



INSTRUCTIONS - FORM RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio History Connection by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio History Connection – State Archives

- The reviewing agent from the Ohio History Connection Local Government Records Program (LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (for example: six years), an action (for example: until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the LGRP. LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to LGRP at:

localrecs@ohiohistory.org

OR

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

--- The LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
SECTION 1 – GENERAL ADMINISTRATIVE RECORDS				
	Accident Reports \ Files			
01000	Employee Injury Report	Place in personnel file	Paper	
01000e	Employee Injury Report	Place in personnel file or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01010	Bodily Injury to non- employee	6 years provided no action pending	Paper	
01010e	Bodily Injury to non- employee	6 years provided no action pending or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01020	Damage to Municipal Vehicle or Property	6 years provided no action pending	Paper	
01020e	Damage to Municipal Vehicle or Property	6 years provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01030	Activity Reports - All types	2 years	Paper	
01030e	Activity Reports - All types	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01040	Agendas	6 years	Paper	
01040e	Agendas	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01050	Annual Departmental Budget	5 years	Paper	
01050e	Annual Departmental Budget	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01060	Annual Departmental Report	Permanent - at 50 years appraise for historical value	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01060e	Annual Departmental Report	Permanent - at 50 years appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01070	Annual Municipal Budget	Permanent - at 50 years appraise for historical value	Paper	
01070e	Annual Municipal Budget	Permanent - at 50 years appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01080	Annual Municipal Report	Permanent – at 50 years appraise for historical value	Paper	
01080e	Annual Municipal Report	Permanent – at 50 years appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01090	Attendance Reports \ Records	3 years	Paper	
01090e	Attendance Reports \ Records	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01100	Audiovisual, PR & Training Materials	Until information is superseded, obsolete, or replaced, then appraise for historical value —	Paper	
01100e	Audiovisual, PR & Training Materials	Until information is superseded, obsolete, or replaced, then appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01110	Badges and ID's	Turn in upon termination	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
01110e	Badges and ID's	Turn in upon termination - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01120	Blank Forms	Until obsolete or superseded	Paper	
01120e	Blank Forms	Until obsolete or superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01130	Blueprints \ Vellums	Until updated, superseded or obsolete, appraise for historical value	Paper	
01130e	Blueprints \ Vellums	Until updated, superseded or obsolete, appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01131	Budget Preparation Documents (Working Papers)	5 years	Paper	
01131e	Budget Preparation Documents (Working Papers)	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01132	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary, no RC-3 required	Paper	
01132e	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary, no RC-3 required	Electronic	
01133	Calendars	Until no longer administratively necessary, no RC-3 required	Paper	
01133e	Calendars	Until no longer administratively necessary, no RC-3 required	Electronic	
01140	Calibration Records - All types	5 years	Paper	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01140e	Calibration Records - All types	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01160	Compliance Reports - All Types	5 years	Paper	
01160e	Compliance Reports - All Types	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01170	Continuing Education Certifications \ Class \ Seminar \ Training Attendance Records	Place in personnel file	Paper	
1170e	Continuing Education Certifications \ Class \ Seminar \ Training Attendance Records	Place in personnel file	Electronic	
1180	Contracts and Agreements	15 years after expiration or termination	Paper	
1180e	Contracts and Agreements	15 years after expiration or termination – or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Copies - All media:			
01190	Official File copy	Use applicable records series retention period	Paper	
01190e	Official File copy	Use applicable records series retention period - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01200	Reading \ Informational \ Reference Copy	Until no longer administratively necessary, no RC-3 required	Paper	
01200e	Reading \ Informational \ Reference Copy	Until no longer administratively necessary, no RC-3 required	Electronic	
	Correspondence:			
01210	Routine Form Letters	1 year	Paper	
01210e	Routine Form Letters	1 year - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01220	General	2 years	Paper	
0122e	General	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01230	With Legislative Branch	3 years	Paper	
01231	With Legislative Branch	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01240	Executive	5 years	Paper	
01240e	Executive	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01250	Delivery Slips \ Packing Slips	2 years Until no longer administratively needed	Paper	
01250e	Delivery Slips \ Packing Slips	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01260	Disaster Plans	Until updated or superseded	Paper	
01260e	Disaster Plans	Until updated or superseded years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01270	Dispatcher Radio/Phone Calls Audio Recordings	30 days erase and reuse provided no action pending	Audio	
01280	Drafts - All Media	Until no longer administratively needed, no RC-3 required	Paper	
01280e	Drafts - All Media	Until no longer administratively needed, no RC-3 required	Electronic	
01290	Drawings, Tracings, Mylars	Until updated, superseded or obsolete, appraise for historical value	Paper	

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FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01290e	Drawings, Tracings, Mylars	Until updated, superseded or obsolete, appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01292	Equipment Inventories	3 years	Paper	
01292e	Equipment Inventories	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01300	Equipment Maintenance Records	Life of the equipment	Paper	
01300e	Equipment Maintenance Records	Life of the equipment - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01310	Equipment Records - Personal Use Items (E.g. tools, weapons, clothing etc.)	Until equipment returned by employee	Paper	
01310e	Equipment Records - Personal Use Items (E.g. tools, weapons, clothing etc.)	Until equipment returned by employee - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01320	Executive Orders	Until superseded, obsolete, or replaced; then appraise for historical value	Paper	
01320e	Executive Orders	Until superseded, obsolete, or replaced; then appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01330	Expense Records	3 years	Paper	
01330e	Expense Records	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01340	Facsimile (FAX): Logs	1 year – with document - or keep until no longer administratively needed	Paper	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01340e	Logs	1 year – with document - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01350	Messages	Retain according to content or treat as correspondence, copies or mail	Paper	
01350e	Messages	Retain according to content or treat as correspondence, copies or mail - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01360	Flow Charts – Operations	2 years	Paper	
01360e	Flow Charts – Operations	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01370	Fuel Usage Records	3 years	Paper	
01370e	Fuel Usage Records	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01380	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain one copy until audited	Paper	
01380e	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain one copy until audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01390	Grant Files \ Records - Federal \ State	5 years provided audited and disputes resolved	Paper	
01390e	Grant Files \ Records - Federal \ State	5 years provided audited and disputes resolved - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Hearings (Not Employee Related):			
01400	Audio Recordings	1 year	Audio	
01410	Video Recordings	1 year	Video	

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.

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FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01420	Report of Proceedings	Permanent	Paper	
01420e	Report of Proceedings	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01430	Transcripts	5 years	Paper	
01430e	Transcripts	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Leases:			
01440	Equipment	2 years after expiration	Paper	
01440e	Equipment	2 years after expiration - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01450	Real Estate	5 years after expiration	Paper	
01450e	Real Estate	5 years after expiration - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01460	Licenses, Permits, Certifications	1 year after expiration	Paper	
01460e	Licenses, Permits, Certifications	1 year after expiration - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Mail:			
01470	Unsolicited Mail (e.g. anonymous \ slanderous letters, groundless complaints, sales materials transitory messages, informational brochures, etc.)	Until no longer administratively necessary - no RC-3 required	Paper	
01470e	Unsolicited Mail (e.g. anonymous \ slanderous letters, groundless complaints, sales materials transitory messages, informational brochures, etc.)	Until no longer administratively necessary - no RC-3 required	Electronic	
01480	Postal Records (e.g. Registered \ Certified \ Insured Logs or Receipts \ Postal Meter Documents)	2 years - with record	Paper	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01480e	Postal Records (e.g. Registered \ Certified \ Insured Logs or Receipts \ Postal Meter Documents)	2 years – with record – or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01490	Electronic Mail (E-Mail)	Retain according to content, or treat as Correspondence, copies or mail	Electronic	
01500	Mailing Lists	Until updated, superseded or obsolete	Paper	
01500e	Mailing Lists	Until updated, superseded or obsolete - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Management \ Operations Reports:			
01510	Monthly \ Quarterly \ Semiannual	Until incorporated into an annual report	Paper	
01510e	Monthly \ Quarterly \ Semiannual	Until incorporated into an annual report - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01520	Annual	5 years	Paper	
01520e	Annual	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01530	Consultant	5 years	Paper	
01530e	Consultant	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01540	Manuals, Handbooks and Directives	Until superseded, obsolete, or replaced. Retain one file copy 5 years	Paper	

