

10/24/2023 | 1:30 PM

MUNICIPAL SERVICES CENTER, CENTENNIAL MEETING ROOM
3600 TREMONT ROAD

1. **Call to Order/Roll Call**
2. **Approval of Minutes**
 - a. Record Commission Meeting Minutes from April 12, 2023
3. **Approval of Proposed Changes to Records Retention Schedule**
 - a. Proposed City Records Retention Schedule
4. **Approval of Proposed Changes to Records Management Policy**
 - a. Proposed Records Management Policy
5. **Discussion Items**
 - a. Establishment of City Records Commission
6. **Adjournment**

April 12, 2023 | 2:00 p.m.

Centennial Meeting Room

Members Present:

City Manager Steven Schoeny
Assistant City Attorney Darlene Pettit
Finance Director Brent Lewis
Citizen Representative Sara Nagai

Staff Present:

City Clerk Krystal Gonchar
Clerk of Court Craig Stevens

CALL TO ORDER

Chair Schoeny called the meeting to order at 2:04 p.m. Assistant City Attorney Darlene Pettit served as designee for City Attorney Darren Shulman.

APPROVAL OF MEETING MINUTES

Mr. Lewis moved, seconded by Ms. Nagai, to approve the Records Commission Meeting minutes for September 14, 2022.

The motion carried unanimously.

APPROVE UPDATED RECORDS RETENTION SCHEDULE

- a. Approval of Amended Schedule of Records Retention and Disposition

Ms. Gonchar provided a summary of the proposed changes to the Records Retention Schedule. On the General Schedule, on page 3, a new series will be added to coincide with a new visitor policy, and the facility video recording will be added to the general schedule to cover all city property. Ms. Pettit suggested rephrasing the description to describe that the videos are related to security recordings.

Ms. Gonchar stated that for the Fire Department, on pg. 23-24, there is a request to change the media type from “paper” only to multimedia, as the department is now creating those records digitally.

Mr. Stevens stated that for Mayors Court records, on pg. 27, there is a suggestion to reduce the retention period for parking tickets, to align with the Rules of Superintendence for the Courts of Ohio. It was also noted that the Police Department had a duplicate series for parking tickets, and it was determined that it would be removed from their schedule.

Ms. Gonchar stated that for the Police Department, on pg. 37, there was a request to separate out jail video recordings from other facility recordings, and to retain those for one year. Regarding the proposed addition for interview recordings, it was determined that a discussion will be held at an upcoming meeting, in order to allow the Police Department to better understand the new technology in the renovated room.

Ms. Gonchar stated that for the Human Resources Department, on pg. 42, the new series would be added to account for an HR software, that allows for note taking in the system.

After reviewing all the proposed changes to Retention Schedule, City Manager Schoeny called for a vote for approval as amended.

Mr. Lewis moved, seconded by Ms. Nagai, to approve the Amended Schedule of Records Retention and Disposition (attached hereto and incorporated herein by reference as Exhibit A.)

The motion carried unanimously.

UPDATES & REPORTS

Ms. Pettit stated that the City Attorney’s Office and City Clerk’s Office will be working on updates to the Records Policy, which was last updated in 2007. The proposed changes will be brought forward at the next Records Commission Meeting.

ADJOURNMENT

There being no further business to come before the Records Commission, Mr. Lewis moved, seconded by Ms. Nagai, to adjourn.

The motion carried unanimously and the meeting was adjourned at 2:26 p.m.

[INSERT OHC RC-2 PAGE 1 HERE]

Please leave this page in current location in excel file and leave blank. This page is used for printing an RC-2 to be submitted to the OHC and calculating the correct page number.

**CITY OF UPPER ARLINGTON: GENERAL
PROPOSED RETENTION SCHEDULE (RC-2)**

**please review your Department RC-2 as some records have longer retention periods required.*

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
GEN-100	Policies, Procedures, Rules & Regulations	6 years	Multi	<input type="checkbox"/>	
GEN-101	Non-public Zoom, Microsoft Teams, Other Collaborative Tool Recorded Meetings, Comments/Chat Entries	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-102	Correspondence (includes information concerning policies, programs, projects, fiscal and personnel matters of significant importance; includes internal/external correspondence and information and miscellaneous inquiries)	2 years	Multi	<input type="checkbox"/>	
GEN-103	Transient Correspondence (includes correspondence that conveys information of temporary importance; often in lieu of oral communications, such as phone messages, reminders, appointment notices, etc.; also includes unsolicited correspondence and form letters)	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-104	Bulletins, Posters, General Notices and Displays	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-105	Blank Forms	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-106	Awards, Newspaper Articles and Clippings	until no longer of administrative or historical value	Multi	<input checked="" type="checkbox"/>	
GEN-107	Professional Organization & Association files	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-108	Equipment Maintenance & Repair Records	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-109	Computer Generated Administrative & Fiscal Reports (nonspecific and periodic)	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-110	Business Cards (rotary, rolodex, and applicable software files)	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-111	Planning/Scheduling/Calendar/Training Information and Data on: Display Boards, Erasable and Dry Erase Boards, Chalkboards, Easel Pads and Electronic Media	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-112	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners	until no longer of administrative value	Multi	<input type="checkbox"/>	

**CITY OF UPPER ARLINGTON: GENERAL
PROPOSED RETENTION SCHEDULE (RC-2)**

**please review your Department RC-2 as some records have longer retention periods required.*

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
GEN-113	Lists/Rosters/Informational Directories	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-114	Unfounded complaints - complaint concerning a city employee which was investigated and determined unfounded	1 year	Multi	<input type="checkbox"/>	
GEN-115	Photographs, Negatives and Electronic Images	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-116	Material Safety Data Sheets	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-117	Legal Advertisements or Notices	10 years	Multi	<input type="checkbox"/>	
GEN-118	Grant- Applications (Not funded): Applications for grants submitted by the city and to the city	1 year after decision rendered	Multi	<input type="checkbox"/>	
GEN-119	Drafts & Notes (drafts of documents and notes used to create a final version of a document)	until no longer of administrative value	Multi	<input type="checkbox"/>	
GEN-120	Public Meeting Audio and Video Recordings (other than City Council)	1 year	Multi	<input type="checkbox"/>	
GEN-121	Studies & Reports	5 years	Multi	<input type="checkbox"/>	
GEN-122	Facility Visitor Records	30 days	Multi	<input type="checkbox"/>	newly added series to coincide with new bldg. safety
GEN-123	Facility Video Recording	60 days	digital	<input type="checkbox"/>	pulled from PD

CITY OF UPPER ARLINGTON: CITY ATTORNEY'S OFFICE

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
ATY-100	City Attorney Opinions: Formal opinions intended to reflect the City Attorney's opinion regarding interpretation of codified ordinances	15 years	Multi	<input checked="" type="checkbox"/>
ATY-101	City Attorney Memorandum	Until superseded, amended, or withdrawn	Multi	<input type="checkbox"/>
ATY-102	Log- City Attorney Opinions	continually updated	Multi	<input type="checkbox"/>
ATY-103	Legal Correspondence	2 years	Multi	<input type="checkbox"/>
ATY-104	Annual Reports	permanent	Multi	<input checked="" type="checkbox"/>
ATY-105	Litigation Case Files - Claims Against the City	5 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
ATY-106	Case Files- Claims Against the City With No Court Actions	5 years after claims settled	Multi	<input type="checkbox"/>
ATY-107	Prosecutor Case Files - Criminal and Domestic Violence	5 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
ATY-108	Prosecutor Case Files - Traffic (except OVI)	current year plus 2 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
ATY-109	Prosecutor Case Files - OVI	current year plus 5 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
ATY-110	Hold Harmless Agreements (may be kept in other city departments)	permanent	Multi	<input type="checkbox"/>
ATY-111	Exhibits	2 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
ATY-112	Mediation Program Case Files	1 year after the date of the Final Order of the Court or 1 year after completion of mediation	Multi	<input type="checkbox"/>
ATY-113	Mediation Program Participant Lists	until no longer of administrative value	Multi	<input type="checkbox"/>
ATY-114	General Legal Files (past City Attorneys and Law Clerks)	until no longer of administrative value	Multi	<input type="checkbox"/>
ATY-115	Request for City Attorney Opinions	until no longer of administrative value	Multi	<input type="checkbox"/>
ATY-116	Request for City Attorney Contract Approval	until no longer of administrative value	Multi	<input type="checkbox"/>
ATY-117	Subject Matter Research Files	until no longer of administrative value	Multi	<input type="checkbox"/>
ATY-118	Project Files	5 years after completion	Multi	<input type="checkbox"/>
ATY-119	Collective Bargaining Agreement- Negotiation Files	6 years	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY ATTORNEY'S OFFICE - PROBATION

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
ATY-200	Probation Files (judge's entry, probation intake information, probation officer case notes and relevant documents from court file, which can include waivers of counsel and jury trial, payment agreement forms, copy of citation/complaint)	5 years after probationer completes terms of probation	Multi	<input type="checkbox"/>
ATY-201	Pre-sentence Investigation Reports	once provided to the court, may be deleted by city	Multi	<input type="checkbox"/>
ATY-202	Community Diversion Program Case Files	criminal diversion: 3 years after the date of the final order of the court traffic diversion: 90 days from the date of the final order of the court	Multi	<input type="checkbox"/>
ATY-203	Community Diversion Program Participant List	permanent	Multi	<input type="checkbox"/>
ATY-204	Probation Rules & Conditions	most recent version plus prior versions in place within 4 years	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY CLERK'S OFFICE

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CCO-100	City Council Meeting Agendas & Minutes	permanent	Multi	<input checked="" type="checkbox"/>
CCO-101	City Ordinances & Resolutions (including all attachments)	permanent	Multi	<input checked="" type="checkbox"/>
CCO-102	Ohio Public Records Compliance Folder (may contain appropriate RC-1, RC-2, and RC-3 forms)	25 years	Multi	<input type="checkbox"/>
CCO-103	Public Records Requests (requests and request log, responses to requests)	2 years	Multi	<input type="checkbox"/>
CCO-104	Boards, Commissions, Committees, Task Force and Appeals Agendas & Minutes (to include member appointments)	permanent	Multi	<input checked="" type="checkbox"/>
CCO-105	Audio & Video Recordings of City Council Meetings	2 years	Multi	<input type="checkbox"/>
CCO-106	Petitions Submitted to Council	5 years	Multi	<input type="checkbox"/>
CCO-107	Legislative Annual Reports (no longer creating this record)	permanent	Multi	<input checked="" type="checkbox"/>
CCO-108	Board of Elections Referendums	permanent	Multi	<input type="checkbox"/>
CCO-109	Street Name Changes	permanent	Multi	<input checked="" type="checkbox"/>
CCO-110	City Charter - As Amended	permanent	Multi	<input checked="" type="checkbox"/>
CCO-111	Real Estate & City Property Files (deeds, leases, vacations, alley & right-of-ways, easements, encroachments, dedications, abandonments, waivers, covenants & annexations)	permanent	Multi	<input checked="" type="checkbox"/>
CCO-112	Historical Journals - Village and City of Upper Arlington (no longer creating this record)	permanent	Multi	<input checked="" type="checkbox"/>
CCO-113	Master Plan	permanent	Multi	<input checked="" type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY CLERK'S OFFICE

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CCO-114	Mayoral Proclamations, Resolutions of Commendation and Resolutions of Appreciation	2 years	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY MANAGER'S OFFICE

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CMO-100	City of Upper Arlington Master Plan	permanent	Multi	<input checked="" type="checkbox"/>
CMO-101	Employee Grams	1 year	Multi	<input type="checkbox"/>
CMO-102	Correspondence - City Manager	3 years	Multi	<input type="checkbox"/>
CMO-103	Insurance Policies (general liability for the City)	10 years	Multi	<input type="checkbox"/>
CMO-104	Permits (events & activities, room rentals, block parties, solicitation, curb painting)	2 years	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY MANAGER'S OFFICE - SAFETY & RISK MANAGEMENT

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CMO-200	Accident Reports - Vehicular or Equipment (non-injury)	6 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
CMO-201	Accident Reports - Vehicular or Equipment (personal injury)	8 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
CMO-202	Temperature Monitoring Records (pursuant to COVID-19 orders)	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-203	Risk Management Subrogation Claims	4 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
CMO-204	Annual Summary Report (city accident reports)	25 years	Multi	<input type="checkbox"/>
CMO-205	Unsafe Condition Report & Follow-up Actions	6 years		<input type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY MANAGER'S OFFICE - COMMUNITY AFFAIRS

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CMO-300	Annual Resident Report - Resident Guide	25 years	paper	<input checked="" type="checkbox"/>
CMO-301	Quarterly Newsletter - City Insight, monthly E-Newsletter	25 years	Multi	<input type="checkbox"/>
CMO-302	Community Events - Action Plan	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-303	Monthly Employee Newsletter	10 years	Multi	<input type="checkbox"/>
CMO-304	Press/News/Media Releases	3 years	Multi	<input type="checkbox"/>
CMO-305	Media Tapes - Videos	until no longer of administrative value	digital	<input type="checkbox"/>
CMO-306	Social Media: Information posted on one of the city's official social media accounts (typically consists of copies of information and documentation available elsewhere)	30 days	Multi	<input type="checkbox"/>
CMO-307	Community Newspaper Articles	until no longer of historical value	paper	<input checked="" type="checkbox"/>
CMO-308	Employee Recognition Program	10 years appraise for historical value	paper	<input type="checkbox"/>
CMO-309	Special Projects	until no longer of admin or historical value	Multi	<input checked="" type="checkbox"/>
CMO-310	City of Upper Arlington Graphic Standards	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-311	Community Surveys	10 years	Multi	<input type="checkbox"/>
CMO-312	State of the City Address	permanent	Multi	<input checked="" type="checkbox"/>
CMO-313	City Service Brochures	until no longer of administrative value	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY MANAGER'S OFFICE - ECONOMIC DEVELOPMENT

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CMO-400	Community Improvement Corporation (CIC) Agendas, Minutes, Annual Audit Reports, Director & Officer Insurance Policies and Financials	permanent	Multi	<input checked="" type="checkbox"/>
CMO-401	Economic Development Fund (approved projects and related documents)	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-402	Enterprise Zone - Economic Development Activity Documents	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-403	Municipal Electrical & Natural Gas Aggregation (operation, governance, oversight documents)	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-404	Tax Increment Financing Reports	5 years after completion of project, provided audited	Multi	<input type="checkbox"/>
CMO-405	Central Ohio Public Energy Council	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-406	Annual Reports - TIF, CRA, Enterprise	25 years	Multi	<input checked="" type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY MANAGER'S OFFICE - INFORMATION TECHNOLOGY

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CMO-500	Data System Specifications	3 years after discontinuance of system and until all system data is destroyed or transferred to new operating system	Multi	<input type="checkbox"/>
CMO-501	Data Documentation/File Layout	3 years after discontinuance of system and until all system data is destroyed or transferred to new operating system	Multi	<input type="checkbox"/>
CMO-502	Data System - Hardware Documentation	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-503	Data Processing Disaster Preparedness and Recovery Plans	until superseded	Multi	<input type="checkbox"/>
CMO-504	System Back-Up Files (copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction)	3 back-up cycles	Multi	<input type="checkbox"/>
CMO-505	System Users Access Records	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-506	Site & Equipment Support Files	until warranty or guarantee of service has expired. Retain Service Histories and other Summary Records until no longer of administrative value	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: DEVELOPMENT DEPARTMENT

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
DEV-100	Building, House Numbering, Street Address Records	permanent	Multi	<input checked="" type="checkbox"/>
DEV-101	Maps, Plans, Plots & Renderings (zoning, development, subdivision)	permanent	Multi	<input checked="" type="checkbox"/>

