)	3 years, provided audited	Paper		<input type="checkbox"/>
	Checking Account Statement-a financial accounting of financial transactions made from the checking account	3 years, provided audited	Paper		<input type="checkbox"/>
	Checks - Voided-A check rendered null and void for any purpose	Until audited	Paper		<input type="checkbox"/>
	Contractors' Prevailing Wage Records- documents prevailing wage rates as determined by actual hours worked, for a particular occupational title (classification/trade) specific to the county and state requirements	5 years	paper		<input type="checkbox"/>
	Generated Financial Reports Monthly, Quarterly, Semi-Annual- an account documenting the monetary receipts and expenditures	Until replaced by next printout or annual report printed out	Paper		<input type="checkbox"/>
	Annual-a yearly accounting	5 years	Paper		<input type="checkbox"/>
	Computer Records-electronically generated reports or records	Create Separate Schedule	Computer		<input type="checkbox"/>
	Report of Cash Received -A printed document logging each time cash is received for a good or service.	3 years, provided audited	Paper		<input type="checkbox"/>
	Damage Claims, copies- An insurance claim for something that has been damaged but not completely lost-(held by insurance co.)	Until settled and all appeals exhausted	Paper		<input type="checkbox"/>
	Damage to Municipal Vehicle or Property- insurance claim for property or vehicles that have been damaged-held by insurance co.)	5 years provided no action pending	Paper		<input type="checkbox"/>
	Encumbrance Documents-fuel usage, -funds that are required to spend on a stated thing in the future	3 years	Paper		<input type="checkbox"/>
	Encumbrance and Expenditure Journal A record of the funds that are required to spend on a stated thing in the future	7 years, provided audited	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
	Fixed Assets Record-long term tangible property records	10 years	Paper		<input type="checkbox"/>
	Fund Report- A summary of the village's financial condition at a specific point in time, including assets, liabilities and net worth.	3 years	Paper/Computer		<input type="checkbox"/>
	General Ledger- a general collection of financial accounts	25 years	Paper/Computer		<input type="checkbox"/>
	Grant Files - Not Funded-financial assistance from an agency awarded on specific criteria which were not funded	1 year after decision rendered	Paper		<input type="checkbox"/>
	Grant Files/Records - Federal/State-financial assistance from an agency awarded on specific criteria	5 years if audited and disputes resolved	Paper		<input type="checkbox"/>
	Indebtedness Statement- an official accounting of what is owed to others	Permanent	Paper		<input type="checkbox"/>
	Insurance Policies- guarantee of compensation for specified loss, damage, illness, or death, etc. in return for payment	2 years after expiration, provided all claims settled	Paper		<input type="checkbox"/>
	Intergovernmental Tax Receipts-tax receipts from other governments or levels of government (held by RITA)	3 years, provided audited	Paper	<p>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>	<input type="checkbox"/>
	Investment Records-capital outlay	3 years provided audited	Paper		<input type="checkbox"/>
	Invitation to Bid (ITB)- The solicitation document utilized to solicit bids in the formal, sealed bid procedure and all documents attached or incorporated	2 years	Paper		<input type="checkbox"/>
	Invoices and Supporting documents- The list of goods sent or services provided, stating the sum due and documentation	3 years	paper		<input type="checkbox"/>
	Licenses-permits for vehicles, etc.	Term of license plus 1 year	Paper		<input type="checkbox"/>
	Monthly Statement of Balances-activity of the previous month's financial balances	3 years, provided audited	Paper		<input type="checkbox"/>
	Mortgages-no longer held - mortgages are paid off	Until paid and canceled, provided audited	Paper		<input type="checkbox"/>
	Pay-In Records-	3 years, provided audited	Paper		<input type="checkbox"/>



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Local Government Records Program

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12/15/11: the years
1990-1991 by the records
1992-1993 by the
1994-1995 and the
1996-1997 has been
released pursuant to
Sec. 117.26 O.R.C.

Page ____ of ____

(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
	Performance Bonds-bonds given to protect the village against loss in case the terms of a contract are not filled	After project successfully completed & accepted	Paper		<input type="checkbox"/>
	Personal or Professional Services Invoice or Statement of Services-bills received for services rendered to the village	3 years	Paper		<input type="checkbox"/>
	Petty Cash Record-accounting of cash on hand and receipts for expenditures made	3 years provided audited	Paper/computer		<input type="checkbox"/>
	Phone Quotes/Confirmation-the lowest price a potential vendor is willing to receive for services of items received	2 years	Paper		<input type="checkbox"/>
	Posting Sheets and Cards for Paid Bills-the transfer of entries from a journal of original entry to a ledger	3 years, provided audited	Paper		<input type="checkbox"/>
	Property Inventories- list of property with corresponding values and initial costs often used to substantiate insurance claim	3 years	Paper		<input type="checkbox"/>
	Purchase Orders -document used to request someone to supply something in return for payment Original Copies	3 years UNLAN	Paper/computer Paper		<input type="checkbox"/>
	Receipts and Expenditures Report to Auditor of State-explanation, format, and example of income and expenditure account.	3 years	Paper/Computer		<input type="checkbox"/>
	Receiving Documents-proof of receipt of item or service	3 years	Paper		<input type="checkbox"/>
	Reconciliation Sheets, Bank Accounts-comparison of the bank statement and village records to ensure they are in agreement	3 years, provided audited	Paper		<input type="checkbox"/>
	Record of Funds Received-evidence and accounting of monies received by the village and purpose of receipt	3 years, provided audited	Paper		<input type="checkbox"/>
	Refund Check Ledger-recording and totaling of checks refunded	5 years, provided audited	Paper/Computer		<input type="checkbox"/>
	Retirement System Payments/Records-kept by RITA	Permanent	Paper/Computer		<input type="checkbox"/>
	Retirement System Exemption Record- kept by RITA (Waiver)	Permanent	Paper		<input type="checkbox"/>
	Sales Tax Records-kept by County	4 years	Paper		<input type="checkbox"/>