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CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01540e	Manuals, Handbooks and Directives	Until superseded, obsolete, or replaced. Retain one file copy 5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01550	Maps \ Plats	Until updated, superseded or obsolete, then appraise for historical value	Paper	
01550e	Maps \ Plats	Until updated, superseded or obsolete, then appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01560	Material Safety Sheets	Until superseded	Paper	
01560e	Material Safety Sheets	Until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01570	Meeting Notices (Sec. 121.22 ORC)	1 year	Paper	
01570e	Meeting Notices (Sec. 121.22 ORC)	1 year - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01580	Memoranda	Use correspondence retention periods	Paper	
01580e	Memoranda	Use correspondence retention periods	Electronic	
	Minutes of Meetings:			
01590	Approved Hardcopy	Permanent, unless on microfilm and then keep until no longer administratively necessary	Paper	
01590m	Approved Hardcopy	Permanent	Microfilm	
01590e	Approved Hardcopy	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

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FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
01600	Audio Recordings of Meetings	1 year provided information concerning the meeting is substantially transcribed to hard copy	Audio	
01610	Video Recordings	1 year provided information concerning the meeting is substantially transcribed to hard copy	Video	
01620	Drafts \ Notes	Until hardcopy of minutes approved, no RC-3 required	Paper	
01620e	Drafts \ Notes	Until hardcopy of minutes approved, no RC-3 required	Electronic	
01630	Municipal Publications	Until superseded or obsolete, retain one copy	Paper	
01630e	Municipal Publications	Until superseded or obsolete, retain one copy - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01670	Oaths of Office of Elected Officials	10 years after leaving office	Paper	
01670e	Oaths of Office of Elected Officials	10 years after leaving office - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01680	Photo File (includes prints, slides, negatives, transparencies and related photographic items)	Until information is no longer current, then appraise for historical value	Paper	
01680e	Photo File	Until information is no longer current, then appraise for historical value	Electronic	
01690	Press \ News Releases	3 years	Paper	
01690e	Press \ News Releases	3 years office - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01705	Proclamations	2 years	Paper	

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FROM: City of Pepper Pike, Ohio
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01706e	Proclamations	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01710	Project Plans \ Drawings \ As Built	Life of project or obsolete then appraise for historical value	Paper	
01710e	Project Plans \ Drawings \ As Built	Life of project or obsolete then appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01720	Receipts/Receipt Books	2 years provided audited	Paper	
01720e	Receipts/Receipt Books	2 years provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01730	Receiving Documents	3 years	Paper	
01730e	Receiving Documents	3 years or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01740	Record Retention Documents RC 1, RC 2, RC 3	25 years	Paper	
01740e	Record Retention Documents RC 1, RC 2, RC 3	25 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01750	Records Requests	2 years	Paper	
01750e	Records Requests	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01760	Reference \ Library Materials	Until superseded, obsolete or replaced	Paper	
01760e	Reference \ Library Materials	Until superseded, obsolete or replaced - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01770	Requisitions	3 years	Paper	
01770e	Requisitions	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01780	Research Files	5 years	Paper	
01780e	Research Files	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01790	Rosters \ Directories	1 year after superseded or obsolete	Paper	
01790e	Rosters \ Directories	1 year after superseded or obsolete - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01800	Scrapbooks, Yearbooks	Appraise for historical value	Paper	
01800e	Scrapbooks, Yearbooks	Appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01810	Speeches \ Presentations	3 years	Paper	
01810e	Speeches \ Presentations	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Statistical Reports:			
01820	Monthly \ Quarterly \ Semiannual	Until incorporated into yearly compilation	Paper	
01820e	Monthly \ Quarterly \ Semiannual	Until incorporated into yearly compilation - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01830	Annual	5 years	Paper	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01830e	Annual	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01840	Consultant produced	5 Years	Paper	
01840e	Consultant produced	5 Years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01850	Surveying - Field Notes	Permanent	Paper	
01850e	Surveying - Field Notes	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01860	Surveillance Tapes	30 days then reuse provided no action pending	Audio	
01861	Surveillance Videos	30 days then reuse provided no action pending	Video	
01870	Table of Organization \ Organizational Charts	Until superseded	Paper	
01870e	Table of Organization \ Organizational Charts	Until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Telephone Messages - Telephone Records:			
01880	Charges \ Bills \ Call Detail Records	2 years provided audited	Paper	
01880e	Charges \ Bills \ Call Detail Records	2 years provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01890	Documentation	Life of system	Paper	
01890e	Documentation	Life of system - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

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FROM: City of Pepper Pike, Ohio (citywide)
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(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
01900	Messages	Until no longer administratively necessary, no RC-3 required	Paper	
01901	Messages	Until no longer administratively necessary, no RC-3 required	Audio	
01902	Messages	Until no longer administratively necessary, no RC-3 required	Electronic	
01910	Service Records	2 years	Paper	
01910e	Service Records	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01920	System Equipment Inventory	Continually updated, retain superseded data 1 year	Paper	
01920e	System Equipment Inventory	Continually updated, retain superseded data 1 year - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01930	Training Material \ Lesson Plans	Until superseded	Paper	
01930e	Training Material \ Lesson Plans	Until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01940	Uniform Record	3 years, provided audited	Paper	
01940e	Uniform Record	3 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01950	Vehicle Maintenance Records	Until vehicle sold	Paper	
01950e	Vehicle Maintenance Records	Until vehicle sold - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01960	Vehicle Mileage Records	Until vehicle sold	Paper	

