

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

To : CITY OF BEXLEY Records Commission (614) 235-8694 Telephone Number

2242 E. Main St.
(Address)

BEXLEY
(City)

43209
(Zip Code)

FRANKLIN
(County)

From CITY OF BEXLEY CIVIL SERVICE COMMISSION

(Political Subdivision Name)

(Unit)

David Kriska

Chairman

4/20/2007

(Signature Of Responsible Official)

(Name)

(Title)

(Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on 04/09/2007 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature

Date

Subject to selection upon receipt of a
Certificate of Records Disposal (RC-3)

For the Ohio Historical Society

Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-00001	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised, Superseded or Discontinued and no longer of an Admin. or Legal Value, (RC-3 Not Required)	Multi	
07-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) After Revised, Superseded or Discontinued and no longer of an Admin. or Legal Value, (RC-3 Not Required)	Multi	
07-00003	Executive Correspondence - Correspondence of the Commissioner and the executive staff dealing with significant aspects of the administration of the Office \ Commission. This correspondence includes information concerning the Office's \ Commission's policies, programs, fiscal and personnel matters.	3 Year(s) And no longer of an Admin. or Legal value.	Multi	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-00004	General Correspondence - This includes both internal and external correspondence; also, correspondence requesting information pertaining to the Civil Service Commission and other miscellaneous inquiries. This correspondence is informative, it does not attempt to influence the policies of the Commission.	1 Year(s) And no longer of an Admin. value	Multi	
07-00005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by the Commission that are answered by standard form letters.	6 Month(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00006	Transient Records - Including telephone message slips \ books \ logs, Post Its, Notes, Notices and other records which serve to convey information of temporary importance in lieu of direct oral communication.	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
07-00007	Unsolicited Correspondence \ Unsolicited Mail \ Unsolicited E- Mail and Similar Unsolicited Communications	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
07-00008	Copies - Reading\ Informational & Reference. All Media	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
07-00009	Drafts \ Informal Notes \ Reminder Notes \ Preliminary Drawings & Renderings	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
07-00010	Bulletins \ Posters \ General Notices & Displays	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	

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07-00011	Blank Forms - All Media	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	
07-00012	Commission Awards \ Newspaper Articles & Clippings \ Photographs \ Negatives & Scrapbooks	25 Year(s) Provided of No Administrative Value.	Multi	
07-00013	Professional Magazines \ Publications and Reference Materials	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
07-00014	Professional Organizations & Association Files	1 Year(s) And no longer of an Admin. value	Multi	
07-00015	General Administrative Files	Until no longer of an Admin. or Legal Value, then destroy. (RC-3 Not Required)	Multi	
07-00016	Annual Report - Commission	25 Year(s)	Multi	
07-00017	Annual Commission Budget (Commission Copy)	3 Year(s) Provided Audited	Multi	
07-00018	Annual Commission Budget Preparation Documents & Worksheets	3 Year(s) And no longer of an Admin. or Fiscal value.	Multi	
07-00019	Equipment Operating & Maintenance Manuals	Until machine or equipment sold, scrapped or no longer owned by the Municipality. (RC-3 Not Required)	Multi	

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07-00020	Equipment Maintenance & Repair Records	2 Year(s) After sold, scrapped or no longer owned by the Municipality. (RC-3 Not Required).	Multi	
07-00021	Reference Publications & Directories - All Media & Types	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi	
07-00022	Laws \ Regulations & Rules (Local, County, State & Federal)	Continually Updated, Revised or Superseded. (RC-3 Not Required)	Multi	
07-00023	Computer Generated Reports - Administrative & Financial Reports - Periodic	Until no longer of an Admin. or Fiscal Value, then destroy (RC-3 Not Required)	Multi	
07-00024	Computer Generated Reports - Administrative & Financial (Annual)	Until no longer of Admin. or Fiscal Value	Multi	
07-00025	Inter Office Communications (IOCs) \ Memos \ Memoranda	2 Year(s) And no longer of an Admin. or Legal value.	Multi	
07-00026	Voice Mail \ Cell Phones \ Pagers \ Telephone Answering Machines - Messages \ Recordings & Data	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00027	Business Card \ Rotary & Rolodex Files - All Media	Until obsolete or superseded, then destroy (RC-3 not required)	Multi	
07-00028	Planning \ Scheduling \ Calendar \ Training Information & Data on : Display Boards \ Erasable & Dry- Erase Boards \ Chalkboards \ Easel Pads and Electronic Media	Continually Updated, Revised or Erased (RC-3 Not Required)	Multi	

