



**Monroe Records Commission Agenda
June 18, 2026 – 2:00 p.m.
233 South Main Street, Monroe, Ohio
City Manager Conference Room**

Call to Order

Roll Call

Discussion

Approval of RC-2 (Schedule of Records Retention and Disposition)
Establish future meeting schedule

Adjournment



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

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 Monroe		General	
(Local Government Entity)		(Unit/Department)	
Larry Lester		City Manager	
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Records Commission			
233 S. Main St.		(Telephone Number)	
Monroe		45050	Butler
(Address)	(City)	(Zip Code)	(County)

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

combsb@monroehio.gov

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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.

Records Commission Chair Signature	Date
------------------------------------	------

Section C: Ohio History Connection - State Archives

Signature	Title	Date
-----------	-------	------

Section D: Auditor of State

Signature	Title	Date
-----------	-------	------

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

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

See instructions before completing this form.

City of Monroe

Administration

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ADM-01	Oaths of Office - Signed copies of all oaths administered, including elected or appointed officials.	10 years after termination. Appraise for historical value.	Paper		<input type="checkbox"/>
ADM-02	Grievance hearing files - proceedings of all employee grievance hearings	Merge with personnel file	Paper/ Digital		<input type="checkbox"/>
ADM-03	Certification of publication of legal advertisement - receipt from newspaper for publication of legal advertisement	2 years	Paper/ Digital		<input type="checkbox"/>
ADM-04	Contracts and agreements - all contracts issued by or received by the municipality	15 years after expiration	Paper/ Digital		<input type="checkbox"/>
ADM-05	Manager/Council correspondence - All written correspondence between the City Manager and the Council	2 years or until no longer of administrative value	Paper/Digital		<input type="checkbox"/>
ADM-06	Property Inventory - list of all municipal property	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
ADM-07	Speeches/Presentations - Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Until no longer of administrative value. Appraise for historical value.	Paper/Digital		<input type="checkbox"/>
ADM-08	Liquor Permits - notices to the Legislative Authority	3 years for approved. 1 year for denied.	Paper		<input type="checkbox"/>
ADM-09	Census Bureau	Until no longer administratively necessary. Appraise for historical value.	Paper/ Digital		<input checked="" type="checkbox"/>
ADM-10	Citizen complaints	4 years provided no action pending.	Paper/ Digital		<input type="checkbox"/>
ADM-11	Records requests - copies of requested documents/records	2 years	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Administration (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ADM-12	Easements - records of easements in the City	Permanent	Paper		<input type="checkbox"/>
ADM-13	Delivery/Packing slips - all packing slips received by the city	Until no longer of administrative value	Paper		<input type="checkbox"/>
ADM-14	Bids - Successful - All successful bids obtained by the city	15 years after completion of project	Paper/ Digital		<input type="checkbox"/>
ADM-15	Bids - Unsuccessful - All unsuccessful bids obtained by the city	2 years after letting go of the contract	Paper/ Digital		<input type="checkbox"/>
ADM-16	Record retention documents (RC1, RC2, and copies of RC3 documents)	Permanent	Paper/ Digital		<input type="checkbox"/>
ADM-17	State of the City Reports - Annual Municipal Report	Permanent. At 50 years appraise for historical value	Paper/Digital		<input checked="" type="checkbox"/>
ADM-18	Solicitor's or peddler's permit	1 year after expiration	Paper/ Digital		<input type="checkbox"/>
ADM-19	Communication Records (Correspondence) - Messages sent and received in any media, including letters, memorandum, faxes, email messages, miscellaneous communications, etc.	Retain according to content. Ensure metadata retained if applicable.	Paper/ Digital		<input type="checkbox"/>
	(A) Transient - Routine communication which convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
	(B) General - Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy.	1 year	Paper/ Digital		<input type="checkbox"/>
	(C) Executive - Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters.	Three years; file with related records if content requires longer retention; appraise for historical value.	Paper/Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Administration (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ADM-20	Agendas - A list of items to be discussed and/or acted upon during a public meeting	2 years	Paper/ Digital		<input type="checkbox"/>
ADM-21	Legal Advertisements/Notices - Legal announcements to inform the public of meetings, hearings, bids, auctions or other events	1 year or until superseded	Digital		<input type="checkbox"/>
ADM-22	Meeting Notices - Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	2 years	Digital		<input type="checkbox"/>
ADM-23	Organization Chart (Table of Organization) - a diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Until superseded. Review for historical value.	Digital		<input type="checkbox"/>
ADM-24	Meeting Records - Departmental/Internal - Records of internal agency or department meetings. Does not include the records of public meetings. Can include agendas, notes, minutes, electronic recordings, etc.	Destroy when no longer administratively necessary.	Paper/ Digital		<input type="checkbox"/>
ADM-25	Meeting Records - Public Meetings. Records of meetings that are open to the public per the ORC.				<input type="checkbox"/>
	(A) Minutes - complete and accurate record of the public meeting.	Permanent	Digital		<input type="checkbox"/>
	(B) Recordings - recording of the proceedings of the public meeting.	Retain until the minutes are approved or until determined no longer administratively necessary.	Digital		<input type="checkbox"/>
ADM-26	Sign-in Sheets - Registers or logs used to track arrivals and departures from offices or meetings. Includes visitor sign-in sheets, participant sign-in sheets, etc.	One year provided no action pending.	Paper		<input type="checkbox"/>
ADM-27	Speeches/Presentations - Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Until no longer of administrative value. Appraise for historical value.	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Development

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
BAZ-01	Building Applications-building permit application form submitted by an applicant	Until permit issues or 1 year	Paper/ Digital		<input type="checkbox"/>
BAZ-02	Building Inspection Reports- Inspection sheet provided by bldg dept after permit is closed	3 years	Digital		<input type="checkbox"/>
BAZ-03	Building Permit- Building permit page (one page) created and issued by bldg department	Permanent	Paper/ Digital		<input type="checkbox"/>
BAZ-04	Occupancy Permit Record- Certificate of Occupancy	Permanent	Paper/ Digital		<input type="checkbox"/>
BAZ-05	Building Plans- Residential and Commercial	3 years – Residential and Commercial	Digital		<input type="checkbox"/>
BAZ-06	Building Plans- Municipal	Life of structure	Paper/ Digital		<input type="checkbox"/>
BAZ-07	Board of Building Standards Appeals Case File	5 years	Digital		<input type="checkbox"/>
BAZ-08	Building Code- Copy of Ohio Building Code (OBC) and other state codes the city bldg department follows	Until superseded, 1 copy permanent	Paper/ Digital		<input type="checkbox"/>
BAZ-09	Zoning Permit Record- Issued Zoning Permit (staff signed copy of application form and attached/approved documentation)	Permanent	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Development (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
BAZ-10	Zoning Permit Application-Zoning permit application form submitted by an applicant	Until permit issued or 1 year	Digital		<input type="checkbox"/>
BAZ-11	Zoning or Property Maintenance Violations- Letters issued by the Code Enforcement Inspector for code or property maintenance violations	Until corrected or adjudicated by court	Digital		<input type="checkbox"/>
BAZ-12	Zoning or Property Maintenance Complaints	2 years, provided no pending action	Digital		<input type="checkbox"/>
BAZ-13	Condemnation Records	Permanent	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Development (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PL-01	Board of Zoning Appeals Case File- Application with associated documentation submitted by applicant and staff report	5 years after final decision rendered	Digital		<input type="checkbox"/>
PL-02	Board of Zoning Appeals Journal- Folder or binder containing agenda and minutes for each Board of Zoning Appeals meeting	Permanent	Paper/ Digital		<input type="checkbox"/>
PL-03	Rezoning Case File- Application with associated documentation submitted by applicant and staff report	5 years after final decision rendered	Digital		<input type="checkbox"/>
PL-04	Community Development Reports and Other Special Studies	Until no longer of value	Digital		<input type="checkbox"/>
PL-05	Planning Commission Case File- Application with associated documentation submitted by applicant and staff report	5 years	Digital		<input type="checkbox"/>
PL-06	Planning Commission Journal- Folder or binder containing agenda and minutes for each Planning Commission Meeting	Permanent	Paper/ Digital		<input type="checkbox"/>
PL-07	Subdivision Files- Preliminary plat, final construction drawings, record plat	Permanent	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

City Council

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
CC-01	Communication Records (Correspondence) - Messages sent and received in any media, including letters, memorandum, faxes, email messages, miscellaneous communications, etc.	Retain according to content. Ensure metadata retained if applicable.	Paper/ Digital		<input type="checkbox"/>
	(A) Transient - Routine communication which convey information of temporary importance in lieu of oral communication	Until no longer of administrative value.	Paper/ Digital		<input type="checkbox"/>
	(B) General - Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy.	1 year	Paper/ Digital		<input type="checkbox"/>
	(C) Executive - Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters.	Three years; file with related records if content requires longer retention; appraise for historical value.	Paper/ Digital		<input type="checkbox"/>
CC-02	Manager/Council correspondence - All written correspondence between the City Manager and the Council	2 years or until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
CC-03	Wedding records - list of civil ceremonies performed by the Mayor	3 years, provided certificate sent to Probate Court	Paper		<input type="checkbox"/>
CC-04	Oaths of Office - Signed copies of all oaths administered, including elected or appointed officials.	10 years after termination. Appraise for historical value.	Paper		<input type="checkbox"/>
CC-05	Liquor Permits - notices to the Legislative Authority	3 years for approved. 1 year for denied.	Paper		<input type="checkbox"/>
CC-06	Certification of publication of legal advertisement - receipt from newspaper for publication of legal advertisement	2 years	Paper/ Digital		<input type="checkbox"/>
CC-07	Returned certified mailers	2 years	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

City Council (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
CC-08	Records requests - copies of requested documents/records	2 years	Paper/ Digital		<input type="checkbox"/>
CC-09	Delivery/Packing slips	Until no longer of administrative value	Paper		<input type="checkbox"/>
CC-10	Copies of receipts/purchase orders/invoices received	3 years	Paper/ Digital		<input type="checkbox"/>
CC-11	Council and Mayor/Vice Mayor Ballots	3 years after action taken	Paper		<input type="checkbox"/>
CC-12	Board/Commission Appointment Applications	2 years after appointment decision/vacancy filled	Paper/ Digital		<input type="checkbox"/>
CC-13	Council Proclamations	3 years	Paper/ Digital		<input type="checkbox"/>
CC-14	City Council and Council Committee Agendas	6 years	Paper/ Digital		<input type="checkbox"/>
CC-15	Visitor cards or sign-in sheets to Council meetings	1 year	Paper		<input type="checkbox"/>
CC-16	City Council and Council Committee Minutes	Permanent	Paper/ Digital		<input type="checkbox"/>
CC-17	Audio/Video recordings of Council meetings	1 year, provided meeting has been transcribed to hard copy and approved	Digital		<input type="checkbox"/>
CC-18	Reports submitted to Council	5 years	Paper/ Digital		<input type="checkbox"/>
CC-19	Petitions filed with Council	5 years	Paper/ Digital		<input type="checkbox"/>
CC-20	Municipal Charter and Amendments	Permanent	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