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(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01960e	Vehicle Mileage Records	Until vehicle sold - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
01970	Visitors' Log or Sign-in Sheets	1 year	Paper	
01970e	Visitors' Log or Sign-in Sheets	1 year - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Voice Mail:			
01980	Messages	Until no longer administratively necessary, no RC-3 required	Electronic	
01990	System Documentation	Life of system	Paper	
01990e	System Documentation	Life of system - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
011000	Warranties	2 years after expiration	Paper	
011000e	Warranties	2 years after expiration - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
011010	Work Orders	2 years	Paper	
011010e	Work Orders	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
011020	Work Schedules	1 year after schedule changed	Paper	
011020e	Work Schedules	1 year after schedule changed - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 2 – BUILDING, PLANNING AND ZONING RECORDS				
02010	Annexation Case Files	Permanent	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
02010e	Annexation Case Files	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02020	Annexation Record	Permanent	Paper	
02020e	Annexation Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02030	Appeals on Interpretation of Code	Permanent	Paper	
02030e	Appeals on Interpretation of Code	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02040	Area Commission Files	25 years	Paper	
02040e	Area Commission Files	25 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02065	Board of Zoning Appeals Case Files	10 years	Paper	
02065e	Board of Zoning Appeals Case Files	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02070	Building Applications	5 years	Paper	
02070e	Building Applications	5 years – or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02080	Building Cards	Permanent	Paper	
02080e	Building Cards	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02090	Building Folders	Review at 5 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
02090e	Building Folders	Review at 5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02100	Building Inspection Reports	Permanent	Paper	
02100e	Building Inspection Reports	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02110	Building Permit Record	Permanent	Paper	
02110	Building Permit Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Building Plans:			
02120	Residential	3 years	Paper	
02120e	Residential	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02130	Commercial	5 years	Paper	
02130e	Commercial	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02140	Municipal owned	Life of structure, appraise for historical value	Paper	
02140e	Municipal owned	Life of structure, appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02150	Building Sign Inspection Files	Permanent	Paper	
02150e	Building Sign Inspection Files	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02160	Case Files - Board of Building Standards and Appeals	10 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
02160e	Case Files - Board of Building Standards and Appeals	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02170	Case Files - Board of Zoning Appeals	10 years	Paper	
02170e	Case Files - Board of Zoning Appeals	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02180	Certificates of Insurance	10 years after expiration, provided no claims pending	Paper	
02180e	Certificates of Insurance	10 years after expiration, provided no claims pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02190	City Building Code	Until superseded; retain 1 copy permanently	Paper	
02190e	City Building Code	Until superseded; retain 1 copy permanently - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02200	Community Development Reports	Until no longer of administrative value	Paper	
02200e	Community Development Reports	Until no longer of administrative value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Community Reinvestment Area:			
02204	Applications: All companies with approved CRA agreements	2 years, after expiration of agreement terms	Paper	
02204e	Applications: All companies with approved CRA agreements	2 years, after expiration of agreement terms - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
02205	Applications: All companies that applied for CRA tax abatement status	2 years, after expiration of agreement terms	Paper	
02205e	Applications: All companies that applied for CRA tax abatement status	2 years, after expiration of agreement terms - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02210	Complaints	2 years, provided no action pending	Paper	
02210e	Complaints	2 years, provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02220	Condemnation and Demolition Records	Permanent	Paper	
02220e	Condemnation and Demolition Records	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02230	Contractor's Registration	10 years	Paper	
02230e	Contractor's Registration	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02240	Demolition Permits	Permanent	Paper	
02240e	Demolition Permits	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Enterprise Zone:			
02244	Applications: All companies with approved EZ agreements	2 years, after expiration of agreement terms	Paper	
02244e	Applications: All companies with approved EZ agreements	2 years, after expiration of agreement terms - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02245	Applications: All companies that applied for EZ status	2 years, after expiration of agreement terms	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
02245e	Applications: All companies that applied for EZ status	2 years, after expiration of agreement terms - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02248	Hospital & Health Care Campus Master Plan	Until superseded	Paper	
02248e	Hospital & Health Care Campus Master Plan	Until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02250	House Number Record	Permanent	Paper	
02250e	House Number Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02260	Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value; appraise for historical value	Paper	
02260e	Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value; appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02270	Index to Board of Zoning Appeals Case Files	25 years	Paper	
02270e	Index to Board of Zoning Appeals Case Files	25 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02280	Index to Variance Record	25 years	Paper	
02280e	Index to Variance Record	25 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02290	Index to Zoning Case Record	25 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
02290e	Index to Zoning Case Record	25 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02300	Industrial Use Permit Reviews	Permanent	Paper	
02300e	Industrial Use Permit Reviews	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02310	Legislative Research Files \ Drafts	Until no longer of administrative value	Paper	
02310e	Legislative Research Files \ Drafts	Until no longer of administrative value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02320	Loan and Grant Applications (copies)	3 years, provided audited	Paper	
02320e	Loan and Grant Applications (copies)	3 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02330	Occupancy Permit Record	Permanent	Paper	
02330e	Occupancy Permit Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02340	Performance Bonds – Contractors	10 years after expiration	Paper	
02340e	Performance Bonds – Contractors	10 years after expiration - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02350	Permits All types	3 years provided audited	Paper	
02350e	Permits All types	3 years provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02360	Planning Briefs	25 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
02360e	Planning Briefs	25 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Planning Commission Case Files:			
02370	Development Plans	10 years, provided no action pending	Paper	
02370e	Development Plans	10 years, provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02371	Landscape Plans	10 years, provided no action pending	Paper	
02371e	Landscape Plans	10 years, provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02372	Lot Splits & Assemblies	10 years, provided no action pending	Paper	
02372e	Lot Splits & Assemblies	10 years, provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02373	Preliminary Plans: Development Plans	2 years or until superseded	Paper	
02373e	Preliminary Plans: Development Plans	2 years or until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02374	Preliminary Plans: Subdivisions	See Subdivisions	Paper	
02374e	Preliminary Plans: Subdivisions	See Subdivisions - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02375	Relief from fencing	10 years, provided no action pending	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
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FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
02375e	Relief from fencing	10 years, provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02376	Satellite Dishes	10 years, provided no action pending	Paper	
02376e	Satellite Dishes	10 years, provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02377	Sign Plans	5 years or until superseded	Paper	
02377e	Sign Plans	5 years or until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02378	Site Improvement Plans	10 years, provided no action pending	Paper	
02378e	Site Improvement Plans	10 years, provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02380	Project Planning Files	5 years after completion of final project report	Paper	
02380e	Project Planning Files	5 years after completion of final project report - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02390	Project Reports	25 years, appraise for historical value	Paper	
02390e	Project Reports	25 years, appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02400	Quadrant Files	5 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
02400e	Quadrant Files	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02410	Rezoning Applications	Until final action taken and recorded	Paper	
02410e	Rezoning Applications	Until final action taken and recorded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02420	Rezoning Case Files	5 years after final decision rendered	Paper	
02420e	Rezoning Case Files	5 years after final decision rendered - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02430	Street Name Change Record	Permanent	Paper	
02430e	Street Name Change Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02440	Street \ Alley Vacation Case Files	Permanent	Paper	
02440e	Street \ Alley Vacation Case Files	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02450	Subdivision Files	Permanent	Paper	
02450e	Subdivision Files	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02460	Transportation Research Files	10 years; appraise for historical value	Paper	
02460e	Transportation Research Files	10 years; appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
02470	Urban Renewal Files	Obsolete; appraise for historical value	Paper	
02470e	Urban Renewal Files	Obsolete; appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02480	Violations	Until corrected or adjudicated by a Court	Paper	
02480e	Violations	Until corrected or adjudicated by a Court - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02490	Zoning Case Log	25 years	Paper	
02490e	Zoning Case Log	25 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02500	Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent	Paper	
02500e	Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02510	Zoning Change Request	5 years, provided no action pending	Paper	
02510e	Zoning Change Request	5 years, provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02530	Zoning Permit Record	Permanent	Paper	
02530e	Zoning Permit Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
02540	Zoning Variance Case Files	5 years after final decision, provided no action pending	Paper	
02540e	Zoning Variance Case Files	5 years after final decision, provided no action pending - or keep	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
		until no longer administratively needed as long as a paper copy has been printed		
SECTION 3 - CEMETERY RECORDS				
03010	Burial Fee Receipts	3 years, provided audited	Paper	
03010e	Burial Fee Receipts	3 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
03020	Burial Transit Permits	5 years	Paper	
03020e	Burial Transit Permits	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
03030	Burial Permit	Permanent	Paper	
03030e	Burial Permit	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
03040	Deposit Record - Perpetual Care	Permanent	Paper	
03040e	Deposit Record - Perpetual Care	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
03050	Deed Book	Permanent	Paper	
03050e	Deed Book	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
03060	Index to Burial Plots	Permanent	Paper	
03060e	Index to Burial Plots	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
03070	Minutes	Permanent	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
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FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03070e	Minutes	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
03080	Plat Maps	Permanent	Paper	
03080e	Plat Maps	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
03090	Record of Lot Sales	Permanent	Paper	
03090e	Record of Lot Sales	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
03100	Register of Interments	Permanent	Paper	
03100e	Register of Interments	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
03110	Rules and Regulations	Permanent	Paper	
03110e	Rules and Regulations	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 4 – COUNCIL RECORDS				
	Certificate of result of election:			
04005	Council members	10 years after leaving office	Paper	
04005e	Council members	10 years after leaving office - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04006	Issues	3 years after election	Paper	
04006e	Issues	3 years after election - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04010	Charter and Amendments	Permanent	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
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FROM: City of Pepper Pike, Ohio
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(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
04010e	Charter and Amendments	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04015	CIC Bonds	Keep until mature and audited	Paper	
04010e	CIC Bonds	Keep until mature and audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04020	Council Member's Files	Term of office then appraise for historical value	Paper	
04020e	Council Member's Files	Term of office then appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04030	Index to Council Minutes	Permanent	Paper	
04030e	Index to Council Minutes	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04040	Index to Ordinances \ Resolutions	Permanent	Paper	
04040e	Index to Ordinances \ Resolutions	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Liquor License Requests:			
04050	Approved	3 years	Paper	
04050e	Approved	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04060	Denied	1 year	Paper	
04060e	Denied	1 year - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