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Columbus, Ohio 43211-2497

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Settlement Sheet or Tax Distribution from County Auditor-kept by County	10 years	Paper		<input type="checkbox"/>
	Special Assessments-kept by County	Until paid off and audited	Paper		<input type="checkbox"/>
	Surety Bonds—Special-kept by village insurance company	10 years after expiration	Paper		<input type="checkbox"/>
	Surety Bonds of Officials or Employees- a promise to pay one party a certain amount if a second party fails to meet the obligation, such as fulfilling the terms of a contract	10 years after termination of officer or employee	Paper		<input checked="" type="checkbox"/>
	Tax Abatement Records- the reduction, or lessening of taxes per agreement	Duration of the abatement plus one 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"/>
	Tax Abatement Reports- eligibility and requirements to receive tax abatement	3 years, provided audited	Paper		<input type="checkbox"/>
	Tool lending program records-written record of tools loaned to residents for a small fee	Until superseded then appraise for historical value	paper		<input checked="" type="checkbox"/>
	Trial Balance Records-kept by SSI	3 years	Paper/Computer		<input type="checkbox"/>
	Travel Expense Records-receipts from village related travel	3 years	Paper		<input type="checkbox"/>
	Unemployment Compensation Records-documentation funds issued for wages or salary paid to recently unemployed worker(s)	3 years, provided audited	Paper		<input type="checkbox"/>
	Uniform Allowance Record-a specific amount granted for the purchase of distinctive clothing worn by specific departments i.e. police & service personnel	3 years, provided audited	Paper		<input type="checkbox"/>
	Vouchers-written evidence of an expenditure and all documentation related to it Original-Copies	3 years, provided audited UNLAN	Paper Paper		<input type="checkbox"/>
	<u>Municipal Income Tax Revenue</u> -held by RITA Accounts Receivable	6 years	Paper/Computer		<input type="checkbox"/>
	Annual Summary of Cash Collected	3 years, provided audited	Paper/Computer		<input type="checkbox"/>
	Business Income Tax Reconciliation Form	6 years	Paper		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Closed Account	6 years	Paper		<input type="checkbox"/>
	Control Sheet	6 years	Paper		<input type="checkbox"/>
	Corporate Partnership Fiduciary Income Tax Form	6 years	Paper	instated means: the years accompanied 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"/>
	Daily Posting Recapitulation	3 years, provided audited	Paper		<input type="checkbox"/>
	Detailed Cash Receipt Record	6 years	Paper/Computer		<input type="checkbox"/>
	Delinquent Account Records	until paid and audited	Paper		<input type="checkbox"/>
	Declaration of Estimated Income Tax,	6 years	Paper		<input type="checkbox"/>
	Business and Individual Final Return for the Year	6 years	Paper		<input type="checkbox"/>
	Individual's Tax Return- A form on which a taxpayer makes an annual statement of income and personal circumstances	6 years	Paper		<input type="checkbox"/>
	Quarterly Notice of Installment Due- statement of money due as one of several equal payments on a quarterly basis	6 years	Paper		<input type="checkbox"/>
	Quarterly Payment Statement- official account of payments on a quarterly basis	6 years	Paper		<input type="checkbox"/>
	Refund Voucher-written record of a refund	6 years	Paper		<input type="checkbox"/>
	Uncollectible Income Tax Accounts- accounting of bad debts i.e. uncollectible	6 years	Paper		<input type="checkbox"/>
	Sinking Fund Records- periodically setting aside funds for the gradual repayment of a debt Bond Issue Ledger-documentation of bonds identifiable by date of maturity	Permanent	Paper		<input checked="" type="checkbox"/>
	Bond Transcripts- the collection of documents that are prepared for a debt issue.	10 years after issue redeemed	Paper		<input type="checkbox"/>



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 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
	Bonds (Redeemed)-A bond which the issuer has redeemed prior to or at its maturity date	2 years after issue is paid off then appraise for historical value	Paper		<input checked="" type="checkbox"/>
	Call Notices – Securities- notices to the holder of the security	10 years after call	Paper	For records: the years covered by the records have been audited by the Auditor of State and the audit report has been released pursuant to R.S. 111.26 O.R.C.	<input checked="" type="checkbox"/>
	Cash Journal- Book of original accounting entries, where transactions are recorded in chronological order.	10 years, provided audited	Paper		<input type="checkbox"/>
	Coupons (Redeemed)- A portion of a bond that is given up in return for a payment of interest	4 years after audited then appraise for historical value	Paper		<input checked="" type="checkbox"/>
	Electronic Fund Transfer Records-otherwise known as EFT documents – documents a fund transfer including amount and date	10 year	Paper/Computer		<input type="checkbox"/>
	Monthly Financial Statement-documents monthly the all relevant income and all expenses that have occurred during a specific month	Permanent	Paper		<input type="checkbox"/>
	Sinking Fund Ledger or Journal- a book detailing the funds set aside for the gradual repayment of a debt	Permanent	Paper		<input type="checkbox"/>
	<u>Payroll</u> Attendance Reports/Records- records depicting the attendance of employee(s)	3 years	Paper		<input type="checkbox"/>
	Timesheets- method for recording the amount of a worker's time spent on the job	3 years	Paper		<input type="checkbox"/>
	Application for PERS Refund or Waiver-a form in which an employee requests funds be returned or waived from withholding of Public Employees Retirement System	Permanent	Paper		<input type="checkbox"/>
	Court Orders for Payroll Deduction- direction issued by a court or a judge requiring the employer to withhold funds to pay for something the court mandated	Until employee terminates or order rescinded	Paper		<input type="checkbox"/>
	Employee Earning Record- a record of an employee's wages or salary including taxes withheld.	Continually compiled and updated until termination Information placed in personnel File yearly	Paper/Computer	?	<input type="checkbox"/>
	Employee Income Tax Withholding Certificate- an IRS form in which employees claim exemptions and allowances to be held	3 years after termination of employment, provided audited	Paper/Computer		<input type="checkbox"/>
	Withholding Payment Record-record of what has been withheld from employee(s) pay	6 years, provided audited	Paper/Computer		<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
	Employee Pay Records- <i>financial records for employee wages/salaries, withholding, deductions, bonuses, etc.</i>	Continually updated until termination then place in personnel file or enter data on Employee History Card	Paper/Computer		<input type="checkbox"/>
	Employee Withholding Requests-written request for exemptions, taxes, etc.	Until replaced or revoked by employee	Paper	the years _____ by the records _____	<input type="checkbox"/>
	Employer Quarterly Federal Tax Return- <i>The tax form or forms used to file income taxes with the Internal Revenue Service filed on a quarterly basis</i>	4 years, provided audited	Paper	been audited by the _____ of State and the _____ report has been _____	<input type="checkbox"/>
	Garnishment Orders- <i>court order directing that money of a third party be seized (withheld from pay) to satisfy a debt owed.</i>	Until employee terminates or order rescinded	Paper	117.26 O.R.C.	<input type="checkbox"/>
	Leave Balances/Reports- <i>The current amount of leave that a person has available to be taken</i> Bi-weekly Report of Leave Use and Balances-report of balance and leave taken from bi-weekly pay	Until incorporated in annual leave balances report	Paper/Computer		<input type="checkbox"/>
	Annual Employee Leave Use/Balances Report-report of balance and leave taken on an annual basis	5 years	Paper/Computer		<input type="checkbox"/>
	Annual Leave Use and Balances by Muni Unit-leave used and balances by department	25 years	Paper/Computer		<input type="checkbox"/>
	Individual Employee-an individual employee's leave usage	Continually maintained and up-dated in personnel file. Purge 2 years after termination provided no outstanding balances	Paper/Computer		<input type="checkbox"/>
	Notification of Pay/Pay Step Increase-a notice issued that a pay increase has been issued	Until superseded. Copy in personnel file	Paper/Computer		<input type="checkbox"/>
	Overtime Authorization-a document signed by a supervisor that an employee may work overtime	2 years, provided audited	Paper		<input type="checkbox"/>
	Overtime Reports-record of overtime worked	2 years, provided audited	Paper		<input type="checkbox"/>
	Payroll Journal/Record-records and salaries and wages paid to employees Annual Cumulative Printout-yearly report	50 years	Paper		<input type="checkbox"/>
	Weekly/Monthly Payroll Journal-accounting of weekly and monthly salaries and wages	3 years, provided audited and cumulative employee payroll data retained in personnel file.	Paper		<input type="checkbox"/>
	Reports to Retirement Systems-plans for setting aside money to be spent after retirement - pension accounts, pension	50 years	Paper		<input type="checkbox"/>



