



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474
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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 City Council

(Local Government Entity) (Unit)

Phyllis A. Dunlap
 (Signature of Responsible Official)

Phyllis Dunlap
 (Name)

Clerk of Council
 (Title)

(Date)

Section B: Records Commission

See ORC 149.38 - ORC 149.412 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

Signature Government Records Archivist 7/25/2024
 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

City Council

(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
CC2400001	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"/>
CC2400002	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"/>
CC2400003	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"/>
CC2400004	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"/>
CC2400005	Drafts, Informal Notes, Reminder Notes,:	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
CC2400006	Blank Forms:	Retain until no longer of an administrative value.	Multi		<input type="checkbox"/>
CC2400007	Bulletins, Posters, General Notices and Displays:	Retain until no longer of an administrative value.	Multi		<input type="checkbox"/>
CC2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
CC2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of administrative value.	Multi		<input type="checkbox"/>
CC2400010	General Administrative Files:	Maintain until no longer of an administrative, fiscal, legal or historical value.	Multi		<input type="checkbox"/>
CC2400011	Electronic Mail System (E-mail):	Retain E-mail 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"/>

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

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City Council

(Local Government Entity)

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CC2400012	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"/>
CC2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
CC2400014	Awards,Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
CC2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
CC2400016	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"/>
CC2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value,Then Destroy	Multi		<input type="checkbox"/>
CC2400018	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"/>
CC2400019	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"/>
CC2400020	Lists / Rosters /Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
CC2400021	Complaints:	2 Year(s) Provided No actions pending.	Multi		<input type="checkbox"/>
CC2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
CC2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
CC2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
CC2400025	Equipment / Vehicle Operating & Maintenance Manuals:	Maintain until Equipment sold ,scrapped or no longer the property of the City	Multi		<input type="checkbox"/>
CC2400026	Equipment / Vehicle Maintenance & Repair Records:	Maintain until Equipment sold ,scrapped or no longer the property of the City	Multi		<input type="checkbox"/>

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

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City of Geneva

City Council

(Local Government Entity)

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CC2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
CC2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
CC2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
CC2400030	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"/>
CC2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
CC2400032	Charter and Amendments:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
CC2400033	Council Member Files:	Term of office then until no longer administratively necessary.	Paper		<input type="checkbox"/>
CC2400034	Council Meeting Agenda and Packet:	6 Year(s)	Paper		<input type="checkbox"/>
CC2400035	Council Meeting Index and Minutes:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
CC2400036	Council Meeting Minutes (Drafts/Notes):	Until minutes approved	Paper		<input type="checkbox"/>
CC2400037	Oaths of Office of Elected Officials:	10 Year(s) After leaving office	Paper		<input type="checkbox"/>
CC2400038	Liquor License Requests (Approved):	3 Year(s)	Paper		<input type="checkbox"/>
CC2400039	Liquor License Requests (Denied):	1 Year(s)	Paper		<input type="checkbox"/>
CC2400040	Indexes, Ordinances & Resolutions:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
CC2400041	Proclamations:	2 Year(s)	Paper		<input type="checkbox"/>
CC2400042	Proof of Publications:	3 Year(s)	Paper		<input type="checkbox"/>
CC2400043	Recordings:	1 Year(s) Provided information is substantially transcribed to hardcopy.	Multi		<input type="checkbox"/>
CC2400044	Reports to Council:	5 Year(s)	Paper		<input type="checkbox"/>

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CC2400045	Legal Notices:	3 Year(s)	Multi		<input type="checkbox"/>
CC2400046	Roll Call Sheets:	6 Year(s)	Paper		<input type="checkbox"/>
CC2400047	Certification of Published:	6 Year(s)	Paper		<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