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FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
04070	Ordinances	Permanent	Paper	
04070e	Ordinances	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04080	Petitions (Miscellaneous not filed elsewhere)	5 years	Paper	
04080e	Petitions (Miscellaneous not filed elsewhere)	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04100	Reports to Council	5 years	Paper	
04100e	Reports to Council	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04110	Resolutions	Permanent	Paper	
04110e	Resolutions	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
04120	Subject and Administrative Files	5 years	Paper	
04120e	Subject and Administrative Files	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 5 – ENGINEERING AND STREET RECORDS				
A. ENGINEERING RECORDS				
05000	Aerial Photographs	Until superseded then appraise for historical value	Paper	
05000e	Aerial Photographs	Until superseded then appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05010	Bridge Plans	Life of bridge	Paper	
05010e	Bridge Plans	Life of bridge - or keep until no longer administratively needed as long as a paper copy	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
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FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
		has been printed		
05020	Bridge Inspection Reports	10 years	Paper	
05020e	Bridge Inspection Reports	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05030	Change Orders	Place in Project File	Paper	
05030e	Change Orders	Place in Project File - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05040	City Properties File	Permanent	Paper	
05040e	City Properties File	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05050	City Zoning Maps	Permanent	Paper	
05050e	City Zoning Maps	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05060	Contractors' Prevailing Wage Records	5 years	Paper	
05060e	Contractors' Prevailing Wage Records	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05070	Day Books	3 years	Paper	
05070e	Day Books	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05080	Federal Project Files	5 years after completion of project provided audited	Paper	

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CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
05080e	Federal Project Files	5 years after completion of project provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05090	House Number Record	Permanent	Paper	
05090e	House Number Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05100	Job Orders	3 years	Paper	
05100e	Job Orders	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05110	Maintenance Orders	2 years	Paper	
05110e	Maintenance Orders	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05120	Project Files (Contracts, specifications change orders, progress reports etc.)	15 years after completion of project	Paper	
05120e	Project Files (Contracts, specifications change orders, progress reports etc.)	15 years after completion of project - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05130	Project Inspection Records	Include in project files	Paper	
05130e	Project Inspection Records	Include in project files - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05140	Sanitary Sewer Records	Permanent	Paper	
05140e	Sanitary Sewer Records	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05150	Sewer Testing Records	5 years	Paper	

