



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	Recreation		
(Local Government Entity)	(Unit)		
<i>Myke Dowd</i>	Myke Dowd	Recreation Coordinator	
(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	
		(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>David Danaher</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

Recreation

(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
RD2400001	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"/>
RD2400002	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"/>
RD2400003	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"/>
RD2400004	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"/>
RD2400005	Drafts, Informal Notes, Reminder Notes,:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
RD2400006	Blank Forms:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
RD2400007	Bulletins, Posters, General Notices and Displays:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
RD2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
RD2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of Administrative Value	Multi		<input type="checkbox"/>
RD2400010	General Administrative Files:	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
RD2400011	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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(Local Government Entity)

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RD2400012	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"/>
RD2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
RD2400014	Awards, Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
RD2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
RD2400016	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"/>
RD2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
RD2400018	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"/>
RD2400019	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"/>
RD2400020	Lists / Rosters / Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
RD2400021	Complaint Files:	2 Year(s) Provided no actions pending.	Multi		<input type="checkbox"/>
RD2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
RD2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
RD2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
RD2400025	Equipment / Vehicle Operating & Maintenance Manuals:	Maintain until equipment sold, scrapped or no longer the property of the City.	Multi		<input type="checkbox"/>
RD2400026	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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City of Geneva

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(Local Government Entity)

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RD2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
RD2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
RD2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
RD2400030	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"/>
RD2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
RD2400032	Accident Reports:	3 Year(s)	Paper		<input type="checkbox"/>
RD2400033	Back to School Form:	1 Year(s)	Paper		<input type="checkbox"/>
RD2400034	Coaches Background Check:	3 Year(s)	Paper		<input type="checkbox"/>
RD2400035	Community Service Correspondence:	1 Year(s)	Multi		<input type="checkbox"/>
RD2400036	Donations Received - Copies:	1 Year(s)	Paper		<input type="checkbox"/>
RD2400037	Game Schedule:	Until no longer administratively necessary	Paper		<input type="checkbox"/>
RD2400038	Gym Rentals - All Events:	3 Year(s)	Paper		<input type="checkbox"/>
RD2400039	Medical Record Forms:	3 Year(s)	Paper		<input type="checkbox"/>
RD2400040	Liability Waivers:	3 Year(s)	Paper		<input type="checkbox"/>
RD2400041	Playground Report:	6 Year(s)	Paper		<input type="checkbox"/>
RD2400042	Practice Schedule:	Until no longer administratively necessary	Paper		<input type="checkbox"/>
RD2400043	Purchase Order Copies:	Until no longer administratively necessary	Paper		<input type="checkbox"/>
RD2400044	Permission Slips:	2 Year(s) Provided no actions pending.	Paper		<input type="checkbox"/>

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RD2400045	Receipts:	1 Year(s)	Paper		<input type="checkbox"/>
RD2400046	Receipt Books:	3 Year(s)	Paper		<input type="checkbox"/>
RD2400047	Recreation Program Flyers:	Until no longer administratively necessary	Paper		<input type="checkbox"/>
RD2400049	Recreation Registration Forms:	3 Year(s)	Paper		<input type="checkbox"/>
RD2400050	Score Books:	1 Year(s)	Paper		<input type="checkbox"/>
RD2400051	Team Rosters:	1 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