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07-00029	Daily, Weekly \ Monthly & Yearly : Appointment Books \ Calendars \ Schedules \ Organizers \ Planners - All Media	Continually Updated, Revised or Erased (RC-3 Not Required)	Multi	
07-00030	Surveys & Questionnaires	3 Year(s) And no longer of an Admin. or Legal value.	Multi	
07-00031	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Until no longer of an Admin. or Fiscal Value, then destroy (RC-3 Not Required)	Multi	
07-00032	Purchase Orders \ Vouchers \ Supply Requisitions \ Receiving Reports \ Related Invoices & Statements (Commission Copy)	3 Year(s) Provided Audited	Multi	
07-00035	Audio \ Video \ Digital Recordings - Not Specifically Scheduled	Until no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	
07-00036	Lists \ Rosters \ Informational Directories \ Address & Telephone Number Records - All Media & Types	Continually Maintained and Updated. (RC-3 Not Required)	Multi	
07-00037	Press Releases	2 Year(s)	Multi	
07-00039	Training Materials - All Media	Until obsolete, superseded or no longer of Administrative Value (RC-3 Not Required).	Multi	
07-00040	Training Records - Commission	10 Year(s)	Multi	
07-00041	Professional Certifications \ Professional Licenses \ Required Licenses \ Certificates of Training and Similar Documents.	Place copy in Individual's Personnel Records	Multi	
07-00042	Physical Inventory \ Inventory of Fixed Assets - Commission	3 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	

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07-00043	Anonymous \ Unfounded Complaints	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	
07-00044	Strategic Plan (Municipal & Commission)	Until Revised or Rescinded. (RC-3 Not Required)	Multi	
07-00045	Commission Reports \ Records: Not Specifically Scheduled	3 Year(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00046	State and Federal Grant Records - Unsuccessful \ Rejected	2 Year(s)	Multi	
07-00047	State and Federal Grant Records - Successful \ Funded	7 Year(s)	Multi	
07-00048	Contracts \ Service Agreements \ Insurance Policies	7 Year(s)	Multi	
07-00049	Meeting Agendas and Notices of Public Meetings	5 Year(s)	Multi	
07-00050	Written Minutes & Approved Summaries of Civil Service Commission Meetings	Permanent	Multi	
07-00051	Audio \ Video \ Digital Recordings of Civil Service Commission Meetings	30 Days After written minutes prepared and approved. (RC-3 Not Required)	Multi	
07-00052	Exhibits \ Maps \ Diagrams \ Drawings - Used at Meetings or Sent to \ Submitted to: the Civil Service Commission for Informal Review or Information.	Return to Submitter or Destroy when No Longer of Administrative Value. (RC-3 Not Required)	Multi	
07-00053	Exhibits \ Plans \ Diagrams - Used at Meetings or Sent to \ Submitted for Review or Approval by the Civil Service Commission	Retain with Project File or Application until no longer of Administrative Value, then destroy. (RC-3 Not Required)	Multi	

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07-00054	Unsolicited Reports \ Plans \ Diagrams \ Studies or Proposals.	Return to Submitter or Destroy when No Longer of Administrative Value. (RC-3 Not Required)	Multi	
07-00055	Personnel Action Forms	7 Year(s)	Multi	
07-00056	Internal Job Postings	4 Year(s)	Multi	
07-00057	Job Classification Lists	4 Year(s)	Multi	
07-00058	Employee Evaluations	10 Year(s)	Multi	
07-00059	Civil Service Examination: Forms \ Tests \ Booklets \ Score Sheets and Answer Sheets	7 Year(s) After position eligibility list expires.	Multi	
07-00060	Civil Service Classified and Unclassified Employee Lists	7 Year(s) After superseded or revised.	Multi	
07-00061	Labor \ Union Contracts	3 Year(s) After expiration	Multi	
07-00062	Civil Service Eligibility Lists - Employment and Promotion	7 Year(s) After list expires	Multi	
07-00063	Civil Service - Applications for Examination & Appointment - Not Hired	3 Year(s)	Multi	
07-00064	Pre- Employment Interviews : Not Hired	3 Year(s) After position filed	Multi	
07-00065	Polygraph Examinations - Not Hired	3 Year(s) After position eligibility list expires.	Multi	
07-00066	Controlled Substance Testing - Not Hired	3 Year(s) After position eligibility list expires.	Multi	
07-00067	Public Notices - Employment Opportunities	4 Year(s)	Multi	
07-00068	EEOC Report - Work papers & Documentation	7 Year(s)	Multi	
07-00069	Ohio Department of Jobs and Family Services; Files and Reports	3 Year(s)	Multi	

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07-00070	Classified and Unclassified Employee Files	2 Year(s) After employee leaves municipal employment	Multi	
07-00071	Commission Employee Leave Balances - Vacation	3 Year(s) Provided Audited	Multi	
07-00072	Public Records Request Forms	2 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	