

To: Kent City Council
From: Chief John Tosko
Date: March 20, 2018

University Hospitals has approached the Fire Department with a proposal to partner with the City of Kent in helping to reduce sudden cardiac deaths in the Kent area. This proposal includes not only increasing the number of people trained in CPR throughout the city, but adding technology to guide available citizens to the nearest automated external defibrillator (AED) and then to the person needing help.

This technology comes in the form of a virtual server connected to our 911 dispatch center, an interface module, plus a smart phone App. When the call comes in for a victim requiring CPR, the software picks up key phrases the dispatcher already inputs into CAD and determines that CPR is needed. An alert is then sent to available, nearby people to respond to the call. It also directs the citizen to the nearest AED to perform lifesaving shocks. The App also prompts the caregiver to give CPR until paramedics arrive.

This PulsePoint program has been successful in many areas throughout the country and Kent has been selected as the first in the Akron area to begin this program. The initial cost for set up is \$10,000 with an annual maintenance fee of \$8,000. University Hospitals is providing funds to cover 100% of all costs.

I am asking for Council's approval and consideration in this matter. This will require a concerted effort to spread the word about the program, getting people to commit to the class and the phone App. The benefits to the City of Kent are incalculable.


Thank You

EMPOWER EVERYDAY CITIZENS

You know the difference early CPR and defibrillation can make in a Sudden Cardiac Arrest event. Fifty-seven percent of U.S. adults say they've had CPR training, and most would be willing to use CPR or an AED to help save a stranger's life. Yet only 11% say they've used CPR in an actual emergency—that's a number we can increase together.

When that emergency call comes in your team will be ready. But what if someone was already at the scene, applying lifesaving CPR and defibrillation until the EMS team arrived? With PulsePoint, your dispatch system immediately alerts CPR-trained bystanders about a nearby SCA event through the free PulsePoint Respond mobile app, and lets them know the location of the closest AED.

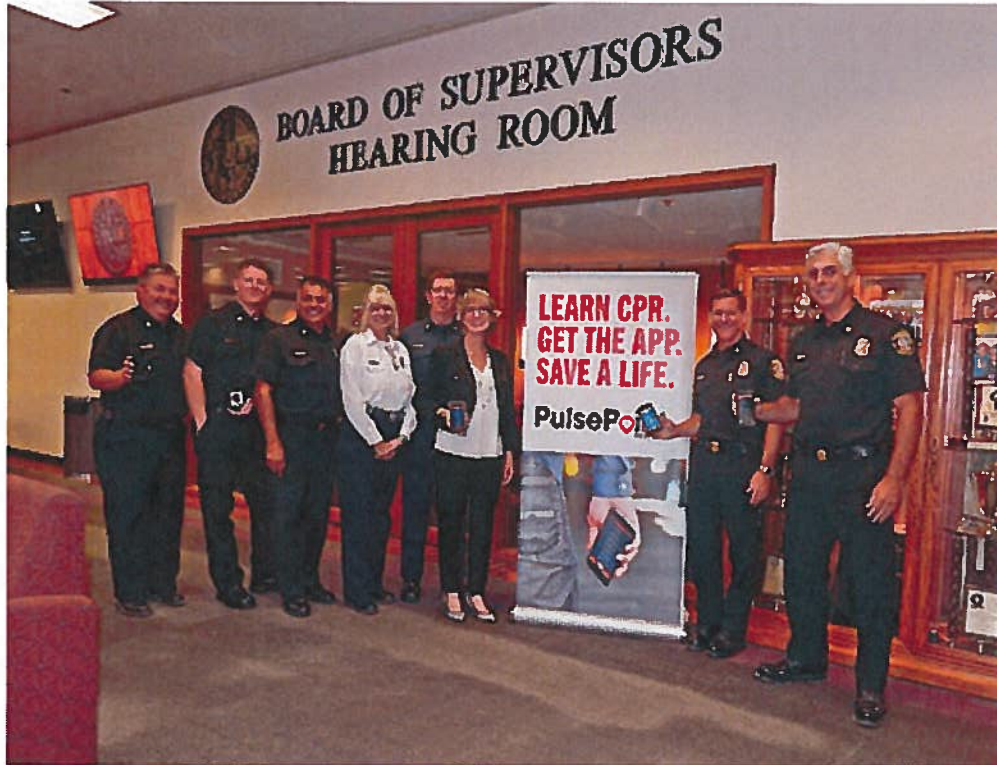
PulsePoint Respond Activation Statistics

|  Today Total | | |
|--|----|---------|
| Activations (Cardiac Arrest) | 9 | 37,408 |
| Citizen/Off- duty Responders | 22 | 109,776 |

Learn CPR. Get the App. Save a Life.

<http://www.pulsepoint.org>

IMPLEMENTING PULSEPOINT IN YOUR COMMUNITY



PulsePoint implementations are typically championed and led by local Fire/EMS agencies. If you are with a public safety agency we are well equipped to assist you through the process. Simply reach out to us at info@pulsepoint.org to get your community PulsePoint connected. We also receive many inquiries directly from individuals interested in having PulsePoint available in their community. While it is the mission of our foundation to provide seamless PulsePoint coverage across the globe, this will obviously take time. PulsePoint must be integrated into the local emergency call center so that we can access incident data in real time.

Although we are working hard to make public safety agencies aware of PulsePoint, you can definitely help by expressing interest to your local fire chief, EMS official, and elected officials such as your mayor, council member or supervisor. A simple note, phone call or public meeting comment would ensure that they are aware of PulsePoint. Expressing your personal willingness to participate in improving local cardiac arrest survival

rates through CPR and AED use would likely be well received and go a long way to help move things up in priority. We have found that City Hall does listen and is quite willing to bring PulsePoint to the community.

Download our [factsheet](#) or a sample advocacy letter in [Word](#), [PDF](#) or [text](#) format.

We are adding PulsePoint-connected communities on an almost daily basis and look forward to adding your community in the very near future.

Implementation Steps for Public Safety Agencies

Successfully implementing PulsePoint begins with broad organizational support. The foundation can present PulsePoint to your stakeholders and answer any questions that your team may have. Once your agency or region is ready to become PulsePoint connected you'll be assigned a dedicated project manager to help you every step of the way. You can preview the required steps in the road map section below.

BECOMING A PULSEPOINT AGENCY

PRICING

Startup Costs

A one-time fixed implementation fee of \$10,000 covers the cost of interfacing your dispatch center to PulsePoint and professionally announcing the apps to your community. You will be assigned a dedicated PulsePoint Project Manager (PM) that will ensure a well planned and executed project. Your PM will manage all aspects of the implementation including interface testing and acceptance, AED Registry configuration, training of administrative users, and support of your community launch.

As part of the implementation, [professional marketing materials](#) are also prepared for your community launch and ongoing promotional use.

Recurring Costs

Tiered annual license fees ranging from \$8,000 to \$28,000 (depending on population served) safeguard the long-term sustainability of the apps and are used to directly benefit our users. These fees support the foundation and ensure consistent performance, reliable and timely technical support, and a steadily improving product.

To: Kent City Council

From: Chief John Tosko

Date: March 20, 2018

I am asking Council's acceptance of a donation of four (4) cases for the Fire Department's Lucas Machines. These Lucas Machines provide automatic CPR to patients and are several years old. The cases better protect these expensive devices.

The cases were provided by University Hospitals and are valued at a total of \$1,250.



CITY OF KENT, OHIO

CLERK OF COUNCIL

MEMO

March 26, 2018

To: Mayor & City Council
Dave Ruller, City Manager

From: Tara Grimm, CMC, Clerk of Council

Re: Committee of the Whole's Discussion on the City of Kent's Records Retention Policy.

On February 21, 2018, City Council requested a discussion to better understand our records retention policy and why we keep what we keep for as long as we do and destroy what is required in accordance with our policy at the appropriate times. The 2018 update to our Records Retention Policy was needed to allow our Chartered City's policy to match our procedures and our procedures to match our policy.

In December of 2017, the City's Records Commission met to discuss updating our Records Retention Policy which had not been updated since 2013. The recommended updates were stamped "approved" December 27, 2017 by the Ohio Historical Society State Archives of Ohio Local Government Records Program; signed by the Ohio History Connection Commission January 17, 2018; and signed by the Auditor of State on January 29, 2018. A full copy of the City of Kent's 2018 Records Retention Policy is attached. The changes from the 2013 Policy are highlighted in yellow.

Schedule numbers/Sections in our Records Retention Policy pertaining directly to City Council's records are as follows:

- 154 Audio Recordings of Council Committee meetings
- 155 Audio Recordings of City Council Meetings
- 184 Boards & Commission Meeting Recordings

Items 154, 155 and 184 audio recordings are kept in a DSS electronic file and are for minute taking purposes only; upon adoption of the written minutes, these audio recordings are destroyed. Chapter 2 (C)(3) discusses the medium on which MINUTES are kept, but does not define the type of medium required. The Ohio Revised Code dictates that all Minutes must be kept on paper. Chapter 5 (A) & (B) discuss proper retention of those minutes.

Audio recordings take up an inordinate amount of server space, which would require an investment by the City in purchasing additional servers or hiring a 3rd party hosting service with perpetual monthly or yearly maintenance fees. Audio records everything including back ground noise and side bar conversations. Content of the audio could create legal ramifications.

Audio recording meetings to rely on for the preparation of written minutes are a good idea; however if we begin to maintain keeping audio, it become permanent record. Each and every time technology changes, all historical audio files must be brought up to the current listening device methods which is extremely costly

(i.e. floppy discs to 3.5 inch discs; Beta tapes to VHS tapes; CD's to DVD's then to Blue Ray, now there are flash drives and/or cloud based electronic formats).

- 264 Drafts and Informal Notes containing transitory information used to prepare official record in any form
- 350 General Correspondence in any medium
- 412 Memos: and informal written note or record

Items 264, 350, and 412 are kept either on paper or electronic. Section 264 may be destroyed when they are no longer of administrative value; Section 350 may be destroyed after 1 year and of no longer administrative, legal or fiscal value; Section 412 is kept for 2 years. These items are discussed in Chapter 1 (B)(4)(b) & (c) and Chapter 5 (A)(2)(b).

- 416 Minutes of City Council Committee Meetings
- 417 Minutes of City Council Meetings

Items 416 & 417 are required to be kept permanently on paper and in electronic format. Our electronic format is a scanned, signed pdf copy. These items are discussed in Chapter 2 (C)(1)(2) & (3).

- 436 Oaths of Office *can be destroyed upon termination of office plus 10 years and in paper or electronic format (pdf).*
- 446 Ordinances & Resolution passed by City Council *are kept PERMANENTLY on paper and electronic format (pdf). Our electronic format is a scanned, signed pdf copy.*
- 447 Ordinances & Resolutions (COPIES ONLY) *are destroyed after they are no longer of administrative or legal value. This includes both paper and electronic formats.*
- 521 Reports/minutes of ad-hoc Committees created by City Council and dissolved once issue is resolved. *These records are kept PERMANENTLY on paper or electronically.*
- 607 Weekly & Monthly Reports from City Departments filed with City Council *are kept for 2 years on paper or electronically.*

Please let me know if you have any questions regarding this Memo or attached materials prior to the April 4th Committee Meeting.

Thank you.



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program **OHIO HISTORY CONNECTION**
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

DEC 27 2017

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2


Section A: Local Government Unit

CITY OF KENT, OHIO

Department of Law

(Local Government Entity)

(Unit)

| | | | |
|---|------------------------|---------------------|----------------|
|  | James R. Silver | Law Director | 12/5/17 |
| (Signature of Responsible Official) | (Name) | (Title) | (Date) |

Section B: Records Commission

City of Kent Municipal

Records Commission

330-676-7500

(Telephone Number)

319 South Water Street

Kent

44240

Portage

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

lances@kent-ohio.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.