CITY OF UPPER ARLINGTON: DEVELOPMENT DEPARTMENT - BUILDING DIVISION

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
DEV-200	Building Permits- Residential (records of approval process for new construction or alteration of residential dwellings, such as applications, permits, certificates of plan approval, completion and occupancy, notices and orders, inspection reports, fire suppression/protection and other records required by Residential Code of Ohio (RCO) and all miscellaneous correspondence and documents.)	RCO-required files: (includes Permit Application, Certificate of Plan Approval, Certificate of Occupancy, Notices and Orders for all applications submitted to the City) For life of structure Non RCO-required: 7 years after date of certificate of occupancy issued	Multi	<input type="checkbox"/>
DEV-201	Building Permits- Commercial (records of approval process for new construction or alteration of 4+-family dwellings and commercial/public buildings, such as applications, permits, certificates of plan approval, completion and occupancy, zoning certificates, notices and orders, fire suppression/protection and other records required by Ohio Building Code (OBC) and all miscellaneous correspondence and documents.)	OBC-required records: (including all Permit Applications, Certificate of Plan Approval, Certificate of Occupancy, Notices and Orders, Zoning Certificate): Permanent) For life of structure Non OBC-required records: 7 years after date of certificate of occupancy	Multi	<input type="checkbox"/>
DEV-202	Permits (Other Than Building)	7 years	Multi	<input type="checkbox"/>
DEV-203	Contractor Registration (Includes applications, insurance, and all related documents)	2 years after expiration of license	Multi	<input type="checkbox"/>
DEV-204	Inspection Records (logs and reports of inspections made for construction, plumbing, or electrical work)	7 years	Multi	<input type="checkbox"/>
DEV-205	Board of Building Appeals (agendas, minutes & packets)	Permanent	Multi	<input checked="" type="checkbox"/>

CITY OF UPPER ARLINGTON: DEVELOPMENT DEPARTMENT - BUILDING DIVISION

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
DEV-206	<p>COMMERCIAL CONSTRUCTION DOCUMENTS (does not include permits, records used in new construction of multi-family dwellings and commercial and public buildings, such as approved drawings, spec books/project manuals, inspection reports and all miscellaneous correspondence and documents.)</p>	<p>Project completed: original building, alterations, and tenant buildout documents are kept 7 full calendar years from the date of final approved inspection. Project not built, but plans approved: retain 3 years after year plans approved Project not built and plans NOT approved: retain until no activity for 1 calendar year or until expiration of permit application Documents superseded: retain until project completed Project superseded: retain until certificate of occupancy for new project is issued</p>	Multi	<input type="checkbox"/>
DEV-207	<p>RESIDENTIAL CONSTRUCTION DOCUMENTS (does not include permits, records used in new construction of residential dwellings, such as approved drawings, spec books/project manuals, inspection reports and all miscellaneous correspondence and documents.)</p>	7 years after date of certificate of occupancy issued	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: DEVELOPMENT DEPARTMENT - CODE COMPLIANCE

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
DEV-300	Code Compliance Case Files (violations resulting in Court / Abatement actions, violations with no court actions)	5 years	Multi	<input type="checkbox"/>
DEV-301	Code Compliance Case Files (unsubstantiated violation claims)	3 years	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: DEVELOPMENT DEPARTMENT - PLANNING & ZONING DIVISION

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
DEV-400	Board of Planning & Zoning (Meeting Agendas & Minutes, Variance, Conditional, Sign Requests, Appeals)	permanent	Multi	<input checked="" type="checkbox"/>
DEV-401	Board of Planning & Zoning Agenda Packets	25 years	Multi	<input type="checkbox"/>
DEV-402	Case Files	permanent	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: FINANCE DEPARTMENT

APPROVED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FIN-100	Certificates of Estimated Revenues	7 years	Multi	<input type="checkbox"/>
FIN-101	Annual Municipal Financial Report (CAFR)	permanent	Multi	<input checked="" type="checkbox"/>
FIN-102	Tax Settlement and Distribution Reports, County Auditor	permanent	Multi	<input type="checkbox"/>
FIN-103	Monthly Financial Reports	until incorporated in annual report	Multi	<input type="checkbox"/>
FIN-104	Contracts, Agreements, and Leases	15 years after expiration	Multi	<input type="checkbox"/>
FIN-105	Assessments and Special Assessments	5 years after issue is paid, provided audited	Multi	<input type="checkbox"/>
FIN-106	Inventory of Fixed Assets (General and Enterprise)	permanent audit documentation	Multi	<input type="checkbox"/>
FIN-10	Utility Bills	3 years provided audited	Multi	<input type="checkbox"/>
FIN-108	Accounts Ledger	3 years provided audited	Multi	<input type="checkbox"/>
FIN-109	Accounts Payable Records	3 years provided audited	Multi	<input type="checkbox"/>
FIN-110	Accounts Receivable Ledger- General	permanent	Multi	<input type="checkbox"/>
FIN-111	Audit Documentation Records	permanent	Multi	<input type="checkbox"/>
FIN-112	Bad Checks	2 years after payment or settled	Multi	<input type="checkbox"/>
FIN-113	Bank Records (receipts, reconciliation, slips, statements, etc.)	3 years provided audited	Multi	<input type="checkbox"/>
FIN-114	Cancelled Checks	3 years provided audited	Multi	<input type="checkbox"/>
FIN-115	Investment Records	permanent	Multi	<input type="checkbox"/>
FIN-116	Journal Entries	3 years provided audited	Multi	<input type="checkbox"/>
FIN-117	Receipts (cash receipts, inter-governmental tax receipts, etc.)	3 years provided audited	Multi	<input type="checkbox"/>
FIN-118	Vouchers (original)	3 years provided audited	Multi	<input type="checkbox"/>
FIN-119	Union & Labor Contracts & Agreements (includes modifications and addendum)	15 years after expiration of labor contract or agreement	Multi	<input type="checkbox"/>
FIN-120	Employee Time Sheets	10 years provided audited	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: FINANCE DEPARTMENT

APPROVED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FIN-121	W-2 Forms and Annual Summary Reports	10 years	Multi	<input type="checkbox"/>
FIN-122	State Income Tax Reports	10 years	Multi	<input type="checkbox"/>
FIN-123	Local Income Tax Reports	10 years	Multi	<input type="checkbox"/>
FIN-124	Federal Tax Reports and Filings (941)	10 years provided audited	Multi	<input type="checkbox"/>
FIN-125	Bureau of Employment Services Report	7 years provided audited	Multi	<input type="checkbox"/>
FIN-126	Payroll Journal Year End Summary	50 years	Multi	<input type="checkbox"/>
FIN-127	Payroll Journal Bi-weekly Report	7 years provided audited	Multi	<input type="checkbox"/>
FIN-128	Employee Leave Balance Reports Per pay/YTD	3 years	Multi	<input type="checkbox"/>
FIN-129	Payroll Deduction Reports	3 years provided audited	Multi	<input type="checkbox"/>
FIN-130	1099 Forms	3 years provided audited	Multi	<input type="checkbox"/>
FIN-131	Retirement System Reports	permanent	Multi	<input type="checkbox"/>
FIN-132	Insurance Reports	3 years provided audited	Multi	<input type="checkbox"/>
FIN-133	Bureau of Workers Compensation Rating Sheets & Premium Reports	3 years provided audited	Multi	<input type="checkbox"/>
FIN-134	City Budgets (Adopted)	permanent	Multi	<input checked="" type="checkbox"/>
FIN-135	Landfill Records & Logs (weight slips and charges)	3 years provided audited	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: FINANCE DEPARTMENT - PURCHASING
APPROVED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FIN-200	Requisitions / Purchase Orders	3 years provided audited	Multi	<input type="checkbox"/>
FIN-201	Bids - Unsuccessful	2 years after awarding contract, provided audited	Multi	<input type="checkbox"/>
FIN-202	Personal or Professional Service Contracts	3 years after contract completed	Multi	<input type="checkbox"/>
FIN-203	Certified Payroll for Construction Projects	15 years after completion of project, provided audited	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: FINANCE DEPARTMENT - DEBT ISSUES

APPROVED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FIN-300	Bond Issue Ledger	permanent	Multi	<input checked="" type="checkbox"/>
FIN-301	Bond Transcripts	10 years after issue is redeemed	Multi	<input type="checkbox"/>
FIN-302	Bonds Redeemed	3 years after issue is redeemed	Multi	<input type="checkbox"/>
FIN-303	Call Notices - Securities	10 years after call	Multi	<input type="checkbox"/>
FIN-304	Sinking Fund Ledger or Journal	permanent	Multi	<input checked="" type="checkbox"/>
FIN-305	Coupons (Redeemed)	4 years provided audited	Multi	<input type="checkbox"/>
FIN-306	Electronic Funds Transfer Records	3 years provided audited	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: FINANCE DEPARTMENT - INCOME TAX DEPARTMENT

APPROVED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FIN-400	Monthly Cash Receipts	3 years provided audited	Multi	<input type="checkbox"/>
FIN-401	Delinquent Taxpayer Lists	3 years provided audited	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: FIRE DIVISION
PROPOSED RETENTION SCHEDULE (RC-2)

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
FD-100	Annual Reports	25 years	Multi	<input checked="" type="checkbox"/>	
FD-101	Video Tapes - In Car Video System	6 months	Multi	<input type="checkbox"/>	
FD-102	Annual Division Budget Preparation (documents and worksheets)	until incorporated into the budget	Multi	<input type="checkbox"/>	
FD-103	Monthly Reports	until incorporated into annual report	Multi	<input type="checkbox"/>	
FD-104	Standard Operating Procedures	permanent	Multi	<input type="checkbox"/>	
FD-105	NFIRS Incident Reports (fire, carbon monoxide tests, smoke detector inspection)	10 years	Multi	<input type="checkbox"/>	
FD-106	Fire Investigation Reports - Non-fatalities	20 years	Multi	<input type="checkbox"/>	
FD-107	EMS Incident Reports (includes HIPAA acknowledgment)	25 years	Multi	<input type="checkbox"/>	
FD-108	EMS Controlled Substance Inventory (includes sealed and resealed, WMD and drug locker)	4 years	paper	<input type="checkbox"/>	
FD-109	EMS Equipment Maintenance and Calibration Inspection Log	4 years	Multi	<input type="checkbox"/>	
FD-110	EMS/Physician Quality Assurance Program Records	4 years	Multi	<input type="checkbox"/>	
FD-111	Fire Investigation Reports - Fatalities	permanent	Multi	<input type="checkbox"/>	
FD-112	Fire Permit Inspection- Commercial Structures	life of structure	Multi	<input type="checkbox"/>	
FD-113	Home Fires Inspection (residential structures)	3 years after violation corrected and no legal actions pending	Multi	<input type="checkbox"/>	
FD-114	Routine Annual Commercial Fire Inspections	3 years after violation corrected and no legal actions pending	Multi	<input type="checkbox"/>	
FD-115	Knox Box Address Lists	until revised, superseded or obsolete	Multi	<input type="checkbox"/>	
FD-116	Hose Testing Records	10 years	Multi	<input type="checkbox"/>	
FD-117	Ladder Testing Records (ground, aerial)	10 years	paper	<input type="checkbox"/>	
FD-118	SCBA Fit Testing Records	permanent	Multi	<input type="checkbox"/>	
FD-119	Daily Equipment Inspection Records	10 years	paper multi	<input type="checkbox"/>	now keeping these records digital

CITY OF UPPER ARLINGTON: FIRE DIVISION
PROPOSED RETENTION SCHEDULE (RC-2)

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
FD-120	Hazardous Exposure Reports	permanent	Multi	<input type="checkbox"/>	
FD-121	Hydrant Location Maps	until revised, superseded or obsolete	Multi	<input type="checkbox"/>	
FD-122	Permits for Fire/Fireworks/Service Station Operations/Open Burning/Hydrant Usage/Tents	1 year after expiration	paper	<input type="checkbox"/>	
FD-123	Equipment Maintenance and Repair Records	life of equipment	paper multi	<input type="checkbox"/>	now keeping these records digital
FD-124	Above and Underground Storage Tank Records	10 years	Multi	<input type="checkbox"/>	
FD-125	Mutual Aid Agreements	until superseded	paper	<input type="checkbox"/>	
FD-126	ISO Rating Inspections	50 years	paper	<input type="checkbox"/>	
FD-127	Emergency Response and Preplanned Protocols	2 years	Multi	<input type="checkbox"/>	
FD-128	DEA/Ohio Board of Pharmacy Licenses	6 years after expiration	paper	<input type="checkbox"/>	
FD-129	Work Schedules and Duty Crew Logs	4 years	Multi	<input type="checkbox"/>	
FD-130	CARES Client Participation Files (including waivers, HIPPA protected info, personal health info, non-medical data and other CARES participant documents)	7 years from last contact or 2 years from notice of death of participant	Multi	<input type="checkbox"/>	
FD-131	CAD Update Forms for NRECC	until revised, updated, superseded or no longer of admin value	Multi	<input type="checkbox"/>	
FD-132	Fire Inspector Logs	3 years	Multi	<input type="checkbox"/>	
FD-133	Educational Fire Drill Reports	Incorporate into appropriate commercial building files and maintain for life of structure permanent	Multi	<input type="checkbox"/>	
FD-134	Training/Travel Requests	permanent	Multi	<input type="checkbox"/>	
FD-135	Installation Waivers (including for the installation of Knox Boxes, shower rails, smoke detectors and other similar installed items)	6 years and no pending claims	Multi	<input type="checkbox"/>	
FD-136	Training Attendance Reports (can be audited by State Public Safety up to 5 years)	5 years	paper	<input type="checkbox"/>	
FD-137	Unusual Occurrence Reports	5 years	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: FIRE DIVISION
PROPOSED RETENTION SCHEDULE (RC-2)

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
FD-138	Acquired Structure Records	permanent	Multi	<input type="checkbox"/>	
FD-139	Juvenile Fire Setter Intervention Records	4 years after juvenile turns 18 years old	Multi	<input type="checkbox"/>	
FD-140	Loan Slips- Equipment	until equipment returned and no claims pending	paper	<input type="checkbox"/>	
FD-141	Liability Waivers- Adults	6 years	Multi	<input type="checkbox"/>	
FD-142	Liability Waivers- Minors	15 years or until the minor turns 18 years old	Multi	<input type="checkbox"/>	
FD-143	Service Request Forms	1 year	Multi	<input type="checkbox"/>	
FD-144	Homeland Security Emergency Management Plan	until obsolete or superseded	paper	<input type="checkbox"/>	
FD-145	Fire Background Investigations for Prospective Division Employee, Individuals NOT Hired by City	7 years	Multi	<input type="checkbox"/>	
FD-146	Fire Background Investigations for Prospective Division Employee, Individuals Hired by City	permanent	Multi	<input type="checkbox"/>	
FD-147	Medical Advisory Board (Meeting Minutes, Agendas, Correspondence)	permanent	Multi	<input type="checkbox"/>	
FD-148	Drug Administration Signature Forms	3 years	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: MAYOR'S COURT - CLERK OF COURTS

PROPOSED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes2
MC-100	Ohio Supreme Court Quarterly Report	permanent	Multi	<input checked="" type="checkbox"/>	
MC-101	Annual Budget Preparations (Documents, Exhibits and Worksheets)	until no longer of an administrative value	Multi	<input type="checkbox"/>	
MC-102	Administrative Rules for the Court	6 Years After Revised or Rescinded	Multi	<input type="checkbox"/>	
MC-103	Mayor's Court Annual Report	permanent	Multi	<input checked="" type="checkbox"/>	
MC-104	Case Files- Criminal (M1-M4) includes warrant, warrant block, release of warrant block	50 Years	Multi	<input type="checkbox"/>	
MC-105	Case Files- Traffic (M1-M4) includes warrant, forfeiture or release of forfeiture	25 Years	paper	<input type="checkbox"/>	
MC-106	Case Files- Criminal (MM) includes warrant, warrant block, release of warrant block	5 Years	Multi	<input type="checkbox"/>	
MC-107	Case Files- Traffic (MM) includes warrant, forfeiture or release of forfeiture	5 Years	Multi	<input type="checkbox"/>	
MC-108	Case Files- OVI (Traffic) includes warrant, forfeiture or release of forfeiture	50 Years	Multi	<input type="checkbox"/>	
MC-109	Weekly Docket	Until No Longer of Legal Value, then Destroy	Multi	<input type="checkbox"/>	
MC-110	Court Directed Expungements	Manage record in accordance with Court Order	Multi	<input type="checkbox"/>	
MC-111	Monthly Reconciliation Report to City Council	10 Years	Multi	<input type="checkbox"/>	
MC-112	BMV- Abstract of Convictions by Case	7 Years After Case Closed	Multi	<input type="checkbox"/>	
MC-113	Ohio Treasurer of State- State Reparations Fees	3 years provided audited	Multi	<input type="checkbox"/>	
MC-114	Kiosk Report	3 years provided audited	Multi	<input type="checkbox"/>	
MC-115	Bond Refund Report- Monthly	3 years provided audited	Multi	<input type="checkbox"/>	
MC-116	Cash Books- Detailed Report- Monthly	3 years provided audited	Multi	<input type="checkbox"/>	
MC-117	Receipts Reconciliation Sheet- Daily	3 years provided audited	Multi	<input type="checkbox"/>	
MC-118	Bank Balance versus Bonds Held- Monthly	3 years provided audited	Multi	<input type="checkbox"/>	
MC-119	Payment Schedule Report/ Monthly Owe- Annual	3 years provided audited	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: MAYOR'S COURT - CLERK OF COURTS