City Council (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
CC-21	Ordinances	Permanent	Paper/ Digital		<input type="checkbox"/>
CC-22	Resolutions	Permanent	Paper/ Digital		<input type="checkbox"/>
CC-23	Index to Ordinances – cumulative index of all Ordinances for the municipality	Permanent	Paper/ Digital		<input type="checkbox"/>
CC-24	Index to Resolutions – cumulative index of all Resolutions for the municipality	Permanent	Paper/ Digital		<input type="checkbox"/>
CC-25	Records retention documents (RC-1, RC-2, RC-3)	Permanent	Paper/ Digital		<input type="checkbox"/>
CC-26	Rules of Council	Until superseded	Paper/ Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Communications

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
COM-01	Communication Records (Correspondence) - Messages sent and received in any media, including letters, memorandum, faxes, email messages, miscellaneous communications, etc.	Retain according to content. Ensure metadata retained if applicable.	Paper/ Digital		<input type="checkbox"/>
	(A) Transient - Routine communication which convey information of temporary importance in lieu of oral communication	Until no longer of administrative value.	Paper/ Digital		<input type="checkbox"/>
	(B) General - Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy.	1 year	Digital		<input type="checkbox"/>
	(C) Executive - Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters.	Three years; file with related records if content requires longer retention; appraise for historical value.	Paper/ Digital		<input type="checkbox"/>
COM-02	Photographs and Image Files - Visual documentation of a person, place, or event on various media. Media may include, but is not limited to photographs, digital files, slides, negatives, etc.	Until no longer of administrative value. Appraise for historical value.	Digital		<input type="checkbox"/>
COM-03	Mailing Lists - List of individuals and addresses for mail distribution.	Until updated, superseded or obsolete.	Paper/ Digital		<input type="checkbox"/>
COM-04	Press / News Releases - Information disseminated to the public through media outlets.	Until no longer of administrative value. Appraise for historical value.	Digital		<input type="checkbox"/>
COM-05	Social Media Archive	1 year	Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Communications (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
COM-6	City website pages	Until superseded or obsolete	Digital		<input type="checkbox"/>
COM-07	Newsletters - Community Newsletters	Until superseded or obsolete; appraise for historical value	Paper/ Digital		<input type="checkbox"/>
COM-08	Marketing/Campaign Materials	Until superseded or obsolete; appraise for historical value	Paper/ Digital		<input type="checkbox"/>
COM-09	Video & Multimedia Content	Until superseded or obsolete; appraise for historical value	Digital		<input type="checkbox"/>
COM-10	Internal Communications Plans & Strategy Documents	Until superseded or obsolete; appraise for historical value	Paper/ Digital		<input type="checkbox"/>
COM-11	Content Removal Logs/ Content Moderation Logs	3 years	Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Economic Development

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ED-01	Communication Records (Correspondence) - Messages sent and received in any media, including letters, memorandum, faxes, email messages, miscellaneous communications, etc.	Retain according to content. Ensure metadata retained, if applicable.	Paper/ Digital		<input type="checkbox"/>
	(A) Transient - Routine communication which convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
	(B) General - Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy.	1 year	Paper/ Digital		<input type="checkbox"/>
	(C) Executive - Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters.	Three years; file with related records if content requires longer retention; appraise for historical value.	Paper/ Digital		<input type="checkbox"/>
ED-02	Blank Forms (permit applications-administrative)	Until superseded	Paper/ Digital		<input type="checkbox"/>
ED-03	Budget Preparation Documents (Drafts)	4 years or until no longer administratively necessary	Paper/ Digital		<input type="checkbox"/>
ED-04	Contracts and agreements (originals exist in Finance Dept.)	1 year (copies); 15 years after expiration.	Paper/ Digital		<input type="checkbox"/>
ED-05	General Orders, Directives, Policies, Rules, Regulations and/or Procedures	Until superseded, retain one copy until audited	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Economic Development (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ED-06	Manuals, Handbooks & Directives	Until superseded, obsolete or replaced. Retain one file copy until audited.	Paper/ Digital		<input type="checkbox"/>
ED-07	Press/News Releases (public notices)	3 years	Paper/ Digital		<input type="checkbox"/>
ED-08	Reference/Library Material	Until superseded, obsolete or replaced	Paper/ Digital		<input type="checkbox"/>
ED-09	Research Files (surveys)	5 years	Paper/ Digital		<input type="checkbox"/>
ED-10	Speeches/Presentations	5 years	Paper/ Digital		<input type="checkbox"/>
ED-11	Voicemail Messages	Until no longer administratively necessary	Digital		<input type="checkbox"/>
ED-12	Community Development Reports	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
ED-13	Housing, Land Use, Population, and other special studies	Until no longer of administrative value; appraise for historical value	Paper/ Digital		<input checked="" type="checkbox"/>
ED-14	Legislative Research Files/Drafts	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Economic Development (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ED-15	Loan & Grant Applications (copies)	3 years, provided audited	Paper/ Digital		<input type="checkbox"/>
ED-16	Project Planning Files	5 years after completion of final project report	Paper/ Digital		<input type="checkbox"/>
ED-17	Tax Abatement Records	Duration of Abatement plus one year	Paper/ Digital		<input type="checkbox"/>
ED-18	Reports to Council	5 years	Paper/ Digital		<input type="checkbox"/>
ED-19	TIRC and ODOD Reports	Duration of abatement plus one year	Paper/ Digital		<input type="checkbox"/>
ED-20	Incentive Agreements	Duration of abatement/ incentive plus one year	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Economic Development (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ED-21	Housing Council Records				<input type="checkbox"/>
	Minutes	Permanent	Paper/ Digital		<input type="checkbox"/>
	Roster	1 year after obsolete	Paper/ Digital		<input type="checkbox"/>
ED-22	CRA Applications	3 years if unsuccessful application	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Finance