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State Archives of Ohio
Local Government Records Program

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

Page ____ of ____

(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
	<i>plans, retirement account, etc.</i>				
	State Income Tax Report-report of tax levied and paid to the state sources out of wages	25 years	Paper		<input type="checkbox"/>
	Tax Withholding Reports- income to withhold or deduct tax from the payment	6 years, provided audited	Paper	Printed means: the years comprised by the reports 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"/>
	W-2 Forms-IRS forms used to report wages, tips, other compensation, withheld income and social security taxes, etc.	6 years, provided audited	Paper		<input type="checkbox"/>
	W-4 Forms-IRS tax forms are used by taxpayers and tax-exempt organizations to report financial information to the Internal Revenue Service	Until superseded or employee terminates	Paper		<input type="checkbox"/>
	Personal Records/File -documentation of the history and status of the entire employment relationship with an individual employee. Personnel File/Records	Purge 2 years after employee leaves municipal service. <u>Retain permanent</u> record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records for 20 years.	Paper		<input type="checkbox"/>
	Application for Employment -formal request for employment Person Hired-employed by the village	Place in Personnel File	Paper		<input type="checkbox"/>
	Person not hired-person not hired to work for the village	Destroy after 2 years	Paper		<input type="checkbox"/>
	Copies-copy of the original	UNLAN	Paper		<input type="checkbox"/>
	Commendation, Promotions-an award or advancement of an employee's rank or position	Place in Personnel File	Paper		<input type="checkbox"/>
	Continuing Education Certifications/Seminar-	Personnel File	Paper		<input type="checkbox"/>
	Training Attendance Records -education or instruction Employee Exposure to Hazardous Chemicals-dangerous substances	Place in Personnel File	Paper		<input type="checkbox"/>



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State Archives of Ohio
Local Government Records Program

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Columbus, Ohio 43211-2497

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Biological or Infectious Diseases Reports- <i>record of transmittable diseases</i>	5 years	Paper		<input type="checkbox"/>
	Employee Performance Evaluation- <i>record of an employee's achievements, etc.</i>	5 years	Paper		<input type="checkbox"/>
	Employee Sick Leave and Vacation Balances- <i>record of sick time taken, vacation time taken and balances available</i>	Continually updated by fiscal office until employee terminates Balances verified yearly and recorded in personnel file.	Paper/Computer		<input type="checkbox"/>
	Employee Injury Report- <i>record of an incident of accident</i>	Personnel File	Paper		<input type="checkbox"/>
	Employee Time Cards/Sheets-A <i>card stamped by a time clock, recording the employee's starting and ending work times</i>	3 years	Paper		<input type="checkbox"/>
	Employee Training Records- <i>evidence of an employee's education, classes or training</i>	Place in Personnel File	Paper		<input type="checkbox"/>
	Employment History Record Card- <i>Information about an employee's employment dates, positions held, salary, and duties performed, etc.</i>	Permanent, in lieu of personnel file	Paper		<input type="checkbox"/>
	Grievance Hearing Reports- <i>Documentation of the process following filing of a complaint in which a hearing officer listens to parties, considers evidence; and makes a decision.</i>	1 year after resolved	Paper		<input type="checkbox"/>
	Insurance Enrollment Record- <i>written documentation of the issue of insurance of an employee</i>	1 year after employee leaves municipal employment	Paper		<input type="checkbox"/>
	Job/Position Descriptions- <i>a written account of what a particular job entails</i>	One year after superseded	Paper		<input type="checkbox"/>
	Labor Union Agreements- <i>a written agreement between the village and the union agreeing with wages, benefits, etc.</i>	15 years after termination	Paper		<input type="checkbox"/>
	Leave Requests - All Types: Sick, Vacation, Overtime, etc.- <i>written request for time off.</i>	3 years provided balances journalized	Paper		<input type="checkbox"/>
	Letter of Appointment- <i>a written document authorizing the hire of an individual</i>	Place in Personnel File	Paper		<input type="checkbox"/>
	Letters of Reference- <i>a written letter provided for an employee by people who are familiar with his or her work or character and who have positive remarks to make</i>	2 years after hired	Paper		<input type="checkbox"/>



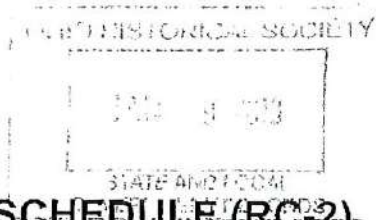
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Columbus, Ohio 43211-2497

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Letter of Resignation-written to announce the employee's intent to leave a position currently held	Place in Personnel File	Paper		<input type="checkbox"/>
	Personnel Actions-documents official position and employee transactions or any action taken regarding an employee or position	Place in Personnel File	Paper		<input type="checkbox"/>
	Promotion Actions- actions taken upon the award or advancement of an employee's rank or position	Place in Personnel File	Paper		<input type="checkbox"/>
	Record of Disciplinary Action-action taken to discipline an individual	4 years	Paper		<input type="checkbox"/>
	Reports to Bureau of Employment Services-written record to the Bureau providing information regarding the employment	2 years	Paper		<input type="checkbox"/>
	Unemployment Compensation Case Files-complete documentation including funds issued for wages or salary paid to recently unemployed worker(s)	4 years after date of final payment	Paper		<input type="checkbox"/>
	Worker's Compensation Case Files-files containing information about the origin of the accident or injury including wages and medical expenses of an employee who is injured on the job	10 years after date of final payment	Paper		<input type="checkbox"/>

FIRE



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood

(local government entity)

Fire Department

(unit)

(signature of responsible official)

Chief Jim Schade
(name)

Fire Chief
(title)

August 28, 2012
(date)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue
(address)

Oakwood Village
(city)

44146
(zip code)

Cuyahoga
(county)

To have this form returned to the Records Commission electronically, include an email address: dhlady@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

9-25-12

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

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

Village of Oakwood
(local government entity)