PROPOSED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes2
MC-120	Delinquent Payment Report- Annual	3 years provided audited	Multi	<input type="checkbox"/>	
MC-121	Yearly Court Docket	permanent	Multi	<input checked="" type="checkbox"/>	
MC-122	Index to Court Cases	permanent		<input checked="" type="checkbox"/>	
MC-123	Checking Account- Voided Checks, Deposit Slips, and Reconciliation	3 years provided audited	Multi	<input type="checkbox"/>	
MC-124	Parking Tickets—Paid, Closed or Voided	3 years provided audited retain until the ticket is paid	Multi	<input type="checkbox"/>	unnecessarily long compared to neighboring communities
MC-125	Bond Schedule and Fee Schedule (Administrative Rules for Court)	3 years provided Audited	Multi	<input type="checkbox"/>	
MC-126	Bond Forfeiture Report- Monthly	3 years provided audited	Multi	<input type="checkbox"/>	
MC-127	Daily Payment Logs	3 years provided audited	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT

APPROVED RETENTION SCHEDULE (RC-2)

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RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-100	Parks and Recreation Facilities and Equipment Files	Maintain for the Life of the Equipment	Multi	<input type="checkbox"/>
PR-101	Emergency Management Plan	Until Superseded	Multi	<input type="checkbox"/>
PR-102	Special Projects Task Force (Agendas & Minutes)	10 Years and appraise for Historical Value	Multi	<input checked="" type="checkbox"/>
PR-103	Rental Records	3 Years provided Audited	Multi	<input type="checkbox"/>
PR-104	Program Reference Books	Until No Longer of an Admin. Value	Multi	<input type="checkbox"/>
PR-105	Recreational Programming Files	2 Years	Multi	<input type="checkbox"/>
PR-106	Vendor Information Files	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>
PR-107	Community Surveys	5 Years	Multi	<input type="checkbox"/>
PR-108	Public Education Programs	Until No Longer of Admin. Value	Multi	<input type="checkbox"/>
PR-109	Annual Reports	until incorporated into City Annual Report	Multi	<input type="checkbox"/>
PR-110	Team Rosters and Scorebooks	1 Year	Multi	<input type="checkbox"/>
PR-111	Tennis Memberships	4 Years	Multi	<input type="checkbox"/>
PR-112	Receipts/ Program Costs	3 Years provided Audited	Multi	<input type="checkbox"/>
PR-113	Participant Survey	1 Year	Multi	<input type="checkbox"/>
PR-114	Liability Waivers (Adults)	6 Years	Multi	<input type="checkbox"/>
PR-115	Liability Waivers (Minors)	15 Years or Until Minor Turns 18	Multi	<input type="checkbox"/>
PR-116	Parks & Recreation Strategic Plan	Permanent	Multi	<input checked="" type="checkbox"/>

CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT - AQUATICS

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-200	Swimming Pool Operations- Daily Records (Pool Chemistry, Maintenance and General Operations)	4 Years	Multi	<input type="checkbox"/>
PR-201	Swimming Pool Operations- Incident Reports (Records all rescues and assists in water, first aid incidents and discipline incidents)	4 Years	Multi	<input type="checkbox"/>
PR-202	Swimming Pool Operations- Practice Logs (Life Saving, First aid and Endurance Testing)	4 Years	Multi	<input type="checkbox"/>
PR-203	Swimming Pool Operations- Facility and Health Inspections	4 Years	Multi	<input type="checkbox"/>
PR-204	Swimming Pool Operations- Maintenance Requests	4 Years	Multi	<input type="checkbox"/>
PR-205	Swimming Pool Operations- Pool Memberships	4 Years	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT - SENIOR CITIZEN'S CENTER

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-300	Senior Citizen Program Files	2 Years	Multi	<input type="checkbox"/>
PR-301	Senior Citizen's Newsletter	5 Years	Multi	<input type="checkbox"/>
PR-302	Senior Citizen's Center Maintenance Records	7 Years	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT - CULTURAL ARTS

APPROVED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-400	Cultural Arts Exhibits - Applications and Gallery Guide	Until Superseded	Multi	<input type="checkbox"/>
PR-401	Cultural Arts Festival and Event Applications for Participation and Vendors	2 Years	Multi	<input type="checkbox"/>
PR-402	Cultural Arts Professional Associations/ Development	2 Years	Multi	<input type="checkbox"/>
PR-403	Performing Arts seasonal schedule of performers	3 years	Multi	<input type="checkbox"/>
PR-404	Cultural Arts Public and Community Relations (Upper Arlington Arts)	2 Years	Multi	<input type="checkbox"/>
PR-405	Cultural Arts Resource Materials- Brochures, Catalogs, Directories, Handbooks, etc.	Until Superseded	Multi	<input type="checkbox"/>
PR-406	Artist and Vendor Contracts for Exhibitions and Event	3 Years Provided Audited	Multi	<input type="checkbox"/>
PR-407	Arts and Culture Master Plan	Current year plus prior version	Multi	<input type="checkbox"/>
PR-408	Cultural Arts Annual Report	5 years or no longer of Administrative Value	Multi	<input checked="" type="checkbox"/>
PR-409	Cultural Arts Annual Work Plan	3 years and no longer of administrative value	Multi	<input type="checkbox"/>
PR-410	Art Collection – Inventory & Maintenance Plan	Until Superseded and No Longer of Administrative Value	Multi	<input type="checkbox"/>
PR-411	Art Collection – Acquisition Records	As long as artwork owned	Multi	<input type="checkbox"/>
PR-412	Art Collection – Deaccession Records	5 years and no longer of administrative or historical value	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT - FORESTRY

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-500	Public Tree Work Permits	3 Years	Multi	<input type="checkbox"/>
PR-501	Project Files	10 Years After Project Completed	Multi	<input checked="" type="checkbox"/>
PR-502	Mowing Log (Private Property)	2 Years	Multi	<input type="checkbox"/>
PR-503	Residential Notifications	2 Years	Multi	<input type="checkbox"/>
PR-504	Pesticide Application Records	6 Years provided All Claims Settled	Multi	<input type="checkbox"/>
PR-505	Inspection Orders and Work Orders	4 Years	Multi	<input type="checkbox"/>
PR-506	Facility Files (Playgrounds, Installation, Maintenance and Inspection, Copies of Plans & Drawings)	6 Year(s) After Life of Equipment/ Facility and No Claims Pending	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT - CAPITAL PROJECTS

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-600	Capital Projects Plans and Spec	25 Years	Multi	<input type="checkbox"/>
PR-601	Exhibits, Plans, Drawings, etc. (Projects not Approved)	Until No Longer of an Administrative value	Multi	<input type="checkbox"/>
PR-602	Statement of Qualifications	Until No Longer of an Administrative value	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
PROPOSED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
(renumber all) PD-100	Annual Reports	permanent	Multi	<input checked="" type="checkbox"/>	
PD-101	Annual Budget Preparations/Materials	5 years	Multi	<input type="checkbox"/>	
PD-102	Monthly Reports (monthly report to City Manager, UCR, etc.)	2 years incorporate into annual report	Multi	<input type="checkbox"/>	
PD-103	Accreditation Reports (CALEA)/ Compliance/ ISSR Files	8 years After most recent on site reaccreditation inspection (CALEA)	Multi	<input type="checkbox"/>	
PD-104	Bias Based Patterns Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-105	Use of Force Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-106	Use of Force Review Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-107	Review of Use of Force Policy/ Weapons Proficiency Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-108	Use of Force Analysis	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-109	Review of Program- SRO/DARE Contracts	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-110	Organizational Chart	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-111	Goals and Objectives	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-112	Progress Towards Goals and Objectives	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-113	Crime Analysis	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-114	Position Management	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-115	Workload Assessment	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-116	Review of Specialized Assignments	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-117	Budget Input	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-118	Budget Status Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	

**CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
PROPOSED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PD-119	Fiscal Audits	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-120	Analysis of Grievances	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-121	Performance Evaluation (all personnel)	maintained per HR Schedule	Multi	<input type="checkbox"/>	
PD-122	Monthly Probationary Training Reviews	Originals forwarded to UAPD Training Bureau and retained until probation completed	Multi	<input type="checkbox"/>	
PD-123	Pursuit Evaluation Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-124	Pursuit Analysis Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-125	Review of Juvenile Programs Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-126	Evaluation Effectiveness of Crime Prevention Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-127	Community Relations Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-128	Citizen Attitude Survey	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-129	After Action Report- Natural or Man-Made Disaster	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-130	After Accident Report- Hostage/ Barricade	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-131	Operational Readiness of Equipment Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-132	After Action Report- Special Events	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-133	Analysis of Incident and Training Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-134	Review of Intelligence Files Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-135	Summary of Complaints Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-136	Staff Inspection Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-137	Victim/ Witness Assistance Needs Analysis Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-138	Prisoner Escape Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-139	Fire Equipment Inspection Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	

**CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
PROPOSED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PD-140	Fire Equipment Testing Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-141	Fire Detection Inspection Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-142	Fire Detection Testing Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-143	Generator Testing Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-144	Password Audit Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-145	Crime/ Crash Scene Processing Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-146	Property Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-147	Inventory of Property Room Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-148	Audit of Property Room Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-149	Unannounced Inspection Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>	
PD-150	General Orders, Special Orders, Policies & Procedures	8 Years	Multi	<input type="checkbox"/>	
PD-151	UCR, NIBRS and OBIRS Reports	5 Years	Multi	<input type="checkbox"/>	
PD-152	Special Duty Log	Until incorporated into Summary Report, then Destroy	Multi	<input type="checkbox"/>	
PD-153	Incident Reports	6 Years and No Actions Pending	Multi	<input type="checkbox"/>	
PD-154	Offense Reports and Investigative Case Files- Misdemeanors	25 Years and No Actions Pending	Multi	<input type="checkbox"/>	
PD-155	Offense Reports and Criminal Case Files – Felonies (except Homicide and Arson)	25 Years and No Actions Pending	Multi	<input type="checkbox"/>	
PD-156	Offense Reports and Criminal Case Files- Felonies (Homicide and Arson)	permanent	Multi	<input type="checkbox"/>	
PD-157	Motor Vehicle Accident Reports	4 years	Multi	<input type="checkbox"/>	
PD-158	Uniform Traffic Tickets and Officer Notes	4 years	Multi	<input type="checkbox"/>	
PD-159	Uniform Traffic Tickets- VOIDED	3 Years Provided Audited	Multi	<input type="checkbox"/>	
PD-160	Domestic Dispute Summary Reports (BCI & I)	2 years	Multi	<input type="checkbox"/>	
PD-161	Civil Protection Orders & Temporary Protection Orders	Until Served, Discharged, Stale dated, Answered, or Withdrawn by the Issuing Court	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
PROPOSED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PD-162	Vacation House Checks	30 Days After Owner returns and date entered into CAD	Multi	<input type="checkbox"/>	
PD-163	CCH Logs/ Requests Forms	3 Years Provided Audited	Multi	<input type="checkbox"/>	
PD-164	LEADS/ NCIC Report Entries	3 Years Provided Audited	Multi	<input type="checkbox"/>	
PD-165	LEADS Validation Files, Audit Report & Correspondence	3 Years	Multi	<input type="checkbox"/>	
PD-166	LEADS/ NCIN Teletypes	until no longer of administrative value	Multi	<input type="checkbox"/>	
PD-167	Vehicle Impound and Towed Car Log	3 Years	Multi	<input type="checkbox"/>	
PD-168	Master Name Index	permanent	Multi	<input checked="" type="checkbox"/>	
PD-169	Mutual Aid Agreements	15 years after expiration or modification and no claims pending	Multi	<input type="checkbox"/>	
PD-170	Property Receipts	3 Years Provided Audited	Multi	<input type="checkbox"/>	
PD-171	Property Records/ RMS	10 Years After Property Destructed	Multi	<input type="checkbox"/>	
PD-172	Abandoned or Junked Vehicle Affidavits and Files	3 years	Multi	<input type="checkbox"/>	
PD-173	Breathalyzer Records (includes breath tests, calibration checks, proficiency tests, permits, certified copies of calibration solution, maintenance records for the instruments and simulators, etc.)	3 Years	Multi	<input type="checkbox"/>	
PD-174	Fixed Asset Acquisition & Disposition	3 years after revised or superseded, provided audited	Multi	<input type="checkbox"/>	
PD-175	Upper Arlington Commercial Establishments w/ Liquor Licenses	Until, Revised, Superseded, or Obsolete	Multi	<input type="checkbox"/>	
PD-176	State and Federal Grant Applications, Not Funded	1 Years After Decision Rendered	Multi	<input type="checkbox"/>	
PD-177	State and Federal Grants- Funded	7 Years After expiation of Grant	Multi	<input type="checkbox"/>	
PD-178	Audio & Video Tapes- Criminal Investigations	45 Days	Multi	<input type="checkbox"/>	
PD-179	Police Auction File	7 years	Multi	<input type="checkbox"/>	
PD-180	Audio/Video Recordings - In Car and Body Worn Camera Video Systems	55 Days	Multi	<input type="checkbox"/>	
PD-181	Facility Monitoring Security Tapes Jail Video Recordings	90 Days 1 year	Multi	<input type="checkbox"/>	moving facility to GEN, adding jail videos as a new series

CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
PROPOSED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PD-182	Emergency Special Response Protocol	30 Days Until Revised, Superseded, or Discontinued	Multi	<input type="checkbox"/>	
PD-183	Expunged Records per Expungement Orders	Destroy all files, records and computer references as directed by the court	Multi	<input type="checkbox"/>	
PD-184	Jail Log	8 Years After most recent on site reaccreditation inspection (CALEA)	Multi	<input type="checkbox"/>	
PD-185	Case Report Logs	3 years	computer	<input type="checkbox"/>	
PD-186	Daily Activity Sheets	2 years	Multi	<input type="checkbox"/>	
PD-187	Alarm Drop Warning	1 year	Multi	<input type="checkbox"/>	
PD-188	Alarm Warning	1 year	Multi	<input type="checkbox"/>	
PD-189	Parking Tickets (Paid)	3 Years Provided Audited	Multi	<input type="checkbox"/>	
PD-190	Shift Assignment Roster	until superseded	Multi	<input type="checkbox"/>	
PD-191	Bicycle Reports- Found/ Recovered	1 year	Multi	<input type="checkbox"/>	
PD-192	Bicycle Reports- Stolen	5 Years	Multi	<input type="checkbox"/>	
PD-193	Arrest Files- Adult/ Juvenile Felony	25 Year(s) After Last Entry	Multi	<input type="checkbox"/>	
PD-194	Arrest Files- Adult Misdemeanor	10 years	Multi	<input type="checkbox"/>	
PD-195	Arrest Files- Juvenile Misdemeanor	4 Year(s) After Offender turns 18 years of age	Multi	<input type="checkbox"/>	
PD-196	Animal Control Records	3 Years	Multi	<input type="checkbox"/>	
PD-197	Alarm Permits (Issued to Homeowners)	Until change of home ownership or until alarm system is discontinued	Multi	<input type="checkbox"/>	
PD-198	Alarm Data Sheets- Police Emergency Reports	2 years	Multi	<input type="checkbox"/>	
PD-199	Informant Information Reports/ Funds Radio, 9-1-1, Dispatcher Telephone, and Automatically-recorded phone line recordings	3 years after most recent on site reaccreditation inspection (CALEA)	Multi	<input type="checkbox"/>	
PD-200	Radio, 9-1-1, Dispatcher Telephone, and Automatically-recorded phone line recordings	90 days	Multi	<input type="checkbox"/>	
PD-201	D.A.R.E.- Safety Town Program Materials	until superseded	Multi	<input type="checkbox"/>	
PD-202	Dispatched CAD Information	15 years	Multi	<input type="checkbox"/>	
PD-203	Equipment Failure Report	1 year	Multi	<input type="checkbox"/>	
PD-204	Equipment Sign Out Records	1 year	Multi	<input type="checkbox"/>	

**CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
PROPOSED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PD-205	Forfeiture Program Material- Federal/State	5 years	Multi	<input type="checkbox"/>	
PD-206	Police Desk/ Records Service Fund	3 Years Provided Audited	Multi	<input type="checkbox"/>	
PD-207	Radar Calibrations and Service Records	until equipment is out of service	Multi	<input type="checkbox"/>	
PD-208	Assignments- Dispatch Equipment & Teamwork	until equipment is out of service	Multi	<input type="checkbox"/>	
PD-209	Liability Waivers (Adults)- Rider Waiver Records	Adults- 3 years	Multi	<input type="checkbox"/>	
	Liability Waivers (Minors) - Rider Waiver Records	Minors- 5 years			
PD-210	Parking Warning Sticker	upon issuance	Multi	<input type="checkbox"/>	
PD-211	IA Investigative Files	permanent	Multi	<input type="checkbox"/>	
PD-212	Police background investigations for prospective division employee, individuals not selected or not hired	7 years	Multi	<input type="checkbox"/>	
PD-213	Police background investigations for prospective division employee, individuals hired by City	permanent	Multi	<input type="checkbox"/>	
PD-214	Warrants	30 days after served, withdrawn, recalled, or otherwise discharged	Multi	<input type="checkbox"/>	
PD-215	Interview Recordings	TBD	digital	<input type="checkbox"/>	newly accounted for series, need to discuss appropriate retention period

CITY OF UPPER ARLINGTON: EMPLOYEE PERSONNEL FILE - GENERAL
PROPOSED RETENTION SCHEDULE (RC-2)

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
HR-100	Applications for Employment- Hired	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-101	Resumes & Letters of Reference- Hired.	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-102	Background Investigations- Hired	6 months after employee passes probationary period.	Multi	<input type="checkbox"/>	
HR-103	Polygraph Examination & Voice Stress Analysis- Hired (Employment Related)	6 months after employee passes probationary period	Multi	<input type="checkbox"/>	
HR-104	Controlled Substance Testing	Place with Employee Drug and Alcohol Testing Results	Multi	<input type="checkbox"/>	
HR-105	Occupational Health Examination- Hired	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-106	Psychological Examinations- Hired	6 months after employee passes probationary period	Multi	<input type="checkbox"/>	
HR-107	Conditional Offer of Employment- Hired	Place in Active Employee File	Multi	<input type="checkbox"/>	
HR-108	Letters of Appointment	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-109	Oaths of Office for City Staff & City Council	Place in Active Employee Personnel File Permanently	Multi	<input type="checkbox"/>	
HR-110	Photographs & Fingerprints	Place in Active Employee Personnel File-continuously updated	Multi	<input type="checkbox"/>	
HR-111	Employee Merit Evaluations	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-112	Employee Personnel Actions- Commendations, Discipline, Pay Adjustments, Promotions, Demotions, etc.	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-113	Letters of Appreciation and Commendation	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-114	Complaints of Employee Misconduct	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-115	Employee Pre-disciplinary Hearing Case Files	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: EMPLOYEE PERSONNEL FILE - GENERAL
PROPOSED RETENTION SCHEDULE (RC-2)

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
HR-116	Employee Grievances/ Arbitration & Mediation Case Files and Reports	5 Years After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>	
HR-117	Training- Employee Training Records (May be summarized annually)	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-118	Training- In Service Examinations, Score Sheets, Evaluations, etc. (Documents may be summarized annually)	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-119	Employee Insurance Enrollment & Change Records	Continually Updated until Employee leaves municipal employment and then Purge from Personnel File	Multi	<input type="checkbox"/>	
HR-120	Employee Bureau of Worker Compensation Claim File	Place in Employee BWC File and Maintain Permanently	Multi	<input type="checkbox"/>	
HR-121	Employee Accident Reports	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>	
HR-122	Department of Transportation- CDL Substance Abuse Files & Testing Results	Place with employee Drug and Alcohol Testing results and maintain Permanently	Multi	<input type="checkbox"/>	
HR-123	Employee Drug Testing Results (Probable Cause)	Place with Employee Drug and Alcohol Testing Results Files and Maintain Permanently	Multi	<input type="checkbox"/>	
HR-124	Family Medical Leave Act- Requests for Leave, Medical Certification, Continuation of Health Care Insurance & Related Correspondences	Place in Employee Medical File and Maintain Permanently	Multi	<input type="checkbox"/>	
HR-125	Employee Data Sheets- (FSLA Compliance) Annual Updates- To include full name or identifying number, complete home address, date of birth, gender and occupation, date of hire, date of separation	Continually Updated Until Employee Leaves Municipal Employment and then Final Copy to Remain in Permanent Employee File	Multi	<input type="checkbox"/>	
HR-126	Employee Status Forms- Retirement, Resignation, Dismissal, Termination, Absence, Request to Employer for Separation Information	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>	
HR-127	Medical Benefits/ Claims	Place in Employee Medical File and Maintain Permanently	Multi	<input type="checkbox"/>	
HR-128	Employee Wage Garnishment Orders/ Court Orders for Payroll Deductions	3 Year(S) After Expiration or Cancellation of Order then Purged upon Employee Termination	Multi	<input type="checkbox"/>	
HR-129	Employee Unemployment Compensation Case Files	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>	
HR-130	I-9 Forms (Completed) Immigration Reform & Control Act	Purge 3 Years After Hiring Date or 1 year After Termination, whichever is a longer period of time	Multi	<input type="checkbox"/>	

**CITY OF UPPER ARLINGTON: EMPLOYEE PERSONNEL FILE - GENERAL
PROPOSED RETENTION SCHEDULE (RC-2)**

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
HR-131	COBRA (The Consolidated Budget Reconciliation Act of 1986)- Notice & Election when qualifying event occurs	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>	
HR-132	Copy of Social Security Card/ Driver's License	Place in Employee Personnel File- Continuously Updated	Multi	<input type="checkbox"/>	
HR-133	Verification of Employment	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>	
HR-134	Employee Written Complaints	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>	
HR-135	Flexible Spending Application	Continually Update Until the employee leaves municipal employment	Multi	<input type="checkbox"/>	
HR-136	NeoGov Journal Entries	until no longer of administrative value	Multi	<input type="checkbox"/>	need to account for these entries

CITY OF UPPER ARLINGTON: EMPLOYEE PERSONNEL FILE - ACTIVE

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 5/20/2021 | OHC APPROVED: 6/1/2021

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
HR-200	Employee State & School District Income Tax Withholding Certificate	Continually Updated until employee leaves municipal employment and then Final Copy to Remain in Archive Employee File	Multi	<input type="checkbox"/>
HR-201	W-4 Forms	Continually Updated until employee leaves municipal employment and then Final Copy to Remain in Archive Employee File	Multi	<input type="checkbox"/>
HR-202	State & Federal Retirement Systems- Applications, Payments, Waivers, Requests for Refunds, Application for Disability Funds, Acknowledgement of Non-Contributing Status, Applications to Purchase Military Credit & related Documentation	Place in Employee Personnel File in Finance and Maintain Permanently	Multi	<input type="checkbox"/>
HR-203	Union Dues Deduction Form	Place in Employee Personnel File in Finance and Maintain until separation	Multi	<input type="checkbox"/>
HR-204	Requests, Authorization & Cancellation of Payroll Deduction (Charity Credit Union, Savings Bonds, Deferred Compensation, etc.)	Continually Updated until Employee Leaves Municipal Employment and Then Purge from Permanent File	Multi	<input type="checkbox"/>
HR-205	Personnel Action Form/ Payroll Adjustment Justification	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: HUMAN RESOURCES

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 5/20/2021 | OHC APPROVED: 6/1/2021

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
HR-301	Recruitment Files- Includes public/employment announcement for open positions, job description, applications and related documents (examination materials and scores, background investigations, polygraph tests, interview notes for all candidates, references, occupational health and psychological examination), and conditional offers of employment.	7 Year(s)	Multi	<input type="checkbox"/>
HR-302	Civil Service Commission- Eligibility Lists	5 Year(s) worth of changes to list	Multi	<input type="checkbox"/>
HR-303	Employee Classification Descriptions	5 Year(s) After Superseded	Multi	<input type="checkbox"/>
HR-304	Employee Job Descriptions	5 Year(s) After Superseded	Multi	<input type="checkbox"/>
HR-305	Active Personnel File: Includes the following materials: <ul style="list-style-type: none"> • Applications and pre-employment paperwork (including conditional offer of employment, letters of appointment, and oath of office) • Counseling, Discipline, and Incident Notices • Evaluations • Insurance/benefit enrollment & change records • Personnel Action Forms noting pay or status changes • Training and Certifications required for the position held • Use of Force Reports • Verification of employment for prior service 	Maintain for 20 years after employee separates from employment.	Multi	<input type="checkbox"/>
HR-306	Police and Fire Background Records (hired): Includes background investigation and liability waiver, polygraph, pension physical, drug screen, references, criminal history, psychological indexes and reports.	Place in Active Personnel File until employee has successfully completed probation or six months from the date of hire, whichever is longer. Upon removal, replace with memo summarizing what the documents contained.	Multi	<input type="checkbox"/>
HR-307	Organizational Charts & Tables (Personnel & Functional) and Personnel Allocation Charts & Tables	5 Year(s) After Revised or Rescinded unless included in Annual Budget, in which case can be disposed of when no longer of administrative value.	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: HUMAN RESOURCES

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 5/20/2021 | OHC APPROVED: 6/1/2021

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
HR-308	Fact Finder Reports	Permanent	Multi	<input type="checkbox"/>
HR-309	Training- Employee Training Programs, Publications, Curriculum, Manuals, etc.	2 Year(s) After Revised or Rescinded	Multi	<input type="checkbox"/>
HR-310	Employee Position & Job Bid Requests or Sheets	Until Superseded	Multi	<input type="checkbox"/>
HR-311	Compliance Log (PERRP Form 300p or equivalent log)	6 Year(s)	Multi	<input type="checkbox"/>
HR-312	Labor/ Management and Labor Relations Committee Agendas, Meeting Notes, Recordings	15 Year(s) (After expiration of Contract or Agreement)	Multi	<input type="checkbox"/>
HR-313	Right To Report Unsafe Conditions	3 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-314	Safety Committee	3 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-315	Grievances- Non-Union Employees	File According to Content and Maintain Until No Longer of Legal or Administrative Value	Multi	<input type="checkbox"/>
HR-316	Civil Service Commission- Hearing Case Files	7 Year(s) After Case Closed	Multi	<input type="checkbox"/>
HR-317	Labor Archival Files	Permanent	Multi	<input type="checkbox"/>
HR-318	Local 1521 Fire Chief's Hearing (Citizen's Complaint)	5 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-319	Local 1521 City Manager's Hearing (Citizen Complaint)	3 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-320	Recruitment Brochures & Activities (City Originals)	5 Year(s)	Multi	<input type="checkbox"/>
HR-321	Affirmative Action Statement	5 Year(s) After Revised or Rescinded	Multi	<input type="checkbox"/>
HR-322	Employee Sick Leave Affidavits	Until no longer of administrative value	Multi	<input type="checkbox"/>
HR-323	Civil Service Rules	6 Year(s) After Revised or Superseded	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: HUMAN RESOURCES - DEPARTMENTAL
PROPOSED RETENTION SCHEDULE (RC-2)**

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.

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
HR-400	Rules, Regulations, Policies & Procedures	6 Year(s) After Revised or Rescinded	Multi	<input type="checkbox"/>	already on GEN
HR-401	Employee Merit Evaluations- Supporting Documentation	Maintain until included in Final Evaluation and No Actions or Appeals Pending	Multi	<input type="checkbox"/>	
HR-402	Employee Work & Assignment Schedules maintained by various departments on Paper, Computer, or Mark & Wipe Planning Boards	Continually Updated	Multi	<input type="checkbox"/>	
HR-403	Employee Exposure to Hazardous Chemicals & Biological Hazards or Infectious Disease Reports & Investigations	35 Year(s) After Employee Leaves Municipal Employment	Multi	<input type="checkbox"/>	
HR-404	Employee Leave Requests (Sick Leave, Vacation, Compensatory Time Off & Specials)	5 Year(s) Provided Audited	Multi	<input type="checkbox"/>	
HR-405	Employee Overtime Authorization	5 Year(s) Provided Audited	Multi	<input type="checkbox"/>	
HR-406	Union Lodge Officials Roster	1 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>	
HR-407	Union Pre-Complaint Forms	3 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>	
HR-408	Union Joint Committee- Physical Fitness & Health programs	3 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>	
HR-409	Union Officers Roster	1 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: PUBLIC SERVICE DEPARTMENT - ALL DIVISIONS

PROPOSED RETENTION SCHEDULE (RC-2)

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PS-100	Requests for Service	3 years	Multi	<input type="checkbox"/>	
PS-101	Work Orders	5 years	Multi	<input type="checkbox"/>	
PS-102	Traffic Counts & Street Light Studies	5 years	Multi	<input type="checkbox"/>	
PS-103	O.U.P.S. Requests	5 years	Multi	<input type="checkbox"/>	
PS-104	Annual Reports- Divisional (Weekly Reports- Activities Summaries incorporated into annual report)	7 years	Multi	<input type="checkbox"/>	
PS-105	Inventory Report Safety Equipment & Personal Protection Equipment	6 years After Case Revised or Rescinded	Multi	<input type="checkbox"/>	no records on file, no longer creating these records
PS-106	Safety Audits (Facilities & Departments)	6 years And No Longer of Administrative Value	Multi	<input type="checkbox"/>	no records on file in PS Dept., see CMO records for Safety & Risk (BWC, PERPP)
PS-107	Maps, Plans, Renderings, Plots- City of Upper Arlington Infrastructure (Includes Water, Storm & Waste Water)	Permanent	Multi	<input type="checkbox"/>	
PS-108	Capital Projects/ Plans & Specifications	25 years	Multi	<input type="checkbox"/>	
PS-109	Permits- Storm Water & Right of Way	3 years	Multi	<input type="checkbox"/>	
PS-110	NPDES- National Pollution Discharge Elimination Systems	5 years	Multi	<input type="checkbox"/>	
PS-111	Exhibits, Plans, Drawings, Plots, Maps & Renderings (Projects not approved or undertaken)	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-112	Annual Street Maintenance Program	5 years	Multi	<input type="checkbox"/>	
PS-113	Pavement Inspection Records	5 years	Multi	<input type="checkbox"/>	
PS-114	Culvert Inspection Program	5 years	Multi	<input type="checkbox"/>	
PS-115	Daily Projects/ Inspection Work Log	Incorporate into Project Files	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: PUBLIC SERVICE DEPARTMENT - ALL DIVISIONS

PROPOSED RETENTION SCHEDULE (RC-2)

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PS-116	Master Plan- Traffic	25 years	Multi	<input checked="" type="checkbox"/>	
PS-117	Benchmark Information	Until Obsolete, Superseded or No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-118	Statements of Qualifications	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-119	Records of Private Wells & Sanitation Systems	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-120	Vehicle & Equipment Maintenance Records	Life of Equipment	Digital	<input type="checkbox"/>	
PS-121	Aerial Device Inspection Records	Life of Equipment	Multi	<input type="checkbox"/>	
PS-122	EPA- Waste Oil Disposal Records	7 years	Multi	<input type="checkbox"/>	
PS-123	Underground Storage Tank Records	5 years	Multi	<input type="checkbox"/>	
PS-124	Preventative Maintenance Programs	3 years	Multi	<input type="checkbox"/>	
PS-125	SWACO- Solid Waste Authority of Central Ohio- General Records	3 years	Multi	<input type="checkbox"/>	
PS-126	Daily Vehicle Inspections	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-127	Conflict Monitoring Test Reports	5 years	Multi	<input type="checkbox"/>	
PS-128	Non-Periodic Reports	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-129	Street Sweeper Log/ Daily	1 year	Multi	<input type="checkbox"/>	
PS-130	Street Light Maintenance Records	3 years	Multi	<input type="checkbox"/>	
PS-131	Maintenance & Repair Records- Storm Water & Sewer Collections	5 years	Multi	<input type="checkbox"/>	
PS-132	Confined Space Entry Records	1 year	Multi	<input type="checkbox"/>	
PS-133	Emergency Response Requests	3 years	Multi	<input type="checkbox"/>	
PS-134	Sewer Inspections VCR Tapes/ DVD's	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-135	Sewer Cleaning Program Log	10 years	Multi	<input type="checkbox"/>	
PS-136	Right of Entry Permits	1 year	Multi	<input type="checkbox"/>	
PS-137	Fire Hydrant Repair Reports	5 years	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: PUBLIC SERVICE DEPARTMENT - ALL DIVISIONS

PROPOSED RETENTION SCHEDULE (RC-2)