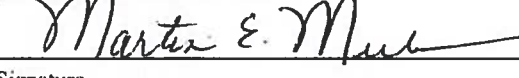
12/5/17

Records Commission Chair Signature **David Ruller** Date

Section C: Ohio History Connection - State Archives

| | | |
|---|--------------------------------|----------------|
|  | Asst. Records Archivist | 1/17/18 |
| Signature | Title | Date |

Section D: Auditor of State

| | | |
|---|--------------------|----------------|
|  | Records Mgr | 1-29-18 |
| Signature | Title | Date |

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|---------------------|--|---------------------------------------|
| 100 | 1099's – (Vendors): Income earned but did not pay taxes on | 7 years if audited & until no longer of administration value | Paper Electronic | | <input type="checkbox"/> |
| 101 | 941 Reports – Federal quarterly | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 102 | Account Adjustments – (penalties, leaks, etc.): purchase orders are written for Budget & Finance Director to approve | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 103 | Account Payable: any monies owed to outside vendors by the departments (Includes, but not limited to, checks copies, original invoices & purchase order copies). | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 104 | Account Payable (COPIES ONLY): any monies owed to outside vendors by the departments. | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 105 | Accounts Receivables – Receipt Ledger: handwritten and typed bookkeeping ledgers of fee collections and license fees received. | 2 years or after 3 audit cycles | Paper Electronic | 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. | <input type="checkbox"/> |
| 106 | Accounts Receivables (aka Pay-In Batch Summary): Includes revenues received from all departments in the City to be deposited into general fund. | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 107 | Account Receivables: utility invoices for water, sewer, etc. | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 108 | Accounts Receivables (COPIES ONLY): receipts | 3 years or 3 audit cycles | Paper Electronic | | <input type="checkbox"/> |
| 109 | Active Encumbrance Report: monies that have been encumbered at the beginning of each year | 3 years | Paper Electronic | | <input type="checkbox"/> |
| 110 | Activities & Events Calendar: to track events and registration dates, activities & park information | 3 years after renewal or discontinued | Paper Electronic | | <input type="checkbox"/> |
| 111 | Address Files: records that pertain to a specific address and/or street | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 112 | Administrative Liaison Files: Civil Service – meeting notes, agenda copies, eligible lists, job postings | 4 years or no administrative value | Paper Electronic | | <input type="checkbox"/> |
| 113 | Administrative Orders: orders or guidance for staff; orders regulating traffic safety issues. | 5 years after rescinded unless further administrative value | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|---------------------|--|---------------------------------------|
| 114 | Administrative Project File: | Until action taken or proposal rejected | Paper Electronic | | <input type="checkbox"/> |
| 115 | Administrative Projects & Activities File: | 10 years after completion | Multi | | <input type="checkbox"/> |
| 116 | Administrative Projects & Activities Files Abandoned: | 3 years after abandoned | Multi | | <input type="checkbox"/> |
| 117 | Advertisement / Preparation of Advertisement (copies): documentation used to prepare and submit advertisement of employment postings for open positions. | 2 years | Paper Electronic | | <input type="checkbox"/> |
| 118 | AFSCME Grievance Files: Union grievance files (Includes Fire, FOP, OPBA) | 4 years if no action is pending | Paper Electronic | | <input type="checkbox"/> |
| 119 | AFSCME Job Bid Files: Job postings for internal AFSCME union bidding | 4 years | Paper Electronic | | <input type="checkbox"/> |
| 120 | Agendas / Agenda Items: Commission Meetings – agenda items are formal written notification sent to Commission to be included on agenda. Agenda is the outline the Commission discusses, acts, or votes upon. | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 121 | Alcohol Breath Testing Records: breath test & maintenance records for Ohio Department of Health approved breath test machines | 3 years & no further administrative or legal value | Paper Electronic | 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. | <input type="checkbox"/> |
| 122 | Ambulance Fee Appeal Records: as submitted for review by billing agent at request of patient; authority in rate ordinance | 2 years or until audited | Paper Electronic | | <input type="checkbox"/> |
| 123 | Animal Bite Investigations: | 3 years after case closed | Paper Electronic | | <input type="checkbox"/> |
| 124 | Animal Control Records: enforcement activity of Animal Control Officer, records of animals reported lost, animals found and their disposition | 1 year; incorporated into annual budget and no further administrative value | Paper Electronic | | <input type="checkbox"/> |
| 125 | Annexation Case Files: documents pertaining to the annexation of property and land in townships surrounding the City, mainly Brimfield Township | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 126 | Annexation Files: | 10 years | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|---------------------|--|---------------------------------------|
| 127 | Annual City Budget (Original): a document representing revenues and expenditures for the fiscal year. | 10 years if audited | Paper Electronic | 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. | <input type="checkbox"/> |
| 128 | Annual City Budget (Copies) | 5 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 129 | Annual Budget Preparation File: worksheets used to prepare the budget | Until approved | Paper Electronic | | <input type="checkbox"/> |
| 130 | Annual Financial Report: report for City CAFR | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 131 | Annual Individual Food Service Operation Review: | 2 years after expiration of license | Paper Electronic | | <input type="checkbox"/> |
| 132 | Annual Pretreatment Testing Results (OEPA): | 15 years or after incorporated into the Annual Budget | Paper Electronic | | <input type="checkbox"/> |
| 133 | Annual Reports (Copies): a comprehensive report on department's activities throughout the preceding year. | Permanent – after 50 years appraise for historical value | Paper Electronic | | <input type="checkbox"/> |
| 134 | Annual Reports of Final Returns: required by City for resident mandatory filing | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 135 | Annual Summary of Tax Receipts: yearly report showing filings and payments | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 136 | Annual Tax Information: reporting forms W-3's, W-2's, 1099's required year end | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 137 | Annual Work Plan: master plans for park development | Permanent | Multi | | <input checked="" type="checkbox"/> |
| 138 | Anonymous or Unfounded Complaint – Includes any complaints against employees | Until no longer of administrative or legal value | Paper Electronic | | <input type="checkbox"/> |
| 139 | Applicant Interview Notes (Not Hired): | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 140 | Application for Utility Services: application submitted for new service | Until revised or account closed | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|---------------------|---|---------------------------------------|
| 141 | Applications (Entry Level Examinations) Hired: applications of candidates hired for current vacancies with City of Kent or Kent City School District. | 2 years after separation | Paper Electronic | | <input type="checkbox"/> |
| 142 | Applications (Entry Level Examinations) Not Hired: applications submitted to Commission for vacancies with City of Kent or Kent City School District. These applications are not hired if position is expired or filled. | 2 years after position is filled or if position is extended | Paper Electronic | | <input type="checkbox"/> |
| 143 | Applications – Promotional Examination: applications submitted for promotional examination from current employees of Civil service. | 4 years | Paper Electronic | | <input type="checkbox"/> |
| 144 | Applications for Employment (Hired): pre-employment background investigations, documents & material related to screening process | 2 years after separation | Paper Electronic | | <input type="checkbox"/> |
| 145 | Applications for Employment (Not Hired): pre-employment background investigations, documents & material related to screening process | 2 years after expiration of eligibility list | Paper Electronic | | <input type="checkbox"/> |
| 146 | Applications for Reduced Utility Rates: for seniors or disabled seniors – income based discount application for water / sewer billing reduction. | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 147 | Appraisal Reports: list of all capital assets & values | Until revised | Paper Electronic | | <input type="checkbox"/> |
| 148 | Architectural Advisory Committee (aka Architectural Review Board) Summary Report & Agenda: official summary of minutes of meetings and meeting agendas | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 149 | Archives, Scrap Books & Newspaper Articles: any old scrap books, newspaper articles or archive documentation. | Appraise for Historical value | Paper Electronic | | <input checked="" type="checkbox"/> |
| 150 | Arrest Records: arrest / booking reports, Intake medical questionnaires, personal property inventories & other supplemental arrest records. | Incorporated into case files | Paper Electronic | | <input type="checkbox"/> |
| 151 | Arrests Warrants: | Original returned to Court after service or recall. | Paper Electronic | | <input type="checkbox"/> |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|---------------------------|---|---------------------------------------|
| 152 | Assignment Sheets: list of employees with tasks that they have been assigned to complete. | Continually updated, revised, completed or superseded | Paper Electronic | | <input type="checkbox"/> |
| 153 | Attendance Controller: a record of leave hours and kelly days taken by an employee listed on a yearly basis. | 2 years. | Paper Electronic | | <input type="checkbox"/> |
| 154 | Audio Recordings (City Council Committee Meetings): audio recordings of Committee meetings allow for backup in event the written minutes are questioned. | For minute taking purposes only, upon adoption of written minutes | Electronic (.DSS file) | | <input type="checkbox"/> |
| 155 | Audio Recordings of City Council Meetings: audio recordings of Council meetings allow for backup in event the written minutes are questioned. | For minute taking purposes only, upon adoption of written minutes | Electronic (.DSS file) | | <input type="checkbox"/> |
| 156 | Auditor's Letters with comments | Permanent | Paper Electronic | | <input type="checkbox"/> |
| 157 | Awards, Newspaper Articles & Clippings | 25 years and no longer has administrative value | Paper | | <input checked="" type="checkbox"/> |
| 158 | Backflow Prevention Device Test Records – annual water services backflow prevention test report | Life of device or discontinued | Paper Electronic | | <input type="checkbox"/> |
| 159 | Backflow Tester Certification File: documentation of backflow testers certification | Renewal or discontinued | Paper Electronic | | <input type="checkbox"/> |
| 160 | Background Investigations (Hired): pre-employment | 7 years after separation | Paper Electronic | | <input type="checkbox"/> |
| 161 | Background Investigations (Not Hired): pre-employment | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 162 | Bank Statements & Reconciliations: monthly statements for various City accounts | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 163 | Bankruptcy Files: any person filing bankruptcy that the City has an interest in the property or is owed money (copies). All bankruptcies are sent to outside attorney to file necessary paperwork. | 4 years after discharged from Bankruptcy Court | Paper Electronic | | <input type="checkbox"/> |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|---|--|--|---------------------------------------|
| 164 | Bid Documents (Successful): records of the winning amount placed for how much a contractor will charge to complete a specific job. | 15 years after completion of project | Paper Electronic | | <input type="checkbox"/> |
| 165 | Bid Documents (Unsuccessful): records of an unsuccessful amount for how much a contractor will charge to complete a specific job that was not chosen as the project vendor. | 2 years after awarding of contract provided audited | Paper Electronic | | <input type="checkbox"/> |
| 166 | Bid Proposals, Grants, Construction Files: detail record of project bid, design, construction, costs and any associated grants | 5 years after completion | Paper Electronic | | <input type="checkbox"/> |
| 167 | Bio-Solld Reports (State & Federal): detail data recorded and used to complete government regulatory reports. | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 168 | Birth Certificates | Permanent | Paper | 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. | <input type="checkbox"/> |
| 169 | Bi-Weekly Payroll Summary: form completed bi-weekly to show actual hours worked. Application for leave forms and compensatory time forms could also be attached. | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 170 | Black Book's Employee Time Sheets: sheets that have a record of the total hours worked, total hours of leave taken and leave earned for an employee by pay period which are in a different format than the Bi-Weekly Payroll Summary. | 4 years | Paper Electronic | | <input type="checkbox"/> |
| 171 | Blank Forms | Destroyed in the normal course of business or no value to person holding the record | Paper Electronic | | <input type="checkbox"/> |
| 172 | Board of Building Appeals Approved Minutes: official minutes of meeting | Permanent unless otherwise provided by statute | Paper Electronic | | <input checked="" type="checkbox"/> |
| 173 | Board of Building Appeals Notices & Agendas: notice of meetings to members, press, applicant, and any other interested parties. | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 174 | Board of Building Appeals Recordings: Internal recording for preparation of meeting minutes. | 1 year after minutes approved | Electronic Digital Voice Recording | | <input type="checkbox"/> |
| 175 | Board of Control Agendas: list of meeting activities for a board of members who mainly discuss and vote on vendor purchases totaling more than \$25,000 in a calendar year. | 5 years | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (Local Government Entity) | | (Unit) | | | |
|---------------------------|--|---|--|---|---------------------------------------|
| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
| 176 | Board of Control Minutes: official record of meeting activities for a board of members who mainly discuss and vote on vendor purchases totaling more than \$25,000 in a calendar year. | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 177 | Board of Health Agendas & Notices: notice of meetings to members, press and any other interested parties. | 10 years | Paper Electronic | | <input type="checkbox"/> |
| 178 | Board of Health Regulations & Resolutions: | 15 years after expires or revised | Paper Electronic | | <input checked="" type="checkbox"/> |
| 179 | Board of Zoning Appeals Agendas & Notices: notice of meetings to members, press, applicant, and any other interested parties. | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 180 | Board of Zoning Appeals Approved Minutes-Transcripts: official minutes of monthly minutes. | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 181 | Board of Zoning Appeals Case File Log for Variances & Land Use | Permanent unless otherwise provided by statute | Paper Electronic | | <input checked="" type="checkbox"/> |
| 182 | Board of Zoning Appeals Recordings: internal recording for the preparation of meeting minutes. | 1 year after minutes approved | Electronic Digital Voice Recording | | <input type="checkbox"/> |
| 183 | Boards & Commissions Approved Minutes-Transcripts: official minutes | Permanent unless statute provide otherwise | Paper Electronic | | <input checked="" type="checkbox"/> |
| 184 | Board & Commissions Meeting Recordings: internal recording for preparation of meeting minutes. | For minute taking purposes only, upon adoption of written minutes | Electronic (.DSS file) | | <input type="checkbox"/> |
| 185 | Bond Receipt Copies: records of funds accepted on behalf of the Clerk of Courts for prisoner bonds. | 4 years or no further administration or legal value | Paper Electronic | | <input type="checkbox"/> |
| 186 | Bonds & Bond Transcript: official statement – debt borrowing | 5 years after last bond is paid | Paper Electronic | | <input type="checkbox"/> |
| 187 | Bonds of Officials & Employees: | 10 years after appointment or employment | Paper Electronic | | <input type="checkbox"/> |

