



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

OHIO HISTORY CONNECTION

JUL 10 2024

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

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

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

Section A: Local Government Unit

City of Geneva Administrative

(Local Government Entity) (Unit)

Ella Stanton Ella Stanton Administrative Assistant (Date)
 (Signature of Responsible Official) (Name) (Title)

Section B: Records Commission *See ORC 149.38 - ORC149.412 for Records Commission information*

City of Geneva Records Commission (440) 466-4675
(Telephone Number)

44 North Forest Street Geneva 44041 Ashtabula
 (Address) (City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address: finance@genevaohio.gov

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

6/17/24
 Date

Section C: Ohio History Connection - State Archives

Government Records Archivist 7/25/2024
 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 (RC-2) - Part 2

See instructions before completing this form

City of Geneva

Administrative

(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
AD2400001	Executive Correspondence: Correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.	2 Year(s) And no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
AD2400002	General Correspondence: Includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (It does not attempt to influence agency policy).	1 Year(s) And no longer of an administrative value.	Multi		<input type="checkbox"/>
AD2400003	Routine Correspondence: Includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	6 Month(s) And no longer of an administrative value.	Multi		<input type="checkbox"/>
AD2400004	Transient Correspondence & Communication Records; Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and Similar Unsolicited Communications: Includes text messages, telephone messages, telephone message books/logs and other limited documents that serve to convey information of temporary importance in lieu of oral communication.	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
AD2400005	Drafts, Informal Notes, Reminder Notes,:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
AD2400006	Blank Forms:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
AD2400007	Bulletins, Posters, General Notices and Displays:	Until no longer administratively necessary.	Multi		<input type="checkbox"/>
AD2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
AD2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of administrative value.	Multi		<input type="checkbox"/>
AD2400010	General Administrative Files:	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
AD2400011	Electronic Mail System (E-mail):	Retain EMail that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content (Refer to RC-2). Erase E- Mail that has no significant value.	Multi		<input type="checkbox"/>

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AD2400012	Backup Data (Not Duplicated) on Desktops, Laptops and PDA's:	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.	Computer		<input type="checkbox"/>
AD2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
AD2400014	Awards, Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
AD2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
AD2400016	General Photographs, Negatives and Electronic Images:	Retain images that have significant Legal, Fiscal, Administrative or Historical value. Maintain significant images according to content. Refer to corresponding RC-2. Erase Images that have no significant value	Multi		<input checked="" type="checkbox"/>
AD2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
AD2400018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel Pads and Electronic Media:	Continually Updated, Revised, Completed, Superseded or Erased	Multi		<input type="checkbox"/>
AD2400019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner:	Maintain until no longer of a Admin. or Historical Value.	Multi		<input type="checkbox"/>
AD2400020	Lists / Rosters / Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
AD2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
AD2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
AD2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
AD2400025	Equipment / Vehicle Operating & Maintenance Manuals:	Maintain until Equipment sold, scrapped or no longer the property of the City	Multi		<input type="checkbox"/>
AD2400026	Equipment / Vehicle Maintenance & Repair Records:	Maintain until equipment sold, scrapped or no longer the property of the City.	Multi		<input type="checkbox"/>
AD2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>

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AD2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
AD2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
AD2400030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms):	25 Year(s) After Revised, Superseded or Discontinued.	Paper		<input type="checkbox"/>
AD2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
AD2400032	Accident Reports \ Damage Claim Files: Bodily injury to non-employee, damage to Municipal vehicle or property.	6 Year(s) Provided no actions pending.	Multi		<input type="checkbox"/>
AD2400033	Injury Report - Employee: Non-BWC Claim	Place in individual's personnel file.	Paper		<input type="checkbox"/>
AD2400034	Injury Report - Employee: BWC Claim	Place copy in personnel file and original in BWC file.	Paper		<input type="checkbox"/>
AD2400035	Agendas: Miscellaneous meetings	3 Year(s)	Multi		<input type="checkbox"/>
AD2400036	Appeals of Code:	Retain Permanently	Multi		<input checked="" type="checkbox"/>
AD2400037	Auction Records:	3 Year(s)	Multi		<input type="checkbox"/>
AD2400038	Badges & ID's:	After employee leaves City employment.	Multi		<input type="checkbox"/>
AD2400041	City Manager Reports: Computer Documents	2 Year(s) And no longer of an administrative value.	Computer		<input type="checkbox"/>
AD2400042	Complaint Files:	2 Year(s) Provided no actions pending.	Multi		<input type="checkbox"/>
AD2400043	Contracts & Agreements: Inclusive of grants and all debt (loans, capital imprv bonds)	15 Year(s) After expiration, renewal, discontinuance and/or paid in full.	Multi		<input type="checkbox"/>
AD2400044	Delivery / Packing Slips:	Until no longer administratively necessary.	Paper		<input type="checkbox"/>
AD2400048	Executive Orders:	Until superseded, obsolete, or replaced.	Multi		<input type="checkbox"/>
AD2400049	Flow Charts - Operations:	2 Year(s)	Multi		<input type="checkbox"/>
AD2400050	Flyers \ Handouts:	Until no longer administratively necessary.	Multi		<input type="checkbox"/>