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PS-138	Catch Basin Maintenance Records	5 years	Multi	<input type="checkbox"/>	
PS-139	Culvert Inspection & Cleaning Records	5 years	Multi	<input type="checkbox"/>	
PS-140	Sewer Back Up Records/ Surcharge	10 years	Multi	<input type="checkbox"/>	
PS-141	Man Hole Rehabilitation Program	5 years	Multi	<input type="checkbox"/>	
PS-142	Interceptor Program Reports (for Fats, Oils, and Grease (FOG) Program)	5 years	Multi	<input type="checkbox"/>	
PS-143	Commercial Establishments- Interceptor Cleaning Reports	5 years	Multi	<input type="checkbox"/>	

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**CITY OF UPPER ARLINGTON: GENERAL
PROPOSED RETENTION SCHEDULE (RC-2)**

**please review your Department RC-2 as some records have longer retention periods required.*

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
GEN-100	Policies, Procedures, Rules & Regulations	6 years	Multi	<input type="checkbox"/>
GEN-101	Non-public Zoom, Microsoft Teams, Other Collaborative Tool Recorded Meetings, Comments/Chat Entries	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-102	Correspondence (includes information concerning policies, programs, projects, fiscal and personnel matters of significant importance; includes internal/external correspondence and information and miscellaneous inquiries)	2 years	Multi	<input type="checkbox"/>
GEN-103	Transient Correspondence (includes correspondence that conveys information of temporary importance; often in lieu of oral communications, such as phone messages, reminders, appointment notices, etc.; also includes social media comments and unsolicited correspondence and form letters)	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-104	Bulletins, Posters, General Notices and Displays	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-105	Blank Forms	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-106	Awards, Newspaper Articles and Clippings	until no longer of administrative or historical value	Multi	<input checked="" type="checkbox"/>
GEN-107	Professional Organization & Association files	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-108	Equipment Maintenance & Repair Records	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-109	Computer Generated Administrative & Fiscal Reports (nonspecific and periodic)	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-110	Business Cards (rotary, rolodex, and applicable software files)	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-111	Planning/Scheduling/Calendar/Training Information and Data on: Display Boards, Erasable and Dry Erase Boards, Chalkboards, Easel Pads and Electronic Media	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-112	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners	until no longer of administrative value	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: GENERAL
PROPOSED RETENTION SCHEDULE (RC-2)**

**please review your Department RC-2 as some records have longer retention periods required.*

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
GEN-113	Lists/Rosters/Informational Directories	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-114	Unfounded complaints - complaint concerning a city employee which was investigated and determined unfounded	1 year	Multi	<input type="checkbox"/>
GEN-115	Photographs, Negatives and Electronic Images	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-116	Material Safety Data Sheets	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-117	Legal Advertisements or Notices	10 years	Multi	<input type="checkbox"/>
GEN-118	Grant- Applications (Not funded): Applications for grants submitted by the city and to the city	1 year after decision rendered	Multi	<input type="checkbox"/>
GEN-119	Drafts & Notes (drafts of documents and notes used to create a final version of a document)	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-120	Public Meeting Audio and Video Recordings (other than City Council)	1 year	Multi	<input type="checkbox"/>
GEN-121	Studies & Reports	5 years	Multi	<input type="checkbox"/>
GEN-122	Facility Visitor Records	30 days	Multi	<input type="checkbox"/>
GEN-123	Facility Security Feed Recordings	60 days	digital	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: CITY ATTORNEY'S OFFICE
APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
ATY-100	City Attorney Opinions: Formal opinions intended to reflect the City Attorney's opinion regarding interpretation of codified ordinances	15 years	Multi	<input checked="" type="checkbox"/>
ATY-101	City Attorney Memorandum	Until superseded, amended, or withdrawn	Multi	<input type="checkbox"/>
ATY-102	Log- City Attorney Opinions	continually updated	Multi	<input type="checkbox"/>
ATY-103	Legal Correspondence	2 years	Multi	<input type="checkbox"/>
ATY-104	Annual Reports	permanent	Multi	<input checked="" type="checkbox"/>
ATY-105	Litigation Case Files - Claims Against the City	5 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
ATY-106	Case Files- Claims Against the City With No Court Actions	5 years after claims settled	Multi	<input type="checkbox"/>
ATY-107	Prosecutor Case Files - Criminal and Domestic Violence	5 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
ATY-108	Prosecutor Case Files - Traffic (except OVI)	current year plus 2 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
ATY-109	Prosecutor Case Files - OVI	current year plus 5 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
ATY-110	Hold Harmless Agreements (may be kept in other city departments)	permanent	Multi	<input type="checkbox"/>
ATY-111	Exhibits	2 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
ATY-112	Mediation Program Case Files	1 year after the date of the Final Order of the Court or 1 year after completion of mediation	Multi	<input type="checkbox"/>
ATY-113	Mediation Program Participant Lists	until no longer of administrative value	Multi	<input type="checkbox"/>
ATY-114	General Legal Files (past City Attorneys and Law Clerks)	until no longer of administrative value	Multi	<input type="checkbox"/>
ATY-115	Request for City Attorney Opinions	until no longer of administrative value	Multi	<input type="checkbox"/>
ATY-116	Request for City Attorney Contract Approval	until no longer of administrative value	Multi	<input type="checkbox"/>
ATY-117	Subject Matter Research Files	until no longer of administrative value	Multi	<input type="checkbox"/>
ATY-118	Project Files	5 years after completion	Multi	<input type="checkbox"/>
ATY-119	Collective Bargaining Agreement- Negotiation Files	6 years	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: CITY ATTORNEY'S OFFICE - PROBATION
APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
ATY-200	Probation Files (judge's entry, probation intake information, probation officer case notes and relevant documents from court file, which can include waivers of counsel and jury trial, payment agreement forms, copy of citation/complaint)	5 years after probationer completes terms of probation	Multi	<input type="checkbox"/>
ATY-201	Pre-sentence Investigation Reports	once provided to the court, may be deleted by city	Multi	<input type="checkbox"/>
ATY-202	Community Diversion Program Case Files	criminal diversion: 3 years after the date of the final order of the court traffic diversion: 90 days from the date of the final order of the court	Multi	<input type="checkbox"/>
ATY-203	Community Diversion Program Participant List	permanent	Multi	<input type="checkbox"/>
ATY-204	Probation Rules & Conditions	most recent version plus prior versions in place within 4 years	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: CITY CLERK'S OFFICE
APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CCO-100	City Council Meeting Agendas & Minutes	permanent	Multi	<input checked="" type="checkbox"/>
CCO-101	City Ordinances & Resolutions (including all attachments)	permanent	Multi	<input checked="" type="checkbox"/>
CCO-102	Ohio Public Records Compliance Folder (may contain appropriate RC-1, RC-2, and RC-3 forms)	25 years	Multi	<input type="checkbox"/>
CCO-103	Public Records Requests (requests and request log, responses to requests)	2 years	Multi	<input type="checkbox"/>
CCO-104	Boards, Commissions, Committees, Task Force and Appeals Agendas & Minutes (to include member appointments)	permanent	Multi	<input checked="" type="checkbox"/>
CCO-105	Audio & Video Recordings of City Council Meetings	2 years	Multi	<input type="checkbox"/>
CCO-106	Petitions Submitted to Council	5 years	Multi	<input type="checkbox"/>
CCO-107	Legislative Annual Reports (no longer creating this record)	permanent	Multi	<input checked="" type="checkbox"/>
CCO-108	Board of Elections Referendums	permanent	Multi	<input type="checkbox"/>
CCO-109	Street Name Changes	permanent	Multi	<input checked="" type="checkbox"/>
CCO-110	City Charter - As Amended	permanent	Multi	<input checked="" type="checkbox"/>
CCO-111	Real Estate & City Property Files (deeds, leases, vacations, alley & right-of-ways, easements, encroachments, dedications, abandonments, waivers, covenants & annexations)	permanent	Multi	<input checked="" type="checkbox"/>
CCO-112	Historical Journals - Village and City of Upper Arlington (no longer creating this record)	permanent	Multi	<input checked="" type="checkbox"/>
CCO-113	Master Plan	permanent	Multi	<input checked="" type="checkbox"/>
CCO-114	Mayoral Proclamations, Resolutions of Commendation and Resolutions of Appreciation	2 years	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY MANAGER'S OFFICE

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CMO-100	City of Upper Arlington Master Plan	permanent	Multi	<input checked="" type="checkbox"/>
CMO-101	Employee Grams	1 year	Multi	<input type="checkbox"/>
CMO-102	Correspondence - City Manager	3 years	Multi	<input type="checkbox"/>
CMO-103	Insurance Policies (general liability for the City)	10 years	Multi	<input type="checkbox"/>
CMO-104	Permits (events & activities, room rentals, block parties, solicitation, curb painting)	2 years	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY MANAGER'S OFFICE - SAFETY & RISK MANAGEMENT

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CMO-200	Accident Reports - Vehicular or Equipment (non-injury)	6 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
CMO-201	Accident Reports - Vehicular or Equipment (personal injury)	8 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
CMO-202	Temperature Monitoring Records (pursuant to COVID-19 orders)	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-203	Risk Management Subrogation Claims	4 years after case settled and all appeals exhausted	Multi	<input type="checkbox"/>
CMO-204	Annual Summary Report (city accident reports)	25 years	Multi	<input type="checkbox"/>
CMO-205	Unsafe Condition Report & Follow-up Actions	6 years		<input type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY MANAGER'S OFFICE - COMMUNITY AFFAIRS

PROPOSED RETENTION SCHEDULE (RC-2)

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CMO-300	Annual Resident Report - Resident Guide	25 years	paper	<input checked="" type="checkbox"/>
CMO-301	Quarterly Newsletter - City Insight, monthly E-Newsletter	25 years 10 years	Multi	<input type="checkbox"/>
CMO-302	Community Events - Action Plan	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-303	Monthly Employee Newsletter Employee Engagement Communications (intranet posts)	10 years until no longer of administrative value	Multi	<input checked="" type="checkbox"/>
CMO-304	Press/News/Media Releases	3 years	Multi	<input type="checkbox"/>
CMO-305	Media Tapes - Videos	until no longer of administrative value	digital	<input type="checkbox"/>
CMO-306	Social Media: Information posted on one of the city's official social media accounts (typically consists of copies of information and documentation available elsewhere)	30 days	Multi	<input type="checkbox"/>
CMO-307	Community Newspaper Articles	until no longer of historical value	paper	<input checked="" type="checkbox"/>
CMO-308	Employee Recognition Program	10 years appraise for historical value	paper	<input type="checkbox"/>
CMO-309	Special Projects	until no longer of admin or historical value	Multi	<input checked="" type="checkbox"/>
CMO-310	City of Upper Arlington Graphic Standards	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-311	Community Surveys	10 years	Multi	<input type="checkbox"/>
CMO-312	State of the City Address	permanent	Multi	<input checked="" type="checkbox"/>
CMO-313	City Service Brochures	until no longer of administrative value	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: CITY MANAGER'S OFFICE - ECONOMIC DEVELOPMENT
APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CMO-400	Community Improvement Corporation (CIC) Agendas, Minutes, Annual Audit Reports, Director & Officer Insurance Policies and Financials	permanent	Multi	<input checked="" type="checkbox"/>
CMO-401	Economic Development Fund (approved projects and related documents)	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-402	Enterprise Zone - Economic Development Activity Documents	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-403	Municipal Electrical & Natural Gas Aggregation (operation, governance, oversight documents)	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-404	Tax Increment Financing Reports	5 years after completion of project, provided audited	Multi	<input type="checkbox"/>
CMO-405	Central Ohio Public Energy Council	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-406	Annual Reports - TIF, CRA, Enterprise	25 years	Multi	<input checked="" type="checkbox"/>

CITY OF UPPER ARLINGTON: CITY MANAGER'S OFFICE - INFORMATION TECHNOLOGY

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
CMO-500	Data System Specifications	3 years after discontinuance of system and until all system data is destroyed or transferred to new operating system	Multi	<input type="checkbox"/>
CMO-501	Data Documentation/File Layout	3 years after discontinuance of system and until all system data is destroyed or transferred to new operating system	Multi	<input type="checkbox"/>
CMO-502	Data System - Hardware Documentation	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-503	Data Processing Disaster Preparedness and Recovery Plans	until superseded	Multi	<input type="checkbox"/>
CMO-504	System Back-Up Files (copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction)	3 back-up cycles	Multi	<input type="checkbox"/>
CMO-505	System Users Access Records	until no longer of administrative value	Multi	<input type="checkbox"/>
CMO-506	Site & Equipment Support Files	until warranty or guarantee of service has expired. Retain Service Histories and other Summary Records until no longer of administrative value	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: DEVELOPMENT DEPARTMENT
 APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
DEV-100	Building, House Numbering, Street Address Records	permanent	Multi	<input checked="" type="checkbox"/>
DEV-101	Maps, Plans, Plots & Renderings (zoning, development, subdivision)	permanent	Multi	<input checked="" type="checkbox"/>

CITY OF UPPER ARLINGTON: DEVELOPMENT DEPARTMENT - BUILDING DIVISION

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
DEV-200	<p>Building Permits- Residential (records of approval process for new construction or alteration of residential dwellings, such as applications, permits, certificates of plan approval, completion and occupancy, notices and orders, inspection reports, fire suppression/protection and other records required by Residential Code of Ohio (RCO) and all miscellaneous correspondence and documents.)</p>	<p>RCO-required files: (includes Permit Application, Certificate of Plan Approval, Certificate of Occupancy, Notices and Orders for all applications submitted to the City) For life of structure</p> <p>Non RCO-required: 7 years after date of certificate of occupancy issued</p>	Multi	<input type="checkbox"/>
DEV-201	<p>Building Permits- Commercial (records of approval process for new construction or alteration of 4+-family dwellings and commercial/public buildings, such as applications, permits, certificates of plan approval, completion and occupancy, zoning certificates, notices and orders, fire suppression/protection and other records required by Ohio Building Code (OBC) and all miscellaneous correspondence and documents.)</p>	<p>OBC-required records: (including all Permit Applications, Certificate of Plan Approval, Certificate of Occupancy, Notices and Orders, Zoning Certificate): Permanent) For life of structure</p> <p>Non OBC-required records: 7 years after date of certificate of occupancy</p>	Multi	<input type="checkbox"/>
DEV-202	Permits (Other Than Building)	7 years	Multi	<input type="checkbox"/>
DEV-203	<p>Contractor Registration (Includes applications, insurance, and all related documents)</p>	2 years after expiration of license	Multi	<input type="checkbox"/>
DEV-204	<p>Inspection Records (logs and reports of inspections made for construction, plumbing, or electrical work)</p>	7 years	Multi	<input type="checkbox"/>
DEV-205	<p>Board of Building Appeals (agendas, minutes & packets)</p>	Permanent	Multi	<input checked="" type="checkbox"/>

CITY OF UPPER ARLINGTON: DEVELOPMENT DEPARTMENT - BUILDING DIVISION

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
DEV-206	<p>COMMERCIAL CONSTRUCTION DOCUMENTS (does not include permits, records used in new construction of multi-family dwellings and commercial and public buildings, such as approved drawings, spec books/project manuals, inspection reports and all miscellaneous correspondence and documents.)</p>	<p>Project completed: original building, alterations, and tenant buildout documents are kept 7 full calendar years from the date of final approved inspection. Project not built, but plans approved: retain 3 years after year plans approved Project not built and plans NOT approved: retain until no activity for 1 calendar year or until expiration of permit application Documents superseded: retain until project completed Project superseded: retain until certificate of occupancy for new project is issued</p>	Multi	<input type="checkbox"/>
DEV-207	<p>RESIDENTIAL CONSTRUCTION DOCUMENTS (does not include permits, records used in new construction of residential dwellings, such as approved drawings, spec books/project manuals, inspection reports and all miscellaneous correspondence and documents.)</p>	7 years after date of certificate of occupancy issued	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: DEVELOPMENT DEPARTMENT - CODE COMPLIANCE
 APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
DEV-300	Code Compliance Case Files (violations resulting in Court / Abatement actions, violations with no court actions)	5 years	Multi	<input type="checkbox"/>
DEV-301	Code Compliance Case Files (unsubstantiated violation claims)	3 years	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: DEVELOPMENT DEPARTMENT - PLANNING & ZONING DIVISION