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See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|-----------------------------------|---|---------------------------------------|
| 188 | Booking Reports: fingerprints & images of arrested persons (note: beginning 3/6/13 fingerprints are deposited electronically with Ohio BCI&I and are not retained locally; fingerprints prior to 3/16/13 are retained locally according to this schedule) | 25 years and no further administrative or legal value | Paper Electronic | | <input type="checkbox"/> |
| 189 | Bridge Inspection Records: | Life of Bridge | Paper Electronic | | <input type="checkbox"/> |
| 190 | Bridge Inspection Reports: | 10 years | Paper Electronic | | <input type="checkbox"/> |
| 191 | Budget Preparation Reports: spreadsheets and notes used to determine amounts requested for consideration and approval of annual department operating budget | 7 years provide audited | Paper Electronic | | <input type="checkbox"/> |
| 192 | Budget Revisions & Purchase Order Revisions (copies): documents completed by departments to move money out of dept. line to cover insufficient funds in a purchase order (Originals kept in Budget & Finance Department) | COPIES: 3 years ORIGINALS: 7 YEARS Provided audited | Paper | | <input type="checkbox"/> |
| 193 | Building & Facility Security System Recordings: security camera footage | Recorded over daily or 30 days if technically possible | Electronic Magnetic Digital | | <input type="checkbox"/> |
| 194 | Building Inspection Silps – residential and commercial (incorporated into street address file) | Permanent unless otherwise provided by statute | Paper Electronic | | <input type="checkbox"/> |
| 195 | Building Inspections: Code Enforcement Violations case files | 5 years after case closed | Paper Electronic | | <input type="checkbox"/> |
| 196 | Building Occupancy Permit Record: completed construction (incorporated into individual street address file) | Permanent unless otherwise provided by statute | Paper Electronic | | <input type="checkbox"/> |
| 197 | Building Services Monthly & Quarterly Reports: incorporated into Annual Budget | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 198 | Bulletins, Posters, General Notices & Displays: printed material illustrating announcements, advertisements, etc. | Until no longer administrative or legal value | Paper Electronic | | <input type="checkbox"/> |
| 199 | Burial Permit Records | 5 years | Paper Electronic | | <input type="checkbox"/> |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|---|---------------------|---|---------------------------------------|
| 200 | Business Cards: rotary, rolodex and applicable software files | Destroyed in normal course of business or no value to person holding record | Paper Electronic | | <input type="checkbox"/> |
| 201 | Business Income Tax Return: required filing per City ordinance | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 202 | BWC Claims Files: work related injuries or illnesses | 7 years after no actions pending | Paper Electronic | | <input type="checkbox"/> |
| 203 | CAD & RMS Database: information entered through computer aided dispatch and records management systems | Permanent | Electronic | | <input type="checkbox"/> |
| 204 | Cancelled Checks (NOT Payroll Checks): report generated to show all checks issued & cashed from outside vendors and employees. | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 205 | Case Files (Civil): non-criminal litigation. | 1 year after expiration of appeal date | Paper Electronic | | <input type="checkbox"/> |
| 206 | Case Files (Criminal) – Felonies, excluding Homicides | 20 years & no actions pending | Paper Electronic | | <input type="checkbox"/> |
| 207 | Case Files (Criminal) – Homicides | Permanent retention | Paper Electronic | | <input type="checkbox"/> |
| 208 | Case Files (Criminal) – Misdemeanor | 4 years and no actions pending | Paper Electronic | | <input type="checkbox"/> |
| 209 | Case Files (Criminal) – Prosecution Cases | 30 days after expiration of appeal date | Paper Electronic | 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. | <input type="checkbox"/> |
| 210 | Cash Receipts: includes pay-in slips, cash receipt slips, cash receipt summary, credit card summary, cash updates and cash posting. | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 211 | Casual copies of Financial Records: monthly updates and print outs | End of calendar year | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|---------------------|--|---------------------------------------|
| 212 | Certificates of Estimated Resources: budget of revenues by fund | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 213 | Certified Plumber List: list provided to residents / businesses as courtesy of certified backflow device testers | Renewal or Discontinued | Paper Electronic | | <input type="checkbox"/> |
| 214 | Charter Review Commission Reports: reports / minutes of Commission mandated by Kent City Charter every 10 years to review the City's Charter. | Permanent | Paper Electronic | 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. | <input type="checkbox"/> |
| 215 | Chipping Reports: tracks amount collected and time spent to complete EPA/County and Tree City USA reports; tracks cost of program. | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 216 | Citizens Complaints: received allegations of employee misconduct and/or feedback concerning departmental policy, procedures or activities | Until no further administrative value | Paper Electronic | | <input type="checkbox"/> |
| 217 | City Auction File: detail records of surplus items sold at auction | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 218 | City Wide Building Address File: | Permanent unless otherwise provided by statute | Paper Electronic | | <input type="checkbox"/> |
| 219 | Civil Protection Orders (CPO): a court order prohibiting or restricting a person from harassing, threatening and sometimes contacting another specified person. | Until expiration of order of case closed | Paper Electronic | | <input type="checkbox"/> |
| 220 | Civil Service Eligibility List & Related Applications for Fire Department Openings (copies) | 2 years | Paper Electronic | | <input type="checkbox"/> |
| 221 | Civil Service Examination Scores (Entry Level & Promotional): scores from entry level and promotional Civil Service Examinations | 6 years provided no claims are pending | Paper Electronic | | <input type="checkbox"/> |
| 222 | Civilian Observer Waiver Forms: liability waiver from persons on ride-alongs with patrol officers | Incorporated into case files | Paper Electronic | | <input type="checkbox"/> |
| 223 | Claim Files: documents to show claims against the City (potholes, sewer backups, property damage, auto damage, personal damage, etc.) | 2 years after case settled and all appeals exhausted | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|---------------------|---|---------------------------------------|
| 224 | Classified & Unclassified Employee Files: files in Civil Service office of hired employees in the Classified and Unclassified services | 2 years after separation | Paper Electronic | | <input type="checkbox"/> |
| 225 | Classified & Unclassified Employee Lists: lists of employees in the Classified and Unclassified services. | Until revised or rescinded | Paper Electronic | | <input type="checkbox"/> |
| 226 | Client Referrals | Maintain with client files | Paper Electronic | | <input type="checkbox"/> |
| 227 | Community Development Block Grant Program (CDBG) Files: HUD entitlement grant of approved programs | 5 years after satisfaction of mortgage has been recorded | Paper Electronic | | <input type="checkbox"/> |
| 228 | Community Housing Improvement Program Grant (CHIP) Files: approved grant programs | 5 years after satisfaction of mortgage has been recorded | Paper Electronic | | <input type="checkbox"/> |
| 229 | Community Projects File: various files containing information pertaining to project in the community (Adopt-a-spot, etc.) | Maintain until no longer admin. or historical value | Paper Electronic | <p>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.</p> | <input type="checkbox"/> |
| 230 | Comprehensive Annual Financial Report (CAFR) Preparation File | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 231 | Computer Generated Administrative & Fiscal Reports: non-specific and periodic reports that may be recreated; data; data maintained | As soon as no longer value to person holding the record | Paper Electronic | | <input type="checkbox"/> |
| 232 | Confine Space Entry Permit (copies): permit to allow employees entry to a confine space work area | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 233 | Construction Commission Agendas & Notices: eliminated by Charter Amendment – 2005) | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 234 | Construction Commission Approved Minutes: eliminated by Charter Amendment – 2005) | Permanent unless otherwise provided by statute | Paper Electronic | | <input type="checkbox"/> |
| 235 | Construction Commission Recordings: eliminated by Charter Amendment – 2005) | 1 year after minutes approved | Audio Tape | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|-----------------------------|---|---------------------------------------|
| 236 | Construction Files: park improvements / repairs done by contracted individuals and companies | 10 years after completion | Paper Electronic | | <input type="checkbox"/> |
| 237 | Construction Project Files: detail record of project design, construction and costs | 5 years after completion of project | Paper Electronic | | <input type="checkbox"/> |
| 238 | Consultants & Vendor Proposals / Contracts (copies): proposals or contracts received and agreed upon for business services. | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 239 | Consultants & Vendor Testing Information: a collection of review information about each consultant or vendor used for testing purposes | Until revised | Paper Electronic | | <input type="checkbox"/> |
| 240 | Contract Negotiations Notes / Worksheets – notes taken during negotiation of labor contracts. | Life of contract or agreement | Paper Electronic | | <input type="checkbox"/> |
| 241 | Contractors Prevailing Wage Payroll Records | 3 years | Paper Electronic | | <input type="checkbox"/> |
| 242 | Contracts: Service, Labor Union, Employee, Purchase; contract or agreement between 2 or more parties for a legal obligation | 15 years after expiration or termination | Paper Electronic | | <input type="checkbox"/> |
| 243 | Copies: courtesy, reading, informational and reference (original maintained) | Until no longer administrative value | Paper Electronic | | <input type="checkbox"/> |
| 244 | Correspondence to Tax Payer: requesting additional forms / information missing on mandatory filing | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 245A | Court Transcripts | 3 years after case settled | Paper Electronic | | <input type="checkbox"/> |
| 245 | Coupons & Cancelled Bonds / Notes: amortization schedules | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 246 | Current Earnings Register (Payroll): earnings for all City employees including checks and D/O numbers | Permanent | Paper Electronic | | <input type="checkbox"/> |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|---------------------|---|---------------------------------------|
| 247 | Customer Master File: master file of City's customers receiving water, sewer, recycle, etc. services | Until revised or account closed | Electronic | | <input type="checkbox"/> |
| 248 | Customer Property Files (fka Location File): master file of City's customers that had work done at their property (Includes work orders) for meter exchange, general repair, etc. | Until revised or account closed | Paper Electronic | | <input type="checkbox"/> |
| 249 | D.O.T. Substance Abuse Program Files: random drug screens, post-accident testing, referrals for treatment | Until no longer of administrative value | Paper Electronic | | <input type="checkbox"/> |
| 250 | Daily Jail Log: record of persons incarcerated and the activities and conditions in the jail | 6 years and no actions pending | Paper Electronic | | <input type="checkbox"/> |
| 251 | Daily Nuisance Complaint Log: handwritten log of complaints received of garbage, trash, old furniture, debris on premises, housing conditions, etc. | 4 years | Paper Electronic | | <input type="checkbox"/> |
| 252 | Daily Operational / Station Log: a book that each fire station maintains on a daily basis which logs the daily activity of each shift | 3 years, appraise for historical value | Paper Electronic | | <input type="checkbox"/> |
| 253 | Daily Transaction Update / Deposit Slips: all monies collected daily | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 254 | Daily Vehicle Inspection Sheet: a daily check sheet for each vehicle to ensure that each function listed on the sheet is working properly | Life of vehicle or until sold or destroyed | Paper Electronic | | <input type="checkbox"/> |
| 255 | Dangerous Dog Abatement Files: records documenting enforcement of the City dangerous dog ordinance | 2 years and no further legal or administrative value | Paper Electronic | | <input type="checkbox"/> |
| 256 | Day Books: employee notes / record of daily activities | 3 years | Paper Electronic | | <input type="checkbox"/> |
| 257 | Death Certificates | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 258 | Declaration of Estimated Tax Business & Individual | 7 years | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|---|---------------------|---|---------------------------------------|
| 259 | Deeds: a legal contract between parties showing the transfer of property | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 260 | Depository Agreements with Banks: agreement between the City and banks to deposit funds | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 261 | Digital Recording Media: cruiser video, handheld video, and other audio / video recordings of departmental activities | 30 days and no further administrative or legal value | Electronic | | <input type="checkbox"/> |
| 262 | Domestic Dispute Summary Reports: required summary report submitted to Ohio BCI & I | 1 year and no further administrative value | Paper Electronic | | <input type="checkbox"/> |
| 263 | Draft Authorization Form for Utility Bills: automatic deduction from customers checking / savings account for payment of utility services | Until revised or account closed | Paper Electronic | | <input type="checkbox"/> |
| 264 | Drafts & Informal Notes consisting of transitory information used to prepare the official record in any form | Until no longer administrative value | Paper Electronic | | <input type="checkbox"/> |
| 265 | Drawings & Blueprints: food service and retail food establishments drawings and prints for new operations or remodeling projects | 3 years | Paper Electronic | | <input type="checkbox"/> |
| 266 | E.E.O.C. Compliance Files: records documenting compliance with E.E.O.C. laws and regulations | 4 years | Paper Electronic | | <input type="checkbox"/> |
| 267 | Easements: a right, such as a right of way, afforded a person to make limited use of another's real property | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 268 | Economic Development Administration / Revolving Loan Fund (EDA/RLF) Program Files | 5 years after satisfaction of mortgage has been recorded | Paper Electronic | | <input type="checkbox"/> |
| 269 | Edit Register: billing report for pay-in summary (includes edit register, cash receipts journal and balance sheet summary entries) | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 270 | Electronic Mail Systems: pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43) | 30 days or until no administrative, fiscal, legal or historical value | Electronic | | <input type="checkbox"/> |