Fire 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
	Arson Reports-stored as part of Fire Reports documenting arson and investigation	50 years, appraise for historical	Paper		<input checked="" type="checkbox"/>
	Business Files-Documents the history of land use, type of business, above and underground storage tanks, fire and loss, inspection reports, violation notices, fire and loss investigations, etc.	permanent	Paper		<input type="checkbox"/>
	Disaster Plan- a municipal plan put into place to respond in the event that a disaster strikes (Oakwood Village follows the Disaster Plan put into place by the State of Ohio.	Until superseded	Paper		<input type="checkbox"/>
	Emergency Medical Services Records- documentation of the provision of out-of-hospital acute medical care, transport to definitive care, and other medical transport to patients with illnesses and injuries which prevent the patient from transporting themselves	7 years	Paper/ computer		<input type="checkbox"/>
	Fire Code-a section in the Codified Ordinances of the Village which helps protect the village and its residents with a set of comprehensive fire protection requirements	Until superseded	Paper/ computer		<input type="checkbox"/>
	Fire Reports-contains records of alarm responses, EPA burning violation records, fire incident reports, master run reports,	10 years	Paper/ Computer		<input type="checkbox"/>
	Fire Inspection Reports- Standpipe tests violation notices all others	3 years 1 year 3 years	Paper		<input type="checkbox"/>
	Flu/Vaccine/Immunization Registrations-kept by University Hospitals	60 days following immunization	paper		<input type="checkbox"/>
	Hydrant Records-hydrant flushing completed (maintenance and location records are kept with the Cleveland Water Department)	2 years after test date	computer		<input type="checkbox"/>
	Insurance Claim File-documents of fire damage and insurance claims filed	10 years after final settlement	paper		<input type="checkbox"/>
	Mutual Aid Agreements-not kept at Oakwood. Mutual aid regulations are governed by the state	10 years after superseded	paper		<input type="checkbox"/>



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State Archives of Ohio
Local Government Records Program

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Red Book-contains station house daily logs, daily alarm logs,	10 years then appraise for historical value	paper		<input checked="" type="checkbox"/>
	Reports to Council-written account of the proceedings, transactions and other activity.	5 years	Paper/ computer		<input type="checkbox"/>
	Radio/Phone Calls Audio Recordings-no longer kept at Oakwood Station since Walton Hills Dispatch Center regionalization	30 days then erase/reuse provided no action	Audio recording		<input type="checkbox"/>
	Violation Notices	1 year after violation corrected	Paper		<input type="checkbox"/>
	Water Surveys-kept by Cleveland Water Department	3-years	Paper		<input type="checkbox"/>

LEGAL



Ohio Historical Society

State Archives of Ohio

Local Government Records Program

OHIO HISTORY CONNECTION

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

FEB 09 2018

Page 1 of 2

STATE AND LOCAL
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood

(local government entity)

Law Department

(unit)

(signature of responsible official)

James A. Climer
(name)

Law Director
(title)

November 30, 2017
(date)

Section B: Records Commission

Village of Oakwood

Records Commission

440.232.9988

(telephone number)

24800 Broadway Avenue
(address)

Oakwood Village
(city)

44146
(zip code)

Cuyahoga
(county)

To have this form returned to the Records Commission electronically, include an email address: dhlady@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Feb 6, 2018

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

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

Village of Oakwood
(local government entity)

Law 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
	Case Files, Civil-cases dealing with disputes between individuals and/or organizations	10 years, provided no action pending	Paper		<input type="checkbox"/>
	Case Files, Criminal-cases dealing with individuals who threaten, harm or otherwise endanger the safety and welfare of the public	20 years, provided no action pending	Paper		<input type="checkbox"/>
	City Property Files-any physical or intangible entity that is owned by the municipality	Permanent	Paper		<input type="checkbox"/>
	Claims for Damages- an interest in, or right to possession, or a claim of title to something of value in regards to damages	2 years after case settled and all appeals exhausted	Paper		<input type="checkbox"/>
	Court Transcripts-the written record of all proceedings, including testimony, in a trial, hearing or deposition (out of court testimony under oath)	3 years after case settled	Paper		<input type="checkbox"/>
	Deeds- the instrument used to convey ownership of real property	Permanent	Paper		<input checked="" type="checkbox"/>
	Easements-A right, such as a right of way, afforded a person to make limited use of another's real property.	Permanent	Paper		<input checked="" type="checkbox"/>
	Legal Notices-A formal announcement, notification Tear Sheets-a page in a newspaper or periodical that is cut or perforated so that it can be easily torn out Proof of Publication-The evidence of printed material offered for sale or distribution	2 years 6 years	Paper Paper		<input type="checkbox"/>
	Legal Opinions from Municipal Legal Counsel-opinions stated by a municipal solicitor or law director in written format	Permanent	Paper		<input checked="" type="checkbox"/>
	Liability Walvers-the intentional and voluntary giving up of legal responsibility for the acts or omissions of another	3 years provided no action pending	Paper		<input type="checkbox"/>
	Settlements- resolution of lawsuits (or of a legal dispute prior to filing a complaint or petition) without going forward to a final court judgment	3 years	Paper		<input type="checkbox"/>
	Worker's Compensation Claims-employees' claim for injuries while on the job or illnesses due to the employment	10 years after date of final payment	Paper		<input type="checkbox"/>
	Computerized records	Permanent	Electronic		



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood

(local government entity)

Law Department

(unit)

(signature of responsible official)

Steve Klonowski
(name)

Law Director
(title)

August 28, 2012
(date)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue

(address)

Oakwood Village

(city)

44146

(zip code)

Cuyahoga

(county)

To have this form returned to the Records Commission electronically, include an email address: dhladky@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

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Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

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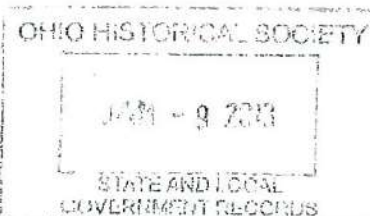
Section E: Records Retention Schedule

Village of Oakwood
(local government entity)

Law 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
	Case Files, Civil-cases dealing with disputes between individuals and/or organizations	10 years, provided no action pending	Paper		<input type="checkbox"/>
	Case Files, Criminal-cases dealing with individuals who threaten, harm or otherwise endanger the safety and welfare of the public	20 years, provided no action pending	Paper		<input type="checkbox"/>
	City Property Files-any physical or intangible entity that is owned by the municipality	Permanent	Paper		<input type="checkbox"/>
	Claims for Damages- an interest in, or right to possession, or a claim of title to something of value in regards to damages	2 years after case settled and all appeals exhausted	Paper		<input type="checkbox"/>
	Court Transcripts-the written record of all proceedings, including testimony, in a trial, hearing or deposition (out of court testimony under oath)	3 years after case settled	Paper		<input type="checkbox"/>
	Deeds- the instrument used to convey ownership of real property	Permanent	Paper		<input checked="" type="checkbox"/>
	Easements-A right, such as a right of way, afforded a person to make limited use of another's real property.	Permanent	Paper		<input checked="" type="checkbox"/>
	Legal Notices-A formal announcement, notification Tear Sheets-a page in a newspaper or periodical that is cut or perforated so that it can be easily torn out Proof of Publication-The evidence of printed material offered for sale or distribution	2 years 5 years	Paper Paper		<input type="checkbox"/>
	Legal Opinions from Municipal Legal Counsel-opinions stated by a municipal solicitor or law director in written format	Permanent	Paper		<input checked="" type="checkbox"/>
	Liability Waivers-the intentional and voluntary giving up of legal responsibility for the acts or omissions of another	3 years provided no action pending	Paper		<input type="checkbox"/>
	Settlements- resolution of lawsuits (or of a legal dispute prior to filing a complaint or petition) without going forward to a final court judgment	3 years	Paper		<input type="checkbox"/>
	Worker's Compensation Claims-employees' claim for injuries while on the job or illnesses due to the employment	10 years after date of final payment	Paper		<input type="checkbox"/>