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
DEV-400	Board of Planning & Zoning (Meeting Agendas & Minutes, Variance, Conditional, Sign Requests, Appeals)	permanent	Multi	<input checked="" type="checkbox"/>
DEV-401	Board of Planning & Zoning Agenda Packets	25 years	Multi	<input type="checkbox"/>
DEV-402	Case Files	permanent	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: FINANCE DEPARTMENT
APPROVED RETENTION SCHEDULE (RC-2)**

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FIN-100	Certificates of Estimated Revenues	7 years	Multi	<input type="checkbox"/>
FIN-101	Annual Municipal Financial Report (CAFR)	permanent	Multi	<input checked="" type="checkbox"/>
FIN-102	Tax Settlement and Distribution Reports, County Auditor	permanent	Multi	<input type="checkbox"/>
FIN-103	Monthly Financial Reports	until incorporated in annual report	Multi	<input type="checkbox"/>
FIN-104	Contracts, Agreements, and Leases	15 years after expiration	Multi	<input type="checkbox"/>
FIN-105	Assessments and Special Assessments	5 years after issue is paid, provided audited	Multi	<input type="checkbox"/>
FIN-106	Inventory of Fixed Assets (General and Enterprise)	permanent audit documentation	Multi	<input type="checkbox"/>
FIN-10	Utility Bills	3 years provided audited	Multi	<input type="checkbox"/>
FIN-108	Accounts Ledger	3 years provided audited	Multi	<input type="checkbox"/>
FIN-109	Accounts Payable Records	3 years provided audited	Multi	<input type="checkbox"/>
FIN-110	Accounts Receivable Ledger- General	permanent	Multi	<input type="checkbox"/>
FIN-111	Audit Documentation Records	permanent	Multi	<input type="checkbox"/>
FIN-112	Bad Checks	2 years after payment or settled	Multi	<input type="checkbox"/>
FIN-113	Bank Records (receipts, reconciliation, slips, statements, etc.)	3 years provided audited	Multi	<input type="checkbox"/>
FIN-114	Cancelled Checks	3 years provided audited	Multi	<input type="checkbox"/>
FIN-115	Investment Records	permanent	Multi	<input type="checkbox"/>
FIN-116	Journal Entries	3 years provided audited	Multi	<input type="checkbox"/>
FIN-117	Receipts (cash receipts, inter-governmental tax receipts, etc.)	3 years provided audited	Multi	<input type="checkbox"/>
FIN-118	Vouchers (original)	3 years provided audited	Multi	<input type="checkbox"/>
FIN-119	Union & Labor Contracts & Agreements (includes modifications and addendum)	15 years after expiration of labor contract or agreement	Multi	<input type="checkbox"/>
FIN-120	Employee Time Sheets	10 years provided audited	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: FINANCE DEPARTMENT
APPROVED RETENTION SCHEDULE (RC-2)**

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FIN-121	W-2 Forms and Annual Summary Reports	10 years	Multi	<input type="checkbox"/>
FIN-122	State Income Tax Reports	10 years	Multi	<input type="checkbox"/>
FIN-123	Local Income Tax Reports	10 years	Multi	<input type="checkbox"/>
FIN-124	Federal Tax Reports and Filings (941)	10 years provided audited	Multi	<input type="checkbox"/>
FIN-125	Bureau of Employment Services Report	7 years provided audited	Multi	<input type="checkbox"/>
FIN-126	Payroll Journal Year End Summary	50 years	Multi	<input type="checkbox"/>
FIN-127	Payroll Journal Bi-weekly Report	7 years provided audited	Multi	<input type="checkbox"/>
FIN-128	Employee Leave Balance Reports Per pay/YTD	3 years	Multi	<input type="checkbox"/>
FIN-129	Payroll Deduction Reports	3 years provided audited	Multi	<input type="checkbox"/>
FIN-130	1099 Forms	3 years provided audited	Multi	<input type="checkbox"/>
FIN-131	Retirement System Reports	permanent	Multi	<input type="checkbox"/>
FIN-132	Insurance Reports	3 years provided audited	Multi	<input type="checkbox"/>
FIN-133	Bureau of Workers Compensation Rating Sheets & Premium Reports	3 years provided audited	Multi	<input type="checkbox"/>
FIN-134	City Budgets (Adopted)	permanent	Multi	<input checked="" type="checkbox"/>
FIN-135	Landfill Records & Logs (weight slips and charges)	3 years provided audited	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: FINANCE DEPARTMENT - PURCHASING
APPROVED RETENTION SCHEDULE (RC-2)**

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FIN-200	Requisitions / Purchase Orders	3 years provided audited	Multi	<input type="checkbox"/>
FIN-201	Bids - Unsuccessful	2 years after awarding contract, provided audited	Multi	<input type="checkbox"/>
FIN-202	Personal or Professional Service Contracts	3 years after contract completed	Multi	<input type="checkbox"/>
FIN-203	Certified Payroll for Construction Projects	15 years after completion of project, provided audited	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: FINANCE DEPARTMENT - DEBT ISSUES
APPROVED RETENTION SCHEDULE (RC-2)**

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FIN-300	Bond Issue Ledger	permanent	Multi	<input checked="" type="checkbox"/>
FIN-301	Bond Transcripts	10 years after issue is redeemed	Multi	<input type="checkbox"/>
FIN-302	Bonds Redeemed	3 years after issue is redeemed	Multi	<input type="checkbox"/>
FIN-303	Call Notices - Securities	10 years after call	Multi	<input type="checkbox"/>
FIN-304	Sinking Fund Ledger or Journal	permanent	Multi	<input checked="" type="checkbox"/>
FIN-305	Coupons (Redeemed)	4 years provided audited	Multi	<input type="checkbox"/>
FIN-306	Electronic Funds Transfer Records	3 years provided audited	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: FINANCE DEPARTMENT - INCOME TAX DEPARTMENT
APPROVED RETENTION SCHEDULE (RC-2)

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FIN-400	Monthly Cash Receipts	3 years provided audited	Multi	<input type="checkbox"/>
FIN-401	Delinquent Taxpayer Lists	3 years provided audited	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: FIRE DIVISION
APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 4/12/2023 | OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FD-100	Annual Reports	25 years	Multi	<input checked="" type="checkbox"/>
FD-101	Video Tapes - In Car Video System	6 months	Multi	<input type="checkbox"/>
FD-102	Annual Division Budget Preparation (documents and worksheets)	until incorporated into the budget	Multi	<input type="checkbox"/>
FD-103	Monthly Reports	until incorporated into annual report	Multi	<input type="checkbox"/>
FD-104	Standard Operating Procedures	permanent	Multi	<input type="checkbox"/>
FD-105	NFIRS Incident Reports (fire, carbon monoxide tests, smoke detector inspection)	10 years	Multi	<input type="checkbox"/>
FD-106	Fire Investigation Reports - Non-fatalities	20 years	Multi	<input type="checkbox"/>
FD-107	EMS Incident Reports (includes HIPAA acknowledgment)	25 years	Multi	<input type="checkbox"/>
FD-108	EMS Controlled Substance Inventory (includes sealed and resealed, WMD and drug locker)	4 years	paper	<input type="checkbox"/>
FD-109	EMS Equipment Maintenance and Calibration Inspection Log	4 years	Multi	<input type="checkbox"/>
FD-110	EMS/Physician Quality Assurance Program Records	4 years	Multi	<input type="checkbox"/>
FD-111	Fire Investigation Reports - Fatalities	permanent	Multi	<input type="checkbox"/>
FD-112	Fire Permit Inspection- Commercial Structures	life of structure	Multi	<input type="checkbox"/>
FD-113	Home Fires Inspection (residential structures)	3 years after violation corrected and no legal actions pending	Multi	<input type="checkbox"/>
FD-114	Routine Annual Commercial Fire Inspections	3 years after violation corrected and no legal actions pending	Multi	<input type="checkbox"/>
FD-115	Knox Box Address Lists	until revised, superseded or obsolete	Multi	<input type="checkbox"/>
FD-116	Hose Testing Records	10 years	Multi	<input type="checkbox"/>
FD-117	Ladder Testing Records (ground, aerial)	10 years	paper	<input type="checkbox"/>
FD-118	SCBA Fit Testing Records	permanent	Multi	<input type="checkbox"/>
FD-119	Daily Equipment Inspection Records	10 years	multi	<input type="checkbox"/>
FD-120	Hazardous Exposure Reports	permanent	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: FIRE DIVISION
APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 4/12/2023 | OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FD-121	Hydrant Location Maps	until revised, superseded or obsolete	Multi	<input type="checkbox"/>
FD-122	Permits for Fire/Fireworks/Service Station Operations/Open Burning/Hydrant Usage/Tents	1 year after expiration	paper	<input type="checkbox"/>
FD-123	Equipment Maintenance and Repair Records	life of equipment	multi	<input type="checkbox"/>
FD-124	Above and Underground Storage Tank Records	10 years	Multi	<input type="checkbox"/>
FD-125	Mutual Aid Agreements	until superseded	paper	<input type="checkbox"/>
FD-126	ISO Rating Inspections	50 years	paper	<input type="checkbox"/>
FD-127	Emergency Response and Preplanned Protocols	2 years	Multi	<input type="checkbox"/>
FD-128	DEA/Ohio Board of Pharmacy Licenses	6 years after expiration	paper	<input type="checkbox"/>
FD-129	Work Schedules and Duty Crew Logs	4 years	Multi	<input type="checkbox"/>
FD-130	CARES Client Participation Files (including waivers, HIPPA protected info, personal health info, non-medical data and other CARES participant documents)	7 years from last contact or 2 years from notice of death of participant	Multi	<input type="checkbox"/>
FD-131	CAD Update Forms for NRECC	until revised, updated, superseded or no longer of admin value	Multi	<input type="checkbox"/>
FD-132	Fire Inspector Logs	3 years	Multi	<input type="checkbox"/>
FD-133	Educational Fire Drill Reports	Incorporate into appropriate commercial building files and maintain for life of structure permanent	Multi	<input type="checkbox"/>
FD-134	Training/Travel Requests	permanent	Multi	<input type="checkbox"/>
FD-135	Installation Waivers (including for the installation of Knox Boxes, shower rails, smoke detectors and other similar installed items)	6 years and no pending claims	Multi	<input type="checkbox"/>
FD-136	Training Attendance Reports (can be audited by State Public Safety up to 5 years)	5 years	paper	<input type="checkbox"/>
FD-137	Unusual Occurrence Reports	5 years	Multi	<input type="checkbox"/>
FD-138	Acquired Structure Records	permanent	Multi	<input type="checkbox"/>
FD-139	Juvenile Fire Setter Intervention Records	4 years after juvenile turns 18 years old	Multi	<input type="checkbox"/>
FD-140	Loan Slips- Equipment	until equipment returned and no claims pending	paper	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: FIRE DIVISION
APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 4/12/2023 | OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
FD-141	Liability Waivers- Adults	6 years	Multi	<input type="checkbox"/>
FD-142	Liability Waivers- Minors	15 years or until the minor turns 18 years old	Multi	<input type="checkbox"/>
FD-143	Service Request Forms	1 year	Multi	<input type="checkbox"/>
FD-144	Homeland Security Emergency Management Plan	until obsolete or superseded	paper	<input type="checkbox"/>
FD-145	Fire Background Investigations for Prospective Division Employee, Individuals NOT Hired by City	7 years	Multi	<input type="checkbox"/>
FD-146	Fire Background Investigations for Prospective Division Employee, Individuals Hired by City	permanent	Multi	<input type="checkbox"/>
FD-147	Medical Advisory Board (Meeting Minutes, Agendas, Correspondence)	permanent	Multi	<input type="checkbox"/>
FD-148	Drug Administration Signature Forms	3 years	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: MAYOR'S COURT - CLERK OF COURTS
APPROVED RETENTION SCHEDULE (RC-2)**

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.

RC APPROVED: 4/12/2023|OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
MC-100	Ohio Supreme Court Quarterly Report	permanent	Multi	<input checked="" type="checkbox"/>
MC-101	Annual Budget Preparations (Documents, Exhibits and Worksheets)	until no longer of an administrative value	Multi	<input type="checkbox"/>
MC-102	Administrative Rules for the Court	6 Years After Revised or Rescinded	Multi	<input type="checkbox"/>
MC-103	Mayor's Court Annual Report	permanent	Multi	<input checked="" type="checkbox"/>
MC-104	Case Files- Criminal (M1-M4) includes warrant, warrant block, release of warrant block	50 Years	Multi	<input type="checkbox"/>
MC-105	Case Files- Traffic (M1-M4) includes warrant, forfeiture or release of forfeiture	25 Years	paper	<input type="checkbox"/>
MC-106	Case Files- Criminal (MM) includes warrant, warrant block, release of warrant block	5 Years	Multi	<input type="checkbox"/>
MC-107	Case Files- Traffic (MM) includes warrant, forfeiture or release of forfeiture	5 Years	Multi	<input type="checkbox"/>
MC-108	Case Files- OVI (Traffic) includes warrant, forfeiture or release of forfeiture	50 Years	Multi	<input type="checkbox"/>
MC-109	Weekly Docket	Until No Longer of Legal Value, then Destroy	Multi	<input type="checkbox"/>
MC-110	Court Directed Expungements	Manage record in accordance with Court Order	Multi	<input type="checkbox"/>
MC-111	Monthly Reconciliation Report to City Council	10 Years	Multi	<input type="checkbox"/>
MC-112	BMV- Abstract of Convictions by Case	7 Years After Case Closed	Multi	<input type="checkbox"/>
MC-113	Ohio Treasurer of State- State Reparations Fees	3 years provided audited	Multi	<input type="checkbox"/>
MC-114	Kiosk Report	3 years provided audited	Multi	<input type="checkbox"/>
MC-115	Bond Refund Report- Monthly	3 years provided audited	Multi	<input type="checkbox"/>
MC-116	Cash Books- Detailed Report- Monthly	3 years provided audited	Multi	<input type="checkbox"/>
MC-117	Receipts Reconciliation Sheet- Daily	3 years provided audited	Multi	<input type="checkbox"/>
MC-118	Bank Balance versus Bonds Held- Monthly	3 years provided audited	Multi	<input type="checkbox"/>
MC-119	Payment Schedule Report/ Monthly Owe- Annual	3 years provided audited	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: MAYOR'S COURT - CLERK OF COURTS
APPROVED RETENTION SCHEDULE (RC-2)**

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117.26 O.R.C.

RC APPROVED: 4/12/2023 | OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
MC-120	Delinquent Payment Report- Annual	3 years provided audited	Multi	<input type="checkbox"/>
MC-121	Yearly Court Docket	permanent	Multi	<input checked="" type="checkbox"/>
MC-122	Index to Court Cases	permanent		<input checked="" type="checkbox"/>
MC-123	Checking Account- Voided Checks, Deposit Slips, and Reconciliation	3 years provided audited	Multi	<input type="checkbox"/>
MC-124	Parking Tickets	retain until the ticket is paid and audited	Multi	<input type="checkbox"/>
MC-125	Bond Schedule and Fee Schedule (Administrative Rules for Court)	3 years provided Audited	Multi	<input type="checkbox"/>
MC-126	Bond Forfeiture Report- Monthly	3 years provided audited	Multi	<input type="checkbox"/>
MC-127	Daily Payment Logs	3 years provided audited	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT
APPROVED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-100	Parks and Recreation Facilities and Equipment Files	Maintain for the Life of the Equipment	Multi	<input type="checkbox"/>
PR-101	Emergency Management Plan	Until Superseded	Multi	<input type="checkbox"/>
PR-102	Special Projects Task Force (Agendas & Minutes)	10 Years and appraise for Historical Value	Multi	<input checked="" type="checkbox"/>
PR-103	Rental Records	3 Years provided Audited	Multi	<input type="checkbox"/>
PR-104	Program Reference Books	Until No Longer of an Admin. Value	Multi	<input type="checkbox"/>
PR-105	Recreational Programming Files	2 Years	Multi	<input type="checkbox"/>
PR-106	Vendor Information Files	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>
PR-107	Community Surveys	5 Years	Multi	<input type="checkbox"/>
PR-108	Public Education Programs	Until No Longer of Admin. Value	Multi	<input type="checkbox"/>
PR-109	Annual Reports	until incorporated into City Annual Report	Multi	<input type="checkbox"/>
PR-110	Team Rosters and Scorebooks	1 Year	Multi	<input type="checkbox"/>
PR-111	Tennis Memberships	4 Years	Multi	<input type="checkbox"/>
PR-112	Receipts/ Program Costs	3 Years provided Audited	Multi	<input type="checkbox"/>
PR-113	Participant Survey	1 Year	Multi	<input type="checkbox"/>
PR-114	Liability Waivers (Adults)	6 Years	Multi	<input type="checkbox"/>
PR-115	Liability Waivers (Minors)	15 Years or Until Minor Turns 18	Multi	<input type="checkbox"/>
PR-116	Parks & Recreation Strategic Plan	Permanent	Multi	<input checked="" type="checkbox"/>

CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT - AQUATICS

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-200	Swimming Pool Operations- Daily Records (Pool Chemistry, Maintenance and General Operations)	4 Years	Multi	<input type="checkbox"/>
PR-201	Swimming Pool Operations- Incident Reports (Records all rescues and assists in water, first aid incidents and discipline incidents)	4 Years	Multi	<input type="checkbox"/>
PR-202	Swimming Pool Operations- Practice Logs (Life Saving, First aid and Endurance Testing)	4 Years	Multi	<input type="checkbox"/>
PR-203	Swimming Pool Operations- Facility and Health Inspections	4 Years	Multi	<input type="checkbox"/>
PR-204	Swimming Pool Operations- Maintenance Requests	4 Years	Multi	<input type="checkbox"/>
PR-205	Swimming Pool Operations- Pool Memberships	4 Years	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT - SENIOR CITIZEN'S CENTER
 APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-300	Senior Citizen Program Files	2 Years	Multi	<input type="checkbox"/>
PR-301	Senior Citizen's Newsletter	5 Years	Multi	<input type="checkbox"/>
PR-302	Senior Citizen's Center Maintenance Records	7 Years	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT - CULTURAL ARTS
APPROVED RETENTION SCHEDULE (RC-2)**

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.