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIN-101	(AP) Accounts Payable outstanding check report – general bank account	3 years	Multi		<input type="checkbox"/>
FIN-102	(AP) Accounts Payable record – record of all outstanding accounts of the municipality	3 years provided audited	Multi		<input type="checkbox"/>
FIN-103	(AP) Accounts Payable voucher packet – all paid invoices, copy of payments, copy of purchase orders and check requests	3 years provided audited	Multi		<input type="checkbox"/>
FIN-104	(AP) 1099 Forms – all 1099 forms issued by municipality	3 years provided audited	Multi		<input type="checkbox"/>
FIN-105	(AP) Check Register – register of Accounts Payable checks processed	3 years provided audited	Multi		<input type="checkbox"/>
FIN-106	(AP) Encumbrance documents	3 years	Multi		<input type="checkbox"/>
FIN-107	(AP) Purchase orders – record of all purchases made by municipality	3 years provided audited	Multi		<input type="checkbox"/>
FIN-108	(AP) Requisitions	3 years	Multi		<input type="checkbox"/>
FIN-109	(Budget) Annual Certificate of estimated resources and amended certificates	7 years	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Finance (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIN-110	(Budget) Appropriations Resolutions - detailed annual budget of the municipality	Permanent	Multi		<input type="checkbox"/>
FIN-111	(Budget) Budget Book presented to Council	Until superseded with following year submission	Multi		<input type="checkbox"/>
FIN-112	(Budget) Budget preparation documents (Working papers)	4 years	Multi		<input type="checkbox"/>
FIN-113	(Budget) Computer generated budget reports monthly, quarterly, semiannual, and annual	Until replaced by next printout or annual report printed out/5 years	Multi		<input type="checkbox"/>
FIN-114	(Budget) Tax Budget documents (Working papers)	Until superseded with following year submission	Multi		<input type="checkbox"/>
FIN-115	(Fin) Bonds of employees – record of bonds for employees	10 years after termination	Multi		<input type="checkbox"/>
FIN-116	(Fin) Grant files and records – federal state, and misc.	5 years provided audited	Multi		<input type="checkbox"/>
FIN-117	(Fin) Records requests	2 years	Multi		<input type="checkbox"/>
FIN-118	(Fin) Record retention documents	Permanent	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Finance (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIN-119	(Fin) Special Assessments – records sent to County	Until paid off and audited	Multi		<input type="checkbox"/>
FIN-120	(Fin) Unemployment compensation records – records of claim payments	3 years provided audited	Multi		<input type="checkbox"/>
FIN-121	(PR) Employee income tax withholding certificate	3 years after termination of employment, provided audited	Multi		<input type="checkbox"/>
FIN-122	(PR) Employee pay and earnings record	Continually updated until termination	Multi		<input type="checkbox"/>
FIN-123	(PR) Employee timecards or timesheets	3 years	Multi		<input type="checkbox"/>
FIN-124	(PR) Employee withholding payment record	6 years provided audited	Multi		<input type="checkbox"/>
FIN-125	(PR) Employee withholding requests	Until replaced or revoked by employee	Multi		<input type="checkbox"/>
FIN-126	(PR) Garnishment orders	Until employee terminates or order rescinded	Multi		<input type="checkbox"/>
FIN-127	(PR) Notice of pay – pay step or merit increases	Until superseded	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Finance (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIN-128	(PR) Payroll Journal or Register	50 years	Multi		<input type="checkbox"/>
FIN-129	(PR) Payroll outstanding check report – Payroll account	3 years	Multi		<input type="checkbox"/>
FIN-130	(PR) Payroll processing reports – proofs, deduction detail and reports, detailed distribution report	5 years	Multi		<input type="checkbox"/>
FIN-131	(PR) Retirement system payments – OPERS and OP&F payments	Permanent	Multi		<input type="checkbox"/>
FIN-132	(PR) Retirement system reports – OPERS and OP&F reports	50 years	Multi		<input type="checkbox"/>
FIN-133	(PR) Retirement system application for refund or waiver – OPERS and OP&F application for refund or waiver	Permanent	Multi		<input type="checkbox"/>
FIN-134	(PR) Retirement system exemption record – OPERS and OP&F exemption record (waiver)	Permanent	Multi		<input type="checkbox"/>
FIN-135	(PR) Uniform allowance records	3 years provided audited	Multi		<input type="checkbox"/>
FIN-136	(PR) W-2 Forms issued by municipality	6 years provided audited	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Finance (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIN-137	(PR) W-4 Form	Until superseded or employee terminates	Multi		<input type="checkbox"/>
FIN-138	(Treas) Accounts Ledger	5 years after last entry, provided audited	Multi		<input type="checkbox"/>
FIN-139	(Treas) Annual Financial Report – Year end financial report for the municipality	Permanent	Multi		<input type="checkbox"/>
FIN-140	(Treas) Annual Report to Auditor of State	5 years	Multi		<input type="checkbox"/>
FIN-141	(Treas) Audit Reports – Internal	5 years	Multi		<input type="checkbox"/>
FIN-142	(Treas) Bank deposit records – receipts, reconciliations, deposit slips for general bank account	3 years provided audited	Multi		<input type="checkbox"/>
FIN-143	(Treas) Bank Statements – monthly, quarterly, semiannual and annual statements for all bank and investment accounts	3 years provided audited	Multi		<input type="checkbox"/>
FIN-144	(Treas) Bond Register – record of all bonds issued by the municipality and the activities in those bonds	Permanent	Multi		<input type="checkbox"/>
FIN-145	(Treas) Canceled checks	3 years provided audited	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Finance (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIN-146	(Treas) Cash receipts and disbursements	3 years provided audited	Multi		<input type="checkbox"/>
FIN-147	(Treas) Checks – checks received by the municipality that are presented to the bank in electronic format for deposit	30 days	Paper		<input type="checkbox"/>
FIN-148	(Treas) Checks voided	Until audited	Multi		<input type="checkbox"/>
FIN-149	(Treas) Computer generated financial reports – monthly, quarterly, semiannual, and annual	Until replaced by next printout or annual report printed out/5 years	Multi		<input type="checkbox"/>
FIN-150	(Treas) Encumbrance documents and reports	3 years	Multi		<input type="checkbox"/>
FIN-151	(Treas) Fixed asset records and workpapers	10 years	Multi		<input type="checkbox"/>
FIN-152	(Treas) General Ledger	25 years	Multi		<input type="checkbox"/>
FIN-153	(Treas) Month End Processing Reports – Journal entry activity	3 years	Multi		<input type="checkbox"/>
FIN-154	(Treas) Monthly statement of balances – statement of cash position	3 years provided audited	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Finance (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIN-155	(Treas) Receipts/Receipt Books	2 years provided audited	Multi		<input type="checkbox"/>
FIN-156	(Treas) Reconciliation Sheets – Bank Accounts	3 years provided audited	Multi		<input type="checkbox"/>
FIN-157	(Treas) Trial Balance Reports	3 years	Multi		<input type="checkbox"/>
FIN-158	(AP) Checks - Voided	3 years	Multi		<input type="checkbox"/>
FIN-159	(Fin) Reservation/Rental Forms – Community Room	1 year	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Fire Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
FIRE-1	EMS- Emergency medical services records - original handwritten EMS report forms	7 years	Paper/ Digital		<input type="checkbox"/>
FIRE-2	EMS- Licenses, permits, certifications DEA drug licenses and other various permits and certificates	1 year after expiration	Paper/ Digital		<input type="checkbox"/>
FIRE-3	EMS- Report QA Forms	3 years	Digital		<input type="checkbox"/>
FIRE-4	FI- Arson reports - arson fire reports and records	50 years. Appraise for historical value.	Paper/ Digital		<input type="checkbox"/>
FIRE-5	FI- Burning Complaint File	1 year	Paper/ Digital		<input type="checkbox"/>
FIRE-6	FI- Commercial Permit Files for Lemon Twp.	All records permanent for life of structure	Paper/ Digital		<input type="checkbox"/>
FIRE-7	FI- EPA Burning Violation Record	5 years after violation corrected	Paper/ Digital		<input type="checkbox"/>
FIRE-8	FI – Fire Code	Until superseded	Paper/ Digital		<input type="checkbox"/>
FIRE-9	FI- Fire Investigation Chain of Custody Form for Evidence Collection	Permanent, until evidence is released by courts	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Fire Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
FIRE-10	FI – Fire Investigation Files	50 years. Appraise for historical value.	Paper/ Digital		<input type="checkbox"/>
FIRE-11	FI- Inspection reports - all types records of fire hose inspection testing	3 years	Digital		<input type="checkbox"/>
FIRE-12	FI- Violation notices - records and reports of fire safety inspection violations	1 year after correction	Paper/ Digital		<input type="checkbox"/>
FIRE-13	General- Activity reports - all types daily station duty, staffing logs	2 years	Paper/ Digital		<input type="checkbox"/>
FIRE-14	General- Alarm Response reports	5 years	Paper/ Digital		<input type="checkbox"/>
FIRE-15	General – Commendation	Place in Personnel File	Paper/ Digital		<input type="checkbox"/>
FIRE-16	General – Continuing Education Certifications/Class/Seminar/ Training Attendance Records	7 years	Paper/ Digital		<input type="checkbox"/>
FIRE-17	General – Copies – all media – reading/informational	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Fire Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
FIRE-18	General – Correspondence – Various letters of general correspondence	Routine form letters – 1 year. General – 2 years. With legislative branch - 3 years. Executive – 5 years.	Paper/ Digital		<input type="checkbox"/>
FIRE-19	General – Disaster Plan	Until superseded	Paper/ Digital		<input type="checkbox"/>
FIRE-20	General – Earned day off (EDO) request record of employee EDO request	Place in Personnel File	Paper		<input type="checkbox"/>
FIRE-21	General – Employee exposure to hazardous chemicals/biological hazards or infectious diseases reports	Place in Personnel File	Paper/ Digital		<input type="checkbox"/>
FIRE-22	General – Equipment inventories daily and weekly vehicle check off forms	3 years provided audited	Paper/ Digital		<input type="checkbox"/>
FIRE-23	General – Equipment maintenance. Vehicle repair records and reports.	Life of equipment	Paper/ Digital		<input type="checkbox"/>
FIRE-24	General – General liability waivers – Student ride along forms	3 years provided no action pending	Paper/ Digital		<input type="checkbox"/>
FIRE-25	General – General orders, directives, policies, rules, regulations or procedures – SOGs, policies, manuals, and department regulations	Until superseded. Retain one copy until audited.	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Fire Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
FIRE-26	General – Grant files/records – Federal/State	5 years provided audited and disputes resolved	Paper/Digital		<input type="checkbox"/>
FIRE-27	General – Invoices and supporting documents – various invoices from department purchases	3 years	Paper/Digital		<input type="checkbox"/>
FIRE-28	General – ISO Audit Reports (Insurance Services Organization, ISO, audit reports)	Retain only 2 most recent audit reports	Paper/Digital		<input type="checkbox"/>
FIRE-29	General – Mutual aid agreement paperwork	10 years after superseded	Paper		<input type="checkbox"/>
FIRE-30	General – Photo File (includes prints, slides, negatives, transparencies, and related photographic items)	Until information is no longer current, then appraise for historical value.	Multi		<input type="checkbox"/>
FIRE-31	General – Postal records (registered/certified/insured logs or receipts/postal meter documents)	2 years	Paper/Digital		<input type="checkbox"/>
FIRE-32	General – Property inventories of various department equipment	3 years	Paper/Digital		<input type="checkbox"/>
FIRE-33	General – Public CPR Classes Roster	Until no longer of administrative value	Paper/Digital		<input type="checkbox"/>
FIRE-34	General – Records request – request for EMS and Fire records	2 years	Paper/Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Fire Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
FIRE-35	General – Shift trade forms, record of shift trades by employees	Merge with personnel file	Digital		<input type="checkbox"/>
FIRE-36	General – Table of Organization/ Organizational Chart	Until superseded	Paper/ Digital		<input type="checkbox"/>
FIRE-37	General – Vacation day request, record of employee vacation request	Merge with personnel file	Paper		<input type="checkbox"/>
FIRE-38	General – Vehicle daily check forms	3 years	Digital		<input type="checkbox"/>
FIRE-39	General – Vehicle weekly check forms	3 years	Digital		<input type="checkbox"/>
FIRE-40	General – Station activity log/shift briefings/year-end reports	2 years	Paper/ Digital		<input type="checkbox"/>
FIRE-41	General – Purchase orders	Copies until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
FIRE-42	General – Fire and loss record	Permanent	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Fire Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FIRE-43	General – Occupancy permit/Occupancy load permit	Permanent	Paper/ Digital		<input type="checkbox"/>
FIRE-44	General – Overtime equalization sheet	3 years	Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Information Technology

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
IT-01	Contracts and agreements - All contracts issued by or received by the municipality	15 years after expiration	Paper/ Digital		<input type="checkbox"/>
IT-02	Property Inventory - List of all municipal property	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
IT-04	Voicemail	Until no longer of administrative value	Digital		<input type="checkbox"/>
IT-05	Email - All emails sent or received by the City	Retain according to content. See correspondence.	Digital		<input type="checkbox"/>
IT-06	Text messages on City cell phones - all text sent or received on City cell phones	Until no longer of administrative value	Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Legislative

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
LEG-01	Communication Records (Correspondence) - Messages sent and received in any media, including letters, memorandum, faxes, email messages, miscellaneous communications, etc.	Retain according to content. Ensure metadata retained if applicable.	Paper/ Digital		<input type="checkbox"/>
	(A) Transient - Routine communication which convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
	(B) General - Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy	1 year	Paper/ Digital		<input type="checkbox"/>
	(C) Executive - Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters	3 years; file with related records if content requires longer retention; appraise for historical value.	Paper/ Digital		<input type="checkbox"/>
LEG-02	Municipal Charter	Permanent	Paper/ Digital		<input type="checkbox"/>
LEG-03	Ordinances - All municipal ordinances passed and incorporated into the municipal code	Permanent	Paper/ Digital		<input type="checkbox"/>
LEG-04	Resolutions - All resolutions passed by the Council	Permanent	Paper/ Digital		<input type="checkbox"/>
LEG-05	Index to Ordinances - Cumulative index of all ordinances for the municipality	Permanent	Paper/ Digital		<input type="checkbox"/>
LEG-06	Index to Resolutions - Cumulative index to all resolutions for the municipality	Permanent	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Legislative (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
LEG-07	Audio recordings of Council Minutes	1 year provided the information concerning the meeting is substantially transcribed to hard copy	Digital		<input type="checkbox"/>
LEG-08	Council Minutes - Proceedings of Council meetings	Permanent	Digital		<input type="checkbox"/>
LEG-09	Council Proclamations	2 years	Paper/ Digital		<input type="checkbox"/>
LEG-10	Reports submitted to Council	5 years	Paper/ Digital		<input type="checkbox"/>
LEG-11	City Council and Council Committee Agendas	2 years	Paper/ Digital		<input type="checkbox"/>
LEG-12	Meeting notices pursuant to Ohio Revised Code Section 121.22	2 years	Digital		<input type="checkbox"/>
LEG-13	Visitor's log or sign-in sheets to Council Meetings	1 year provided no action pending	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Legal

