



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

JUL 17 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	Personnel		
(Local Government Entity)	(Unit)		
<i>Ella Stanton</i>	Ella Stanton	Administrative Assistant	
(Signature of Responsible Official)	(Name)	(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.

<i>[Signature]</i>	6/17/24
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	7/25/2024
Signature	Title	Date

Section D: Auditor of State

Signature	Date
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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

Personnel

(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
PNL2400001	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 fiscal value.	Multi		<input type="checkbox"/>
PNL2400002	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"/>
PNL2400003	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"/>
PNL2400004	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"/>
PNL2400005	Drafts, Informal Notes, Reminder Notes,:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
PNL2400006	Blank Forms:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
PNL2400007	Bulletins, Posters, General Notices and Displays:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
PNL2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
PNL2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of Administrative Value	Multi		<input type="checkbox"/>
PNL2400010	General Administrative Files:	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
PNL2400011	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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PNL2400012	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"/>
PNL2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
PNL2400014	Awards, Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
PNL2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
PNL2400016	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"/>
PNL2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
PNL2400018	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"/>
PNL2400019	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"/>
PNL2400020	Lists / Rosters / Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
PNL2400021	Complaints:	2 Year(s) Provided no actions pending.	Multi		<input type="checkbox"/>
PNL2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
PNL2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
PNL2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
PNL2400025	Equipment / Vehicle Operating & Maintenance Manuals:	Maintain until Equipment sold, scrapped or no longer the property of the City	Multi		<input type="checkbox"/>
PNL2400026	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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PNL2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
PNL2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
PNL2400029	Public Record Request Forms:	1 Year(s)	Multi		<input type="checkbox"/>
PNL2400030	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"/>
PNL2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
PNL2400032	Application for Employment - Hired:	Place in personnel file.	Paper		<input type="checkbox"/>
PNL2400033	Application for Employment - Not Hired:	2 Year(s) Then dispose of in a manner which maintains confidentiality.	Paper		<input type="checkbox"/>
PNL2400034	Appointment Letter:	Place in personnel file.	Paper		<input type="checkbox"/>
PNL2400035	Commendations, Promotions:	Place in personnel file.	Paper		<input type="checkbox"/>
PNL2400036	Disciplinary Action:	4 Year(s) In employee's personnel file, then destroy in a method that protects confidentiality.	Paper		<input type="checkbox"/>
PNL2400037	Employee Exposure to Hazardous Chemicals/Infectious Diseases:	30 Year(s) After employee leaves City employment	Paper		<input type="checkbox"/>
PNL2400038	Employee Tax Withholding Requests (W-4, State, etc):	Until replaced or revoked by employee.	Paper		<input type="checkbox"/>
PNL2400039	Employee Insurance Enrollment:	1 Year(s) After employee leaves City employment	Paper		<input type="checkbox"/>
PNL2400040	Employee Performance Evaluation:	5 Year(s)	Multi		<input type="checkbox"/>
PNL2400041	Employee Step Increase:	Maintain on computer until superseded; paper notification of increase placed in personnel file.	Multi		<input type="checkbox"/>
PNL2400042	Employee Training Records:	Place in personnel file.	Paper		<input type="checkbox"/>
PNL2400043	Grievance Hearing Records:	1 Year(s) After resolved.	Paper		<input type="checkbox"/>
PNL2400044	Job Descriptions:	1 Year(s) After revised or superseded.	Multi		<input type="checkbox"/>

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PNL2400045	Employee Leave Requests:	3 Year(s)	Paper		<input type="checkbox"/>
PNL2400046	Personnel Actions:	Place in personnel file.	Paper		<input type="checkbox"/>
PNL2400047	Personnel File/Record:	Purge unnecessary documents 2 years after employee leaves municipal service following document retention schedule. Retain permanent record of service time, salary history, leave balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, a duly certified Employment History Card may be used.	Paper		<input type="checkbox"/>
PNL2400048	Letters of Reference:	2 Year(s) After hired.	Paper		<input type="checkbox"/>
PNL2400049	Letter of Resignation:	Place in personnel file.	Paper		<input type="checkbox"/>
PNL2400050	Recordings of Discipline & Grievance Hearings:	Incorporate into personnel file then retain for 30 days after appeal time elapsed.	Multi		<input type="checkbox"/>