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-400	Cultural Arts Exhibits - Applications and Gallery Guide	Until Superseded	Multi	<input type="checkbox"/>
PR-401	Cultural Arts Festival and Event Applications for Participation and Vendors	2 Years	Multi	<input type="checkbox"/>
PR-402	Cultural Arts Professional Associations/ Development	2 Years	Multi	<input type="checkbox"/>
PR-403	Performing Arts seasonal schedule of performers	3 years	Multi	<input type="checkbox"/>
PR-404	Cultural Arts Public and Community Relations (Upper Arlington Arts)	2 Years	Multi	<input type="checkbox"/>
PR-405	Cultural Arts Resource Materials- Brochures, Catalogs, Directories, Handbooks, etc.	Until Superseded	Multi	<input type="checkbox"/>
PR-406	Artist and Vendor Contracts for Exhibitions and Event	3 Years Provided Audited	Multi	<input type="checkbox"/>
PR-407	Arts and Culture Master Plan	Current year plus prior version	Multi	<input type="checkbox"/>
PR-408	Cultural Arts Annual Report	5 years or no longer of Administrative Value	Multi	<input checked="" type="checkbox"/>
PR-409	Cultural Arts Annual Work Plan	3 years and no longer of administrative value	Multi	<input type="checkbox"/>
PR-410	Art Collection – Inventory & Maintenance Plan	Until Superseded and No Longer of Administrative Value	Multi	<input type="checkbox"/>
PR-411	Art Collection – Acquisition Records	As long as artwork owned	Multi	<input type="checkbox"/>
PR-412	Art Collection – Deaccession Records	5 years and no longer of administrative or historical value	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT - FORESTRY

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-500	Public Tree Work Permits	3 Years	Multi	<input type="checkbox"/>
PR-501	Project Files	10 Years After Project Completed	Multi	<input checked="" type="checkbox"/>
PR-502	Mowing Log (Private Property)	2 Years	Multi	<input type="checkbox"/>
PR-503	Residential Notifications	2 Years	Multi	<input type="checkbox"/>
PR-504	Pesticide Application Records	6 Years provided All Claims Settled	Multi	<input type="checkbox"/>
PR-505	Inspection Orders and Work Orders	4 Years	Multi	<input type="checkbox"/>
PR-506	Facility Files (Playgrounds, Installation, Maintenance and Inspection, Copies of Plans & Drawings)	6 Year(s) After Life of Equipment/ Facility and No Claims Pending	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: PARKS & RECREATION DEPARTMENT - CAPITAL PROJECTS

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 2/23/2022 | OHC APPROVED: 4/20/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PR-600	Capital Projects Plans and Spec	25 Years	Multi	<input type="checkbox"/>
PR-601	Exhibits, Plans, Drawings, etc. (Projects not Approved)	Until No Longer of an Administrative value	Multi	<input type="checkbox"/>
PR-602	Statement of Qualifications	Until No Longer of an Administrative value	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
APPROVED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: 4/12/2023| OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PD-100	Annual Reports	permanent	Multi	<input checked="" type="checkbox"/>
PD-101	Annual Budget Preparations/Materials	5 years	Multi	<input type="checkbox"/>
PD-102	Monthly Reports (monthly report to City Manager, UCR, etc.)	2 years incorporate into annual report	Multi	<input type="checkbox"/>
PD-103	Accreditation Reports (CALEA)/ Compliance/ ISSR Files	8 years After most recent on site reaccreditation inspection (CALEA)	Multi	<input type="checkbox"/>
PD-104	Bias Based Patterns Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-105	Use of Force Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-106	Use of Force Review Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-107	Review of Use of Force Policy/ Weapons Proficiency Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-108	Use of Force Analysis	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-109	Review of Program- SRO/DARE Contracts	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-110	Organizational Chart	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-111	Goals and Objectives	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-112	Progress Towards Goals and Objectives	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-113	Crime Analysis	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-114	Position Management	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-115	Workload Assessment	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-116	Review of Specialized Assignments	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-117	Budget Input	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
APPROVED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: 4/12/2023| OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PD-118	Budget Status Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-119	Fiscal Audits	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-120	Analysis of Grievances	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-121	Performance Evaluation (all personnel)	maintained per HR Schedule	Multi	<input type="checkbox"/>
PD-122	Monthly Probationary Training Reviews	Originals forwarded to UAPD Training Bureau and retained until probation completed	Multi	<input type="checkbox"/>
PD-123	Pursuit Evaluation Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-124	Pursuit Analysis Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-125	Review of Juvenile Programs Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-126	Evaluation Effectiveness of Crime Prevention Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-127	Community Relations Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-128	Citizen Attitude Survey	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-129	After Action Report- Natural or Man-Made Disaster	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-130	After Accident Report- Hostage/ Barricade	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-131	Operational Readiness of Equipment Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-132	After Action Report- Special Events	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-133	Analysis of Incident and Training Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-134	Review of Intelligence Files Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-135	Summary of Complaints Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-136	Staff Inspection Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-137	Victim/ Witness Assistance Needs Analysis Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
APPROVED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: 4/12/2023| OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PD-138	Prisoner Escape Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-139	Fire Equipment Inspection Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-140	Fire Equipment Testing Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-141	Fire Detection Inspection Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-142	Fire Detection Testing Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-143	Generator Testing Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-144	Password Audit Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-145	Crime/ Crash Scene Processing Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-146	Property Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-147	Inventory of Property Room Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-148	Audit of Property Room Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-149	Unannounced Inspection Report	8 years after most reaccreditation cycle	Multi	<input type="checkbox"/>
PD-150	General Orders, Special Orders, Policies & Procedures	8 Years	Multi	<input type="checkbox"/>
PD-151	UCR, NIBRS and OBIRS Reports	5 Years	Multi	<input type="checkbox"/>
PD-152	Special Duty Log	Until incorporated into Summary Report, then Destroy	Multi	<input type="checkbox"/>
PD-153	Incident Reports	6 Years and No Actions Pending	Multi	<input type="checkbox"/>
PD-154	Offense Reports and Investigative Case Files- Misdemeanors	25 Years and No Actions Pending	Multi	<input type="checkbox"/>
PD-155	Offense Reports and Criminal Case Files – Felonies (except Homicide and Arson)	25 Years and No Actions Pending	Multi	<input type="checkbox"/>
PD-156	Offense Reports and Criminal Case Files- Felonies (Homicide and Arson)	permanent	Multi	<input type="checkbox"/>
PD-157	Motor Vehicle Accident Reports	4 years	Multi	<input type="checkbox"/>
PD-158	Uniform Traffic Tickets and Officer Notes	4 years	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
APPROVED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: 4/12/2023| OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PD-159	Uniform Traffic Tickets- VOIDED	3 Years Provided Audited	Multi	<input type="checkbox"/>
PD-160	Domestic Dispute Summary Reports (BCI & I)	2 years	Multi	<input type="checkbox"/>
PD-161	Civil Protection Orders & Temporary Protection Orders	Until Served, Discharged, Stale dated, Answered, or Withdrawn by the Issuing Court	Multi	<input type="checkbox"/>
PD-162	Vacation House Checks	30 Days After Owner returns and date entered into CAD	Multi	<input type="checkbox"/>
PD-163	CCH Logs/ Requests Forms	3 Years Provided Audited	Multi	<input type="checkbox"/>
PD-164	LEADS/ NCIC Report Entries	3 Years Provided Audited	Multi	<input type="checkbox"/>
PD-165	LEADS Validation Files, Audit Report & Correspondence	3 Years	Multi	<input type="checkbox"/>
PD-166	LEADS/ NCIN Teletypes	until no longer of administrative value	Multi	<input type="checkbox"/>
PD-167	Vehicle Impound and Towed Car Log	3 Years	Multi	<input type="checkbox"/>
PD-168	Master Name Index	permanent	Multi	<input checked="" type="checkbox"/>
PD-169	Mutual Aid Agreements	15 years after expiration or modification and no claims pending	Multi	<input type="checkbox"/>
PD-170	Property Receipts	3 Years Provided Audited	Multi	<input type="checkbox"/>
PD-171	Property Records/ RMS	10 Years After Property Destructed	Multi	<input type="checkbox"/>
PD-172	Abandoned or Junked Vehicle Affidavits and Files	3 years	Multi	<input type="checkbox"/>
PD-173	Breathalyzer Records (includes breath tests, calibration checks, proficiency tests, permits, certified copies of calibration solution, maintenance records for the instruments and simulators, etc.)	3 Years	Multi	<input type="checkbox"/>
PD-174	Fixed Asset Acquisition & Disposition	3 years after revised or superseded, provided audited	Multi	<input type="checkbox"/>
PD-175	Upper Arlington Commercial Establishments w/ Liquor Licenses	Until, Revised, Superseded, or Obsolete	Multi	<input type="checkbox"/>
PD-176	State and Federal Grant Applications, Not Funded	1 Years After Decision Rendered	Multi	<input type="checkbox"/>
PD-177	State and Federal Grants- Funded	7 Years After expiation of Grant	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
APPROVED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: 4/12/2023| OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PD-178	Audio & Video Tapes- Criminal Investigations	45 Days	Multi	<input type="checkbox"/>
PD-179	Police Auction File	7 years	Multi	<input type="checkbox"/>
PD-180	Audio/Video Recordings - In Car and Body Worn Camera Video Systems	55 Days	Multi	<input type="checkbox"/>
PD-181	Jail Video Recordings	1 year	Multi	<input type="checkbox"/>
PD-182	Emergency Special Response Protocol	30 Days Until Revised, Superseded, or Discontinued	Multi	<input type="checkbox"/>
PD-183	Expunged Records per Expungement Orders	Destroy all files, records and computer references as directed by the court	Multi	<input type="checkbox"/>
PD-184	Jail Log	8 Years After most recent on site reaccreditation inspection (CALEA)	Multi	<input type="checkbox"/>
PD-185	Case Report Logs	3 years	computer	<input type="checkbox"/>
PD-186	Daily Activity Sheets	2 years	Multi	<input type="checkbox"/>
PD-187	Alarm Drop Warning	1 year	Multi	<input type="checkbox"/>
PD-188	Alarm Warning	1 year	Multi	<input type="checkbox"/>
PD-189	Shift Assignment Roster	until superseded	Multi	<input type="checkbox"/>
PD-190	Bicycle Reports- Found/ Recovered	1 year	Multi	<input type="checkbox"/>
PD-191	Bicycle Reports- Stolen	5 Years	Multi	<input type="checkbox"/>
PD-192	Arrest Files- Adult/ Juvenile Felony	25 Year(s) After Last Entry	Multi	<input type="checkbox"/>
PD-193	Arrest Files- Adult Misdemeanor	10 years	Multi	<input type="checkbox"/>
PD-194	Arrest Files- Juvenile Misdemeanor	4 Year(s) After Offender turns 18 years of age	Multi	<input type="checkbox"/>
PD-195	Animal Control Records	3 Years	Multi	<input type="checkbox"/>
PD-196	Alarm Permits (Issued to Homeowners)	Until change of home ownership or until alarm system is discontinued	Multi	<input type="checkbox"/>
PD-197	Alarm Data Sheets- Police Emergency Reports	2 years	Multi	<input type="checkbox"/>
PD-198	Informant Information Reports/ Funds	3 years after most recent on site reaccreditation inspection (CALEA)	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: POLICE DEPARTMENT
APPROVED RETENTION SCHEDULE (RC-2)**

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RC APPROVED: 4/12/2023| OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
PD-199	Radio, 9-1-1, Dispatcher Telephone, and Automatically-recorded phone line recordings	90 days	Multi	<input type="checkbox"/>
PD-200	D.A.R.E.- Safety Town Program Materials	until superseded	Multi	<input type="checkbox"/>
PD-201	Dispatched CAD Information	15 years	Multi	<input type="checkbox"/>
PD-202	Equipment Failure Report	1 year	Multi	<input type="checkbox"/>
PD-203	Equipment Sign Out Records	1 year	Multi	<input type="checkbox"/>
PD-204	Forfeiture Program Material- Federal/State	5 years	Multi	<input type="checkbox"/>
PD-205	Police Desk/ Records Service Fund	3 Years Provided Audited	Multi	<input type="checkbox"/>
PD-206	Radar Calibrations and Service Records	until equipment is out of service	Multi	<input type="checkbox"/>
PD-207	Assignments- Dispatch Equipment & Teamwork	until equipment is out of service	Multi	<input type="checkbox"/>
PD-208	Liability Waivers (Adults)- Rider Waiver Records	Adults- 3 years	Multi	<input type="checkbox"/>
	Liability Waivers (Minors) - Rider Waiver Records	Minors- 5 years		
PD-209	Parking Warning Sticker	upon issuance	Multi	<input type="checkbox"/>
PD-210	IA Investigative Files	permanent	Multi	<input type="checkbox"/>
PD-211	Police background investigations for prospective division employee, individuals not selected or not hired	7 years	Multi	<input type="checkbox"/>
PD-212	Police background investigations for prospective division employee, individuals hired by City	permanent	Multi	<input type="checkbox"/>
PD-213	Warrants	30 days after served, withdrawn, recalled, or otherwise discharged	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: EMPLOYEE PERSONNEL FILE - GENERAL

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 4/12/2023 | OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
HR-100	Applications for Employment- Hired	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-101	Resumes & Letters of Reference- Hired.	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-102	Background Investigations- Hired	6 months after employee passes probationary period.	Multi	<input type="checkbox"/>
HR-103	Polygraph Examination & Voice Stress Analysis- Hired (Employment Related)	6 months after employee passes probationary period	Multi	<input type="checkbox"/>
HR-104	Controlled Substance Testing	Place with Employee Drug and Alcohol Testing Results	Multi	<input type="checkbox"/>
HR-105	Occupational Health Examination- Hired	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-106	Psychological Examinations- Hired	6 months after employee passes probationary period	Multi	<input type="checkbox"/>
HR-107	Conditional Offer of Employment- Hired	Place in Active Employee File	Multi	<input type="checkbox"/>
HR-108	Letters of Appointment	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-109	Oaths of Office for City Staff & City Council	Place in Active Employee Personnel File Permanently	Multi	<input type="checkbox"/>
HR-110	Photographs & Fingerprints	Place in Active Employee Personnel File- continuously updated	Multi	<input type="checkbox"/>
HR-111	Employee Merit Evaluations	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-112	Employee Personnel Actions- Commendations, Discipline, Pay Adjustments, Promotions, Demotions, etc.	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-113	Letters of Appreciation and Commendation	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-114	Complaints of Employee Misconduct	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-115	Employee Pre-disciplinary Hearing Case Files	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: EMPLOYEE PERSONNEL FILE - GENERAL