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
LGL-01	Communication Records (Correspondence) - Messages sent and received in any media, including letters, memorandum, faxes, email messages, miscellaneous communications, etc.	Retain according to content. Ensure metadata retained if applicable	Paper/ Digital		<input type="checkbox"/>
	(A) Transient - Routine communication which convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
	(B) General - Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy	1 year	Paper/ Digital		<input type="checkbox"/>
	(C) Executive - Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters	Three years; file with related records if content requires longer retention; appraise for historical value	Paper/ Digital		<input type="checkbox"/>
LGL-02	Opinions of City Attorney - all written opinions of the City Attorney	Permanent	Paper/ Digital		<input type="checkbox"/>
LGL-03	Accidents and Litigation - All information pertaining to litigation against the municipality	Until resolved plus 5 years	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Mayor's Court

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
MCT-01	Case Docket – all cases heard before the court	Permanent	Paper/ Digital		<input type="checkbox"/>
MCT-02	Receipt books – Record of hand written receipts for the court. Includes bond receipts from Police Department	2 years provided audited	Paper		<input type="checkbox"/>
MCT-03	Monthly Statements – Monthly reports of finances and activities of the court	3 years provided audited	Paper/ Digital		<input type="checkbox"/>
MCT-04	Correspondence / Communication Records- Messages sent and received in any media, including letters, memorandum, faxes, email messages, misc. communications, etc.	Retain according to content. Ensure metadata retained if applicable.	Paper/ Digital		<input type="checkbox"/>
	(A) Transient - Routine communication which convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
	(B) General - Documents the operations of the office and may include non routine requests for information. Informative and does not attempt to influence policy	1 year	Paper/ Digital		<input type="checkbox"/>
	(C) Executive - Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters	3 years; file with related records if content requires longer retention; appraise for historical value	Paper/ Digital		<input type="checkbox"/>
MCT-05	Criminal Case Files - Case files of criminal cases filed with the court	5 years	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Mayor's Court (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
MCT-06	Traffic Case Files - Case files of traffic cases filed with the court	3 years	Paper/ Digital		<input type="checkbox"/>
MCT-07	Overweight Truck Permits - Permits of overweight/oversize trucks and route	1 year after expiration	Paper		<input type="checkbox"/>
MCT-08	Record Checks/Requests - Copies of record checks/requests received by the Court.	3 years provided audited	Paper		<input type="checkbox"/>
MCT-09	Parking Citations - Parking citations processed by the court	3 years provided audited	Paper/ Digital		<input type="checkbox"/>
MCT-10	Supreme Court Reports - Report of all quarterly case activity reported to the Supreme Court	3 years	Paper/ Digital		<input type="checkbox"/>
MCT-11	Docket Worksheets - Copies of docket used during and after court	3 years	Paper		<input type="checkbox"/>
MCT-12	Transition Files - LEADS printouts and daily notes	Until no longer of administrative value	Paper		<input type="checkbox"/>
MCT-13	Disposition Forms - Unused disposition sheets printed for court	Until no longer of administrative value	Paper		<input type="checkbox"/>
MCT-14	BMV Reports - Reports of BMV files sent electronically to the State of Ohio	1 year	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Mayor's Court (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
MCT-15	Code Enforcement Cases - Cases heard before the court that are in violation of zoning ordinances or the planning/zoning code, or IPMC	3 years provided audited	Paper/ Digital		<input type="checkbox"/>
MCT-16	Expungement & Record Sealing Applications - Application of expungements and sealed records	Expunge/Seal then destroy as case files	Paper		<input type="checkbox"/>
MCT-17	OVI Case Files - OVI cases heard before the court	7 years	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-93-02-A	RADIO AUDIO RECORDINGS- THROUGH BRICS (BRICS Stores)	2 years	Electronic		<input type="checkbox"/>
PD-93-02-B	TELEPHONE AUDIO RECORDINGS	30 days provided no action pending	Electronic		<input type="checkbox"/>
PD-93-03	CRUISER MAINTENANCE FILE- LISTING OF CRUISER MAINT.	Life cycle of vehicle + 2 years	Electronic		<input type="checkbox"/>
PD-93-04	FIREARMS TRAINING RECORD- TYPE OF TRAINING, OFFICER NAME, DATE	Permanent while employed/ merge w/ personnel file after termination	Paper/ Electronic		<input type="checkbox"/>
PD-93-05	MISSING PERSONS REPORT- NAME AND DESCRIPTION OF MISSING PERSON, WHERE LAST SEEN, WHOM TO CONTACT IF FOUND	20 years or until found	Electronic		<input type="checkbox"/>
PD-93-06	DEPARTMENT PROCEDURE MANUAL- MANUAL CONTAINING ALL DEPARTMENT RULES AND PROCEDURES	Until superseded	Electronic		<input type="checkbox"/>
PD-93-07	RECOVERED PROPERTY REPORT- RECORD OF ALL RECOVERED OR CONFISCATED PROPERTY	2 years after disposal	Paper/ Electronic		<input type="checkbox"/>
PD-93-08	VACATION HOUSE CHECK RECORD- RECORD OF ALL HOMEOWNERS ON VACATION, LOCATION OF HOUSE, LIGHTS ON AND SECURITY DEVICES	30 days after owners return	Paper/ Electronic		<input type="checkbox"/>
PD-93-10	ACCIDENT FILES- RECORD OF ACCIDENTS RESPONDED TO BY OFFICERS	3 years provided no claim pending	Electronic		<input type="checkbox"/>
PD-93-11	JUVENILE ARREST INFORMATION- LIST OF JUVENILE ARRESTS INCLUDING: NAME, ADDRESS, OFFENSE, AND AGE	Until 18 years of age	Electronic		<input type="checkbox"/>
PD-93-12	DETECTIVE CASE FILES (FELONY AND MISDEMEANORS)- CASE FILES OF ALL DEPARTMENT CASES	6 years/follow ORC statute of limitations	Paper/ Electronic		<input type="checkbox"/>
PD-93-13	OFFENSE REPORTS- REPORTS OF ALL OFFENSES RESPONDED TO BY DEPARTMENT PERSONNEL	6 years pending no action	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-93-14	BUSINESS SECURITY RECORDS- RECORDS OF ALL BUSINESSES INCLUDING: LOCATION, CONTACT PERSON, SECURITY	Until superseded/no longer of value	Paper/ Electronic		<input type="checkbox"/>
PD-93-15	IMPOUND CAR RECORDS- RECORD OF ALL IMPOUNDED CARS	2 years after vehicle removed	Paper/ Electronic		<input type="checkbox"/>
PD-93-16	ARREST CARDS - RECORD OF ARRESTS INCLUDING: NAME, ADDRESS, OFFENSE, LOCATION OF OFFENSE AND ARRESTING OFFICER- OBSOLETE AFTER LAST HARD CARD IS DESTROYED NOW ELECTRONIC FILE PD-03-23	15 years non- traffic/10 years traffic	Paper/Electron ic		<input type="checkbox"/>
PD-93-18	CORRESPONDENCE	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
PD-03-01	EMPLOYEE CALL OFF SHEET- RECORD OF SHIFT, DATE AND TIME OF CALL OFF AND WHO WORKED SHIFT	1 year if no action pending	Paper		<input type="checkbox"/>
PD-03-03	DAMAGED/ MISSING SIGNS- DATE, LOCATION, TYPE, AND WHO WAS NOTIFIED	2 years	Electronic		<input type="checkbox"/>
PD-03-05	DOG BITE REPORTS- INFO ON DOG BITE AND DATE, TIME REPORTED TO HEALTH DEPT.	2 years	Electronic		<input type="checkbox"/>
PD-03-06	DUI 2255 FORMS- FORM WITH ALL INFORMATION ABOUT PERSON ARRESTED WHICH IS SENT TO STATE	3 years	Paper/ Electronic		<input type="checkbox"/>
PD-03-09	MASTER NAME (CARDS) FILE- HARDCOPY CARDS AND ELECTRONIC RECORDS WITH NAME, CASE NUMBER, DATE OF CONTACT, NATURE OF CALL	Permanent	Paper/Electron ic		<input type="checkbox"/>
PD-03-10	OFFICER HANDWRITTEN- OFFICER'S MISC. NOTES, OFFICERS COPY OF FORMS	2 years	Paper		<input type="checkbox"/>
PD-03-11	EMPLOYEE WORK SCHEDULE- RECORD OF EMPLOYEE'S SHIFTS	3 years	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-03-13	PHOTO FILE- PICTURES OF ACCIDENTS, CRIME SCENES, ETC.	6 years if no action pending	Electronic		<input type="checkbox"/>
PD-03-14	PHOTO FILE/ARREST PHOTOS- PICTURES OF ALL SUBJECTS ARRESTED	50 years	Electronic		<input type="checkbox"/>
PD-03-15	RECORD CHECKS- NAME, ADDRESS, DOB, SSN, OF PERSON AND CHARGE IF ARRESTED THRU THIS DEPARTMENT	2 years	Paper/ Electronic		<input type="checkbox"/>
PD-03-16	RELEASE OF CLAIMS- SIGNED RELEASE OF PERSONS FORFEITING ANY CLAIM TO SUIT AGAINST THE CITY FOR A RIDE ALONG WITH OFFICER	3 years	Paper/ Electronic		<input type="checkbox"/>
PD-03-18	TRANSITION FILES- ITEMS THAT ARE DESTROYED IMMEDIATELY AFTER LOSS OF VALUE, LEADS PRINTOUTS, FAX SHEETS, ITEMS UPLOADED TO CASE IN RMS ON TEMP STORAGE DEVICE, ETC.	Until no longer of value	Paper/ Electronic		<input type="checkbox"/>
PD-03-20	VIDEO/ FLEET AND BODY CAMERA- VIDEO SHOT FROM CRUISERS OR OFFICERS SHOWING ACTIVITY	Follow ORC Statute of Limitations – If no value, 30 days	Digital Video/ Cloud Storage		<input type="checkbox"/>
PD-03-21	VIDEO SECURITY OF CITY PROPERTY- VIDEO FROM SECURITY CAMERAS THAT FILM PARKING LOTS, HALLWAYS, AND SOME ROOMS	30 days	Digital Storage		<input type="checkbox"/>
PD-03-22	WRECKER ROTATION- RECORD OF WHICH WRECKER WAS CALLED, TIME CALLED, AND CASE NUMBER	2 years	Electronic		<input type="checkbox"/>
PD-03-23	ARREST FILE/ ADULT- DATABASE OF ALL PERSONS ARRESTED	50 years	Electronic		<input type="checkbox"/>
PD-03-24	ARREST FILE / JUVENILE- DATABASE OF JUVENILES ARRESTED	Until 18 or expunged or sealed	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-03-26	CASE FILE- DATABASE OF ALL CASES OF THE DEPARTMENT	6 years if no action pending	Electronic		<input type="checkbox"/>
PD-03-27	CITATION FILE- DATABASE OF CITATIONS ISSUED WHICH CONTAINS ALL INFORMATION FOUND ON CITATION	3 years	Electronic		<input type="checkbox"/>
PD-03-28	CASE INVESTIGATION- DATABASE OF CASES ASSIGNED TO DETECTIVE SECTION	6 years if no action pending	Electronic		<input type="checkbox"/>
PD-03-29	PERSON FILE- DATABASE OF PERSONS HAVING CONTACT WITH THE POLICE DEPARTMENT	50 years	Electronic		<input type="checkbox"/>
PD-03-30	OFFENDER FILE- DATABASE OF KNOWN VIOLENT OFFENDERS, SEX OFFENDERS, NARCOTICS OFFENDERS, GANG MEMBER, ETC.	5 years	Electronic		<input type="checkbox"/>
PD-03-32	OFFICER/USER/UNIT FILE- BASIC INFORMATION ON PERSONNEL PERMITTED ACCESS AND ENTRY TO IN-HOUSE COMPUTER	Permanent while employed/6 years after termination	Electronic		<input type="checkbox"/>
PD-03-33	PREMISE FILE- INFORMATION ON SPECIFIC BUSINESS AND HOME LOCATIONS	Until superseded or no longer of value	Electronic		<input type="checkbox"/>
PD-03-34	PROPERTY FILE- DATABASE OF EVIDENCE, RECOVERED OR STOLEN PROPERTY	5 years after release/disposal	Electronic		<input type="checkbox"/>
PD-03-35	NCIC CALLCELED ENTRIES- RECORD OF PERSON/ITEM THAT IS ENTERED OR REMOVED FROM NCIC	3 years or until audited	Paper		<input type="checkbox"/>
PD-03-36	WARRANT FILE- DATABASE OF PERSONS WITH ACTIVE OR SERVED WARRANTS	5 years after served	Electronic		<input type="checkbox"/>
PD-03-37	ACCIDENT FILE- DATABASE OF ACCIDENTS STATISTICS	6 years if no action pending	Electronic		<input type="checkbox"/>
PD-03-39	STRANDED PERSON- NAME ADDRESS, ETC. OF PERSON REQUESTING AID FROM CHURCH COUNCIL AND TYPE OF AID GIVEN	3 years	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-03-42	EVIDENCE TAGS- RECORD OF CHAIN OF EVIDENCE OF PROPERTY AND SIGNATURE OF RELEASE	5 years after release/ disposal	Paper		<input type="checkbox"/>
PD-03-43	JUVENILE 101 FORM- COPY OF CHARGES AGAINST JUVENILE THAT WAS SENT TO COURT	2 years	Paper/ Electronic		<input type="checkbox"/>
PD-04-01	EQUIPMENT PURCHASE FORM- BUDGET SUBMISSION FORM- RECORD OF EACH ITEM AN EMPLOYEE IS REQUESTING WE PURCHASE	3 years	Paper/ Electronic		<input type="checkbox"/>
PD-04-02	EMERGENCY WARNING SIREN- RECORD OF EACH ACTIVATIONOF WEATHER SIREN, REASON, AND PROBLEMS FOUND, ETC	2 years	Electronic		<input type="checkbox"/>
PD-04-08	PARADE PERMIT	2 years	Paper/ Electronic		<input type="checkbox"/>
PD-04-09	VOLUNTARY STATEMENT- SIGNED STATEMENT OF PERSONS BEING QUESTIONED	6 years if no action taken	Paper/ Electronic		<input type="checkbox"/>
PD-04-10	DECLINE TO PROSECUTE - DOCUMENT SIGNED BY PERSON(S) RELEASING THE CITY AND POLICE DEPARMENT FROM ANY CLAIMS, ACTIONS, OR DEMANDS	6 years if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD-04-11	PERMISSION TO SEARCH- FORM SIGNED BY SUBJECT GIVING OFFICER PERMISSION TO SEARCH CAR, PROPERTY, ETC.	6 years if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD-04-12	SHIFT TRADE FORM- RECORD OF OFFICERS TRADING WORK SHIFTS AND SIGNATURE OF APPROVING SUPERVISOR	3 years	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PD-04-13	AUTHORITY TO RELEASE INFORMATION- FORM SIGNED BY PROSPECTIVE EMPLOYEE RELEASING EMPLOYEMENT HISTORY, MEDICAL RECORDS, CREDIT RECORDS, EDUCATION RECORDS, ETC. TO BE USED IN HIRING PROCESS- NOW ON SAME FORM AS PD-05-05	Permanent, if hired/2 years, if not hired	Paper		<input type="checkbox"/>
PD-04-14	GASOLINE LOG- RECORD OF EACH VEHICLE'S GASOLINE USAGE- FINANCE PULLS FROM	2 years	Electronic		<input type="checkbox"/>
PD-04-16	EQUIPMENT ISSUED- NEW EMPLOYEE- LIST OF ITEMS THAT IS ISSUED TO NEW EMPLOYEE	Permanent while employed/1 year after termination	Paper/ Digital		<input type="checkbox"/>
PD-04-17	PRISONER'S PERSONAL PROPERTY RECEIPT- INMATES' NAME, CASE #, AND ALL ITEMS REMOVED FROM PERSON AT THE TIME OF ARREST, OFFICERS NAME SIGNATURE OF PERSON ACCEPTING PROPERTY	2 years	Digital		<input type="checkbox"/>
PD-04-19	USE OF FORCE FORMS- FORMS COMPLETED BY OFFICER, SUPERVISOR, AND CHIEF OF POLICE DOCUMENTED WHEN USE OF FORCE WAS USED AND DESCRIPTION OF ALL EVENTS	5 years	Digital		<input type="checkbox"/>
PD-04-20	EMPLOYEE ACTION NOTICE- EMPLOYEE NAME, POSITION, DATE AND TYPE OF INCIDENT, DESCRIPTION OF INCIDENT, LABELED IF COMMENDATION, WRITTEN OR ORAL REPRMAND, SUSPSION OR TERMINATION	Permanent while employed/ Merge with personnel file after termination	Paper/ Electronic		<input type="checkbox"/>
PD-05-01	BAC OPERATORS PERMITS- CERTIFICATION SHOWING OFFICER IS CURRENT IN TRAINING AND QUALIFIED TO DO TESTING	Until renewed	Web-based database – Ohio Dept. of Health		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-05-03	BAC TEST RESULT FORMS- DOCUMENT SHOWING TEST RESULTS	3 years	Paper/ Electronic		<input type="checkbox"/>
PD-05-04	WEAPON ASSIGNMENT LOG- LOG SHOWING WEAPON AND SERIAL NUMBER THAT WAS ISSUED TO AN OFFICER	Permanent while employed/1 year after termination	Electronic		<input type="checkbox"/>
PD-05-05	RELEASE OF APPLICANT BACKGROUND INFO- NAME AND IDENTIFIERS, SIGNATURE OF APPLICANT RELEASING ANY BACKGROUND INFORMATION, POLYGRAPH AND OR CVSA RECORDS PREVIOUSLY DONE BY ANOTHER DEPARTMENT- NOW ON SAME FORM AS PD-04-13	Permanent, if hired/2 years, if not hired	Paper/ Electronic		<input type="checkbox"/>
PD-05-06	RECOVERED LATENT FINGERPRINTS- FORM CONTAINS CASE INFORMATION, WHO TOOK FINGERPRINTS AND WHERE THEY WERE TAKEN FORM, ETC	6 years if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD-05-07	AUTHORIZATION TO RELEASE MEDICAL INFORMATION- COMPLETED AND SIGNED BY PERSON AND GIVES PERMISSION FOR A MEDICAL FACILITY TO RELEASE THEIR MEDICAL RECORDS	6 years if no action pending	Paper		<input type="checkbox"/>