Audited means: the records
 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.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|---|-----------------------------------|---|---------------------------------------|
| 271 | Electronic Records: auxiliary or supportive process for data preservation (backup) | Continually updated & maintained | Electronic Optical Magnetic | | <input type="checkbox"/> |
| 272 | Eligibility Lists - Employment & Promotional: an eligibility list required by Ohio Revised Code to rank candidates according to their performance on Civil Service Examinations. | 4 years after expiration or revised | Paper Electronic | | <input type="checkbox"/> |
| 273 | Emergency Contingency Plan - Water | 25 years or no longer of administrative or legal value. Appraise for historical value | Paper Electronic | | <input type="checkbox"/> |
| 274 | Emergency Medical Incident Reports - Excluding Fatalities: these are the EMS reports that are generated from the EMS calls that the department responds to. | 6 years | Paper Electronic | | <input type="checkbox"/> |
| 275 | Emergency Medical Reports - Fatalities: these are the EMS reports that are generated from the EMS calls that the department responds to. | Permanent | Paper Electronic | | <input type="checkbox"/> |
| 276 | Emergency Operation Plans: | 2 years after revised or rescinded | Paper Electronic | | <input type="checkbox"/> |
| 277 | Emergency Plans: office, department, city-wide or county. Basic all hazards and specific plans | 1 year after superseded | Paper Electronic | | <input type="checkbox"/> |
| 278 | Employee Accident Reports: for all sites, fitness center, parks, parks buildings and school buildings | 3 years and no action pending | Paper Electronic | | <input type="checkbox"/> |
| 279 | Employee Application for Leave: employee request form to use vacation time, floating holidays, sick leave, funeral leave, compensation time or jury duty leave. Form is in triplicate | 3 years | Paper | | <input type="checkbox"/> |
| 280 | Employee Assistance Program Files (EAP): offered to employees for anonymous counseling for mental health, substance abuse problems, etc. | 4 years after no further events | Paper | | <input type="checkbox"/> |
| 281 | Employee Development Files: compensation time reports status forms, training certificates, evaluations, employee compliments and complaints, licensed programs | 2 years after separation | Paper Electronic | | <input type="checkbox"/> |
| 282 | Employee Dispute Case Files (OCRC & EEOC): claims filed against the City for alleged discrimination | 7 years after case closed | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|---------------------|---|---------------------------------------|
| 283 | Employee Files (Current): leave request forms | 7 years after separation | Paper Electronic | | <input type="checkbox"/> |
| 284 | Employee Files (Inactive): leave request forms | 2 years after separation | Paper Electronic | | <input type="checkbox"/> |
| 285 | Employee Flex Time Requests: | 2 years | Paper Electronic | | <input type="checkbox"/> |
| 286 | Employee Grievances (Police): allegations of collective bargaining agreement violations and their resolutions | 7 years & no pending action or separation from employment | Paper Electronic | | <input type="checkbox"/> |
| 287 | Employee Hiring Interview Files: employment applications, resumes and notes from employee hiring interviews | 2 years | Paper Electronic | | <input type="checkbox"/> |
| 288 | Employee Insurance Enrollment Forms: forms filled out by employees once a year to update or change insurance information | 1 year after re-enrollment | Paper Electronic | | <input type="checkbox"/> |
| 289 | Employee Overtime Sheets: list of employees overtime data per EMS or Fire Incident by general alarm or shift page | 2 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 290 | Employee Performance Appraisal: | 4 years after separation of employment | Paper Electronic | | <input type="checkbox"/> |
| 291 | Employee Performance Evaluations: annual review by department head of employees performance | 5 years after separation of employment | Paper Electronic | | <input type="checkbox"/> |
| 292 | Employee Personnel Actions: records of disciplinary actions for misconduct or unsatisfactory performance, commendations, promotions | Place in personnel file | Paper Electronic | | <input type="checkbox"/> |
| 293 | Employee Personnel Records: personal & familial information, medical records, probationary progress reports, performance evaluations, training records, equipment records, status forms, paid leave forms, compensatory forms, reviews, etc. | 2 years after separation of employment | Paper Electronic | | <input type="checkbox"/> |
| 294 | Employee Personnel Records: non-medical, non-BWC records, disciplinary or grievance files | 7 years after separation of employment | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|---------------------|---|---------------------------------------|
| 295 | Employee Programs - General Information & Education: training programs offered to employees | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 296 | Employee Shift Preference Requests: | 2 years | Paper Electronic | | <input type="checkbox"/> |
| 297 | Employee Standard of Conduct Reviews: internal investigations of alleged employee misconduct and/or unsatisfactory performance | 3 years and no action pending | Paper Electronic | | <input type="checkbox"/> |
| 298 | Employee Status Report Form - Current & Inactive: includes pay increase, letter of termination, resignation, dismissal, etc. (Budget & Finance Department Only) | Permanent | Paper Electronic | | <input type="checkbox"/> |
| 299 | Employee Time Cards & Sheets: completed by employee to track hours | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 300 | Employee Time Off Request Cards: cards which employees use to request time off of work | 1 year | Paper | | <input type="checkbox"/> |
| 301 | Employee Training Records: training records which lists out the class date, time, description and employee(s) who took the course. | Place in personnel file | Paper Electronic | | <input type="checkbox"/> |
| 302 | Employers Tax Withheld: monthly, quarterly or annually | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 302A | Employment Applications - Hired | 7 years after separation of employment | Paper Electronic | | <input type="checkbox"/> |
| 303 | Employment Applications & Resumes - Not Hired | 2 years | Paper Electronic | | <input type="checkbox"/> |
| 304 | Employment & Promotional Postings (copies): employment and promotional postings for vacant positions with City of Kent and/or Kent City School District. An informational brochure about current vacancies or positions detailing when Civil Service exams will be held & requirements of the position, etc. | 4 years after expiration or revised | Paper Electronic | | <input type="checkbox"/> |
| 305 | EMS Monthly Drug Sheets (copies): to account for all the controlled medication inventory used on the ambulances. Originals are filed with Robinson Memorial Hospital | 1 year | Paper Electronic | | <input type="checkbox"/> |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 C.R.C.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|---------------------|---|---------------------------------------|
| 306 | EMS Quality Assurance Reports (copies): a selection of raw data collected over a set time frame to insure that a specified protocol is being implemented properly. Originals are filed with Robinson Memorial Hospital. | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 307 | EMS Supply Exchange Forms (copies): check sheet of supplies used on an EMS incident that needs to be replenished with supplies from the hospital. Originals are filed with Robinson Memorial Hospital. | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 308 | Energy Efficiency Conversation Block Grant (EECBG) Files: State Grant Program | 10 years after expiration | Paper Electronic | | <input checked="" type="checkbox"/> |
| 309 | EPA Correspondence: original and/or copies of all correspondence with EPA and related data | 10 years | Paper Electronic | | <input checked="" type="checkbox"/> |
| 310 | EPA Distribution Reports: records of data collected and used to complete government regulatory reports | 10 years provided audited | Paper Electronic | | <input checked="" type="checkbox"/> |
| 311 | EPA Facility Inspections, Surveys, Parameter Violations & Findings | 10 years - EPA mandated | Paper Electronic | | <input checked="" type="checkbox"/> |
| 312 | EPA NPDES Permit Files (OHIO): all records associated with NPDES permit | 10 years after revised or rescinded | Paper Electronic | | <input checked="" type="checkbox"/> |
| 313 | Epidemiologic Investigations: completed as necessary by contract with Portage County Health Department | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 314 | Equipment Maintenance & Repair Records: | 1 year after equipment is sold, scrapped or no longer property of agency | Paper Electronic | | <input type="checkbox"/> |
| 315 | Equipment Operating & Maintenance Manuals | Until equipment is sold, scrapped or no longer the property of agency | Paper Electronic | | <input type="checkbox"/> |
| 316 | Evidence Submission Requests: records of items submitted to outside agencies for testing or analysis | Incorporated into case files | Paper Electronic | | <input type="checkbox"/> |
| 317 | Examination Rosters: a roster of applicant information used for statistical reporting, equal employment opportunity reporting, annual report and for State Personnel Board of Review | 2 years | Paper Electronic | | <input type="checkbox"/> |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|---------------------|--|---------------------------------------|
| 318 | Examinations (Clerical, General, Custodial, Laborer, Secretarial): examinations are used for testing applicants for current and future entry-level Civil Service positions with City of Kent or Kent City School District | 4 years after revised or rescinded | Paper Electronic | | <input type="checkbox"/> |
| 319 | Expunged Case Files: criminal case files sealed by court order | As directed by Court of Record | Paper Electronic | 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. | <input type="checkbox"/> |
| 320 | Extra-duty & Off-duty Job Files: records of approved law enforcement related off-duty jobs and employee outside (non-law enforcement related) employment | 2 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 321 | Facilities Maintenance: records of building repairs and maintenance | 7 years or no longer administrative value. Appraise for historical value | Paper Electronic | | <input type="checkbox"/> |
| 322 | Facilities Upgrades (Blueprints & Drawings) | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 323 | Facsimile Logs, Cover sheets, Confirmation Notices & Buffer Reports | Until no longer administrative, fiscal, legal or historical value | Paper Electronic | | <input type="checkbox"/> |
| 324 | Family Medical Leave Act (FMLA): leaves of absence under FMLA and medical certification | 3 years | Paper Electronic | | <input type="checkbox"/> |
| 325 | FBI Major Crime Classifications: required statistical reports submitted to FBI | Permanent | Paper Electronic | | <input type="checkbox"/> |
| 326 | Federal & State Forfeiture Files: record of funds & property legally seized by, forfeited to, and/or disposed of by the Police Department | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 327 | Field Notes: notes taken by inspectors detailing project activities | Permanent | Paper Electronic | | <input type="checkbox"/> |
| 328 | Final Billing Reports: billing, consumption summary | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 329 | Fire Code Violation Files: records of violations of non-compliant buildings to the fire code | Permanent | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|---------------------|---|---------------------------------------|
| 330 | Fire Department Contract Service Rate Assessment: annual rate formulas for contract communities | 5 years | Paper Electronic | | |
| 331 | Fire Hydrant Flow Testing | 7 years provided audited | Paper Electronic | | |
| 332 | Fire Hydrant Flushing: location and date of hydrant flushed | Continually updated, revised, completed & superseded | Paper Electronic | | |
| 333 | Fire Hydrant Inspection Records: maintain of fire hydrants within the City's jurisdiction | Until revised | Paper Electronic | | <input type="checkbox"/> |
| 334 | Fire Hydrant Location Files: location of fire hydrants within the City's jurisdiction | Until revised | Paper Electronic | | <input type="checkbox"/> |
| 335 | Fire Hydrant Repairs: documentation of repairs made to hydrants | 25 years and no longer of administrative or legal value. | Paper Electronic | | <input type="checkbox"/> |
| 336 | Fire Incident Reports (Excluding Fatalities): these are the fire reports that are generated from fire calls that the department responds to that exclude arson and fatalities | 6 years | Paper Electronic | | <input type="checkbox"/> |
| 337 | Fire Incident Reports (Arson & Fatalities): these are the fire reports that are generated from the fire calls that the department responds to that include arson and fatalities | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 338 | Fire Inspection Records: copies of fire safety inspection of businesses to insure they are compliant with the fire code | Permanent | Paper Electronic | | <input type="checkbox"/> |
| 339 | Fixed Assets (Inventory): list of City owned property kept in each department | 10 years or until renewed or disposed of | Paper Electronic | | <input type="checkbox"/> |
| 340 | Fixed Assets Reports: records of disposal land, equipment, etc. | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 341 | Food Establishment Inspection Forms: lists of code violations found, recommendations for improvements during opening inspections, routine inspections or complaint inspections | 5 years | Paper Electronic | | <input type="checkbox"/> |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|---------------------|--|---------------------------------------|
| | (Local Government Entity) | | | | (Unit) |
| 342 | Food Service Blue Prints / Plans: drawings and prints | Life of structure | Paper Electronic | | <input type="checkbox"/> |
| 343 | Food Service Licenses - Unused | 2 years provided audited | Paper Electronic | 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. | <input type="checkbox"/> |
| 344 | Food Service Operation Applications: annual application request for a food service operation or establishment | 2 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 345 | Food Service Operations, Retail Establishments & Vending Companies: lists of food service operations, retail establishments and vending companies operating in the City | Life of the business | Paper Electronic | | <input type="checkbox"/> |
| 346 | Franklin Township Monthly Incident Data Report: report that provides detail that is specifically for Franklin Township. It includes incident data used to calculate total monthly billing cost for Franklin Township basis on the number of responses made in that district in a particular month. | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 347 | Frozen Water Line Files: letters and documentation of frozen water service lines | Permanent – kept in street address file | Paper Electronic | | <input type="checkbox"/> |
| 348 | General Account Ledgers | 2 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 349 | General Administrative Files: informational and reference files maintained by administration for routine tasks and activities | Until no further administrative value | Paper Electronic | | <input type="checkbox"/> |
| 350 | General Correspondence: all sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the agency | 1 year and no longer of administrative, legal or fiscal value | Paper Electronic | | <input type="checkbox"/> |
| 351 | General Orders: department wide personnel assignments, operational orders and/or restrictions | 1 year after revised, rescinded or superseded | Paper Electronic | | <input type="checkbox"/> |
| 352 | Grant Files (copies): ODOT, OPWC | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 353 | Grant Records: older USDOJ grant applications | 1 year after end of grant period | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|---|---------------------|--|---------------------------------------|
| 354 | Grants (Awarded) - State & Federal: records of programs, activities and/or equipment purchased with award funds | 6 years after expiration | Paper Electronic | | <input type="checkbox"/> |
| 355 | Grievance Hearing Files | 7 years after case closed | Paper Electronic | | <input type="checkbox"/> |
| 356 | Grievance Procedures - Arbitration: Union or employee grievances that could not be resolved in house and had to be heard and decided by an outside Arbitrator | 7 years after no action pending | Paper Electronic | | <input type="checkbox"/> |
