

# 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  
(Political Subdivision Name)

CLERK OF COUNCIL  
(Unit)

Larry Heiser  
(Name)

Clerk  
(Title)

4/20/2007  
(Date)

(Signature Of Responsible Official)

*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| 07-00001        | Policies, Procedures, Rules & Regulations   | 6 Year(s) After Revised, Superseded or Discontinued and no longer of an Admin.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| 07-00002        | Ohio Public Records Compliance File (RC-1, RC-2, RC-3)  | 25 Year(s) After Revised, Superseded or Discontinued and no longer of an Admin.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 Clerk of Council and the executive staff dealing with significant aspects of the administration of the Clerk's Office . This correspondence includes information concerning the Office'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

From: CITY OF BEXLEY CLERK OF COUNCIL  
 (Political Subdivision Name) (Unit)

| 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 Clerk's Office and other miscellaneous inquiries. This correspondence is informative, it does not attempt to influence the policies of the Office. | 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 Clerk's Office 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 \ Voice Mail or Similar Unsolicited Communications: Sent to \ Submitted to or Received by: the Clerk of Council \ the City Council or any Members of the City Council.   | 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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| Schedule Number | Records title and description,   | Retention Period  | Media Type | For use by Auditor o State or OHS-LGRP |
|-----------------|--|---|------------|--|
| 07-00011        | Blank Forms - All Media  | Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)                              | Multi      |  |
| 07-00012        | 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 of City Council  | 25 Year(s)  | Multi      |  |
| 07-00017        | Annual Budget (Clerk's Copy)   | 3 Year(s) Provided Audited  | Multi      |  |
| 07-00018        | Annual Clerk of Council 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      |   |
| 07-00026        | 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      |   |
| 07-00029        | Daily, Weekly \ Monthly & Yearly : Appointment Books \ Calendars \ Schedules \ Organizers \ Planners - All Media  | Continually Updated, Revised or Erased (RC-3 Not Required)                                  | Multi      |   |

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|-----------------|---|---|------------|--|
| 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 \ Supply Requisitions \ Receiving Reports \ Related Invoices \ Vouchers & Statements (Office Copy)        | 3 Year(s) Provided Audited  | Multi      |  |
| 07-00035        | Audio \ Video\ Digital Recordings of Meetings \ Hearings or other Events - Not Specifically Scheduled                     | 30 Days And no longer of Administrative 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 for the Clerk's Office   | 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        | Inventory of Fixed Assets - Departmental  | 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 & Departmental)  | Until Revised or Rescinded. (RC-3 Not Required)  | Multi      |  |
| 07-00045        | Office \ Departmental 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 \ Surety Bonds  | 7 Year(s) After expiration   | Multi      |  |
| 07-00049        | City Council \ City Council Committees and Subcommittees: Meeting Agendas and Public Meeting Notices  | 5 Year(s)  | Multi      |  |
| 07-00050        | Council Meetings : Written Approved Minutes & Approved Summaries  | Permanent  | Multi      |  |
| 07-00051        | Audio \ Video \ Digital Recordings of Council Meetings.   | After Written Minutes approved. ( RC-3 Not Required )                                      | Multi      |  |
| 07-00052        | Exhibits \ Plans \ Drawings \ Plats \ Maps \ Renderings \ Images \ Recordings: Used at Meetings or Sent to \ Submitted to: the Clerk of Council \ City Council \ City Council Committees \ Subcommittees : for Informal Review or Informational Purposes. | Return to Submitter or Destroy when No Longer of Administrative Value. (RC-3 Not Required) | Multi      |  |
| 07-00053        | Exhibits \ Plans \ Drawings \ Plats \ Maps \ Renderings : Used at Meetings \ Sent to or Submitted for Approval by : City Council \ City Council Committees or Subcommittees   | Retain with Ordinance or City Council Committees \ Subcommittees Reports                   | Multi      |  |

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|-----------------|---|---|------------|---|
| 07-00054        | Unsolicited Reports \ Plans \ Drawings \ Renderings \ Maps \ Images \ Recordings or Proposals: Sent to \ Submitted to or Received by the Clerk of Council \ the City Council or any Members of the City Council or City Council Committees and Subcommittees. | Destroy when no longer of Administrative Value. (RC-3 Not Required)                               | Multi      |   |
| 07-00055        | Bexley City Charter and Amendments  | Permanent   | Multi      |   |
| 07-00056        | Ordinances  | Permanent   | Multi      |   |
| 07-00057        | Resolutions   | Permanent   | Multi      |   |
| 07-00058        | Annexation Files and Records  | Permanent   | Multi      |   |
| 07-00059        | Monthly Reports to Council  | 5 Year(s)   | Multi      |   |
| 07-00060        | Oaths of Office: Council Members \ Elected Officials and All City Employees required to take an Oath.   | 10 Year(s) After expiration of the elected term of office or appointment.                         | Multi      |   |
| 07-00061        | Ordinances & Resolutions - Not Approved   | 10 Year(s)  | Multi      |   |
| 07-00063        | Legal Notices and Proofs of Publication   | 5 Year(s) And no longer of an Admin. or Legal value.  | Multi      |   |
| 07-00064        | City Council Information Packets \ Special Projects: Informational Material for Council Members   | Until no longer of Administrative Value.( RC-3 Not Required)                                      | Multi      |   |
| 07-00065        | Zoning Map  | Continually Maintained and Updated. ( RC-3 Not Required)  | Multi      |   |
| 07-00066        | Media Notifications: Made pursuant to Section 121.22 ORC  | 3 Year(s)   | Multi      |   |
| 07-00067        | Name Plates \ Signature Stamps \ Name Tags  | Until no longer of Administratively needed. Give to person named on the item. (RC-3 Not Required) | Multi      |   |

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|-----------------|---|---|----------------------|---|
| 07-00068        | Bexley Codified Ordinances - Revisions and Additions. (2002 Edition )                                       | Continually Maintained and Updated. ( RC-3 Not Required)                      | Multi                |   |
| 07-00069        | Employee Leave Balances - Vacation  | Continually Maintained and Updated. ( RC-3 Not Required)                      | Multi                |   |
| 07-00070        | Public Records Request Forms  | 2 Year(s) And no longer of Administrative or Legal Value. (RC-3 Not Required) | Multi                |   |
| 07-00071        | Certificates of Election (Copies)   | Until no longer of Administrative or Legal Value. (RC-3 Not Required)         | Multi                |   |
| 07-00072        | City Council \ City Council Committees \ Subcommittees : Reports  | 5 Year(s)   | Multi                |   |
| 07-00073        | City Council Committees \ Subcommittees : Members Meeting Notes \ Information Packets \ Reference Materials | Until no longer of Administrative Value.( RC-3 Not Required)                  | Multi                |   |