PD-05-08	AUXILARY WAVIER AND RELEASE- SIGNED RELEASE OF PERSONS SERVING AS AUXILIARY OFFICERS FORFEITING ANY CLAIM OR SUIT AGAINST THE CITY	Permanent while serving/6 years after termination	Paper		<input type="checkbox"/>
PD-05-09	AUXILARY UNIFORMED ISSUED FORM- SIGNED FORM OF DESCRIPTION, SIZES, NUMBER OF UNIFORMS ISSUED TO AUXILARY OFFICERS	Permanent while serving/6 years after termination	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-05-10	RELEASE OF RECORDS- MEDICAL FORM WITH NAME OF HEALTHCARE PROVIDER, DATE, NAME OF SUSPECT, OFFICERS'S NAME REQUESTING BLOOD TEST RESULTS	6 years if no action pending	Paper		<input type="checkbox"/>
PD-05-12	ATTENDANCE RECORD- YEARLY DATABASE THAT SHOWS EACH EMPLOYEES DAILY HOURS WORKED OR BENEFIT DAY THAT WAS USED	3 years	Electronic		<input type="checkbox"/>
PD-05-13	DETECTIVE CASE FILE IN/OUT LOG- CASE NUMBER, DATE AND WHO REMOVED CASE FROM FILES AND WHO RETURNED CASE, PURPOSE CASE WAS CHECKED OUT	Until all cases on log have been destroyed	Paper/ Electronic		<input type="checkbox"/>
PD-05-14	CRIME SCENE LOG- LOG SHOWING CASE NUMBER, DATE, LOCATION OF INCIDENT, TIME ARRIVED AND TIME CLEARED OF EACH PERSON OR AGENCY PRESENT AT THE CRIME SCENE	6 years if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD-05-15	COOPERATING INDIVIDUAL AGREEMENT- NAME ADDRESS, ALL VITAL INFORMATION ON A SUBJECT WHO HAS AGREED TO WORK CONFIDENTIALLY WITH POLICE DEOT. ON CRIMINAL MATTERS	6 years if no action pending	Paper		<input type="checkbox"/>
PD-05-16	DEPARTMENT ROSTER- LIST OF ALL EMPLOYEE'S NAMES, ADDRESS, HOME TELPHONE NUMBERS, PERSONLA CELL NUMBERS, CITY ISSUEDCELL PHONE NUMBER	Until superseded	Digital		<input type="checkbox"/>
PD-05-18	PHOTO LINE UP- CASE NUMBER, DATE INSTRUCTIONS FOR LINE UP, NAME OF WITNESS, OFFICER NAME	6 years if no action pending	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-05-19	ACCIDENT CERTIFICATION LETTER- COPY OF LETTER SENT TO STATE WHEN AN OFFICER IS INVOLVED IN AN ACCIDENT WHILE ON DUTY	Merge with personnel file	Multi		<input type="checkbox"/>
PD-05-22	EMPLOYEE ORIENTATION CHECK LIST- LIST OF ITEMS THAT IS REVIEWED WITH NEW EMPLOYEE	Permanent while employed/ Merge with personnel file after termination	Paper/ Electronic		<input type="checkbox"/>
PD-08-01	CHAPLAIN RIDE ALONG LOG- DATE, TIME, OFFICER, NAME OF CHAPLAIN, SUMMARY OF SHIFT	3 years	Paper		<input type="checkbox"/>
PD-08-02	CHAPLAIN CALL OUT REPORT	1 year	Paper		<input type="checkbox"/>
PD-08-03	VOLUNTARY STATEMENT- MIRANDA- SIGNED STATEMENT OF PERSONS BEING MIRANDIZED	6 years if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD-08-04	CITIZEN'S COMPLAINT/ COMMENDATION FORM- COMPLETED BY CITIZENS AND CONTAINS DETAILS ON COMMENDATION OR COMPLAINT ON AN EMPLOYEE	4 years if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD-08-06	VEHICLE MAINTENANCE RECORDS- LISTING OF CRUISER/ VEHICLE MAINTENANCE	Life of vehicle + 2 years	Digital		<input type="checkbox"/>
PD-08-07	CITATION FILE- OFFICER'S COPY OF CITATION THAT WAS ISSUED OR VOIDED	2 years	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PD-08-08	ALARM PERMIT- COPY OF PERMIT ISSUED BY CITY CONTAINING PROPERTY OWNER'S ADDRESS, PHONE NUMBER, MISC. DETAILS ABOUT PROPERTY	2 years paper/ Electronic until superseded or no longer of value	Paper/ Electronic		<input type="checkbox"/>
PD-08-09	BIKE PATROL WEEKLY LOG-SHOWING DATE, TIME AND SUMMARY OF EVENTS ON THE SHIFT	2 years	Electronic		<input type="checkbox"/>
PD-08-11	LEADS WARRANT ENTRY SHEET- FORM WITH ALL REQUIRED INFORMATION NEEDED TO ENTER A WANTED PERSON INTO LEADS	2 years after warrant served	Paper		<input type="checkbox"/>
PD-08-12	UCR REPORTS	3 years	Paper/ Electronic		<input type="checkbox"/>
PD-08-13	DETECTIVE CALLOUT SCHEDULE- SCHEDULE SHOWING THE NAME OF EMPLOYEE AVAILABLE FOR CALLOUT IF NECESSARY	3 years	Paper/ Electronic		<input type="checkbox"/>
PD-08-14	EMPLOYEE EMERGENCY CONTACT- LIST OF EMERGENCY CONTACT NAME AND TELEPHONE NUMBER, ETC FOR EMPLOYEE	Paper 2 years/ Electronic until superseded	Paper/ Electronic		<input type="checkbox"/>
PD-08-18	EQUIPMENT REPAIR REQUEST-FORM THAT DOCUMENTS DATE, EMPLOYEE NAME, TYPE OF EQUIPMENT/ REPAIR, LOCATION OF EQUIPMENT AND THE PROBLEM THAT NEEDS ATTENTION	2 years	Electronic		<input type="checkbox"/>
PD-08-19	EXPUNGMENT / SEALED RECORDS INDEX- INDEX OF COURT ORDERED EXPUNGEMENTS AND SEALED RECORDS	10 years	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-08-21	MAUNALS- VARIOUS INSTRUCTION MANUALS	Retain until superseded	Paper		<input type="checkbox"/>
PD-08-22	FINGERPRINT CARDS- FINGERPRINT THAT ARE TAKEN BY THE DEPARTMENT OF AN OFFENSE THAT DOES NOT REQUIRE MAILING TO BCI	10 years	Paper		<input type="checkbox"/>
PD-08-23	FIREARMS RECORDS AND INVENTORIES- WEAPONS DESCRIPTION, LOCATION, ETC.	3 years or until audited	Electronic		<input type="checkbox"/>
PD-08-24	HOMICIDE AND RAPE - INCLUDING EVIDENCE PENDING	Permanent	Multi		<input type="checkbox"/>
PD-08-25	HOMICIDE REPORTS AND EVIDENCE - CLOSED CASES	Permanent	Multi		<input type="checkbox"/>
PD-08-26	INTERNAL AFFAIRS INVESTIGATION	4 years after conclusion	Paper/ Electronic		<input type="checkbox"/>
PD-08-27	REQUEST FOR FORFEITURE- FORM CONTAINING ALL INFORMATION AND DESCRIPTION OF PROPERTY THE DEPARTMENT IS REQUESTING OWNERSHIP TRANSFER ON	6 years if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD-08-28	JUNK VEHICLE RECORDS	2 years after sale or other disposition	Paper/ Electronic		<input type="checkbox"/>
PD-08-29	LIQUOR PERMIT RECORDS	3 years	Paper/ Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PD-08-31	TASER CARTRIDGE EXCHANGE LOG- OLD CARTRIDGE SERIAL NUMBER, EMPLOYEE NAME, DATE ISSUED, NEW CARTRIDGE SERIAL NUMBER AND REASON FOR NEW ISSUE	3 years or until audited	Digital		<input type="checkbox"/>
PD-08-32	TASER EQUIPMENT ISSUED-EMPLOYEE NAME, DATE ISSUED, TASER SERIAL NUMBER	50 years	Multi		<input type="checkbox"/>
PD-08-35	PAY SHEET- COPY OF BI-WEEKLY PAYSHEET THAT IS COMPLETED BY EACH EMPLOYEE SHOWING DATES, HOURS WORKED	2 years	Paper		<input type="checkbox"/>
PD-08-36	RECORD RETENTION DOCUMENTS- RC1, RC2,RC3	25 years	Paper/ Electronic		<input type="checkbox"/>
PD-08-37	RECORD REQUESTS- COPIES OF WRITTEN RECORDS REQUESTS	2 years	Paper/ Electronic		<input type="checkbox"/>
PD-08-40	VIDEO- SECURITY- RECORDINGS FROM SECURITY CAMERAS THAT FILMS PARKING LOT, HALLWAYS, AND ROOMS IN THE BUILDING	30 day loop	Digital		<input type="checkbox"/>
PD-08-41	TRAFFIC CRASH REPORTS- STATE SOFTWARE RECORD OF ACCIDENTS RESPONDED TO BY OFFICERS WHICH IS ENTERED IN TRAFFIC CRASH REPORTING SOFTWARE	3 years if no action pending	Multi		<input type="checkbox"/>
PD-08-42	DISPATCH TRAINING EVALUATION - FORM COMPLETED BY TRAINER DOCUMENTING HOW WELL THE DISPATCH TRAINEE IS PROGRESSING IN EACH AREA OF INSTRUCTION	Permanent while employed/6 years after termination	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PD-08-43	BOOKING ROOM/ HOLDING AREA INSPECTION SHEET- FORM AN ASSIGNED OFFICER COMPLETES AFTER INSPECTION OF THE BOOKING ROOM AND HOLDING AREA DOCUMENTING CLEANLINESS AND REQUIRED SUPPLIES ARE PRESENT	1 year	Paper		<input type="checkbox"/>
PD-08-44	CRUISER INSPECTION SHEET- SHEET THAT EACH OFFICER COMPLETES AFTER TAKING INVENTORY OF THE REQUIRED ITEMS THAT SHOULD BE IN THE VEHICLE FOR THE OFFICER'S USE	1 year	Electronic		<input type="checkbox"/>
PD-08-49	PROPERTY ROOM LOG- A RECORD OF ALL PROPERTY SIGNED IIN AND OUT OF THE PORPERTY ROOM	25 years	Electronic		<input type="checkbox"/>
PD-08-50	DEER CALLOUT LIST- LIST OF CITIZENS AND THEIR PHONE NUMBERS WHO WANT TO BE CALLED OUT WHEN A DEER NEEDS TO BE PICKED UP	Until superseded	Electronic		<input type="checkbox"/>
PD-08-51	TRAFFIC CRASH ATTACHMENTS- WITNESS STATEMENTS, HAND DRAWN DIAGRAMS, OTHER PAPERWORK THAT IS CONNECTED TO A TRAFFIC CRASH	2 years if no action taken	Paper/ Electronic		<input type="checkbox"/>
PD-08-52	TRUCK PERMITS- COPIES OF SIGNED TRUCK PERMITS	2 years	Paper		<input type="checkbox"/>
PD-08-54	SUBPOENA- SUMMONS- WARRANTS- OFFICER'S COPY OF SUBPOENAS, SUMMONS, OR WARRANTS	Until served, discarded, answered or withdrawn	Paper/ Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-08-55	SUBPOENAS- SUMMONS- DATABASE OF OFFICER'S SUBPOENAS, SUMMONS	1 year	Electronic		<input type="checkbox"/>
PD-08-56	EVIDENCE SUBMISSION SHEET- COPY OF STATE FORM THAT IS COMPLETED FOR ANY EVIDENCE THAT IS SUBMITTED TO BCI FOR PROCESSING	3 years if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD-08-58	LOCKED VEHICLE RELEASE FORM- FORM A SUBJECT SIGNS GIVING AN OFFICER PERMISSION TO USE A DEVICE TO UNLOCK THEIR VEHICLE	2 years	Paper		<input type="checkbox"/>
PD-08-59	ROLL CALL NOTES- WEEKLY- INFORMATION SHEET THAT IS REVIEWED AT ROLL CALL	1 year	Paper/ Electronic		<input type="checkbox"/>
PD-08-60	ROLL CALL WEEKLY BEAT ASSIGNMENTS- WEEKLY BEAT ASSIGNMENTS FOR OFFICERS	1 year	Paper/ Electronic		<input type="checkbox"/>
PD-08-61	ROLL CALL TRAINING- SYNOPSIS OF TRAINING REVIEWED AT OFFICER'S ROLL CALL AT SHIFT CHANGE	1 year	Paper/ Electronic		<input type="checkbox"/>
PD-08-63	POSTAL MAIL- UNSOLICITED	Until no longer of administrative value	Paper		<input type="checkbox"/>
PD-08-64	PRESS/ NEWS RELEASE- INFORMATION GIVEN TO THE MEDIA	2 years	Paper/ Digital		<input type="checkbox"/>
PD-08-65	TELEPHONE MESSAGES- WRITTEN MESSAGE TO AN EMPLOYEE	Until no longer of administrative value	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-08-66	VOICE MAIL- VOICE MESSAGES LEFT IN AN EMPLOYEE'S VOICE MAILBOX	Until no longer of administrative value	Electronic		<input type="checkbox"/>
PD-08-67	EMPLOYEE TRAINING RECORDS DATABASE- DATABASE FOR QUICK REFERENCE OF EACH EMPLOYEES TRAINING CERTIFICATES SHOWING TYPE OF TRAINING, DATE AND WHERE TRAINING TOOK PLACE	Permanent while employed/6 years after termination	Electronic		<input type="checkbox"/>
PD-08-69	NEW FORM REQUEST- REQUEST FOR A NEW FORM TO BE CREATED FOR DEPARTMENT USE	1 year after form is approved or rejected	Electronic		<input type="checkbox"/>
PD-08-70	BLANK FORMS- FILE OF ALL DEPARTMENT FORMS	Until obsolete or superseded	Paper/ Computer		<input type="checkbox"/>
PD-08-71	EXPUNGEMENT RECORDS/ COURT ORDERED	Destroy all files, records and computer references	Paper/ Electronic		<input type="checkbox"/>
PD-08-72	SEARCH WARRANT- COPY OF COMPLETED FORM CONTAINING ALL INFORMATION ON A SEARCH WARRANT	6 years if no action pending	Paper/ Electronic		<input type="checkbox"/>
PD-08-73	CHILD ABUSE CASE RECORDS	7 years after close of the case	Paper/ Electronic		<input type="checkbox"/>
PD-08-76	FTO PROGRAM- DESCRIPTION OF THE DEPARTMENT'S PROGRAM	Until superseded	Electronic		<input type="checkbox"/>
PD-08-77	FTO DAILY OBSERVATION REPORT- DOCUMENTS NEW EMPLOYEES TRAINING AND EVALUATIONS	Permanent while employed/6 years after termination	Paper/ Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-08-78	FTO OFFICER IN TRAINING WEEKLY REPORT- DOCUMENTS HOW AN OFFICER IN TRAINING IS PROGRESSING	Permanent while employed/6 years after termination	Paper/ Electronic		<input type="checkbox"/>
PD-08-79	FTO FTC CRITIQUE FORM- COMPLETED BY AN OFFICER IN TRAINING RATING THEIR INSTRUCTOR'S PERFORMANCE	Permanent while employed/6 years after termination	Paper/ Electronic		<input type="checkbox"/>
PD-08-80	FTO OIC REPORT LOG- REPORT NUMBER, DATE AND TYPE OF REPORT AN OFFICER IN TRAINING RESPONDED TO	Permanent while employed/6 years after termination	Paper/ Electronic		<input type="checkbox"/>
PD-08-81	FTO APPRAISAL FORM- FORM COMPLETED BY THE LIEUTENANT EVALUATION OF A FTO'S ABILITY TO TRAIN AND SUPERVISE NEW OFFICERS	Permanent while employed/6 years after termination	Paper/ Electronic		<input type="checkbox"/>
PD-08-82	FTO REMEDIAL TRAINING WORKSHEET- COMPLETED BY FTO DOCUMENTING THAT THE TRAINEE NEEDS SPECIAL TRAINING IN SPECIFIC AREA	Permanent while employed/6 years after termination	Paper/ Electronic		<input type="checkbox"/>
PD-08-83	FTO OIT FACILITES VISITED CHECKLIST- LIST OF CITY AND COUNTY FACILITIES AN OFFICER IN TRAINING IS REQUIRED TO VISIT AND BECOME FAMILAR WITH	Permanent while employed/6 years after termination	Paper/ Electronic		<input type="checkbox"/>
PD-08-84	FTO OIT TRAINING CHECKLIST- CHECK LIST OF ITEMS THE FTO USES TO DOCUMENT TRAINING OF A NEW OFFICER	Permanent while employed/6 years after termination	Paper/ Electronic		<input type="checkbox"/>
PD-09-01	SEIZURE REPORT- LIST OF ITEMS AND VALUE OF PROPERTY THAT WAS SEIZED/ FORFEITED TO THE POLICE DEPARTMENT WHICH IS SENT TO THE STATE ATTORNEY GENERAL	6 years if no action pending	Paper/ Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PD-09-02	INVENTORY LOG- LIST OF PROPERTY THAT WAS SEIZED/ FORFEITED TO THE POLICE DEPARTMENT WHICH IS SENT TO THE STATE ATTORNEY GENERAL	25 years	Paper/ Electronic		<input type="checkbox"/>
PD-09-03	INCIDENT FILE- DATABASE OF RECEIVED CALLS FOR SERVICE AND OFFICER INTIATED ACTIVITY	6 years if no action pending	Electronic		<input type="checkbox"/>
PD-09-04	EVIDENCE/ PROPERTY PURGE FORM- COMPLETED BY OFFICERS AND RETURNED TO POROPERTY OFFICER AND USED TO DETERMINE STATUS OF EVIDENCE/ PROPERTY THAT IS BEING HELD	5 years after property is destroyed	Paper/ Electronic		<input type="checkbox"/>
PD-09-05	SPEED SENTRY LOG- FORM SHOWING DATE, TIME, AND LOCATION OF SPEED MONITORING EQUIPMENT	2 years	Paper/ Electronic		<input type="checkbox"/>
PD-12-01	PUBLIC RECORDS POLICY	Until superseded, obsolete, or replaced	Electronic		<input type="checkbox"/>
PD-12-02	PROPERTY ROOM ACCESS LOG- RECORDS TIME, DATE AND REASON FOR PERSON GAINING ACCESS TO THE PROPERTY ROOM	25 years	Paper/ Electronic		<input type="checkbox"/>
PD-12-03	CURRENCY SHEET- KEEPS RECORDS OF ALL CURRENCY ENTERED INTO PROPERTY ROOM AND PERSONS VERIFYING THEM	Until released or turned over to Court	Paper/ Electronic		<input type="checkbox"/>
PD-16-01	THE CITY OF MONROE DISASTER RESPONSE PLAN	Until superseded, obsolete, or replaced	Paper/ Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Police Department (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
PD-25-01	Marsy's Law Victim's Rights Packet- Packet of forms that describe a victim and their rights. Also, it has boxes to document the elections made by victims and signature lines for the officer, victim, prosecutor and gives phone numbers and web addresses of victim rights agencies and responding agency, lists the victims contact information and any represenatitves for the victim and their contact information.	3 years	Paper/ Electronic		<input type="checkbox"/>
PD-25-02	Video record estimate invoice- estimate given for video record requests which includes date, name of requestor, incident number, video details, estimated price to be paid before requests starts	2 years	Paper/ Electronic		<input type="checkbox"/>
PD-25-03	Video Record Time Log- kept to record time spent of redacting video for requestors being charged for requests. Includes date requested date fulfilled, requestor, case #, video details, employee names and date working on video and start and end times, notes and final costs of request	2 years	Paper/ Electronic		<input type="checkbox"/>
PD-25-04	Video Record Request Invoice- Final invoice after completion of video record request. Contains date and date paid, requestors and contact information, case number video identifiers the estimated costs and estimate paid, overage and max costs and remaining balance	2 years	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Personnel