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FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
05150e	Sewer Testing Records	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05160	Special Assessments Record	3 years after final payment, provided audited	Paper	
05160e	Special Assessments Record	3 years after final payment, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	B. STREET RECORDS			
05170	Blueprints, Maps and Plans	Life of Infrastructure then appraise for historical value	Paper	
05170e	Blueprints, Maps and Plans	Life of Infrastructure then appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05180	Haul Tickets	2 years, provided audited	Paper	
05180e	Haul Tickets	2 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05190	Pesticide Application Records	5 years	Paper	
05191	Pesticide Application Records	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05200	Proposals for Street Improvement	Until approved or proposal rejected	Paper	
05200e	Proposals for Street Improvement	Until approved or proposal rejected - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05210	Sewer Repair Sheets	10 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
05210e	Sewer Repair Sheets	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Street Lighting:			
05220	Assessment Records	Until paid off	Paper	
05220e	Assessment Records	Until paid off - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05222	Petitions	3 years	Paper	
05222e	Petitions	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05223	Pole Locations	Until updated	Paper	
05223e	Pole Locations	Until updated - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05230	Street Opening Permits	3 years	Paper	
05230e	Street Opening Permits	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05240	Street Repair Cost Summary Record	3 years, provided audited	Paper	
05240e	Street Repair Cost Summary Record	3 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05250	Street Repair Record	3 years	Paper	
05250e	Street Repair Record	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
05260	Traffic Study Files	Until superseded then appraise for historical value	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
05260e	Traffic Study Files	Until superseded then appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 6 - FINANCIAL RECORDS				
A. GENERAL FINANCIAL RECORDS				
06000	Acceptance of Utility Rate Ordinance Notices	Permanent	Paper	
06000e	Acceptance of Utility Rate Ordinance Notices	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06010	Accounts Ledger	5 years after last entry, provided audited	Paper	
06010e	Accounts Ledger	5 years after last entry, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06020	Accounts Payable Record	5 years, provided audited	Paper	
06020e	Accounts Payable Record	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06030	Accounts Receivable Ledger, General	5 years, provided audited	Paper	
06030e	Accounts Receivable Ledger, General	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06040	Accounts Receivable Ledger, Income Tax	6 years	Paper	
06040e	Accounts Receivable Ledger, Income Tax	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06050	Annual Appropriation Ordinances (copies)	5 years	Paper	
06050e	Annual Appropriation Ordinances (copies)	5 years - or keep until no longer administratively needed as long as a paper copy has been	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
		printed		
06060	Annual Certificate of Estimated Resources	7 years	Paper	
06060e	Annual Certificate of Estimated Resources	7 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06070	Annual Municipal Financial Report	Permanent	Paper	
06070e	Annual Municipal Financial Report	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06080	Annual Report to Auditor of State	5 years	Paper	
06080e	Annual Report to Auditor of State	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06090	Appropriation Ledger	5 years, provided audited	Paper	
06090e	Appropriation Ledger	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06100	Assessment Record	Until paid and audited	Paper	
06100e	Assessment Record	Until paid and audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Audit Reports:			
06110	Internal	5 years	Paper	
06110e	Internal	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06120	Federal \ Auditor of State	5 years	Paper	
06120e	Federal \ Auditor of State	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06130	Bad Check or Bad Debt Records	2 years after payment or settlement	Paper	
06130e	Bad Check or Bad Debt Records	2 years after payment or settlement - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06140	Balance Sheets	5 years	Paper	
06140e	Balance Sheets	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06150	Bank Deposit Records (Receipts, Reconciliation, Slips, Statements etc.)	5 years provided audited	Paper	
06150e	Bank Deposit Records (Receipts, Reconciliation, Slips, Statements etc.)	5 years provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Bid Bonds:			
06160	Successful bidder	Retain until acceptance of project performance bond	Paper	
06160e	Successful bidder	Retain until acceptance of project performance bond - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06170	Unsuccessful bidder	Return after projected awarded	Paper	
06170e	Unsuccessful bidder	Return after projected awarded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06180	Bids – Successful	15 years after completion of project	Paper	
06180e	Bids – Successful	15 years after completion of project - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06190	Bids - Unsuccessful	2 years after letting of the contract	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06190e	Bids - Unsuccessful	2 years after letting of the contract - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06200	Block Grant Documentation	5 years	Paper	
06200e	Block Grant Documentation	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06210	Bond Register	Permanent	Paper	
06210e	Bond Register	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06220	Canceled Checks	5 years provided audited	Paper	
06220e	Canceled Checks	5 years provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06230	Canceled Warrants	5 years, provided audited	Paper	
06230e	Canceled Warrants	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06240	Capital Improvement Bonds	Until paid off and audited, appraise for historical value	Paper	
06240e	Capital Improvement Bonds	Until paid off and audited, appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06250	Cash Books \ Cash Reports	5 years	Paper	
06250e	Cash Books \ Cash Reports	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06260	Cash Receipts and Disbursements	5 years, provided audited	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06260e	Cash Receipts and Disbursements	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06270	Cash Register Tapes \ Records	2 years provided internal control established	Paper	
06270e	Cash Register Tapes \ Records	2 years provided internal control established - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06280	Certificate of Result of Election (Bond Issues)	Until expiration of bond issue	Paper	
06280e	Certificate of Result of Election (Bond Issues)	Until expiration of bond issue - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06290	Chargeback Reports \ Records	5 years	Paper	
06290e	Chargeback Reports \ Records	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06300	Check Registers \ Stubs \ Carbons	5 years, provided audited	Paper	
06300e	Check Registers \ Stubs \ Carbons	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06310	Checking Account Statement	5 years, provided audited	Paper	
06310e	Checking Account Statement	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06320	Checks – Voided	Until audited	Paper	
06320e	Checks – Voided	Until audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06330	Client Payment Files	3 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06330e	Client Payment Files	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Computer Generated Financial Reports:			
06340	Monthly, Quarterly, Semiannual	Until replaced by next printout or annual report printed out	Paper	
06340e	Monthly, Quarterly, Semiannual	Until replaced by next printout or annual report printed out - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06350	Annual	5 years	Paper	
06350e	Annual	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Computer Records	Use applicable records series retention period	Electronic	
06455	Cost Control Reports	5 years	Paper	
06450e	Cost Control Reports	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06460	Report of Cash Received	5 years, provided audited	Paper	
06460e	Report of Cash Received	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06470	Damage Claims	Until settled and all appeals exhausted	Paper	
06470e	Damage Claims	Until settled and all appeals exhausted - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06480	Deposit Refund Requests	Until deposit is refunded and account audited	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06480e	Deposit Refund Requests	Until deposit is refunded and account audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06490	Encumbrance Documents	5 years	Paper	
06490e	Encumbrance Documents	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06500	Encumbrance and Expenditure Journal	5 years, provided audited	Paper	
06500e	Encumbrance and Expenditure Journal	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06510	Federal Revenue Sharing Account	5 years, provided audited	Paper	
06510e	Federal Revenue Sharing Account	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06520	Fixed Assets Record	10 years	Paper	
06520e	Fixed Assets Record	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06530	General Ledger	25 years	Paper	
06530e	General Ledger	25 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06540	Indebtedness Statement	Permanent	Paper	
06540e	Indebtedness Statement	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06550	Insurance Policies	10 years after expiration, provided all claims settled	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
06550e	Insurance Policies	10 years after expiration, provided all claims settled - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06570	Investment Records	5 years provided audited	Paper	
06570e	Investment Records	5 years provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06580	Invitation to Bid (ITB)	2 years	Paper	
06580e	Invitation to Bid (ITB)	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06590	Invoices and Supporting documents	5 years	Paper	
06590e	Invoices and Supporting documents	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06600	Licenses	Term of license plus 1 year	Paper	
06600e	Licenses	Term of license plus 1 year - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06610	Monthly Report of Municipal Court	3 years, provided audited	Paper	
06610e	Monthly Report of Municipal Court	3 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06630	Mortgages	Until paid and canceled, provided audited	Paper	
06630e	Mortgages	Until paid and canceled, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06640	Oil and Gas Drilling Permit	Permanent	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06640e	Oil and Gas Drilling Permit	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06650	Pay-In Records	5 years, provided audited	Paper	
06650e	Pay-In Records	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06660	Performance Bonds	After project successfully completed and accepted	Paper	
06660e	Performance Bonds	After project successfully completed and accepted - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06670	Permits	5 years, provided audited	Paper	
06670e	Permits	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Personal or Professional Services:			
06680	Invoice or Statement of Services	5 years	Paper	
06680e	Invoice or Statement of Services	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06690	Petty Cash Record	5 years provided audited	Paper	
06690e	Petty Cash Record	5 years provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06700	Phone Quotes \ Confirmations	2 years	Paper	
06700e	Phone Quotes \ Confirmations	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06720	Prevailing Wage Records	3 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06720e	Prevailing Wage Records	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06730	Property Inventories	3 years	Paper	
06730e	Property Inventories	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Purchase Orders:			
06740	Original	5 years	Paper	
06740e	Original	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06750	Copies	Until no longer administratively necessary, no RC-3 required	Paper	
06750e	Copies	Until no longer administratively necessary, no RC-3 required	Electronic	
06751	Logs	3 years (retain with purchase orders and dispose at same time)	Paper	
06751e	Logs	3 years (retain with purchase orders and dispose at same time)	Electronic	
06760	Receipts and Expenditures Report to Auditor of State	5 years	Paper	
06760e	Receipts and Expenditures Report to Auditor of State	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06780	Reconciliation Sheets, Bank Accounts	5 years, provided audited	Paper	
06780e	Reconciliation Sheets, Bank Accounts	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06790	Record of Funds Received	5 years, provided audited	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06790e	Record of Funds Received	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06795	Refund Check Ledger	5 years provided audited	Paper	
06790e	Refund Check Ledger	5 years provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06810	Request for Proposals (RFPs)	2 years	Paper	
06810e	Request for Proposals (RFPs)	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06820	Retirement System Payments \ Records	Permanent	Paper	
06820e	Retirement System Payments \ Records	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06825	Retirement System Exemption Record (Waiver)	Permanent	Paper	
06825e	Retirement System Exemption Record (Waiver)	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06840	Settlement Sheet or Tax Distribution from County Auditor	10 years	Paper	
06840e	Settlement Sheet or Tax Distribution from County Auditor	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06850	Solicitor's or Peddler's Permit	1 year after expiration	Paper	
06850e	Solicitor's or Peddler's Permit	1 year after expiration - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06860	Special Assessments	Until paid off and audited	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06860e	Special Assessments	Until paid off and audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06870	Surety Bonds – Special	10 years after expiration	Paper	
06870e	Surety Bonds – Special	10 years after expiration - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06880	Surety Bonds of Officials or Employees	10 years after termination of officer or employee	Paper	
06880e	Surety Bonds of Officials or Employees	10 years after termination of officer or employee - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06890	Tax Abatement Records	Duration of the abatement plus 1-year	Paper	
06890e	Tax Abatement Records	Duration of the abatement plus 1-year - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06900	Tax Settlement Reports	5 years, provided audited	Paper	
06900e	Tax Settlement Reports	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06920	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited	Paper	
06920e	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06930	Travel Expense Records	5 years	Paper	
06930e	Travel Expense Records	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06940	Treasury Investment Board Report	10 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06940e	Treasury Investment Board Report	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06950	Unemployment Compensation Records	3 years, provided audited	Paper	
06950e	Unemployment Compensation Records	3 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
06960	Uniform Allowance Record	3 years, provided audited	Paper	
06960e	Uniform Allowance Record	3 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Vouchers:			
06980	Copies	Until no longer administratively necessary, no RC-3 required	Paper	
06980e	Copies	Until no longer administratively necessary, no RC-3 required	Electronic	
	B. MUNICIPAL INCOME TAX RECORDS			
06990	Accounts Receivable	6 years	Paper	
06990e	Accounts Receivable	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061000	Annual Summary of Cash Collected	6 years, provided audited	Paper	
061000e	Annual Summary of Cash Collected	6 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061010	Business Income Tax Reconciliation Form	6 years	Paper	
061010e	Business Income Tax Reconciliation Form	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061020	Closed Account	6 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
061020e	Closed Account	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061030	Control Sheet	6 years	Paper	
061030e	Control Sheet	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061040	Corporate Partnership Fiduciary Income Tax Return	6 years	Paper	
061040e	Corporate Partnership Fiduciary Income Tax Return	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061050	Daily Posting Recapitulation	3 years, provided audited	Paper	
061050e	Daily Posting Recapitulation	3 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061060	Detailed Cash Receipt Record	6 years	Paper	
061060e	Detailed Cash Receipt Record	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061070	Delinquent Account Records	Until paid and audited	Paper	
061070e	Delinquent Account Records	Until paid and audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061080	Declaration of Estimated Income Tax Business and Individual	6 years	Paper	
061080e	Declaration of Estimated Income Tax Business and Individual	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061090	Final Return for the Year	6 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
061090e	Final Return for the Year	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061100	Individual's Tax Return	6 years	Paper	
061100e	Individual's Tax Return	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061110	Quarterly Notice of Installment Due	6 years	Paper	
061110e	Quarterly Notice of Installment Due	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061120	Quarterly Payment Statement	6 years	Paper	
061120e	Quarterly Payment Statement	6 years – or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061130	Refund Voucher	6 years	Paper	
061130e	Refund Voucher	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061140	Uncollectible Income Tax Accounts	6 years	Paper	