MAYOR S. ROY COUCH



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood
(local government entity)

Mayor's Court
(unit)

(signature of responsible official)

Carolyn Jones
(name)

Clerk of Mayor's Court August 28, 2012
(title) (date)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue
(address)

Oakwood Village
(city)

44146
(zip code)

Cuyahoga
(county)

To have this form returned to the Records Commission electronically, include an email address: dhladky@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

9.25.12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

1/19/13
Date

Section D: Auditor of State

Signature

1-28-13

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

Page ____ of ____

Audit of records. The years
covered by the records
have been audited by the
Auditor of State and the
audit report has been
released pursuant to
R.C. 117.26 O.R.C.
Mayor's Court
(unit)

Section E: Records Retention Schedule

Village of Oakwood
(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
	Activity Reports-reports compiled to detail financial, statistical, and/or operational data	2 years	Paper		
	Checking Accounts - Canceled & Voided Checks, Stubs, Deposit Slips, Statements & Reconciliations-bank activity	3 years provided audited	Paper		<input type="checkbox"/>
	Receipts, Cash Receipt Binders & Daily End of Day Reports-record of funds coming in and going out	3 years provided audited	Paper		<input type="checkbox"/>
	DUI/OVI Case Files-case files of citations for driving under the influence and operating a vehicle under the influence	50 years after the date of the final order of the court	Paper		<input type="checkbox"/>
	First through Fourth Degree Misdemeanor Traffic and Criminal Cases-all criminal and traffic fines	25 years after the date of the final order of the court or one year after the issuance of an audit report by the Auditor of State, whichever is later	Paper		<input checked="" type="checkbox"/>
	Minor Misdemeanor Traffic and Minor Misdemeanor Criminal Case Files-all criminal and traffic fines	5 years after the date of the final order of the court or one year after the issuance of an audit report by the Auditor of State, whichever is later	Paper		<input type="checkbox"/>
	Parking Ticket Records-citations for illegal parking	1 year after the issuance of an audit report by the Auditor of State	Paper		<input type="checkbox"/>
	Exhibits and Transcripts-photos, exhibit drawings of incident and other evidence for criminal traffic cases	60 days after the conclusion litigation, including times of litigation, including times for direct appeal & after the tendering party received notification & failed to respond (In accordance with Supr. Rule 28(F))	Paper		<input type="checkbox"/>



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State Archives of Ohio
Local Government Records Program

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Columbus, Ohio 43211-2497

Page ____ of ____

(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
	BMV - Dispositions/Point Assessment Reports/License Forfeiture Processing Fees and Release of Forfeiture (BMV0133) Reports- <i>final disposition/point assessment report/license forfeiture fees for processing and release of forfeiture reports that are sent to the Bureau of Motor Vehicles</i>	2 years after the date of the final order of the court or one year after the issuance of an audit report by the Auditor of State, whichever is later.	Electronic		<input type="checkbox"/>
	Community Diversion Program Case Files- <i>community service orders</i>	1 year after the date of the final order of the court or one year after the issuance of the audit report by the Auditor of State, whichever is later.	Paper		<input type="checkbox"/>
	Court Index, Docket, and Journal- <i>index of all cases</i>	25 years and no longer of administrative or legal value	computer		<input checked="" type="checkbox"/>
	End of the Month Report- <i>monthly report of funds that came in and funds that were disbursed</i>	3 years provided audited	Paper/ Computer	<p>Audited means: the years encompassed by the records were been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</p>	<input type="checkbox"/>
	Ohio Treasurer of State - State Reparation Fees Report- <i>Funds sent monthly</i>	3 years provided audited	Paper		<input type="checkbox"/>
	Mayor's Court Statements to Council- <i>monthly report of funds that came in and funds that were disbursed</i>	3 years provided audited	Paper		<input type="checkbox"/>
	CRIS Fee Reports to County- <i>monthly report of fees</i>	3 years provided audited	Paper		<input type="checkbox"/>
	Annual Report (Mayor's Court)- <i>report of funds that came in and funds that were disbursed on an annual basis</i>	15 years appraise for historical value	Paper		<input type="checkbox"/>
	Court Directed Expungement of Record Information on Case Files- <i>Cases where the record has been erased</i>	As directed by a Court of Record	Paper/ Computer		<input type="checkbox"/>
	Bond Receipts, Bond Receipt Journal, Bond Disbursement Journal, Bond Activity Listing, Open Bond Report- <i>maintain reports of all on the computer and on paper</i>	3 years until revised, super- seded or discontinued and UNLAN	Paper/ Computer		<input type="checkbox"/>
	Final Appearance Docket- <i>list of defendants due in court</i>	5 years provided audited	Computer		<input type="checkbox"/>



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State Archives of Ohio
Local Government Records Program

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

Page ____ of ____

(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
	Bond Reports/Journals/Receipts-maintain all <i>bond reports, journals and receipts</i>	3 years provided audited	Paper/ Computer		<input type="checkbox"/>
	Quarterly Ohio Supreme Court Report-maintain	5 years	Paper/ Computer		<input type="checkbox"/>

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SAO/LGRP-RC2-Inst.
11/26/12

MISCELLANEOUS



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Page ____ of ____

OHIO HISTORICAL SOCIETY

1/41-8-123

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood

(local government entity)

Miscellaneous-Administration

(unit)

[Signature]

(signature of responsible official)

Mayor Gary Gottschalk

(name)

Village Mayor

(title)

August 28, 2012

(date)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue

(address)

Oakwood Village

(city)

44146

(zip code)

Cuyahoga

(county)

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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

9.25.12

Date

Section C: Ohio Historical Society - State Archives

[Signature]

Signature

[Signature]

Title

1/19/13

Date

Section D: Auditor of State

[Signature]

Signature

1-28-13

Date

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Section E: Records Retention Schedule

Village of Oakwood
(local government entity)