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PER-01	Accident reports (employees) - list of accidents involving employees and injury sustained and medical attention required	Place in personnel file	Paper/ Digital		<input type="checkbox"/>
PER-02	Application for employment	Permanent if employed. Others 2 years (29 CFR 1602.14: 29 CFR 1627.3)	Paper/ Digital		<input type="checkbox"/>
PER-03	Civil service exams – exams given and score achieved	Permanent if employed, others 2 years	Paper/ Digital		<input type="checkbox"/>
PER-04	Employee evaluations	Merge with personnel file	Digital		<input type="checkbox"/>
PER-05	Unemployment files – individual files on each unemployment claim files. Copies. Originals kept by State of Ohio.	3 years after closed	Paper/ Digital		<input type="checkbox"/>
PER-06	Record of disciplinary action taken and reasons for action, including EAN form	Place in personnel file. Remove from file according to CBA and/or policy.	Paper/ Digital		<input type="checkbox"/>
PER-07	Employee insurance claims	5 years	Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Personnel (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PER-08	Council/Employee Personnel File	Retain portions used to verify employment, retirement or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation.	Paper/ Digital		<input type="checkbox"/>
PER-09	Records of employee's leave - sick, vacation, personal, holiday, bereavement, EDO, LWOP, any type of leave	Until no longer of administrative value	Digital		<input type="checkbox"/>
PER-10	Claims and Litigation Files - Individual investigative/hearing files on internal and external claims with the Ohio Civil Rights Commission (OCRC), EEOC, and Workers Compensation	5 years after case is closed and claims exhausted	Paper/ Digital		<input type="checkbox"/>
PER-11	Collective Bargaining Agreement Contracts - agreements and contracts resulting from negotiations	8 years after superseded (ORC 2305.06)	Paper/ Digital		<input type="checkbox"/>
PER-12	Classification Files - records evaluating the duties, responsibilities, tasks and authority level of a job. Used to determine pay or salary.	2 years (29 CFR 1602.14; 29 CFR 1627.3)	Paper/ Digital		<input type="checkbox"/>
PER-13	Collective Bargaining Agreement Negotiation files - records concerning the negotiations of various union contracts	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Personnel (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PER-14	Commercial Drivers License (CDL) - records of employees' acquisition and maintenance of a CDL. Can include random Dept of Transportation audits, results for positive alcohol and controlled substance tests, refusals to submit to testing, driver evaluations and referrals	5 years (49 CFR 382.401)	Paper/ Digital		<input type="checkbox"/>
PER-15	Drug & Alcohol Collection Process Documents - laboratory list of random samples taken	2 years (49 CFR 382.401)	Digital		<input type="checkbox"/>
PER-16	Negative Results - records of negative results for controlled substances and alcohol	Place in personnel file	Digital		<input type="checkbox"/>
PER-17	EEO Data Sheets - data mandated by federal government for the purpose of tracking Equal Opportunity Statistics	Place in personnel file. 6 years after terminated.	Paper/ Digital		<input type="checkbox"/>
PER-18	Job Descriptions - descriptions of employee positions and job classes	Until revised, superseded or obsolete	Digital		<input type="checkbox"/>
PER-19	Job Postings - records created during recruitment process. May contain employment applications, resumes, background checks of applicants not hired or interview notes	2 years (29 CFR 1602.14; 29 CFR 1627.3)	Paper/ Digital		<input type="checkbox"/>
PER-20	Personnel Files - Discipline - Records documenting investigations for violations of laws, rules, policies, that result in issuance of a reprimand, suspension, demotion, involuntary LOA, removal from position, resignation in lieu of termination, last chance agreement and/or termination	6 years after termination	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Personnel (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PER-21	Personnel Files - Medical - Medical related documentation of service throughout the duration of an individuals employment. 45 CFR 160; ORC 149.43	6 years after termination (29 CFR 825.500; 29 USC 1027)	Paper/ Digital		<input type="checkbox"/>
PER-22	Tuition Reimbursement Files - acknowledgment of tuition reimbursement policy, request to participate in program and documentation of courses completed or cancelled	3 years	Paper/ Digital		<input type="checkbox"/>
PER-23	Volunteer files - Records of those who worked as volunteers or who served as unpaid interns. Can include applications, waiver forms or background checks.	3 years after termination of service	Paper/ Digital		<input type="checkbox"/>
PER-24	Workers Compensation - Files covering claims made by employees for workers comp benefits. Includes claim, investigation, hearings, results, requirements, terms, conditions, etc. ORC 4123.	10 years after final payment	Paper/ Digital		<input type="checkbox"/>
PER-25	Layoff Records/Employee Retention Points - Documents required by the DAS rules in ranking of employees to determine potential layoffs and displacement rights into other positions. ORC 124.321 to 124.328 and OAC 124-7-01 and ODAS 123:1-41.	6 years	Paper/ Digital		<input type="checkbox"/>
PER-26	EEO-4 Report - Periodic report required by the federal government that indicates the position of the city workforce by sex and race/ethnicity. (29 CFR 1602.30 & 1602.31)	3 years	Digital		<input type="checkbox"/>
PER-27	Employee Assistance Program - Records related to employees sent to participate in the EAP, due to unacceptable job performance or conduct. Can include formal referrals, updates, status reports, appointments, recommendations and completion records.	Place in personnel file	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Personnel (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PER-28	Employee Benefits Records - Documentation of benefits, insurance and dependents selected by each city employee. Can include COBRA, tuition reimbursement, etc.	6 years (29 USC 1027)	Paper/ Digital		<input type="checkbox"/>
PER-29	Ethics Forms - Disclosures, verification of licenses, registrations or certification or financial disclosures required for employment	Place in personnel file. Purge after 6 years if terminated.	Paper/ Digital		<input type="checkbox"/>
PER-30	Family Medical Leave Act (FMLA) Records - Disclosure and correspondence to employees utilizing leave under FMLA	Place in personnel file. Purge after 6 years if terminated.	Paper/ Digital		<input type="checkbox"/>
PER-31	Grievances - Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions towards an employee or the employer. (Union and Non-Union)	5 years after union contract expires or resolution or final response	Paper/ Digital		<input type="checkbox"/>
PER-32	Intern Files - Records of students who served paid internships	Retain portions used to verify employment, retirement or OPERS contributions until 75 years after separation. Purge all other records 6 years after separation.	Paper/ Digital		<input type="checkbox"/>
PER-33	Attendance records - Documents employees attendance at work, including leave requests	Place in personnel file. Purge after 6 years if terminated.	Paper/ Digital		<input type="checkbox"/>
PER-34	Bulletins, posters, and notices to employees - Announcements and informational notices including unsolicited announcements related to job functions	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Personnel (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PER-35	Disciplinary Hearings - a proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue				<input type="checkbox"/>
	(A) Audio and video recordings	2 years	Digital		<input type="checkbox"/>
	(B) Report of proceedings	Place in personnel file	Paper/ Digital		<input type="checkbox"/>
	(C) Transcripts	5 years	Digital		<input type="checkbox"/>
PER-36	Manuals, Handbooks - Documents related to activities and operations of a department, office or agency. May include rules regarding behavior, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced. Appraise for historical value.	Digital		<input type="checkbox"/>
PER-37	Communication Records (Correspondence) - Messages sent and received in any media, including letters, memorandum, faxes, email messages, miscellaneous communications, etc.	Retain according to content. Ensure metadata retained if applicable.	Paper/ Digital		<input type="checkbox"/>
	(A) Transient - Routine communication which convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
	(B) General - Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy.	1 year	Paper/ Digital		<input type="checkbox"/>
	(C) Executive - Documents the administration of the office and may contain information concerning agency policies, fiscal and personnel matters	Three years; file with related records if content requires longer retention; appraise for historical value.	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Public Works