061140e	Uncollectible Income Tax Accounts	6 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	C. SINKING FUND RECORDS			
061150	Bond Issue Ledger	Permanent	Paper	
061161	Bond Transcripts	10 years after issue redeemed - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
061170	Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value	Paper	
061170e	Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061180	Call Notices – Securities	10 years after call	Paper	
061180e	Call Notices – Securities	10 years after call - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061190	Cash Journal	10 years, provided audited	Paper	
061190e	Cash Journal	10 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061200	Coupons (Redeemed)	4 years after audited then appraise for historical value	Paper	
061200e	Coupons (Redeemed)	4 years after audited then appraise for historical value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061210	Electronic Fund Transfer Records	10 years	Paper	
061210e	Electronic Fund Transfer Records	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061220	Monthly Financial Statement	Until incorporated in annual report	Paper	
061220e	Monthly Financial Statement	Until incorporated in annual report - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061230	Record of Registered Bonds	Permanent	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
061230e	Record of Registered Bonds	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
061240	Sinking Fund Ledger or Journal	Permanent	Paper	
061240e	Sinking Fund Ledger or Journal	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 7 – FIRE RECORDS				
07000	Above and Underground Storage Tank Records	Indefinite	Paper	
07000e	Above and Underground Storage Tank Records	Indefinite	Electronic	
07010	Alarm Response Reports	5 years	Paper	
07010e	Alarm Response Reports	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07020	Annexation Files	Until superseded	Paper	
07020e	Annexation Files	Until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07030	Arson Reports	Indefinite	Paper	
07030e	Arson Reports	Indefinite	Electronic	
07040	Burning Complaint File	3 year	Paper	
07040e	Burning Complaint File	3 year - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07050	Daily Alarm Log	Indefinite	Paper	
07050e	Daily Alarm Log	Indefinite	Electronic	
07060	Dispatch Sheets \ Logs	Indefinite	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
07060e	Dispatch Sheets \ Logs	Indefinite	Electronic	
07070	Disaster Plan	Until Superseded	Paper	
07070e	Disaster Plan	Until Superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07080	Emergency Medical Services Records	Indefinite	Paper	
07080e	Emergency Medical Services Records	Indefinite	Electronic	
07090	EPA Burning Violation Record	5 years after violation corrected	Paper	
07090e	EPA Burning Violation Record	5 years after violation corrected - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07100	Fire Code	Until superseded	Paper	
07100e	Fire Code	Until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07110	Fire Incident Reports	Indefinite	Paper	
07110e	Fire Incident Reports	Indefinite	Electronic	
07120	Fire Investigation Files and Index	Indefinite	Paper	
07120e	Fire Investigation Files and Index	Indefinite	Electronic	
07130	Fire and Loss Record	Permanent	Paper	
07130e	Fire and Loss Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07140	Fireworks Application and Permits	1 year after expiration	Paper	
07140e	Fireworks Application and Permits	1 year after expiration - or keep until no longer administratively needed as long as a paper copy	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
		has been printed		
07150	Gas and Oil Disbursement Record	1 year, provided audited	Paper	
07150e	Gas and Oil Disbursement Record	1 year, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07160	Hydrant Location Record	Permanent	Paper	
07160e	Hydrant Location Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07170	Hydrant Maintenance Record	5 years after test date	Paper	
07170e	Hydrant Maintenance Record	5 years after test date - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07180	Inspection Reports \ Cards - all types	5 years	Paper	
07180e	Inspection Reports \ Cards - all types	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07190	Insurance Claim File	10 years after final settlement	Paper	
07190e	Insurance Claim File	10 years after final settlement - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07200	Master Run Reports	Indefinite	Paper	
07200e	Master Run Reports	Indefinite	Electronic	
07210	Mutual Aid Agreements	10 years after superseded	Paper	
07210e	Mutual Aid Agreements	10 years after superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07220	Radio/Phone Calls Audio Recordings	30 days then erase and reuse provided no action	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
		pending		
07220e	Radio/Phone Calls Audio Recordings	30 days then erase and reuse provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07230	Standpipe Test	5 years	Paper	
07230e	Standpipe Test	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07240	Station House Daily Logs	Indefinite	Paper	
07240e	Station House Daily Logs	Indefinite	Electronic	
07250	Violation Notices	5 year after violation corrected	Paper	
07250e	Violation Notices	5 year after violation corrected - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
07260	Water Surveys	5 years	Paper	
07260e	Water Surveys	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 8 – LEGAL RECORDS				
08000	Case Files Civil	10 years, provided no action pending	Paper	
08000e	Case Files Civil	10 years, provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08010	Case Files, Criminal	20 years, provided no action pending	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08010e	Case Files, Criminal	20 years, provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08020	City Property Files	Permanent	Paper	
08020e	City Property Files	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08030	Claims for Damages	2 years after case settled and all appeals exhausted	Paper	
08030e	Claims for Damages	2 years after case settled and all appeals exhausted - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08040	Court Transcripts	3 years after case settled	Paper	
08040e	Court Transcripts	3 years after case settled - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08050	Deeds	Permanent	Paper	
08050e	Deeds	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08060	Easements	Permanent	Paper	
08060e	Easements	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Legal Notices:			
08070	Tear Sheets	2 years	Paper	
08070e	Tear Sheets	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08075	Proof of Publication	5 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08075e	Proof of Publication	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08080	Legal Opinions from Municipal Legal Counsel	Permanent	Paper	
08080e	Legal Opinions from Municipal Legal Counsel	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08090	Liability Waivers	3 years provided no action pending	Paper	
08090e	Liability Waivers	3 years provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08100	Settlements	3 years	Paper	
08100e	Settlements	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
08110	Worker's Compensation Claims	10 years after date of final payment	Paper	
08110e	Worker's Compensation Claims	10 years after date of final payment - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 9 - PARKS AND RECREATION RECORDS				
09000	Fee Books	3 years, provided audited	Paper	
09000e	Fee Books	3 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
09010	Recreation Membership Application	2 years	Paper	
09010e	Recreation Membership Application	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
09020	Recreation Use Records	3 years	Paper	
09020e	Recreation Use Records	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
09030	Plans of Park Property	Permanent	Paper	
09030e	Plans of Park Property	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
09040	Permission Slips	2 years provided no action pending	Paper	
09040e	Permission Slips	2 years provided no action pending - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
09050	Cabin/Pavilion Rentals	2 years	Paper	
09050e	Cabin/Pavilion Rentals	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
09060	Swimming Pool Records	2 years	Paper	
09060e	Swimming Pool Records	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
09070	Team Rosters and Score Books	1 year	Paper	
09070e	Team Rosters and Score Books	1 year - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 10 – PAYROLL \ PERSONNEL RECORDS				
A. PAYROLL RECORDS				
10000	Application for PERS Refund or Waiver	Permanent	Paper	
10000e	Application for PERS Refund or Waiver	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
10010	Court Orders for Payroll Deduction	Until employee terminates or Order rescinded	Paper	
10010e	Court Orders for Payroll Deduction	Until employee terminates or Order rescinded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10020	Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly.	Paper	
10020e	Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly. - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10030	Employee Income Tax Withholding Certificate	3 years after termination of employment, provided audited	Paper	
10030e	Employee Income Tax Withholding Certificate	3 years after termination of employment, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10040	Employee Income Tax Withholding Payment Record	6 years, provided audited	Paper	
10040e	Employee Income Tax Withholding Payment Record	6 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10050	Employee Pay Records	Continually updated until termination then place into personnel file or enter data onto Employee History Card	Paper	
10050e	Employee Pay Records	Continually updated until termination then place into personnel file or enter data onto Employee History Card - or keep until no longer administratively needed as long as a paper copy	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
		has been printed		
10060	Employee Withholding Requests	Until replaced or revoked by employee	Paper	
10060e	Employee Withholding Requests	Until replaced or revoked by employee - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10070	Employer Quarterly Federal Tax Return	5 years, provided audited	Paper	
10070e	Employer Quarterly Federal Tax Return	5 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10075	Family Medical Leave documents	Place in personnel file	Paper	
10075e	Family Medical Leave documents	Place in personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10080	Garnishment Orders	Until employee terminates or Order rescinded	Paper	
10080e	Garnishment Orders	Until employee terminates or Order rescinded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10085	I-9s	1 year after termination	Paper	
10085e	I-9s	1 year after termination - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Leave Balances \ Reports:			
10090	Bi-weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
10091e	Bi-weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10100	Annual Employee Leave Use \ Balances Report	5 years	Paper	
10100e	Annual Employee Leave Use \ Balances Report	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10110	Annual Leave Use and Balances by Muni Unit	25 years	Paper	
10110e	Annual Leave Use and Balances by Muni Unit	25 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10120	Individual Employee	Continually maintained and updated in personnel file. Purge 2 years after termination provided no outstanding balances	Paper	
10120e	Individual Employee	Continually maintained and updated in personnel file. Purge 2 years after termination provided no outstanding balances - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10130	Notification of Pay \ Pay Step Increase	Until superseded. Copy in personnel file	Paper	
10130e	Notification of Pay \ Pay Step Increase	Until superseded. Copy in personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10140	Overtime authorization	2 years provided audited	Paper	
10140e	Overtime authorization	2 years provided audited- or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
10150	Overtime Reports	2 years, provided audited	Paper	
10150e	Overtime Reports	2 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Payroll Journal \ Record:			
10160	Annual Cumulative Printout	50 years	Paper	
10160e	Annual Cumulative Printout	50 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10170	Weekly \ Monthly Payroll Journal	3 years, provided audited and cumulative employee payroll data retained in personnel file	Paper	
10170e	Weekly \ Monthly Payroll Journal	3 years, provided audited and cumulative employee payroll data retained in personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10180	Reports to Retirement Systems	50 years	Paper	
10180e	Reports to Retirement Systems	50 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10190	State Income Tax Report	25 years	Paper	
10190e	State Income Tax Report	25 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10200	Tax Withholding Reports	6 years, provided audited	Paper	
10200e	Tax Withholding Reports	6 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10210	W-2 Forms	6 years, provided audited	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
10210e	W-2 Forms	6 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10220	W-4 Forms	Until superseded or employee terminates	Paper	
10220e	W-4 Forms	Until superseded or employee terminates - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
B. PERSONNEL RECORDS				
Application for Employment:				
10230	Person Hired	Place in Personnel File	Paper	
10230e	Person Hired	Place in Personnel File - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10240	Person not hired	Destroy after 2 years	Paper	
10240e	Person not hired	Destroy after 2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
Background Checks:				
10245	If hired	Place in personnel file	Paper	
10245e	If hired	Place in personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10246	Not hired	Retain w/ employment application	Paper	
10246e	Not hired	Retain w/ employment application - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10248	Commendations, Promotions	Place in personnel file	Paper	
10248e	Commendations, Promotions	Place in personnel file - or keep until no longer administratively needed as long as a paper copy	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
		has been printed		
	Drug/Alcohol:			
10231	Pre-placement tests – negative	Place in employee medical file	Paper	
10231e	Pre-placement tests – negative	Place in employee medical file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10232	Pre-placement tests – positive	Retain w/ application for employment	Paper	
10232e	Pre-placement tests – positive	Retain w/ application for employment - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Drug/Alcohol Test Results:			
10233	Documents relating to Random selection testing	Place in employee medical file	Paper	
10233e	Documents relating to Random selection testing	Place in employee medical file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10234	Documents related to reasonable suspicion testing, post accident testing, records of refusal to take test, inability to take test, random testing	Place in employee medical	Paper	
10234e	Documents related to reasonable suspicion testing, post accident testing, records of refusal to take test, inability to take test, random testing	Place in employee medical - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Drug Free Workplace Program (DFWP):			
10235	Applications	2 years	Paper	
10235e	Applications	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10236	General & all other info.	2 years	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
10236e	General & all other info.	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10237	Progress Reports	2 years	Paper	
10237e	Progress Reports	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10238	Reimbursements / Grants	2 years	Paper	
10238e	Reimbursements / Grants	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10239	Employee Assistance Program (EAP) Records	Place in personnel file	Paper	
10239e	Employee Assistance Program (EAP) Records	Place in personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10255	Employee Exposure to Hazardous Chemicals \ Biological Hazards or Infectious Diseases Reports	Place in employee medical file	Paper	
10255e	Employee Exposure to Hazardous Chemicals \ Biological Hazards or Infectious Diseases Reports	Place in employee medical file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10250	Employee Performance Evaluation	Place in personnel file	Paper	
10250e	Employee Performance Evaluation	Place in personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10260	Employee Sick Leave and Vacation Balances	Balances verified yearly and recorded in personnel file.	Paper	
10260e	Employee Sick Leave and Vacation Balances	Balances verified yearly and recorded in personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
10270	Employee Time Cards \ Sheets	3 years	Paper	
10270e	Employee Time Cards \ Sheets	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10280	Employee Training Records	Place in Personnel file	Paper	
10280e	Employee Training Records	Place in Personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10290	Employment History Record Card	Permanent, in lieu of personnel file	Paper	
10290e	Employment History Record Card	Permanent, in lieu of personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10292	Employee Medical File	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.	Paper	
10292e	Employee Medical File	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years. - or keep until no longer administratively needed as long as a	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
		paper copy has been printed		
10300	Grievance Hearing Records	1 year after resolved	Paper	
10300e	Grievance Hearing Records	1 year after resolved - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10305	Health Insurance Privacy Protection Act (HIPA) related documents	Place in Employee Medical File	Paper	
10305e	Health Insurance Privacy Protection Act (HIPA) related documents	Place in Employee Medical File - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10310	Insurance Enrollment Record	1 year after employee leaves municipal employment	Paper	
10310e	Insurance Enrollment Record	1 year after employee leaves municipal employment - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10315	Insurance – COBRA documents	Place in Employee Medical File	Paper	
10315e	Insurance – COBRA documents	Place in Employee Medical File - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10320	Job \ Position Descriptions	1 year after superseded	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio
(political subdivision name)