Mayoral - Administration
(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
	Oakwood Community Center Rental Applications-record those who have used the center & paid monies & received returned deposit if applicable	2 years	paper		<input type="checkbox"/>
	Oakwood Village Park Rental Applications-record those who have used the park & paid monies & received return deposit if applicable	2 years	paper		<input type="checkbox"/>
	Photographs, Negatives, Electronic Images-document events for use in publications	Retain images that have significant, legal, fiscal or historical value. Maintain according to content (Refer to RV-2). Disposit of images that have no significant value	Paper, negatives, CD, Dropbox (internet based storage)		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<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

Page 1 of

OHIO HISTORY CONNECTION


DEC 13 2016

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>Village of Oakwood</u> (local government entity)	<u>Police Department</u> (unit)
	<u>Chief Mark Garratt</u> (name)
(signature of responsible official)	<u>Police Chief</u> (title)
	<u>August 28, 2012</u> (date)

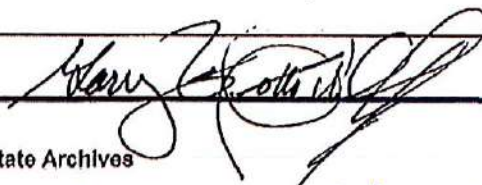
Section B: Records Commission

<u>Village of Oakwood</u>	<u>440.232.9988</u>		
Records Commission	(telephone number)		
<u>24800 Broadway Avenue</u>	<u>Oakwood Village</u>	<u>44146</u>	<u>Cuyahoga</u>
(address)	(city)	(zip code)	(county)

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Records Commission Chair Signature

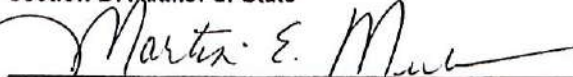


12/1/16 Date

Section C: Ohio Historical Society - State Archives

<u>Amanda DR Miller</u>	<u>Local Government Records Archivist</u>	<u>12/28/16</u>
Signature	Title	Date

Section D: Auditor of State



Signature

12-29-16

Date

**Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form**

Section E: Records Retention Schedule

<u>Village of Oakwood</u> (local government entity)	<u>Police Department</u> (unit)
--	------------------------------------



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>Village of Oakwood</u> (local government entity)	<u>Police Department</u> (unit)
<u>Chief Mark Garratt</u> (signature of responsible official)	<u>Police Chief</u> (title)
<u>August 28, 2012</u> (date)	

Section B: Records Commission

<u>Village of Oakwood</u> Records Commission	<u>440.232.9988</u> (telephone number)
<u>24800 Broadway Avenue</u> (address)	<u>Oakwood Village</u> (city)
<u>44146</u> (zip code)	<u>Cuyahoga</u> (county)

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Records Commission Chair Signature

12/1/16 Date

Section C: Ohio Historical Society - State Archives

<u>Signature</u>	<u>Title</u>	<u>Date</u>
------------------	--------------	-------------

Section D: Auditor of State

<u>Signature</u>	<u>Date</u>
------------------	-------------

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Section E: Records Retention Schedule

<u>Village of Oakwood</u> (local government entity)	<u>Police Department</u> (unit)
--	------------------------------------



I. GENERAL & ADMINISTRATIVE RECORDS

Record Title and Description	MEDIA TYPE	RETENTION PERIOD	MEDIA FORMAT	Auditor Use or AOHS-LGRP	RC-3 Required by OHS-LGRP
Annual activity reports/logs/worksheets produced from daily, weekly, monthly reporting	Paper	2 years	MS Word, Excel, PDF's		
	Electronic				
Monthly activity reports/logs/worksheets produced from daily, weekly reports	Paper	2 years	MS Word, Excel, PDF's		
	Electronic				
Weekly activity reports/logs/worksheets produced from daily reports	Paper	2 years	MS Word, Excel, PDF's		
	Electronic				
Daily activity reports/logs/worksheets	Paper	2 years	MS Word, Excel, PDF's		
	Electronic				
<ul style="list-style-type: none"> Arrest books Warrant books Project books Case books Calendar logs Report log books Any other books or journals used to track work activity 	Paper	2 years	MS Word, Excel, PDF's		
	Electronic				
Digital Memory Cards/USB Sticks from electronic devices	Electronic	Until downloaded to computer, erase and reuse			
Internal Correspondence Letters, Memos, Notices	Paper	Originator to retain for 1 year or UNLAN	MS Word, Excel, PDF's		
	Electronic				
External Correspondence Personal letters/memos, sent to/from	Paper	1 year or UNLAN	MS Word, Excel, PDF's, Emails		
	Electronic				
Labor union agreements, Grievances, correspondence, memorandums, notes or other related materials	Paper	3 years after expiration of contract	MS Word, Excel, PDF's		
	Electronic				
LEADS Logs/Printouts	Paper	Attached with citation or UNLAN	PDF's		
	Electronic				
Master Forms (Division of Police)	Paper	Until Revised Once revised, obsolete version until UNLAN	Network Drive - Public Directory		
	Electronic				
Surveys, Questionnaires, Information Inquiries or Responses	Paper	1 year	MS Word, Excel, PDF's		
	Electronic				



GENERAL & ADMINISTRATIVE RECORDS Cont.

FAX records	Paper	2 months	Printer log function		
	Electronic				
Calibration Records (All Types)	Paper	5 years or until equipment has been disposed	MS Word, Excel, PDF's		
	Electronic				
Gasoline Purchases - Receipt	Paper	1 year	PDF's		
	Electronic				
Vacation House Check Reports	Paper	UNLAN	MS Word, Excel, PDF's		
	Electronic				
Grant Records	Paper	3 years after audited	MS Word, Excel, PDF's		
	Electronic				
Budget Material and Reports		2 years	MS Word, Excel, PDF's		
	Electronic				
Bureau budget documents, letters, forms, reports	Paper	3 years	MS Word, Excel, PDF's		
	Electronic				
Bureau copies of inventory records and supply requests	Paper	2 years or until revised	MS Word, Excel, PDF's		
	Electronic				
Bureau copies of:					
Payroll records	Paper	1 year			
OT summaries and reports Sick leave requests Timesheets					
Time trades	Electronic		MS Word, Excel, PDF's		
Bureau copy of training schedules and records	Paper	1 year			
	Electronic		MS Word, Excel, PDF's		
Bureau or Unit copies of:					
Offense reports	Paper	UNLAN or until no investigative value			
Incident reports					
Arrest reports	Electronic		CAD System		
Bureau S.O.P./Procedural manuals	Paper	Master to be retained for 3 years from date of revisions.			
	Electronic		MS Word, Excel, PDF's, DVD's		
Personnel assignment rosters and/or schedules; daily, weekly or monthly	Paper	3 years			
	Electronic		MS Word, Excel, PDF's		
Operations and Activity Reports (Not otherwise specified in this schedule)	Paper	6 years			
	Electronic		MS Word, Excel, PDF's		
Fleet Safety & Maintenance Records	Paper	6 years or UNLAN			
	Electronic		MS Word, Excel, PDF's		

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.



