




Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION
 APRIL 22 2024
 STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

Section A: Local Government Unit

City of Bexley		City-Wide	
(Local Government Entity)		(Unit)	
	Benjamin Kessler	Mayor	3-28-24
(Signature of Responsible Official)	(Name)	(Title)	(Date)


Section B: Records Commission

City of Bexley	Records Commission	614-559-4200	
		(Telephone Number)	
2242 E. Main Street	Bexley	43209	Franklin
(Address)	(City)	(Zip Code)	(County)

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

glewis@bexley.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.

	3/28/24
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	5/1/2024
Signature	Title	Date

Section D: Auditor of State

	Records Manager	
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

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

CITY-WIDE

CITY- WIDE Schedule Number	Record Series	Description	Retention Period	Media Type	For use by State Auditor or LGRP
BEX 24-001	Annual Reports		Permanent	Paper and/or Digital	RC-3 Required
BEX 24-002	Bank statements, reconciliations		7 years provided audited	Paper and/or Digital	
BEX 24-003	Blueprints/Building plans	Commercial	Until updated or superseded	Paper and/or Digital	
BEX 24-004	Blueprints/Building plans	Residential	Keep one year after modification/ addition is completed.	Paper and/or Digital	
BEX 24-005	Boards, Commissions, & Councils	Agendas	6 years	Paper and/or Digital	
BEX 24-006	Boards, Commissions, & Councils	Meeting Minutes	Permanent	Paper and/or Digital	RC-3 Required
BEX 24-007	Boards, Commissions, & Councils	Notices	1 year	Paper and/or Digital	
BEX 24-008	Boards, Commissions, & Councils	Audio/Video of Meetings	Permanent	Paper and/or Digital	RC-3 Required
BEX 24-009	Boards, Commissions, & Councils	Meetings/Hearings - Audio/Video Transcriptions of meetings	5 years	Paper and/or Digital	
BEX 24-010	Boards, Commissions, & Councils	Case Files	10 Years	Paper and/or Digital	
BEX 24-011	Boards, Commissions, & Councils	Civil Service Commission Investigations, examination forms, tests, score sheets, etc.	2 Years after expiration	Paper and/or Digital	
BEX 24-012	Building Security Camera Video		30 days	Digital	
BEX 24-013	Calendars		Until no longer of administrative value	Paper and/or Digital	
BEX 24-014	Cash Books		10 years after last entry, provided audited	Paper and/or Digital	
BEX 24-015	Charter, Ordinances, and Council	Charter, Amendments, Approved Ordinances and Resolutions and related indexes	Permanent	Paper and/or Digital	RC-3 Required
BEX 24-016	City Council Documents	Proclamations and petitions	Permanent	Paper and/or Digital	RC-3 Required
BEX 24-017	City Council Documents	Files and documents	10 years	Paper and/or Digital	
BEX 24-018	City Property Damage Claims		6 years provided no action	Paper and/or Digital	