(citywide)
(unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
10320e	Job \ Position Descriptions	1 year after superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10330	Labor Union Agreements	15 years after termination	Paper	
10330e	Labor Union Agreements	15 years after termination - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10340	Leave Requests - All Types Sick, Vacation, Overtime etc.	3 years provided balances journalized	Paper	
10340e	Leave Requests - All Types Sick, Vacation, Overtime etc.	3 years provided balances journalized - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10350	Letter of Appointment	Place in personnel file	Paper	
10350e	Letter of Appointment	Place in personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10360	Letters of Reference	2 years after hired	Paper	
10360e	Letters of Reference	2 years after hired - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10370	Letter of Resignation	Place in Personnel file	Paper	
10370e	Letter of Resignation	Place in Personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10375	OSHA Records	5 years	Paper	
10370e	OSHA Records	5 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10380	Personnel Actions	Place in Personnel File	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
10380e	Personnel Actions	Place in Personnel File - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10390	Personnel File \ Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.	Paper	
10390e	Personnel File \ Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years. - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Polygraph:			
10395	If hired	Until probationary period ends	Paper	
10395e	If hired	Until probationary period ends - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10396	Not hired	Until probationary period for position ends	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
10396e	Not hired	Until probationary period for position ends - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10400	Promotion Action	Place in Personnel File	Paper	
10401e	Promotion Action	Place in Personnel File - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Psychological Exams:			
10405	If hired	Until probationary period ends	Paper	
10405e	If hired	Until probationary period ends - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10406	Not hired	Until probationary period for position ends	Paper	
10406e	Not hired	Until probationary period for position ends - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10410	Record of Disciplinary Action (Formal)	4 years	Paper	
10410e	Record of Disciplinary Action (Formal)	4 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10420	Reports to Bureau of Employment Services	2 years	Paper	
10420e	Reports to Bureau of Employment Services	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
	Resumes:			
10421	Person hired	Place in Personnel File	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
10421e	Person hired	Place in Personnel File - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10422	Person not hired	Destroy after 2 years	Paper	
10422e	Person not hired	Destroy after 2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10425	Sign off on Policies	Place in Personnel file	Paper	
10425e	Sign off on Policies	Place in Personnel file - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10430	Unemployment Compensation Case Files	4 years after date of final payment	Paper	
10430e	Unemployment Compensation Case Files	4 years after date of final payment - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
10440	Worker's Compensation Case Files	10 years after date of final payment	Paper	
10440e	Worker's Compensation Case Files	10 years after date of final payment - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 11 – CIVIL SERVICE RECORDS				
11000	Background Investigations	2 years after position eligibility lists expires	Paper	
11000e	Background Investigations	2 years after position eligibility lists expires - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
11010	Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets etc.	2 years after position eligibility lists expires	Paper	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
(political subdivision name) (unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
11010e	Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets etc.	2 years after position eligibility lists expires - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
11020	Classified Employees List	Until superseded	Paper	
11020e	Classified Employees List	Until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
11030	Eligibility List	Until list expires	Paper	
11030e	Eligibility List	Until list expires - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
11040	Employment Information Files	Until superseded	Paper	
11040e	Employment Information Files	Until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
11050	Hearing Case Files	10 years	Paper	
11050e	Hearing Case Files	10 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
11060	Job Classification List	Until superseded	Paper	
11060e	Job Classification List	Until superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
11070	Job \ Position Descriptions	1 year after superseded	Paper	
11070e	Job \ Position Descriptions	1 year after superseded - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
11075	Past Employee File	2 years after cease employment	Paper	

