



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 Civil Service
(Local Government Entity) (Unit)
Sandra Evangelista Administrative Assistant
(Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

See ORC 149.38 - ORC149.412 for Records Commission information

City of Geneva Records Commission (440) 466-4675
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.

Records Commission Chair Signature Date 6/17/24

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

Civil Service

(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
CS2400001	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, programs, fiscal and personnel matters.	2 Year(s) And no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
CS2400002	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"/>
CS2400003	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"/>
CS2400004	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"/>
CS2400005	Drafts, Informal Notes, Reminder Notes,:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
CS2400006	Blank Forms:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
CS2400007	Bulletins, Posters, General Notices and Displays:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
CS2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
CS2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of Administrative Value	Multi		<input type="checkbox"/>
CS2400010	General Administrative Files:	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
CS2400011	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"/>

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

See instructions before completing this form

City of Geneva

Civil Service

(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
CS2400012	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"/>
CS2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
CS2400014	Awards, Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
CS2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
CS2400016	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"/>
CS2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
CS2400018	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"/>
CS2400019	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"/>
CS2400020	Lists / Rosters / Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
CS2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
CS2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
CS2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
CS2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
CS2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
CS2400030	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"/>

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

See instructions before completing this form

City of Geneva

Civil Service

(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
CS2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
CS2400032	Background Investigations:	2 Year(s) After eligibility list expires.	Paper		<input type="checkbox"/>
CS2400033	Hearing Case Files:	10 Year(s)	Paper		<input type="checkbox"/>
CS2400034	Eligibility List:	Until expired	Multi		<input type="checkbox"/>
CS2400035	Employment Info Files:	Until superseded	Paper		<input type="checkbox"/>
CS2400036	Examination Forms:	2 Year(s) After list expires	Paper		<input type="checkbox"/>
CS2400037	Examination Test:	2 Year(s) After list expires	Paper		<input type="checkbox"/>
CS2400038	Examination Booklets:	2 Year(s) After list expires	Paper		<input type="checkbox"/>
CS2400039	Examination Score Sheets:	2 Year(s) After list expires	Paper		<input type="checkbox"/>
CS2400040	Examination Answer Sheet:	2 Year(s) After list expires	Paper		<input type="checkbox"/>
CS2400041	Job / Position Descriptions:	1 Year(s) After superseded	Multi		<input type="checkbox"/>
CS2400042	Application Packet (Appointed):	Retain Permanently	Paper		<input type="checkbox"/>
CS2400043	Application Packet (Not Appointed):	1 Year(s) After list expires	Paper		<input type="checkbox"/>
CS2400044	Meeting Minutes:	Retain Permanently	Multi		<input checked="" 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