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
ENG-93-01	Sewer maps - location of all sewer lines and dimensions of lines	Permanent	Paper/ Digital		<input type="checkbox"/>
ENG-93-02	Water line maps - location and dimensions of all water lines	Permanent	Paper/ Digital		<input type="checkbox"/>
ENG-93-03	Subdivision maps - location and layout of subdivisions within the municipality	Permanent	Paper/ Digital		<input type="checkbox"/>
ENG-93-04	Street maps - location and specifications of all streets within the municipality	Permanent	Paper/ Digital		<input type="checkbox"/>
ENG-11-01	Traffic study files	Until superseded then appraise for historical value	Paper		<input checked="" type="checkbox"/>
ENG-11-02	Right of way permits and plans	3 years provided audited	Paper/ Digital		<input type="checkbox"/>
ENG-26-01	Performance Bonds- Signed version of bonding related to improvement projects	3 years after expiration/ acceptance of infrastructure	Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Public Works (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PRK-93-01	Maps and plans - maps and plans for various projects and improvements involving the park	Permanent	Paper/ Digital		<input type="checkbox"/>
PRK-93-02	Park reservations - time and date of reservation, name and address of person making reservation	2 years	Paper/ Digital		<input type="checkbox"/>
PRK-93-03	Park Board Minutes	Permanent	Audio cassette tapes, Paper/ Digital		<input checked="" type="checkbox"/>
PRK-93-04	Rules and Regulations	Permanent	Paper/ Digital		<input type="checkbox"/>
PRK-93-05	Correspondence	Routine form letters – 1 year; General – 2 years; With legislative branch – 3 years; Executive – 5 years	Paper/ Digital		<input type="checkbox"/>
PRK-11-06	Checklist for concession stand from one sports association to the next along with record of key log	2 years	Paper/ Digital		<input type="checkbox"/>
PRK-11-07	Record of park events - movies in the park, plays in the park, special events such as 4th of July or civil war re-enactment	2 years	Paper/ Digital		<input type="checkbox"/>
PRK-11-08	Playground inspections	3 years	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Public Works (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PW-11-01	Receipt books - record of all receipts made by public works and date of receipt	2 years provided audited	Paper		<input type="checkbox"/>
PW-11-02	Property maintenance violation notices-mowing record/work order and invoicing	Until corrected or adjudicated by a court	Paper		<input type="checkbox"/>
PW-11-04	Daily work sheets of Public Works employees entered into MUNIS (work orders)	1 year after changed	Digital		<input type="checkbox"/>
PW-11-05	Copies of purchase orders/invoices received	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
PW-11-06	Property damage incident report from an accident, damage to yard(s) from snow plowing and mail box damages	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
PW-11-07	Right of way permits and plans	3 years provided audited	Paper/ Digital		<input type="checkbox"/>
PW-11-08	Permit to construct and/or repair sidewalk, curbing, curb and gutter, driveway	3 years provided audited	Paper/ Digital		<input type="checkbox"/>
PW-11-09	Inspection plot plans checked by city engineer for drainage/easements	5 years	Paper		<input type="checkbox"/>
PW-11-10	Herbicide spray records	3 years	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Public Works (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
WAT-93-03	Meter test records - Record of meter location and functioning capacity	3 years	Paper/ Digital		<input type="checkbox"/>
WAT-93-06	Water main location maps - Map of size and location of water mains	Permanent	Paper/ Digital		<input type="checkbox"/>
WAT-93-07	Water sample reports - Record of bacterial and chemical content and location and date of sample	12 years	Paper/ Digital		<input type="checkbox"/>
WAT-93-11	Application for water tap permit-Location, date, account holder, and charge	1 year after final decision	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Utility Billing & Collections