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AD2400051	Fuel Usage Records:	3 Year(s)	Multi		<input type="checkbox"/>
AD2400052	Hearings (Not Employee Related): Audio and video recordings	1 Year(s)	Multi		<input type="checkbox"/>
AD2400053	Hearings (Non-Employee Related): Report of proceedings	Retain Permanently	Multi		<input type="checkbox"/>
AD2400054	Hearings (Non-Employee Related): Transcripts	5 Year(s)	Multi		<input type="checkbox"/>
AD2400055	Information System Reports:	3 Year(s)	Multi		<input type="checkbox"/>
AD2400056	Union Contracts \ Agreements:	15 Year(s) After expiration.	Multi		<input type="checkbox"/>
AD2400057	Licenses, Permits, Certifications:	1 Year(s) After expiration, renewal or discontinuance.	Multi		<input type="checkbox"/>
AD2400058	Manuals, Handbooks, Directives:	Until superseded, obsolete, or replaced. Retain one copy until audited.	Multi		<input type="checkbox"/>
AD2400059	Meeting Notices (Sec. 121.22 ORC):	1 Year(s)	Multi		<input type="checkbox"/>
AD2400060	Minutes - Approved Hardcopy: Miscellaneous meetings	Retain Permanently	Paper		<input checked="" type="checkbox"/>
AD2400061	Minutes: Drafts/Notes	Until official minutes prepared and approved	Multi		<input type="checkbox"/>
AD2400062	Minutes: Recording	1 Year(s) Provided information is substantially transcribed to hard copy.	Multi		<input type="checkbox"/>
AD2400063	Mortgages:	Until paid and cancelled.	Multi		<input type="checkbox"/>
AD2400064	Newspaper Articles:	7 Year(s)	Multi		<input type="checkbox"/>
AD2400066	Oil & Gas Drilling Permit:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
AD2400067	Postal Records:	2 Year(s)	Multi		<input type="checkbox"/>
AD2400070	Records Retention Documents: RC 1, RC 2, RC 3	25 Year(s) Provided audited.	Multi		<input type="checkbox"/>
AD2400071	Training Materials:	Until no longer administratively necessary.	Multi		<input type="checkbox"/>
AD2400073	Continuing Education Certifications / Class / Seminar:	Place copy in personnel records.	Paper		<input type="checkbox"/>

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AD2400074	Vehicle Maintenance Records:	Until sold, scrapped or no longer the property of the City.	Multi		<input type="checkbox"/>
AD2400075	Vehicle Mileage Records:	Until sold, scrapped or no longer the property of the City.	Multi		<input type="checkbox"/>
AD2400076	Warranties:	2 Year(s) After expiration.	Paper		<input type="checkbox"/>
AD2400077	Work Orders:	3 Year(s)	Multi		<input type="checkbox"/>
AD2400078	Copies - Official File Copy:	Use applicable records series retention period.	Paper		<input type="checkbox"/>
AD2400079	Disaster Plans:	Until updated or superseded.	Multi		<input type="checkbox"/>
AD2400080	Drawings, Tracings, Mylars:	Until updated, superseded or obsolete, appraise for historical value.	Multi		<input type="checkbox"/>
AD2400081	Grant Files / Records - Federal / State:	5 Year(s) Provided audited and disputes resolved.	Multi		<input type="checkbox"/>
AD2400082	Leases - Equipment:	2 Year(s) After expiration, renewal, discontinuance and/or paid in full.	Paper		<input type="checkbox"/>
AD2400083	Leases - Real Estate:	5 Year(s) After expiration, renewal, discontinuance and/or paid in full.	Paper		<input type="checkbox"/>
AD2400084	Mailing Lists:	Until updated, superseded or obsolete.	Multi		<input type="checkbox"/>
AD2400085	Speeches / Presentations:	3 Year(s)	Multi		<input type="checkbox"/>

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