GENERAL & ADMINISTRATIVE RECORDS Cont.

Forfeiture Files	Paper	6 years, provided no action pending	MS Word, Excel, PDF's		
	Electronic				
Reports to Council	Paper	5 years	MS Word, Excel, PDF's		
	Electronic				
Ride Along Forms	Paper	UNLAN	MS Word, Excel, PDF's		
	Electronic				
Firearm Records/Inventory - licensed to department, assigned to personnel, or in departments possession	Paper	3 years	MS Word, Excel, PDF's		
	Electronic				
Wanted Posters - public announcements for wanted persons	Paper	Until apprehended	PDF's		
	Electronic				
Master Names Index		Permanent	CAD Computer database	RC-3 Required	
	Electronic				
Automatic Data System Records - documents activity on the CAD system		UNLAN	CAD Computer database		
	Electronic				

II. PERSONAL RECORDS

Master Personnel Files - to include: Employment Application Background Investigation Files & Report Polygraph Report Oath of Office Pay Rate Changes New Employee Packet Training Certifications Training/Probation Report Special Duty Requests Disciplinary Reports Accommodations Retirement/Resignation/Separation/Leav e Request Documents Other personnel documents not included in the above list	Paper	3 years from date of separation, provided no civil or criminal action pending	MS Word, Excel, PDF's		
	Electronic				
Badge/ID's -employee id badges	Metal	Given to officers upon retirement			



III. PROPERTY & EVIDENCE

Video from Body worn cameras or In-car camera recordings	Electronic	1 year, provided no action pending	Any video format		
Evidence receipt for property forms - Releases, Transfers, Disposals, etc. - documented list of property kept on premises and released, transferred to other entity or for disposal	Paper	3 years	MS Word, Excel, PDF's,		
	Electronic				
Recovered Property Record - Any item of value recovered where the owner and ownership cannot be determined, which requires safe keeping.	Paper	2 years	MS Word, Excel, PDF's,		
	Electronic				
Vehicle intake & disposition records- to include tow slips, impound & release info, photos, auction info, junk vehicle info	Paper	3 years after sale or other disposition	MS Word, Excel, PDF's,		
	Electronic				

IV. ACCIDENTS, ARRESTS, COMPLAINTS & TICKETS

Accident Reports - property damage, bodily injury, traffic report of personal/property damage involving an accident. Reports sent to State of OH - OH-1	Paper	3 years	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				
Arrest Records- Non Traffic - record of details of arrest	Paper	15 years	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				
Arrest Records- Traffic - record of details of arrest involving a traffic offense	Paper	10 years	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				
Arrest Records- Juvenile - record of details of arrest involving person under age of 18	Paper	Until age of 18 or when expungement order received from court	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				
Juvenile Records - any record involving person under age of 18	Paper	Until age of 18 or when expungement order received from court	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				



Parking Citations/Infractions - dealing with parking violations	Paper	3 years	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				
ACCIDENTS, ARRESTS, COMPLAINTS & TICKETS Cont.					
Traffic citations (Void/Withdrawn) - an order which notifies person they are required to appear has been withdrawn	Paper	3 years	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				
Ticket Book - officers book for writing tickets	Paper	UNLAN	PDF's		
	Electronic				
Crime &/or Criminal Reports - Felonies except homicide	Paper	6 years provided no action pending	CAD Database		
	Electronic				
Crime &/or Criminal Reports - Misdemeanors	Paper	2 years provided no action pending	CAD Database		
	Electronic				
Citizen Complaint Reports	Paper	UNLAN	MS Word, PDF's		
	Electronic				
Animal Complaint Reports, Logs, & Bite Notifications	Paper	2 years provided no action pending	CAD Database		
	Electronic				
Incident Records/Reports - not covered by any other list	Paper	2 years provided no action pending	CAD Database		
	Electronic				

V. INVESTIGATIONS

Child Abuse Report	Paper	7 years after closed case	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				
Homicide & Rape - including evidence data in proof of facts which may include testimony of witnesses, records, documents, objects, or other evidence collected	Paper	Permanent	MS Word, Excel, PDF's, Photo/Video Files	RC-3 Required	
	Electronic				
Homicide including evidence data in proof of facts which may include testimony of witnesses, records, documents, objects, or other evidence collected	Paper	10 years after all appeals exhausted	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				



INVESTIGATIONS Cont.

Homicide Reports & Evidence for Closed Cases	Paper	30 years after all appeals exhausted	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				
Notification of Right/Consent	Paper	Until discharged	PDF's		
	Electronic				
Missing Person Report	Paper	Until discharged	PDF's		
	Electronic				
Internal Affairs - investigation within the department	Paper	Until discharged	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				

VI. RECORDS NO LONGER KEPT

Alcohol Breath Testing	Paper	How Long?	OVPD no longer administers the tests. Tests are done at another agency and the results are included with the citation.		
Operator Permits	Paper	Until Renewed	Permits/licenses are held by the licensee. There is no need for the OVPD to hold these.		
Breath Test Result Forms	Computer	3 years or until case is closed	See Alcohol Breath Testing. Results are kept with the citation.		
Arrest Sheets	Paper	50 years	OVPD does not keep a listing of arrests. Information is kept in CAD as to who has been arrested.		
Condition Report/Work Orders	Paper	2 years	No one is sure what this is for. OVPD does not keep any such report.		
Dispatch Sheet/Radio Log - Record of Runs	Paper	2 years	OVPD no longer dispatches as of 8/12/12. No need to keep a log/report. Info can be researched via CAD if needed.		
EPA Reports to the State	Paper	2 years	OVPD does not report anything to the EPA		
Fingerprints	Paper & computer	50 years	OVPD no longer jails. Prints are done at the contracted jail and a copy is kept in the arrest file.		
Solicitor's or Peddler's Permits	Paper	1 year after expiration	These records are kept by the Village administration office. They are not part of the OVPD.		



RECORDS NO LONGER KEPT Cont.

Ticket Tally Report	Paper	2 years	OVPD no longer keeps a report of the tickets. Info can be referenced from CAD when and if needed.		
Business Security Records	Paper	Until superseded review annually	OVPD no longer keeps a report. Info can be referenced from CAD when and if needed.		
House/Business Alarm Records	Paper	90 days	OVPD no longer keeps a report. Info can be referenced from CAD when and if needed.		