| 357 | Guarantee Deposit Slips: paid deposits for water service | Until refunded | Paper Electronic | | <input type="checkbox"/> |
| 358 | Haul Tickets | 2 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 359 | Hazardous Waste Manifests & Related Information | Permanent | Paper Electronic | 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. | <input type="checkbox"/> |
| 360 | Health & Prescription Claim Detail: medical information covered under HIPPA laws | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 361 | Hearing Case Files: all legal documentation pertaining to a hearing | 10 years after case closed | Paper Electronic | | <input type="checkbox"/> |
| 362 | Hourly / Daily / Weekly / Monthly / Annual: appointment books, records, calendars, schedules, organizers and planners | Continually updated, revised, completed, superseded or erased | Paper Electronic | | <input type="checkbox"/> |
| 363 | Housing Inspection Report: report of any housing violations found during annual rental unit inspections. | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 364 | Immunization Records | 30 years | Paper Electronic | | <input type="checkbox"/> |
| 365 | Immunization Releases | 2 years | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|---------------------|---|---------------------------------------|
| 366 | Incident & Non-Criminal Incident Reports | 4 years and no actions pending | Paper Electronic | | <input type="checkbox"/> |
| 367 | Incident Based Files: records of reviews of police and fire performance activities. | 5 years or no administrative value | Paper Electronic | | <input type="checkbox"/> |
| 368 | Incident Data Reports: monthly report listing fire and EMS incidents. This report also includes detail of incident, number, type, census tract, alarm date/time and address. | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 369 | Individual Income Tax Return: required filing per City Ordinance | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 370 | Industrial Pre-treatment Program File: detail records of program used to complete government regulatory reports | 10 years | Paper Electronic | | <input type="checkbox"/> |
| 371 | In-Service Training Programs: lesson plans and participation records for training conducted by departmental instructors | 4 years after revised or discontinued | Paper Electronic | | <input type="checkbox"/> |
| 372 | Insurance Policies: for property, vehicles, etc. | 10 years after expiration | Paper Electronic | | <input type="checkbox"/> |
| 373 | Internal Building Services: mechanical contractor (electric, plumbing, HVAC) annual registration files | Destroy normal course of business or of no value to the person holding record | Paper Electronic | | <input type="checkbox"/> |
| 374 | Investment Reports: Interest on CD's | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 375 | Jail Facility Inspection Reports: findings of periodic inspections conducted by Ohio Department of Corrections | 6 years and no actions pending | Paper Electronic | | <input type="checkbox"/> |
| 376 | Job Classification List: list of employees and positions by job classification | 4 years | Paper Electronic | | <input type="checkbox"/> |
| 377 | Job Descriptions: | 1 year after revised | Paper Electronic | | <input type="checkbox"/> |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|---|---------------------|---|---------------------------------------|
| 378 | Job Postings: notice of job opening generated by Human Resource Department and posted for employee information | 1 year and no longer administrative value | Paper Electronic | | <input type="checkbox"/> |
| 379 | Job Postings (copies): postings for Fire Department vacancies. Original are filed in the office of Civil Service | 1 year after expiration or revised | Paper Electronic | | <input type="checkbox"/> |
| 380 | Junk Vehicle Files: records documenting departmental action for removal & obtaining salvage title to junk / abandoned motor vehicles. | 2 years after disposition | Paper Electronic | | <input type="checkbox"/> |
| 381 | Juvenile Records: criminal reports, arrest / booking reports, incident reports, traffic case documents, fingerprints and booking photographs concerning persons under the age of 18 | As directed by Court of Record & ORC after respondent reaches age of majority | Paper Electronic | | <input type="checkbox"/> |
| 382 | Kent Growth Corporation Minutes: DISSOLVED | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 383 | Kent Health Concern Program Files: | 6 years | Paper Electronic | | <input type="checkbox"/> |
| 384 | Key & Paper Log of Distribution / Return: records kept to track building keys and pagers issued to employees | 1 year after revised | Paper Electronic | | <input type="checkbox"/> |
| 385 | Lab Reports: monthly report of lab activities | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 386 | Labor Contract Negotiation Work Files & Notices: notes and information pertaining to Union negotiations | Until expiration or conclusion of contract | Paper Electronic | | <input type="checkbox"/> |
| 387 | Labor Contracts (copies): AFSME and White Book contracts | 3 years after expiration or revised | Paper Electronic | | <input type="checkbox"/> |
| 388 | Laws, Regulations & Rules: includes reference copies of items originating at the local, county, state and federal level | 1 year after revised, rescinded or superseded | Paper Electronic | | <input type="checkbox"/> |
| 389 | LEADS Newsletters: | 3 years | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See Instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|---------------------|--|---------------------------------------|
| 390 | LEADS Validation Files: records documenting compliance with Ohio Law Enforcement Automated Data System administrative rules concerning entered missing / wanted persons & stolen items. | 2 years provided audited | Paper Electronic | 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. | <input type="checkbox"/> |
| 391 | Leaf Help Program: professional services agreement for temporary leaf collection (includes timecards, payroll sheets & accounts payable invoices). | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 392 | Leaf Pick-Up Reports: data collected of the volume of leaf matter collected. Information is used to complete county / EPA / Tree City USA reports and to track cost of program | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 393 | Leases: buildings used by P & R Dept. | 3 years after expiration or revised | Paper Electronic | | <input type="checkbox"/> |
| 394 | Leave Status Report: bi-weekly report generated from Payroll Department that shows vacation time, sick time, compensation time and floating holiday time that has been used and the balance of the time for the employees | Until revised | Paper Electronic | | <input type="checkbox"/> |
| 395 | Legal Notices: formal notice of hearings or legal proceedings | 4 years | Paper Electronic | | <input type="checkbox"/> |
| 396 | Legal Opinion from Law Director: any legal advice or opinion sought after from the Law Director | 7 years & appraise for legal value | Paper Electronic | | <input checked="" type="checkbox"/> |
| 397 | Legislated Response Files – Firearms Hearings: record of the facts and findings of required hearings held by the Chief of Police | 3 years & no further legal or administrative value | Paper Electronic | | <input type="checkbox"/> |
| 398 | Legislation Research Files: | No administrative value | Paper Electronic | | <input type="checkbox"/> |
| 399 | Letters – Entry Level & Promotional Examinations: formal result letters sent to all candidates that participate in entry-level or promotional Civil Service meeting | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 400 | Levels of Resistance Reports: documenting arrestee resistance and/or police use of force responses | Incorporated into case file | Paper Electronic | | <input type="checkbox"/> |
| 401 | Licenses: copy of employee water treatment / water reclamation operators licenses | 1 year after revised, updated or rescinded | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|---------------------|---|---------------------------------------|
| 402 | Life Insurance Policies; policies on City of Kent employees | Until no longer of administrative value | Paper Electronic | | <input type="checkbox"/> |
| 403 | Liquor Permit Holder Files: records of permit holder violations and associated correspondence and actions from ODLC and the Ohio Investigative Unit | 2 years after permit expiration | Paper Electronic | | <input type="checkbox"/> |
| 404 | Licensed Rental Houses & Owners: list of contact information for the owners or property managers of multi-use rental units | Life of rental unit | Paper Electronic | | <input type="checkbox"/> |
| 405 | Lists / Rosters / Informational Directories: employee contact information | Continually updated, revised, completed, superseded or erased | Paper Electronic | | <input type="checkbox"/> |
| 406 | Litigation Files: documents pertaining to civil actions filed against the department | 3 years after case disposed | Paper Electronic | | <input type="checkbox"/> |
| 407 | Local & Long Distance Phone Log: to document incoming and outgoing phone calls for monthly phone bill and activity of office annually | 2 years | Paper Electronic | | <input type="checkbox"/> |
| 407A | Local Grant Programs: Social Service Grant Program, Neighborhood Grant Program and Celebrate Kent! Grant Program | 10 years after expiration | Paper Electronic | | <input type="checkbox"/> |
| 408 | Maps & Blueprints (As Built): | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 409 | Maps & Plans: park lands and parks | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 410 | Material Safety Data Sheets | Maintain until revised, superseded or obsolete | Paper Electronic | | <input type="checkbox"/> |
| 411 | Media Copies: copies of incident listings and criminal reports prepared for routine media and public inspection within the agency building (does not include copies prepared in response to specific information requests) | 2 years and no further administrative or legal value | Paper Electronic | | <input type="checkbox"/> |
| 412 | Memos: any informal written note or record | 2 years | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|----------------------------|---------------------|---|---------------------------------------|
| 413 | Metabolic Screen Log: | 6 years | Paper Electronic | | <input type="checkbox"/> |
| 414 | Meter Repair Work Order (copies): detail report of meter repair or replacement (SEE WATER METER REPAIR WORK ORDER) | 6 years | Paper Electronic | | <input type="checkbox"/> |
| 415 | Minimum Staffing Overtime Sheet: a sheet that is used to determine which personnel fills a required vacant overtime slot in a particular day | 2 years | Paper Electronic | | <input type="checkbox"/> |
| 416 | Minutes of City Council Committee Meetings: in accordance with Ohio Revised Code, all meetings shall be documented and retained permanently. Meeting minutes are prepared by the Clerk and approved by Council. | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 417 | Minutes of City Council Meetings: in accordance with Ohio Revised Code, all meeting shall be documented and retained permanently. Meeting minutes are prepared by the Clerk, and approved by the Council | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 418 | Monthly & Daily Planner & Calendar: recreation and parks supervisor and director | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 419 | Monthly Billing Reports: billing consumption summary | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 420 | Monthly Cash Receipts: daily cash positing update | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 421 | Monthly Active Encumbrance Report: a list of all open purchase orders for the departments. | Until revised | Paper Electronic | | <input type="checkbox"/> |
| 422 | Monthly Current Transaction Report (fka Monthly Statement of Expenditures Report): shows monies used on monthly expenditures | Until revised | Paper Electronic | | <input type="checkbox"/> |
| 423 | Monthly Detailed Budget (fka Monthly Budget Account Report): show balances at the end of the month in each account line for the departments | Until revised | Paper Electronic | | <input type="checkbox"/> |
| 424 | Monthly Financial Report: includes JV posting, curtran, trial balance, encumber journal, etc. | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|---------------------|---|---------------------------------------|
| 425 | Monthly Reports | 1 years incorporated into Annual Report | Paper Electronic | | <input type="checkbox"/> |
| 426 | Monthly Report (City Manager): report that is used to inform citizens and other interested parties of the status or progress on current projects or activities within a department | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 427 | Monthly Reports (Health Dept.): statistical data, numbers, licenses issued, inspections completed, complaints received and abated. | 1 year incorporated into Annual Report | Paper Electronic | | <input type="checkbox"/> |
| 428 | Mosquito Adulticiding & Larvaciding Logs | 3 years from date of application | Paper Electronic | | <input type="checkbox"/> |
| 429 | Motor Vehicle Tow / Impound Reports | Incorporated into case files | Paper Electronic | | <input type="checkbox"/> |
| 430 | NCIC Report Entries: records of transactions with the National Crime Information Center | Incorporated into case files | Paper Electronic | | <input type="checkbox"/> |
| 431 | NEFCO Agency Files | 4 years & no longer of administrative value | Paper Electronic | | <input type="checkbox"/> |
| 432 | Neighborhood Stabilization Program (NSP) Grant Files: State Grant Program | 10 years after expiration | Paper Electronic | | <input type="checkbox"/> |
| 432A | New World Electronic Reporting Program | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 433 | News Releases: original communications directed at the news media for announcing news worthy information ranging from emergencies to special events | 3 years, then appraise for administrative or historical value | Paper Electronic | | <input checked="" type="checkbox"/> |
| 434 | Nuisance Abatement Files: records documenting enforcement of the City Criminal Nuisance Abatement ordinance | 3 years & no further legal or administrative value | Paper Electronic | | <input type="checkbox"/> |
| 435 | Nuisance Investigation Reports: handwritten reports of the outcomes of complaints taken and investigated | 4 years | Paper | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|---------------------|--|---------------------------------------|
| 436 | Oaths of Office: all members of Council and the Mayor must have an oath administered and must sign their oath of office in front of a notary, elected official or judge. | Termination of office, plus 10 years | Paper Electronic | | <input type="checkbox"/> |
| 437 | OBES Reports: State of Ohio quarterly | 7 years provided audited | Paper Electronic | 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. | <input type="checkbox"/> |
| 438 | Obsolete, revised or withdrawn building projects, plans, drawings and documents | Destroy in normal course of business | Paper Electronic | | <input type="checkbox"/> |
| 439 | Occupational Health Screening – Employees: pre-employment, annual, bi-annual and tri-annual physicals | 2 years after separation | Paper Electronic | | <input type="checkbox"/> |
| 440 | Ohio Edison Fax Confirmation Service Release Forms: internal building document for residential & commercial plan reviews & notification to Ohio Edison for release of electric service | Destroyed in normal course of business. | Paper Electronic | | <input type="checkbox"/> |
| 441 | Ohio Public Records Compliance File: may include appropriate RC-1, RC-2 or RC-3 forms. | 25 years after revised, superseded or discontinued | Paper Electronic | | <input type="checkbox"/> |
| 442 | On Call / Weekend Call Out Sheets: report generated to inform employees and other departments who is on call during non-business hours | Continually updated, revised, superseded or erased | Paper Electronic | | <input type="checkbox"/> |
| 443 | Operational Bench Sheets, Casual Water Analysis, Data Charts & Logs: detailed records of laboratory data collected and used to complete government regulatory reports | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 444 | Operational Directives & Notices: | 2 years after revised or rescinded | Paper Electronic | | <input type="checkbox"/> |
| 445 | OPERS Report: employee contributions filed monthly (ALSO INCLUDES POLICE & FIRE PENSION REPORTS) | Permanent | Paper Electronic | | <input type="checkbox"/> |
| 446 | Ordinances & Resolutions: passed by Kent City Council representing policy decisions made by Council, enacted into law | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 447 | Ordinances & Resolutions (COPIES ONLY) | Until no longer of administrative or legal value | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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(Local Government Entity)