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CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
11076e	Past Employee File	2 years after cease employment - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
11080	Polygraph \ Voice Analysis Exams	2 years after the eligibility list expires	Paper	
11080e	Polygraph \ Voice Analysis Exams	2 years after the eligibility list expires - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
11090	Substance Reports	2 years after the eligibility list expires	Paper	
11090e	Substance Reports	2 years after the eligibility list expires - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 12 – WATER AND SEWER RECORDS				
	BILLING AND ADMINISTRATIVE RECORDS:			
12010	Application for Water or Sewer Tap Permits	1 year after final decision rendered	Paper	
12010e	Application for Water or Sewer Tap Permits	1 year after final decision rendered - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
12020	Billing Adjustment Books	Until audited	Paper	
12020e	Billing Adjustment Books	Until audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
12030	Billing Ledger Cards	3 years after date of final entry, provided audited	Paper	
12030e	Billing Ledger Cards	3 years after date of final entry, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

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CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
12040	Cost Control Data	Until no longer of administrative value	Paper	
12040e	Cost Control Data	Until no longer of administrative value - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
12035	Customer Meter Reader Cards	2 years	Paper	
12035e	Customer Meter Reader Cards	2 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
12100	Dam Inspection Reports	Permanent	Paper	
12200	Property Records (Deeds, Rights-of-Way, Annexations, Vacations, Easements)	Permanent	Paper	
12210	Rate Schedules	Until superseded	Paper	
12250	Sewer \ Water Billing Stubs	3 years provided audited	Paper/Digital	
12260	Shut-Off Lists	3 years	Paper/Digital	
12270	Special Sewer Authorizations or Hookups	Permanent	Paper	
12290	Test Boring Record	Permanent	Paper	
12290e	Test Boring Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
12300	Water and Sewer Receipt Books	2 years, provided audited	Paper	
12300e	Water and Sewer Receipt Books	2 years, provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
12310	Water and Sewer Tap Record	Permanent	Paper	
12310e	Water and Sewer Tap Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
12320	Water Main Location Record	Permanent	Paper	
12320e	Water Main Location Record	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
12251	Sewer \ Water Billing Stubs	3 years provided audited - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
12260	Shut-Off Lists	3 years	Paper	
12260e	Shut-Off Lists	3 years - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
12270	Special Sewer Authorizations or Hookups	Permanent	Paper	
12270e	Special Sewer Authorizations or Hookups	Permanent - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 13 – HEALTH RECORDS				
13000	Family Case Files	5 years after last contact	Paper	
13000e	Family Case Files	5 years after last contact - or keep until no longer administratively needed as long as a paper copy has been printed	Electronic	
SECTION 14. – POLICE RECORDS				
	Accident Reports:			
14000	Property Damage, Bodily Injury and Traffic	3 years	Paper/Digital	
	Alcohol Breath Testing Records:			
14005	Operator Permits	Until renewed	Paper	
14010	Breath Test Result Forms	3 Years	Paper/Digital	
14015	Calibration Records	3 Years	Paper/Digital	
14020	Radio Frequency Interference Survey	Until the machine is moved	Paper	
14025	Animal Complaints	2 Years	Paper/Digital	
14030	Arrest Cards (booking)\ Records (Non - Traffic)	15 Years	Paper	
14040	Arrest Cards (booking) \ Records \Reports (Juvenile)	Until person turns 18 years of age or when Expungement order received from a Court	Paper	
14045	Arrest Reports (Adult) (aka ID Jackets)	50 Years	Paper	
14050	Assignment Schedules \ Sheets	3 Years	Paper/Digital	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
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(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
14055	Bicycle License Receipts	3 years, provided audited	Paper/Digital	
14060	Bicycle License Register	7 Years	Paper	
14070	Business Security Records	Until superseded, review annually	Paper	
14075	Citizen Complaints	4 years provided no action pending	Paper/Digital	
14080	Criminal Case Files - Felonies Except Homicide	6 years provided no action pending	Paper	
14085	Criminal Case files - Misdemeanors	2 years provided no action pending	Paper/Digital	
14087	Dash Cam Videos	1 year then erase daily	Video	
14090	Dispatch Sheet \ Log (Record of Runs)	3 Years	Paper/Digital	
14095	Expunged Records per Expungement Orders	Destroy all files, records and computer references when Expungement order received from a Court	Paper	
14100	FBI \ BCI Investigation Reports	3 Years	Paper/Digital	
14105	Field Interrogation Cards	6 months	Paper/Digital	
14110	Fingerprints	50 Years	Paper	
14115	Firearm Records and Inventories	3 years, provided audited	Paper/Digital	
14120	Homicide Reports & Evidence (Closed cases)	30 years after all appeals exhausted	Paper	
14125	House \ Business Alarm Records	90 Days	Paper/Digital	
	Investigations:			
14135	Homicide & Rape including evidence (Pending)	Permanent	Paper	
14139	Internal Affairs	4 Years	Paper/Digital	
14145	Jail Daily Book - In Records	3 Years	Paper/Digital	
	Jail Inmate Records:			
14150	Intake \ Discharge Records	6 Years	Paper	
14152	Medical Records	6 Years	Paper	
14154	Personal Property Returned	2 Years	Paper/Digital	
14160	Jail Register \ Log Book	25 Years	Paper	
14165	Junk Vehicle Records	2 years after sale or other disposition	Paper/Digital	
14170	Juvenile Records (ID Jackets)	Until person turns 18 year old or when Expungement order received from a Court	Paper	

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CONTINUATION SHEET (RC-2) – PART 2**

FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	Law Enforcement Automatic Data System Records (LEADS), CRIS, OHLEG & LEXIS-NEXIS:			
14175	Logs	2 years	Paper/Digital	
14177	Printouts	Destroy when no longer administratively necessary	Paper	
14180	Liquor Permit Records	3 Years	Paper/Digital	
14185	Master Name Index	Permanent	Paper	
14190	Missing Person Reports	20 years, or until found	Paper	
14195	MDT Messages (Mobile Data Terminal)	30 days, provided no action pending	Paper/Digital	
	911 System:			
14200	Documentation / manuals	Life of System	Paper	
14201	Logs	3 Years	Paper/Digital	
14202	Printouts	1 Year	Paper	
14203	Recording Tapes	30 days then reuse provided no action pending	Audio	
14205	Offense Reports, Except Homicide	6 years, provided no action pending	Paper/Digital	
14210	Parking Citations \ Infractions	3 years	Paper/Digital	
14215	Prisoner Booking Video Recording Tape	30 days, erase and reuse provided no action pending	Video	
	Property / Evidence Room			
14220	Log	25 years	Paper	
14221	Records (Releases, Transfers, Disposals etc.)	5 years	Paper/Digital	
14225	Radio \ Phone Calls Audio Recordings	30 days erase and reuse, provided no action pending	Audio	
14230	Radio and Telephone Log (Courier System)	2 Years	Paper/Digital	
14235	Recovered Property Record	2 years after disposal of property	Paper/Digital	
14240	Ride Along Forms	3 years	Paper/Digital	
14245	Seizure Log \ Record	6 years	Paper	
14250	State of Ohio Traffic Crash Reports (OH-1)	3 years	Paper/Digital	
14255	Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn	Paper	
14260	Tow Logs	3 years	Paper/Digital	

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FROM: City of Pepper Pike, Ohio (citywide)
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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
14265	Traffic Citations	3 years, provided audited	Paper/Digital	
14270	Uniform Crime Reports (UCR)	3 years	Paper/Digital	
14275	Vacation House Check Records	30 days after owners return	Paper/Digital	
14280	Wanted Posters	Until person apprehended - or keep until no longer administratively needed (No RC-3 Required)	Paper/Digital	

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.