PARSONS & MECHAM-02



State Archives of Ohio
Local Government Records Program

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

OHIO HISTORICAL SOCIETY

JAN - 9 2013

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood

(local government entity)

Recreation Department

(unit)

Brenda L. Taylor
(signature of responsible official)

Brenda Taylor
(name)

Recreation Director
(title)

August 28, 2012
(date)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue
(address)

Oakwood Village
(city)

44146
(zip code)

Cuyahoga
(county)

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Harry Kotosch
(signature of Records Commission Chair)

9.25.12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Govt. Records Archivist
Title

1/19/13
Date

Section D: Auditor of State

Martin E. Miller
Signature

1.28.13
Date

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Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Page ____ of ____

Records created 04 years
ago and are
not covered by the
Ohio Historical Society
and the
State Archives of Ohio
records retention
schedule.
8-2-11 2:28 PM

Section E: Records Retention Schedule

Village of Oakwood
(local government entity)

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
	All Parks and Recreation Events <i>Registrations- an official registering one's intent to use the park for an event or for participation in a village sponsored event</i>	3 years provided no claim pending	Paper		<input type="checkbox"/>
	Permission Slips- <i>a document signed by authoritative person giving consent for a minor for participation in an event, etc.</i>	3 years provided no claim pending	Paper		<input type="checkbox"/>
	Waivers- <i>a document waiving a right or claim.</i>	3 years provided no claim pending	Paper		<input type="checkbox"/>
	Event Planning Notes/Meeting Notes- <i>written or typewritten details of the planning of an event or the meetings held for the planning of an event</i>	UNLAN	Paper		<input type="checkbox"/>
	Flyers- <i>an announcement intended for wide circulation containing information about the event, program, etc.</i>	UNLAN	Paper/Co mputer		<input type="checkbox"/>
	Camps <i>Registration- registering one's intent to participate in the village sponsored summer camp program</i>	3 years provided no claim pending	Paper		<input type="checkbox"/>
	Permission Slips- <i>documents signed by an authoritative person giving consent for a minor to participate</i>	3 years provided no claim pending	Paper		<input type="checkbox"/>
	Waivers- <i>a document waiving a right or claim</i>	3 years provided no claim pending	Paper		<input type="checkbox"/>
	Incident Reports- <i>a document describing an accident or deviation from policies or orders (usually confidential)</i>	3 years provided no claim pending	Paper		<input type="checkbox"/>
	Parks and Recreation Brochure-	Permanent - 5 copies	Paper		<input type="checkbox"/>
	Fee Books/Receipt Books- <i>acknowledgment in writing that something of value has been exchanged i.e. payment for exercise class participation or other recreational activity</i>	3 years, provided audited	Paper		<input type="checkbox"/>
	Field rentals - all events; all sports- <i>An amount paid or received in exchange for rental or temporary use of the baseball field</i>	3 years, provided no claim pending	Paper		<input type="checkbox"/>
	Plans of park property- <i>detailed design/layout of the property</i>	Permanent	Paper		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Page ____ of ____

(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
	Permission Slips- <i>a document signed by an authoritative person giving consent for a minor's participation in an event, etc.</i>	2 years provided no action pending	Paper		<input type="checkbox"/>
	Park Rental- <i>An amount paid or received in exchange for rental or temporary use of the baseball field</i>	2 years	Paper		<input type="checkbox"/>
	Team Rosters and Score Books- <i>lists of names of those on the team and a book in which the score for a game or sport is noted</i>	1 year	Paper		<input type="checkbox"/>
	Recreation Board Meeting Agendas- <i>the written statement of the matters which will be considered at a particular meeting</i>	6 years	Paper/ computer		<input type="checkbox"/>
	Meeting Minutes- <i>the written record of a meeting</i>	Permanent	Paper/ Computer		<input checked="" type="checkbox"/>
	Reports to Council- <i>written account of the proceedings, transactions and other activity.</i>	5 years	Paper/ computer		<input checked="" type="checkbox"/>

S E R V I C E



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood

(local government entity)

Service Department

(unit)

Tom Haba

Tom Haba

(name)

Service Director

(title)

August 28, 2012

(date)

(signature of responsible official)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue

(address)

Oakwood Village

(city)

44146

(zip code)

Cuyahoga

(county)

To have this form returned to the Records Commission electronically, include an email address: dhlady@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]
Records Commission Chair Signature

1/14/13
Date

Section C: Ohio Historical Society - State Archives

Cynthia Conner
Signature

Govt. Records Archivist
Title

4/29/13
Date

Section D: Auditor of State

Martin E. Mueh
Signature

2-5-13
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

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Columbus, Ohio 43211-2497

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Section E: Records Retention Schedule

Village of Oakwood
(local government entity)

Service 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
	Attendance Records- <i>documentation of employee sick days, tardiness, etc.</i>	Retain until submitted to finance dept for processing	paper		<input type="checkbox"/>
	Blueprints/Maps & Plans-A <i>design plan or other technical drawing</i>	Life of infrastructure then appraise for historical value	paper		<input checked="" type="checkbox"/>
	Condemnation & Demolition Records- <i>written account of property that is substandard and the tearing down of building's and other structures</i>	Permanent	Paper		<input checked="" type="checkbox"/>
	Daily Log- <i>street repair detail (fixed or mended streets), work orders (request that a task or project be completed)</i>	2 years	paper		<input type="checkbox"/>
	Haul Tickets- <i>disposal of waste material in dump trucks -record held by Waste Management</i>	2 years, provided audited	paper		<input type="checkbox"/>
	Reports to Council- <i>written account of the proceedings, transactions and other activity.</i>	5 years	Paper/ computer		<input type="checkbox"/>

Records created the year
2012 were by the records
from 2012-2013 and the
records of 2014 and the
records of 2015 have been
transferred to the
SAO/LGRP.

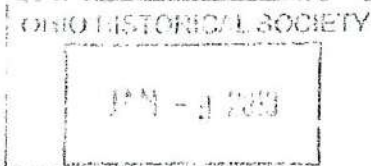
COMM-H-MOC EGF-Y



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State Archives of Ohio
Local Government Records Program

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Columbus, Ohio 43211-2497

Page ____ of ____



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood

(local government entity)

All Oakwood Village Committees

(unit)

(signature of responsible official)

Gary Gottschalk
(name)

Mayor
(title)

August 28, 2012
(date)

Section B: Records Commission

Village of Oakwood

440.232.9988

Records Commission

(telephone number)

24800 Broadway Avenue

(address)

Oakwood Village

(city)

44146

(zip code)

Cuyahoga

(county)

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I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

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Section E: Records Retention Schedule

Village of Oakwood
(local government entity)

All Oakwood Village Committees
(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
	Minutes-written record of a meeting or hearing Draft-document that is a work in progress	When finalized and approved	paper		<input type="checkbox"/>
	Audiotapes-audio recording of a meeting, hearing, etc.	UNLAN when transcribed	Tape/ digital		<input type="checkbox"/>
	Original Final Minutes-official adopted record of a meeting or hearing	Permanent	Paper		<input checked="" type="checkbox"/>
	Copies of Minutes-copy of the official adopted record of a meeting or hearing	UNLAN	Paper		<input type="checkbox"/>
	Agendas Notices of Meetings-notification of a meeting sent to shareholders informing them of a time, date, and location of a meeting	Permanent	paper		<input type="checkbox"/>
	Handouts- Printed information provided free of charge	UNLAN	paper		<input type="checkbox"/>
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