(Unit)

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|------------------------|---|--|---------------------------------------|---|-------------------------------------|
| 448 | Outside Suppliers & Vendor Files - Manuals for Equipment & Supplies | After renewal or discontinued | Multi | | <input type="checkbox"/> |
| 449 | Overtime Report (Bi-Weekly): list of total department overtime hours, wages paid in current pay period, wages paid month-to-date and wages paid year-to-date and related wage figures compared to the prior year corresponding pay period | 3 years | Paper Electronic | 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. | |
| 450 | Overtime Equalization Report: report generated to ensure overtime is offered equally to employees as required by labor contracts | 2 years provided audited | Paper Electronic | | |
| 451 | Parking Action Committee Approved Minutes: official summary minutes of meeting | Permanent unless otherwise provided by statute | Paper Electronic | | |
| 452 | Parking Action Committee Notices & Agendas: notice of meeting to members, press, other interested parties | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 453 | Parking Action Committee Recordings: internal recording of public meeting for preparation of summary minutes | 1 year after minutes approved | Electronic Digital Voice Recording | | <input type="checkbox"/> |
| 453A | Parking Meter Collection record | Until audited | Paper Electronic | | <input type="checkbox"/> |
| 454 | Parking Ticket Records: includes parking violation citations, payment demand letters and related records | 2 years and no action pending | Paper Electronic | | <input type="checkbox"/> |
| 455 | Parks & Recreation Board Notices & Agendas: notice of meeting to members, press, other interested parties | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 456 | Parks & Recreation Monthly Meeting Minutes: official summary minutes of meeting | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 457 | Parks & Recreation Resolution: passed by the Board representing policy decisions | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 458 | Passport Transmittal Forms: daily report attached to passport applications and forwarded to the Department of State for processing. | 2 years | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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(Local Government Entity)

(Unit)

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|---------------------------|---|-------------------------------|---------------------|---|---------------------------------------|
| 459 | Pay-In receipts (copies): receipt of monies paid to the City (originals go to Payee) | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 460 | Payment Plans: individuals who need to pay local tax | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 461 | Payroll Deduction Authorization: includes union dues, AFLAC, Sunlife, deferred comp garnishments, Kent Credit Union, courtesy withholding for other taxing districts, ICMA, United Fund | 7 years in inactive | Paper Electronic | 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. | <input type="checkbox"/> |
| 462 | Payroll Processing Reports: includes leave forms, time cards, time sheets, etc. | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 463 | PEERP Log 300P: log of work related injuries & illnesses | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 464 | PEERP Summary 300AP: summary of work related injuries & illnesses | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 465 | Pension: exemption, withdrawal, final certification forms | 2 years after pension granted | Paper Electronic | | <input type="checkbox"/> |
| 466 | Performance Bonds: refundable deposits vendors pay out for various services | After completion | Paper Electronic | | <input type="checkbox"/> |
| 467 | Performance Evaluations: | 2 years after separation | Paper Electronic | | <input type="checkbox"/> |
| 468 | Permit File: for rentals of buildings, pavilions and fields by the public | After expiration | Paper Electronic | | <input type="checkbox"/> |
| 469 | Permit File (Special Events & Solicitors): documentation related to applying for special events and solicitor permits including maps, petitions, memorandum of understanding, etc. | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 469A | Persona-Non-Grata records | 4 years and no action | Paper | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