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
UT-01	Communication Records (Correspondence) - Messages sent and received in any media, including letters memorandum, faxes, email messages, miscellaneous communications, etc.	Retain according to content. Ensure metadata retained if applicable.	Paper/ Digital		<input type="checkbox"/>
	(A) Transient - Routine communication which convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Paper/ Digital		<input type="checkbox"/>
	(B) General - Documents the operations of the office and may include non-routine requests for information. Informative and does not attempt to influence policy	1 year	Paper/ Digital		<input type="checkbox"/>
	(C) Executive - Documents the administration of the office and may contain information concerning agency policies, fiscal, and personnel matters	3 years; file with related records if content requires longer retention; appraise for historical value.	Paper/ Digital		<input type="checkbox"/>
UT-02	Monthly meter reading data files (readings obtained via cellular/mobile reads)	3 years	Digital		<input type="checkbox"/>
UT-03	Bill Run Journals and Reports (Monthly, Finals)	5 years	Paper/ Digital		<input type="checkbox"/>
UT-04	Payment Journals/Utility Bill Stubs/Payment Receipts	3 years	Paper		<input type="checkbox"/>
UT-05	Online Payment Data Files and Reports	3 years	Paper/ Digital		<input type="checkbox"/>
UT-06	Lockbox Payment Data Files and Reports	3 years	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Utility Billing & Collections (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
UT-07	Monthly ACH Withdraw Reports	5 years	Paper/ Digital		<input type="checkbox"/>
UT-08	ACH/Autopay Applications	5 years	Paper/ Digital		<input type="checkbox"/>
UT-09	Returned Payments (Checks/Electronic Checks)	3 years	Paper/ Digital		<input type="checkbox"/>
UT-10	Utility Bill Adjustments/Write Offs	3 years	Paper/ Digital		<input type="checkbox"/>
UT-11	Utility Billing Refund Journals	5 years	Paper/ Digital		<input type="checkbox"/>
UT-12	Utility Billing Property Tax Assessment Journals and Reports	5 years	Digital		<input type="checkbox"/>
UT-13	Payment Arrangements	3 years	Paper/ Digital		<input type="checkbox"/>
UT-14	Utility Service Transfer Requests	3 years	Digital		<input type="checkbox"/>
UT-15	Utility Billing Work Orders	3 years	Paper/ Digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Monroe

Utility Billing & Collections (cont.)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
UT-16	Utility Billing Turnoff Lists	3 years	Digital		<input type="checkbox"/>
UT-17	Returned Mail	3 years	Paper		<input type="checkbox"/>
UT-18	Permits & New Account Documentation	3 years	Paper/ Digital		<input type="checkbox"/>