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

CITY-WIDE

BEX 24-019	Complaints		2 years provided no pending action	Paper and/or Digital	
BEX 24-020	Consultant Meeting Minutes		Until no longer of administrative value	Paper and/or Digital	
BEX 24-021	Contracts & Agreements	Contractual services/professional/technical service agreements	10 years after expiration or termination	Paper and/or Digital	
BEX 24-022	Correspondence	Routine Form Letters 1 year General 2 years Legislative & Executive Branch 5 years	Until no longer of administrative value (generally 1-5 years, appraise for historic value)	Paper and/or Digital	
BEX 24-023	Correspondence - Transient Records	Speaker slips, sign-in sheets, telephone messages, drafts, voice mail messages, post-it notes, work order requests, unsolicited mail, phone/fax logs etc.	Until no longer of administrative value	Paper and/or Digital	
BEX 24-024	Correspondence - Unsolicited	Anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer of administrative value	Paper and/or Digital	
BEX 24-025	Disaster Plans		Until updated or superseded	Paper and/or Digital	
BEX 24-026	Employee Accident/Incident Report		5 years	Paper and/or Digital	
BEX 24-027	Equipment/Vehicle Maintenance Records		Life of equipment then 2 months after scrapped or sold	Paper and/or Digital	
BEX 24-028	Grant Records - Not Awarded	State, Federal, Local Grant awards and all related documentation	2 years	Paper and/or Digital	
BEX 24-029	Grant Records -Funded	State, Federal, Local Grant awards and all related documentation	7 Years provided audited and no disputes	Paper and/or Digital	
BEX 24-030	Inspection or Calibration Records - All Types		5 Years after date of inspection, provided all violations resolved	Paper and/or Digital	
BEX 24-031	Lawsuits/Legal Notices & Opinions		Until no longer of administrative value	Paper and/or Digital	
BEX 24-032	Leases - Equipment		2 years after expiration	Paper and/or Digital	
BEX 24-033	Leases - Real Estate		5 years after expiration	Paper and/or Digital	
BEX 24-034	Liability/Release Waivers	Programs, ride-alongs, push bumpers, lockouts, etc.	6 years	Paper and/or Digital	
BEX 24-035	Licenses, Permits, Certifications		1 Year after expiration	Paper and/or Digital	
BEX 24-036	Mail/Postage Logs & Receipts	Postal meter docs	2 Years	Paper and/or Digital	

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

CITY-WIDE

BEX 24-037	Maps/Plats		Until updated, superseded or obsolete then appraise for historic value	Paper and/or Digital	RC-3 Required
BEX 24-038	Mayor's Journal		Permanent	Paper and/or Digital	RC-3 Required
BEX 24-039	Monthly/Quarterly Reports		Until superseded or included in annual report	Paper and/or Digital	
BEX 24-040	Municipal Publications		Until superseded or obsolete	Paper and/or Digital	
BEX 24-041	Oaths of Office - Elected Officials		10 Years after term	Paper and/or Digital	
BEX 24-042	Ohio Public Records Compliance (submitted and reviewed)	RC-1 One time disposal of obsolete records RC-2 Retention Schedules RC-3 Certificate of records disposal	Permanent	Paper and/or Digital	
BEX 24-043	Organizational Charts		Until superseded or obsolete	Paper and/or Digital	
BEX 24-044	Other Reports	Consultant Reports, Reports to Council, Compliance Reports	5 Years	Paper and/or Digital	
BEX 24-045	Personal Service Agreements	For game officials, instructors, program leaders, etc. not qualified for OPERS.	3 Years	Paper and/or Digital	
BEX 24-046	Plans, Directives, Procedures, Posters, Bulletins, Notices, Training Materials, Manuals, Handbooks		Until superseded or obsolete	Paper and/or Digital	
BEX 24-047	Policies & Executive Orders		Until superseded or obsolete	Paper and/or Digital	
BEX 24-048	Press/News Releases		3 Years	Paper and/or Digital	
BEX 24-049	Printing Orders		3 Years	Paper and/or Digital	
BEX 24-050	Public Records Requests		2 Years	Paper and/or Digital	
BEX 24-051	Receipts/Receipt Books		3 Years	Paper and/or Digital	
BEX 24-052	Release of Liability Forms		2 years	Paper and/or Digital	
BEX 24-053	Sales Tax Records		4 years	Paper and/or Digital	
BEX 24-054	Scrapbooks/Photographs/Newspaper articles/Videos		Indefinitely; Appraise for historical value	Paper and/or Digital	RC-3 Required
BEX 24-055	Speeches, Presentations		3 Years	Paper and/or Digital	
BEX 24-056	Staff Meeting Agendas/Minutes		Until no longer of administrative value	Paper and/or Digital	

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

CITY-WIDE

BEX 24-057	Training Materials/Lesson Plans	For employee training	Until superseded or obsolete	Paper and/or Digital	
BEX 24-058	Visitor Log		1 year	Paper and/or Digital	
BEX 24-059	Warranties		2 years after expiration	Paper and/or Digital	
BEX 24-060	Work Orders		2 years	Paper and/or Digital	

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