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|---------------------------|--|---|--|--|---------------------------------------|
| 470 | Petty Cash Ledger: ledgers of petty cash transactions | 3 years provided audited | Paper Electronic | 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. | <input type="checkbox"/> |
| 471 | Phone Bill (copies): copies of only City Manager, Law, Human Resource & Economic Development departments' monthly records of phone and fax use. Mainly used for employee verification of use (business or personal). | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 472 | Photographic Image Logs: record of evidence photos taken | 25 years & no further administrative value | Paper Electronic | | <input type="checkbox"/> |
| 473 | Photographic Images: evidentiary | Incorporated into case files | Paper Electronic | | <input type="checkbox"/> |
| 474 | Photographs, Negatives & Electronic Images | Until no longer administrative, fiscal, legal or historical value | Paper Electronic | | <input type="checkbox"/> |
| 475 | Planning, Scheduling, Calendar, Training Information & Data: pertaining only to display boards, erasable & dry-erase boards, chalkboards, easel pads & electronic media | Continually updated, revised, superseded or erased | Paper Electronic | | <input type="checkbox"/> |
| 476 | Planning Commission Approved Minutes: transcripts or joint meeting summary reports, official minutes of public meetings | Permanent unless otherwise provided by statute | Paper Electronic | | <input type="checkbox"/> |
| 477 | Planning Commission Case File Log: for variances and land use | Permanent unless otherwise provided by statute | Paper Electronic | | <input type="checkbox"/> |
| 478 | Planning Commission Agendas & Notices: notice of meetings to members, press, applicant, and any other interested parties. | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 479 | Planning Commission Recordings: internal recording for the preparation of meeting minutes. | 1 year after minutes approved | Electronic Digital Voice Recording | | <input type="checkbox"/> |
| 480 | Police & Fire Pension Reports: SEE OPERS Report | Permanent | Paper Electronic | | <input type="checkbox"/> |
| 481 | Policies, Procedures, Rules & Regulations: the general principles by which the City is guided in its management | 6 years after revised, superseded or discontinued | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|---------------------|---|---------------------------------------|
| 482 | Pothole File: dates / locations of all potholes reported and repaired | 7years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 483 | Press & News Releases: | 3 years then appraise for administrative or historical value | Paper Electronic | | <input checked="" type="checkbox"/> |
| 484 | Pressure Tests: date, location and results of water line pressure tests | Continually updated, revised, completed superseded | Paper Electronic | | <input type="checkbox"/> |
| 485 | Private Home Sewage Files: | For the life of the structure | Paper Electronic | | <input type="checkbox"/> |
| 486 | Private Water Well Systems: | Until abandoned | Paper Electronic | | <input type="checkbox"/> |
| 487 | Professional Organization & Association Files: | 1 year & no longer has administrative value | Paper Electronic | | <input type="checkbox"/> |
| 488 | Professional & Trade Magazines, Catalogs & Reference Publications: | Destroyed in the normal case of business & no value to person holding the record | Paper Electronic | | <input type="checkbox"/> |
| 489 | Professional Organization & Association Directories: Ohio, National Parks and Recreation associations | Until no longer administrative, fiscal, legal or historical value | Multi | | <input type="checkbox"/> |
| 490 | Professional Service Contracts: for non-employees such as referees, umpire time keepers and coordinators | 3 years after expired or revised | Paper Electronic | | <input type="checkbox"/> |
| 491 | Program Client Files: | 3 years after final action or expiration of program | Paper Electronic | | <input type="checkbox"/> |
| 492 | Project Files: record of project design and construction | 15 years after completion of project | Paper Electronic | | <input type="checkbox"/> |
| 493 | Project Planning Files – Approved: | 5 years after project completed | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|---------------------|---|---------------------------------------|
| 494 | Project Planning Files – Disapproved | 2 years after denial | Paper Electronic | | <input type="checkbox"/> |
| 495 | Project Routing Review Forms: internal building document for residential and commercial plan review and notification to Ohio Edison for release of electric service | Destroyed in the normal case of business & no value to person holding the record | Paper Electronic | | <input type="checkbox"/> |
| 496 | Property & Evidence Records: documenting the entry, maintenance and disposition of evidence and property taken into departmental possession | 10 years after release or disposition | Paper Electronic | | <input type="checkbox"/> |
| 497 | Property Tax Maps: | Continually updated and revised | Paper Electronic | | <input type="checkbox"/> |
| 498 | Public Records Request: any request of records or documents that are open to the public to view | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 499 | Purchase Bid Specifications & Contract for Vehicles – Successful (original to Budget & Finance Dept.) | Life of vehicle | Paper Electronic | | <input type="checkbox"/> |
| 500 | Purchase Bid Specifications & Contract for Vehicles – Unsuccessful | 6 months | Paper Electronic | | <input type="checkbox"/> |
| 501 | Purchase Order Log Book: No longer exists. See New World Electronic Reporting Program | | | | <input type="checkbox"/> |
| 502 | Purchase Orders – Originals: document completed by the departments for products or services received by a seller. | 3 years provided audited | Paper Electronic | 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. | <input type="checkbox"/> |
| 503 | Purchase Orders (Copies): are kept in the Budget & Finance Department attached to the original invoices | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 504 | Quantitative & Qualitative Data Charts – Flows & PH: detailed records of data collected and used to complete government regulatory reports | 10 years | Paper Electronic | | <input type="checkbox"/> |
| 505 | Quantitative & Qualitative Laboratory Analysis Results | 3 years | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|---------------------|--|---------------------------------------|
| 506 | Quarterly Estimated Tax Payment Forms: required by City for owing more than \$60.00 | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 507 | Quarterly Newsletter: an informational newsletter called the Tree City Bulletin mailed to citizens 4 times a year. | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 508 | Quarterly Pretreatment Testing Results (OEPA) | 15 years or after Incorporated into the Annual Budget | Paper Electronic | | <input type="checkbox"/> |
| 509 | Quarterly Reports: reports submitted to Department Heads every 3 months detailing divisions previous months activities | 1 year then Incorporated into Annual Budget | Paper Electronic | | <input type="checkbox"/> |
| 510 | Receipt Book: to record payments accepted when computer is not available | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 511 | Receipt Report: monthly report on all tax transactions | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 512 | Receipt Slips: building & zoning permits – department copy | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 513 | Recreation Programs: youth and adult activities and leagues, special events and camp programs | 3 years after end of program | Paper Electronic | | <input type="checkbox"/> |
| 514 | Recycling Affidavit: exempted from payment of recycling fee if out of town for a long period of time | 7 years provided audited | Paper Electronic | 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. | <input type="checkbox"/> |
| 515 | Recycling Billing Reports & Multi Family Affidavits: monthly report showing affidavits received from multi-family residences regarding occupancy used to determine totals entered on billing reports & monthly invoice for recycling | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 516 | Recycling Discount Application: for customers 62 or older | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 517 | Reference & Resource Materials: books, workbooks, Ohio Revised Code, etc., used for office efficiency | After revised or rescinded | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|---------------------|---|---------------------------------------|
| 518 | Refund Detail Report: individual tax returns underage or over withheld | 3 years | Paper Electronic | | <input type="checkbox"/> |
| 519 | Regulatory Correspondence & Compliance: chemical, bacteriological, lead, copper, etc. | 12 years -- EPA mandated | Paper Electronic | | <input checked="" type="checkbox"/> |
| 520 | Reportable & Communicable Disease Reports | 6 years | Paper Electronic | | <input type="checkbox"/> |
| 521 | Reports of Ad Hoc Committees: reports/minutes of ad hoc committees created by Kent City Council and dissolved once issue is resolved | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 522 | Request for Action Forms: worksheets completed by an employee with information pertaining to action needed by the Public Safety Department for various work. | Until resolved | Paper Electronic | | <input type="checkbox"/> |
| 523 | Request for Repair: requests made by employees to have vehicles or equipment repaired | 2 years after vehicle or equipment sold | Paper Electronic | | <input type="checkbox"/> |
| 524 | Requisition, Authorization & Certification Forms: form for appointing authorities to request certification of names from current eligibility lists to fill open vacancies. | 2 years after separation | Paper Electronic | | <input type="checkbox"/> |
| 525 | Research Files: for statistical purposes, recruiting new consultants, vendors, etc. | Until no longer of administrative or legal value | Paper Electronic | | <input type="checkbox"/> |
| 526 | Rezoning Applications: | 5 years after final decision & no claims pending | Paper Electronic | | <input type="checkbox"/> |
| 527 | Risk Management Files: | 4 years | Paper Electronic | | <input type="checkbox"/> |
| 528 | Rodenticide Bait Applications: | 3 years from date of application | Paper Electronic | | <input type="checkbox"/> |
| 529 | S.A.R.A. "Right to Know" Files -- Superfund Amendment & Reauthorization Act: this is a list of hazardous materials located on the property | Permanent | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|---------------------|---|---------------------------------------|
| 530 | S.A.R.A. / R.C.R.A. Files: government regulatory forms | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 531 | Safety Class Sheets: log of all safety classes attended by City employees | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 532 | Sanitary Sewer Records: | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 533 | Sanitary Sewer Run Reports: sewer maintenance records specific to street and address | 7 years provided audited | Paper Electronic | 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. | <input type="checkbox"/> |
| 534 | School Inspection Forms: | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 535 | Semi-Annual Report: Informational report citizens and other interested parties on a department's activities and performance for the last 6 months. | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 536 | Senior-Disabled Income Based Discount Application: for water / sewer billing reduction | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 537 | Sewer Back-Up Reports: record / log of the location and repair of sanitary sewer backups | Permanent – kept in street address file | Paper Electronic | | <input type="checkbox"/> |
| 538 | Sewer Repair Sheets: | 10 years | Paper Electronic | | <input type="checkbox"/> |
| 539 | Sewer Testing Records: | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 540 | Shipping & Receiving Slips: documentation of materials / products shipped out or received | 2 years | Paper Electronic | | <input type="checkbox"/> |
| 541 | Shut-off Notices (Delinquencies): final notification before services are turned off | Until revised | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|---|---------------------|--|---------------------------------------|
| 542 | Shut-off Services (Delinquencies): list of delinquencies that are faxed to the Police Department and Health Department | 3 years provided audited | Paper Electronic | 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. <input type="checkbox"/> | <input type="checkbox"/> |
| 543 | Sick Leave Affidavits: | 2 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 544 | Sidewalk Repair & Sign Program Files: records of repairs made to City sidewalks and signs | Continually updated, revised, completed or superseded | Paper Electronic | | <input type="checkbox"/> |
| 545 | Significant Industrial User Files | 3 years or no longer of administrative value | Paper Electronic | | <input type="checkbox"/> |
| 546 | Snow & Ice Reports: detail reports generated to track time, materials and cost of snow removal | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 547 | Social Service Grant Program Project Files: (SEE: LOCAL GRANT PROGRAMS: SOCIAL SERVICE GRANT PROGRAM, NEIGHBORHOOD GRANT PROGRAM & CELEBRATE KENT! GRANT PROGRAM) | | | | <input type="checkbox"/> |
| 548 | Solid Waste Hauler Applications: forms that are submitted by Refuse Haulers to haul garbage from the City | 6 years | Paper Electronic | | <input type="checkbox"/> |
| 549 | Special Assessment Files: sidewalks for residents & water and sewer projects | 3 years after final payment & provided audited | Paper Electronic | | <input type="checkbox"/> |
| 550 | Special Event (Festivals): contains notes of previous set-up and number of personnel needed and where. | Until no longer of administrative value | Paper Electronic | | <input type="checkbox"/> |
| 551 | Special Orders: individual personnel assignments, operational orders and/or restrictions | 1 year after revised, rescinded or superseded | Paper Electronic | | <input type="checkbox"/> |
| 552 | Special Project File: | 3 years | Paper Electronic | | <input type="checkbox"/> |
| 553 | Special Service Project Files: special event records used to complete required EPA/County reports | 4 years and no pending actions | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See Instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|---------------------|--|---------------------------------------|
| 554 | Staff Reports: internal (no longer prepared) | Destroy in normal course of business | Paper Electronic | | <input type="checkbox"/> |
| 555 | Standard Operation Guidelines (fka Emergency Response Protocol): guidelines used for daily operations of the Fire Department | 2 years after revised or rescinded | Paper Electronic | | <input type="checkbox"/> |
| 556 | Statistical Records: | Appraise for historical value | Paper Electronic | | <input checked="" type="checkbox"/> |
| 557 | Statistical Report: monthly report listing fire and EMS incident data by volume compared to the past 3 years on a monthly basis – reproducible | 1 year | Paper Electronic | | <input type="checkbox"/> |
| 558 | Status Forms (pay rates): | 7 years provided audited | Paper Electronic | 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. | <input type="checkbox"/> |
| 559 | Storm Basin Cleaning Report: storm sewer maintenance records specific to street and address | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 560 | Street Improvement Proposals | Until action taken or proposal rejected | Paper Electronic | | <input type="checkbox"/> |
| 561 | Street Painting File: annual record of pavement stripping of City roadways | Continually updated, revised, completed, superseded | Paper Electronic | | <input type="checkbox"/> |
| 562 | Street Repair Cost Summary Record | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 563 | Street Repair Record: | Permanent – retained in street address file | Paper Electronic | | <input checked="" type="checkbox"/> |
| 564 | Subdivision Files: | Permanent unless otherwise provided by statute | Paper Electronic | | <input checked="" type="checkbox"/> |
| 565 | Summer Help Program: professional services agreement for temporary summer employees (includes timecards, payroll sheets and accounts payable invoices) | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|---|--|---|---------------------------------------|
| 566 | Surveys and Statistical Studies: | Until no longer of administrative value | Paper Electronic | | <input type="checkbox"/> |
| 567 | Sustainability Commission (fka Environmental Commission) Approved Summary Meeting Reports | Permanent unless otherwise provided by statute | Paper Electronic | | <input checked="" type="checkbox"/> |
| 568 | Sustainability Commission (fka Environmental Commission) Agendas & Notices: notice of meetings to members | 5 years | Paper Electronic | | <input type="checkbox"/> |
| 569 | Sustainability Commission (fka Environmental Commission) Recordings: internal recording for the preparation of meeting minutes. | 1 year after minutes approved | Electronic Digital Voice Recording | | <input type="checkbox"/> |
| 570 | Swimming Pool Applications: forms to apply for a public swimming pool license | 2 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 571 | Swimming Pool Licenses – Unused: provided by the Ohio Department of Health | After renewal or discontinued | Paper Electronic | | <input type="checkbox"/> |
| 572 | Tattoo Parlor Files: applications for operation and licensing. Operator training certificates, complaints and inspection checklists. | Life of the business | Paper Electronic | | <input type="checkbox"/> |
| 573 | Tax Budgets: reports received from the County | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 574 | Tax Filing Correction Forms: balance due or credit owed – responses to corrections | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 575 | Tax Questionnaire for Businesses with corporate information | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 576 | Tax Settlement reports from the County | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 577 | Team Rosters & Score Books: for teams and leagues youth and adult | 3 years then appraise for administrative or history value | Paper Electronic | | <input type="checkbox"/> |

