



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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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 Fire
(Local Government Entity) (Unit)
David Shook David Shook Fire Chief 6/24/24
(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

Fire

(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
FD2400001	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"/>
FD2400002	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"/>
FD2400003	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"/>
FD2400004	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"/>
FD2400005	Drafts, Informal Notes, Reminder Notes,:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
FD2400006	Blank Forms:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
FD2400007	Bulletins, Posters, General Notices and Displays:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
FD2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
FD2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of Administrative Value	Multi		<input type="checkbox"/>
FD2400010	General Administrative Files:	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
FD2400011	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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City of Geneva

Fire

(Local Government Entity)

(Unit)

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FD2400012	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"/>
FD2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
FD2400014	Awards, Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
FD2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
FD2400016	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"/>
FD2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
FD2400018	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"/>
FD2400019	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"/>
FD2400020	Lists / Rosters / Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
FD2400021	Material Safety Data Sheets (MSDS):	Maintain until Revised, Obsolete or Superseded then Destroy	Multi		<input type="checkbox"/>
FD2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
FD2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
FD2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
FD2400025	Equipment / Vehicle Operating & Maintenance Manuals:	Maintain until Equipment sold, scrapped or no longer the property of the City	Multi		<input type="checkbox"/>
FD2400026	Equipment / Vehicle Maintenance & Repair Records:	Maintain until Equipment sold, scrapped or no longer the property of the City	Multi		<input type="checkbox"/>

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FD2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
FD2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
FD2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
FD2400030	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"/>
FD2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
FD2400032	Above & Under Ground Storage Tank Records:	10 Year(s) After no longer in service.	Paper		<input type="checkbox"/>
FD2400033	Accident Files:	2 Year(s) Provided no claims pending	Paper		<input type="checkbox"/>
FD2400034	Alarm Response Reports:	5 Year(s)	Paper		<input type="checkbox"/>
FD2400035	Annexation Files:	Until Superseded.	Paper		<input type="checkbox"/>
FD2400036	Apparatus Check List:	Life of Equipment	Paper		<input type="checkbox"/>
FD2400037	Arson Reports:	50 Year(s)	Paper		<input type="checkbox"/>
FD2400038	Bids for Equipment:	Until equipment out of service	Paper		<input type="checkbox"/>
FD2400039	Burning Complaint File:	1 Year(s)	Paper		<input type="checkbox"/>
FD2400040	Civilian Casualty Reports:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FD2400041	Daily Alarm Log:	5 Year(s)	Paper		<input type="checkbox"/>
FD2400042	Dispatch Sheet / Logs:	3 Year(s)	Paper		<input type="checkbox"/>
FD2400043	Disaster Plan:	Until Superseded.	Paper		<input type="checkbox"/>
FD2400044	Emergency Medical Service Records:	7 Year(s)	Paper		<input type="checkbox"/>

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(Unit)

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FD2400045	EPA Burning Violation Record:	5 Year(s) After violation corrected	Paper		<input type="checkbox"/>
FD2400047	Fire Code:	Until Superseded.	Multi		<input type="checkbox"/>
FD2400048	Fire Incident Reports:	10 Year(s)	Paper		<input type="checkbox"/>
FD2400049	Fire Investigation Files & Index:	50 Year(s)	Paper		<input checked="" type="checkbox"/>
FD2400050	Fire & Loss Record:	Retain Permanently	Paper		<input type="checkbox"/>
FD2400051	Fire Prevention Application Permits:	Retain Permanently	Paper		<input type="checkbox"/>
FD2400052	Fire Run Reports:	5 Year(s)	Paper		<input type="checkbox"/>
FD2400053	Fireworks Application and Permits:	1 Year(s) After expiration	Paper		<input type="checkbox"/>
FD2400054	Gas & Oil Disbursement Record:	1 Year(s)	Paper		<input type="checkbox"/>
FD2400055	Hose & Load Cards:	Until Superseded.	Paper		<input type="checkbox"/>
FD2400056	Hydrant Location Record:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FD2400057	Hydrant Maintenance Record:	2 Year(s) After test date	Paper		<input type="checkbox"/>
FD2400058	Incident Reports:	5 Year(s)	Paper		<input type="checkbox"/>
FD2400059	Inspection Reports - All Types:	3 Year(s)	Paper		<input type="checkbox"/>
FD2400060	Insurance Claim File:	10 Year(s) After final settlement	Paper		<input type="checkbox"/>
FD2400061	Master Run Reports:	3 Year(s)	Paper		<input type="checkbox"/>
FD2400062	Mutual Aid Agreements:	10 Year(s) After superseded	Paper		<input type="checkbox"/>
FD2400063	Personal Injury Waivers:	Merge with administration accident files.	Paper		<input type="checkbox"/>
FD2400064	Radio / Phone Calls Audio Recordings:	30 Day(s) Then Erase and Reuse provided no actions pending.	Computer		<input type="checkbox"/>

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FD2400065	Standpipe Test:	3 Year(s)	Paper		<input type="checkbox"/>
FD2400066	Station House Daily Logs:	10 Year(s)	Paper		<input type="checkbox"/>
FD2400067	Training Materials:	Until superseded	Multi		<input type="checkbox"/>
FD2400068	Training Records:	Merge with personnel records	Paper		<input type="checkbox"/>
FD2400069	Truck Mileage & Repair Records:	Life of vehicle.	Paper		<input type="checkbox"/>
FD2400070	Violation Notices:	1 Year(s)	Paper		<input type="checkbox"/>
FD2400071	Water Surveys:	3 Year(s)	Paper		<input type="checkbox"/>
FD2400072	Work Schedules:	1 Year(s) After schedule change	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