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 4/12/2023 | OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
HR-116	Employee Grievances/ Arbitration & Mediation Case Files and Reports	5 Years After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-117	Training- Employee Training Records (May be summarized annually)	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-118	Training- In Service Examinations, Score Sheets, Evaluations, etc. (Documents may be summarized annually)	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-119	Employee Insurance Enrollment & Change Records	Continually Updated until Employee leaves municipal employment and then Purge from Personnel File	Multi	<input type="checkbox"/>
HR-120	Employee Bureau of Worker Compensation Claim File	Place in Employee BWC File and Maintain Permanently	Multi	<input type="checkbox"/>
HR-121	Employee Accident Reports	Place in Active Employee Personnel File	Multi	<input type="checkbox"/>
HR-122	Department of Transportation- CDL Substance Abuse Files & Testing Results	Place with employee Drug and Alcohol Testing results and maintain Permanently	Multi	<input type="checkbox"/>
HR-123	Employee Drug Testing Results (Probable Cause)	Place with Employee Drug and Alcohol Testing Results Files and Maintain Permanently	Multi	<input type="checkbox"/>
HR-124	Family Medical Leave Act- Requests for Leave, Medical Certification, Continuation of Health Care Insurance & Related Correspondences	Place in Employee Medical File and Maintain Permanently	Multi	<input type="checkbox"/>
HR-125	Employee Data Sheets- (FSLA Compliance) Annual Updates- To include full name or identifying number, complete home address, date of birth, gender and occupation, date of hire, date of separation	Continually Updated Until Employee Leaves Municipal Employment and then Final Copy to Remain in Permanent Employee File	Multi	<input type="checkbox"/>
HR-126	Employee Status Forms- Retirement, Resignation, Dismissal, Termination, Absence, Request to Employer for Separation Information	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>
HR-127	Medical Benefits/ Claims	Place in Employee Medical File and Maintain Permanently	Multi	<input type="checkbox"/>
HR-128	Employee Wage Garnishment Orders/ Court Orders for Payroll Deductions	3 Year(S) After Expiration or Cancellation of Order then Purged upon Employee Termination	Multi	<input type="checkbox"/>
HR-129	Employee Unemployment Compensation Case Files	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: EMPLOYEE PERSONNEL FILE - GENERAL

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 4/12/2023 | OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
HR-130	I-9 Forms (Completed) Immigration Reform & Control Act	Purge 3 Years After Hiring Date or 1 year After Termination, whichever is a longer period of time	Multi	<input type="checkbox"/>
HR-131	COBRA (The Consolidated Budget Reconciliation Act of 1986)- Notice & Election when qualifying event occurs	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>
HR-132	Copy of Social Security Card/ Driver's License	Place in Employee Personnel File-Continuously Updated	Multi	<input type="checkbox"/>
HR-133	Verification of Employment	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>
HR-134	Employee Written Complaints	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>
HR-135	Flexible Spending Application	Continually Update Until the employee leaves municipal employment	Multi	<input type="checkbox"/>
HR-136	NeoGov Journal Entries	until no longer of administrative value	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: EMPLOYEE PERSONNEL FILE - ACTIVE
APPROVED RETENTION SCHEDULE (RC-2)**

RC APPROVED: 5/20/2021 | OHC APPROVED: 6/1/2021

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
HR-200	Employee State & School District Income Tax Withholding Certificate	Continually Updated until employee leaves municipal employment and then Final Copy to Remain in Archive Employee File	Multi	<input type="checkbox"/>
HR-201	W-4 Forms	Continually Updated until employee leaves municipal employment and then Final Copy to Remain in Archive Employee File	Multi	<input type="checkbox"/>
HR-202	State & Federal Retirement Systems- Applications, Payments, Waivers, Requests for Refunds, Application for Disability Funds, Acknowledgement of Non-Contributing Status, Applications to Purchase Military Credit & related Documentation	Place in Employee Personnel File in Finance and Maintain Permanently	Multi	<input type="checkbox"/>
HR-203	Union Dues Deduction Form	Place in Employee Personnel File in Finance and Maintain until separation	Multi	<input type="checkbox"/>
HR-204	Requests, Authorization & Cancellation of Payroll Deduction (Charity Credit Union, Savings Bonds, Deferred Compensation, etc.)	Continually Updated until Employee Leaves Municipal Employment and Then Purge from Permanent File	Multi	<input type="checkbox"/>
HR-205	Personnel Action Form/ Payroll Adjustment Justification	Place in Employee Personnel File and Maintain Permanently	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: HUMAN RESOURCES

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 5/20/2021 | OHC APPROVED: 6/1/2021

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
HR-301	Recruitment Files- Includes public/employment announcement for open positions, job description, applications and related documents (examination materials and scores, background investigations, polygraph tests, interview notes for all candidates, references, occupational health and psychological examination), and conditional offers of employment.	7 Year(s)	Multi	<input type="checkbox"/>
HR-302	Civil Service Commission- Eligibility Lists	5 Year(s) worth of changes to list	Multi	<input type="checkbox"/>
HR-303	Employee Classification Descriptions	5 Year(s) After Superseded	Multi	<input type="checkbox"/>
HR-304	Employee Job Descriptions	5 Year(s) After Superseded	Multi	<input type="checkbox"/>
HR-305	Active Personnel File: Includes the following materials: <ul style="list-style-type: none"> ● Applications and pre-employment paperwork (including conditional offer of employment, letters of appointment, and oath of office) ● Counseling, Discipline, and Incident Notices ● Evaluations ● Insurance/benefit enrollment & change records ● Personnel Action Forms noting pay or status changes ● Training and Certifications required for the position held ● Use of Force Reports ● Verification of employment for prior service 	Maintain for 20 years after employee separates from employment.	Multi	<input type="checkbox"/>
HR-306	Police and Fire Background Records (hired): Includes background investigation and liability waiver, polygraph, pension physical, drug screen, references, criminal history, psychological indexes and reports.	Place in Active Personnel File until employee has successfully completed probation or six months from the date of hire, whichever is longer. Upon removal, replace with memo summarizing what the documents contained.	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: HUMAN RESOURCES

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 5/20/2021 | OHC APPROVED: 6/1/2021

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
HR-307	Organizational Charts & Tables (Personnel & Functional) and Personnel Allocation Charts & Tables	5 Year(s) After Revised or Rescinded unless included in Annual Budget, in which case can be disposed of when no longer of administrative value.	Multi	<input type="checkbox"/>
HR-308	Fact Finder Reports	Permanent	Multi	<input type="checkbox"/>
HR-309	Training- Employee Training Programs, Publications, Curriculum, Manuals, etc.	2 Year(s) After Revised or Rescinded	Multi	<input type="checkbox"/>
HR-310	Employee Position & Job Bid Requests or Sheets	Until Superseded	Multi	<input type="checkbox"/>
HR-311	Compliance Log (PERRP Form 300p or equivalent log)	6 Year(s)	Multi	<input type="checkbox"/>
HR-312	Labor/ Management and Labor Relations Committee Agendas, Meeting Notes, Recordings	15 Year(s) (After expiration of Contract or Agreement)	Multi	<input type="checkbox"/>
HR-313	Right To Report Unsafe Conditions	3 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-314	Safety Committee	3 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-315	Grievances- Non-Union Employees	File According to Content and Maintain Until No Longer of Legal or Administrative Value	Multi	<input type="checkbox"/>
HR-316	Civil Service Commission- Hearing Case Files	7 Year(s) After Case Closed	Multi	<input type="checkbox"/>
HR-317	Labor Archival Files	Permanent	Multi	<input type="checkbox"/>
HR-318	Local 1521 Fire Chief's Hearing (Citizen's Complaint)	5 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-319	Local 1521 City Manager's Hearing (Citizen Complaint)	3 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-320	Recruitment Brochures & Activities (City Originals)	5 Year(s)	Multi	<input type="checkbox"/>
HR-321	Affirmative Action Statement	5 Year(s) After Revised or Rescinded	Multi	<input type="checkbox"/>
HR-322	Employee Sick Leave Affidavits	Until no longer of administrative value	Multi	<input type="checkbox"/>
HR-323	Civil Service Rules	6 Year(s) After Revised or Superseded	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: HUMAN RESOURCES - DEPARTMENTAL
APPROVED RETENTION SCHEDULE (RC-2)**

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.

RC APPROVED: 4/12/2023 | OHC APPROVED: 5/3/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
HR-401	Employee Merit Evaluations- Supporting Documentation	Maintain until included in Final Evaluation and No Actions or Appeals Pending	Multi	<input type="checkbox"/>
HR-402	Employee Work & Assignment Schedules maintained by various departments on Paper, Computer, or Mark & Wipe Planning Boards	Continually Updated	Multi	<input type="checkbox"/>
HR-403	Employee Exposure to Hazardous Chemicals & Biological Hazards or Infectious Disease Reports & Investigations	35 Year(s) After Employee Leaves Municipal Employment	Multi	<input type="checkbox"/>
HR-404	Employee Leave Requests (Sick Leave, Vacation, Compensatory Time Off & Specials)	5 Year(s) Provided Audited	Multi	<input type="checkbox"/>
HR-405	Employee Overtime Authorization	5 Year(s) Provided Audited	Multi	<input type="checkbox"/>
HR-406	Union Lodge Officials Roster	1 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-407	Union Pre-Complaint Forms	3 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-408	Union Joint Committee- Physical Fitness & Health programs	3 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>
HR-409	Union Officers Roster	1 Year(s) After Expiration of Labor Contract or Agreement	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: PUBLIC SERVICE DEPARTMENT - ALL DIVISIONS

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 9/14/2022 | OHC APPROVED: 10/3/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PS-100	Requests for Service	3 years	Multi	<input type="checkbox"/>	
PS-101	Work Orders	5 years	Multi	<input type="checkbox"/>	
PS-102	Traffic Counts & Street Light Studies	5 years	Multi	<input type="checkbox"/>	
PS-103	O.U.P.S. Requests	5 years	Multi	<input type="checkbox"/>	
PS-104	Annual Reports- Divisional (Weekly Reports- Activities Summaries incorporated into annual report)	7 years	Multi	<input type="checkbox"/>	
PS-105	Inventory Report Safety Equipment & Personal Protection Equipment	6 years After Case Revised or Rescinded	Multi	<input type="checkbox"/>	
PS-106	Safety Audits (Facilities & Departments)	6 years And No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-107	Maps, Plans, Renderings, Plots- City of Upper Arlington Infrastructure (Includes Water, Storm & Waste Water)	Permanent	Multi	<input type="checkbox"/>	
PS-108	Capital Projects/ Plans & Specifications	25 years	Multi	<input type="checkbox"/>	
PS-109	Permits- Storm Water & Right of Way	3 years	Multi	<input type="checkbox"/>	
PS-110	NPDES- National Pollution Discharge Elimination Systems	5 years	Multi	<input type="checkbox"/>	
PS-111	Exhibits, Plans, Drawings, Plots, Maps & Renderings (Projects not approved or undertaken)	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-112	Annual Street Maintenance Program	5 years	Multi	<input type="checkbox"/>	
PS-113	Pavement Inspection Records	5 years	Multi	<input type="checkbox"/>	
PS-114	Culvert Inspection Program	5 years	Multi	<input type="checkbox"/>	
PS-115	Projects/ Inspection Work Log	Incorporate into Project Files	Multi	<input type="checkbox"/>	
PS-116	Master Plan- Traffic	25 years	Multi	<input checked="" type="checkbox"/>	
PS-117	Benchmark Information	Until Obsolete, Superseded or No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-118	Statements of Qualifications	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: PUBLIC SERVICE DEPARTMENT - ALL DIVISIONS

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 9/14/2022 | OHC APPROVED: 10/3/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PS-119	Records of Private Wells & Sanitation Systems	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-120	Vehicle & Equipment Maintenance Records	Life of Equipment	Digital	<input type="checkbox"/>	
PS-121	Aerial Device Inspection Records	Life of Equipment	Multi	<input type="checkbox"/>	
PS-122	EPA- Waste Oil Disposal Records	7 years	Multi	<input type="checkbox"/>	
PS-123	Underground Storage Tank Records	5 years	Multi	<input type="checkbox"/>	
PS-124	Preventative Maintenance Programs	3 years	Multi	<input type="checkbox"/>	
PS-125	SWACO- Solid Waste Authority of Central Ohio- General Records	3 years	Multi	<input type="checkbox"/>	
PS-126	Daily Vehicle Inspections	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-127	Conflict Monitoring Test Reports	5 years	Multi	<input type="checkbox"/>	
PS-128	Non-Periodic Reports	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-129	Street Sweeper Log/ Daily	1 year	Multi	<input type="checkbox"/>	
PS-130	Street Light Maintenance Records	3 years	Multi	<input type="checkbox"/>	
PS-131	Maintenance & Repair Records- Storm Water & Sewer Collections	5 years	Multi	<input type="checkbox"/>	
PS-132	Confined Space Entry Records	1 year	Multi	<input type="checkbox"/>	
PS-133	Emergency Response Requests	3 years	Multi	<input type="checkbox"/>	
PS-134	Sewer Inspections VCR Tapes/ DVD's	Until No Longer of Administrative Value	Multi	<input type="checkbox"/>	
PS-135	Sewer Cleaning Program Log	10 years	Multi	<input type="checkbox"/>	
PS-136	Right of Entry Permits	1 year	Multi	<input type="checkbox"/>	
PS-137	Fire Hydrant Repair Reports	5 years	Multi	<input type="checkbox"/>	
PS-138	Catch Basin Maintenance Records	5 years	Multi	<input type="checkbox"/>	
PS-139	Culvert Inspection & Cleaning Records	5 years	Multi	<input type="checkbox"/>	
PS-140	Sewer Back Up Records/ Surcharge	10 years	Multi	<input type="checkbox"/>	
PS-141	Man Hole Rehabilitation Program	5 years	Multi	<input type="checkbox"/>	
PS-142	Interceptor Program Reports (for Fats, Oils, and Grease (FOG) Program)	5 years	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON: PUBLIC SERVICE DEPARTMENT - ALL DIVISIONS

APPROVED RETENTION SCHEDULE (RC-2)

RC APPROVED: 9/14/2022 | OHC APPROVED: 10/3/2022

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP	Notes
PS-143	Commercial Establishments- Interceptor Cleaning Reports	5 years	Multi	<input type="checkbox"/>	

CITY OF UPPER ARLINGTON PUBLIC RECORDS POLICY

MISSION STATEMENT

Openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the mission and intent of the City of Upper Arlington to, at all times, fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.

DEFINING PUBLIC RECORDS

A "record" is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the City of Upper Arlington that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

A "public record" is a "record" that is being kept by the public office at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

RESPONSE TIMEFRAME

Public records are to be available for inspection during regular business hours. Public records must promptly be made available for inspection. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of the City of Upper Arlington that all requests for public records should be acknowledged in writing or, if feasible, satisfied within five business days following the office's receipt of the request.

HANDLING REQUESTS

No specific language is required to make a request for public records. However, the requester must, at a minimum, identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records.

The requester does not have to submit a records request in writing and does not have to provide their identity or the intended use of the requested public record(s). However, the law does permit the office to ask for a written request, the requester's identity, and/or the intended use of the information

requested, but only if (1) a written request or disclosure of identity or intended use would benefit the requester by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) the requester is first told that a written request is not required and that the requester may decline to reveal the requester's identity or intended use. The office utilizes JustFOIA to log and track records requests. Requesters are provided tracking numbers once the request is entered.

In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features.

In processing a request for inspection of a public record, an office employee may accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Ohio Attorney General's website (www.OhioAttorneyGeneral.gov/YellowBook) for the purpose of keeping employees of the office and the public educated as to the office's obligations under Ohio's Public Records Act, Ohio's Open Meetings Act, records retention laws, and the Personal Information Systems Act.

DENIAL AND REDACTION OF RECORDS

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

ELECTRONIC RECORDS

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

COPYING AND MAILING COSTS

Those seeking public records may be charged only the actual cost of making copies, not labor. If a requester asks that documents be delivered to them, they may be charged the actual cost of the

postage and mailing supplies, or other actual costs of delivery. There is no charge for e-mailed documents or documents sent via a file sharing site. For in-house copies of public records on 8.5 x 11", 8.5 x 14", or 11 x 17" one-sided paper, the copy cost is \$0.05 per page.

The charge for electronic files downloaded to a flash drive is currently \$3.00, though that amount may fluctuate depending on the actual cost. Due to security concerns, the City is unable to download records onto flash drives or other materials provided by a requester.

A requester may be required to pay in advance for the actual costs involved in providing the copy or flash drive. The requester may choose whether to have the record duplicated upon paper, upon the same medium on which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

MANAGING RECORDS

The City of Upper Arlington records are subject to records retention schedules. The office's current schedules are accessible on the City's website, a location readily available to the public as required by Ohio Revised Code § 149.43(B)(2).