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|---|---------------------|---|---------------------------------------|
| 578 | Telephone & Radio Communications Recordings | 6 months & no further administrative or legal value | Paper Electronic | | <input type="checkbox"/> |
| 579 | Telephone Messages, Voicemail & Text Messages: multi-media messages used as a form of communication | Until no longer has administrative value | Paper Electronic | | <input type="checkbox"/> |
| 580 | Traffic Citations & Officer Statement of Facts | 2 years & no actions pending | Paper Electronic | | <input type="checkbox"/> |
| 581 | Traffic Crash Reports | 2 years & no actions pending | Paper Electronic | | <input type="checkbox"/> |
| 582 | Traffic Engineering & Safety Meeting Summary Report & Action Taken; may report changes in parking and traffic matters | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 583 | Traffic Engineering & Safety Research Reports: | 5 years unless rescinded | Paper Electronic | | <input type="checkbox"/> |
| 584 | Traffic Study Files | Until superseded, appraise for historical value | Paper Electronic | | <input checked="" type="checkbox"/> |
| 585 | Training Manuals, Folders, Sign-In Sheets & Notes: logs of employees that attend training classes | Continually updated, revised & superseded | Paper Electronic | | <input type="checkbox"/> |
| 586 | Training Manuals & Programs: | 2 years after revised or rescinded | Paper Electronic | | <input type="checkbox"/> |
| 587 | Transfer Site Delivery: security camera footage – recorded over daily | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 588 | Transient Correspondence or Communications: occasional documents that do have limited administrative, fiscal, legal or historical value | Destroy in normal course of business or no value to person holding record | Paper Electronic | | <input type="checkbox"/> |
| 589 | Tri-Annual Industrial Questionnaire: | 6 years after plant closing or revised | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

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|---------------------------|---|---|---------------------|---|---------------------------------------|
| 590 | Trip Sheets: monthly report to show the use of personal vehicles of employees while on City Business. Mileage reimbursement. | 2 years provided audited | Paper Electronic | Audited means: the years encompassed by [in] records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C. | <input type="checkbox"/> |
| 591 | Uniform Reports (copies): weekly Invoices for employee uniform rental and laundry service (original forwarded to Budget & Finance Dept.) | 3 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 592 | United States Environmental Protection Agency Assessment Grant (US EPA) | 10 years after expiration | Paper Electronic | | <input type="checkbox"/> |
| 593 | Unsolicited correspondence, unsolicited mail, unsolicited email and similar unsolicited communications (documents that have no administrative, fiscal, legal or historical value) | Destroy in normal course of business or no value to person holding record | Paper Electronic | | <input type="checkbox"/> |
| 594 | USDA – Haymaker Farmers' Market Promotion Grant Program: State Grant program | 10 years after expiration | Paper Electronic | | <input type="checkbox"/> |
| 595 | UST Monitoring Test Results: records of the condition of underground storage tank – provides history of problems / maintenance | On site 3 years (maintain 25 years after removal of tank) | Paper Electronic | | <input type="checkbox"/> |
| 596 | Vehicle Immobilization Orders: received from a court of record commanding departmental action to immobilize or release a vehicle subject of a traffic case | Incorporated into case files | Paper Electronic | | <input type="checkbox"/> |
| 597 | Vehicle Repair Orders: records of repairs needed / made and maintenance of City vehicles | 2 years after vehicle sold | Paper Electronic | | <input type="checkbox"/> |
| 598 | W-2's: Income earned | 7 years provided audited & no longer has administrative value | Paper Electronic | | <input type="checkbox"/> |
| 599 | Warrant Log & Service Records: reference listing of arrest warrants received, served or recalled, and returned to Court of issuance | 2 years & no further administrative or legal value | | | <input type="checkbox"/> |
| 600 | Water Break Reports: record / log of the location and repair of water line breaks | Permanent – street address file | Paper Electronic | | <input type="checkbox"/> |
| 601 | Water Complaints (Residents): letters and documentation of water service complaints | Until no longer of administrative or legal value | Paper Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|---------------------|---|---------------------------------------|
| 602 | Water Leak Correspondence: letters and documentation of water line leaks | Permanent – street address file | Paper Electronic | | <input type="checkbox"/> |
| 603 | Water Lines: new, improved and tie-ins: plans and as built drawings of improvements to water mains, lines, tie-ins | 50 years, appraise for historical value | Paper Electronic | | <input checked="" type="checkbox"/> |
| 603A | Water Meter Repair Work Order (copies) | 6 years | Paper Electronic | | <input type="checkbox"/> |
| 604 | Water Quality Testing Summary EPA: monthly report | 3 years or after incorporated into annual report | Paper Electronic | | <input type="checkbox"/> |
| 605 | Water Sample Records | 25 years | Paper Electronic | | <input checked="" type="checkbox"/> |
| 606 | Water Systems & Well Data | Permanent | Paper Electronic | | <input checked="" type="checkbox"/> |
| 607 | Weekly & Monthly Reports from City Departments: activity reports from other departments filed with Kent City Council | 2 years | Paper Electronic | | <input type="checkbox"/> |
| 608 | Work Orders: final and initial reads, general repairs | 3 years provided audited | Paper Electronic | 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. | <input type="checkbox"/> |
| 609 | Work Orders - Work assignments: track employee time, tasks and locations of repairs – maintenance of City infrastructure and buildings | 4 years after case closed | Paper Electronic | | <input type="checkbox"/> |
| 610 | Worker's Compensation Reports: State of Ohio | 7 years provided audited | Paper Electronic | | <input type="checkbox"/> |
| 611 | Yard Waste Transfer Site Visitor Logs: passes purchased by residents to have processed yard waste material loaded by City employees – used to track employee time vs. income received | 7 years | Paper Electronic | | <input type="checkbox"/> |
| 612 | Zoning Permit Applications: required by Kent City Zoning Code Regulations (incorporated into street address file) | Permanent unless otherwise provided by statute | Paper Electronic | | <input type="checkbox"/> |
| 613 | Zoning Use Certificate: for land use (incorporated into individual street address file) | Permanent unless otherwise provided by statute | Paper Electronic | | <input type="checkbox"/> |



CITY OF KENT, OHIO

DEPARTMENT OF LAW

December 19, 2017

The Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 East 17th Avenue
Columbus, Ohio 43211-2497

RE: REVISED RC-2 Records Retention Schedule
RC-3 One-Time Disposal of Obsolete Records
My File No. 426

Dear Sir or Ma'am:

Enclosed please find a REVISED Form RC-2 (Records Retention Schedule) and two (2) RC-3 One-Time Disposal of Obsolete Records for your review and approval. Please email the approved forms to the Records Commission at lances@kent-ohio.org.

Thank you.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'James R. Silver', is written over a faint, larger version of the same signature.

James R. Silver
Law Director

JRS/sl
Enclosures



CITY OF KENT, OHIO

DEPARTMENT OF ECONOMIC DEVELOPMENT

DATE: March 22, 2018
TO: Dave Ruller, City Manager
FROM: Tom Wilke, Economic Development Director
RE: 2018 *Celebrate Kent!* Grant Program

The Request for Proposals (RFP) for the 2018 *Celebrate Kent!* Grant Program was issued on February 5, 2018 and the City received a total of eight (8) proposals from four (4) different organizations requesting funding for twelve (12) events. The total amount of funding requested was \$14,518, which is below the \$15,000 that had been appropriated for the 2018 *Celebrate Kent!* Grant Program so staff was able to allocate full funding to all eight eligible requests.

Attached is a summary table of the funding requests along with the staff's recommendation of the amount to fund for each request. Also attached are the eligibility guidelines which were included in the 2018 *Celebrate Kent!* RFP package.

I am respectfully requesting time at the April, 2018 Council Committee session for Bridget Susel to present the staff funding recommendations to the members of Council and to request, with emergency, approval of the proposed grant funding allocations.

Please let me know if you have any questions concerning the attached materials or if you need any additional information on the 2018 *Celebrate Kent!* Grant Program in order to include this item on the agenda.

Thank you.

cc: Bridget Susel, Community Development Director
Tara Grimm, Clerk of Council
David Coffee, Budget & Finance Director
Harrison Wicks, Executive Assistant

**2018 Celebrate Kent
Recommended Funding Amounts**

| Organization | Program | 2018 Requested Funding | Recommended Funding | Projected Matching Funds | Reported Attendance | 2017 Funding Received | 2016 Funding Received | 2015 Funding Received |
|----------------------------------|---|------------------------|---------------------|--------------------------|---------------------|-----------------------|-----------------------|-----------------------|
| Haymaker Farmers' Market | Music @ the Market | \$ 1,818 | \$ 1,818 | \$ 1,818 | 18,320 | \$ 1,400 | \$ 1,000 | \$ - |
| Standing Rock Cultural Arts | Downtown Innovative Community Events (D.I.C.E.), 5 Events | \$ 1,500 | \$ 1,500 | \$ 6,900 | 805 | \$ 1,350 | \$ 1,200 | \$ 1,500 |
| Standing Rock Cultural Arts | "Who's Your Mama?" Earth Day | \$ 1,500 | \$ 1,500 | \$ 12,600 | 885 | \$ 1,350 | \$ - | \$ 1,500 |
| Crooked River Arts Council | Kent Blues Fest | \$ 2,500 | \$ 2,500 | \$ 14,000 | 4,000 | \$ 2,500 | \$ 2,400 | \$ 3,000 |
| Crooked River Arts Council | Kent Round Town | \$ 2,500 | \$ 2,500 | \$ 14,000 | 4,000 | \$ 2,500 | \$ 2,400 | \$ 3,000 |
| Crooked River Arts Council | Kent Beatlefest | \$ 1,500 | \$ 1,500 | \$ 11,000 | 4,000 | \$ 1,150 | \$ 1,000 | \$ 1,250 |
| Crooked River Arts Council | Kent American Roots (Formerly Reggae Jam) | \$ 2,000 | \$ 2,000 | \$ 12,500 | 4,000 | \$ 1,150 | \$ 1,000 | \$ 1,250 |
| Western Reserve Folk Arts Assoc. | Kent Paranormal Weekend * | \$ - | \$ - | \$ - | 0 | \$ 1,600 | \$ 1,500 | \$ - |
| Western Reserve Folk Arts Assoc. | Kent Ghost Walk * | \$ - | \$ - | \$ - | 0 | \$ 950 | \$ 1,000 | \$ - |
| Kent Jaycees | Grill for Good | \$ 1,200 | \$ 1,200 | \$ 15,000 | 1,200 | \$ 1,050 | \$ - | \$ 1,000 |
| Western Reserve Folk Arts Assoc. | Kent Folk Festival * | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | \$ - |
| Lovelight, Inc. | Camp Halim Youth Kent Heritage Festival Performance * | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 800 |
| Kent Area Chamber of Commerce | Discover Downtown * | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Kent Historical Society | Historic Kent Town Tour * | \$ 14,518 | \$ 14,518 | \$ 87,818 | 37,210 | \$ 15,000 | \$ 15,000 | \$ 13,300 |

* No Application Received in 2018