

ORDINANCE 2003 - 08

AN ORDINANCE FOR A RECORDS RETENTION PROGRAM FOR THE VILLAGE OF ASHVILLE

WHEREAS, the Council of the Village of Ashville deems it necessary to pass a records retention program; and

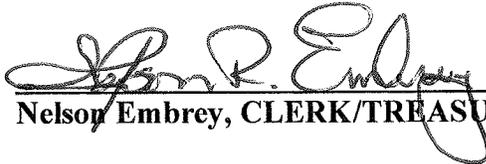
NOW, THEREFORE, be it ordained by the Council of the Village of Ashville, State of Ohio:

SECTION I: That the records retention program attached herein is hereby accepted by the Council of the Village of Ashville.

SECTION II: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED THIS 19 DAY OF May, 2003

ATTEST:

  
Nelson Embrey, CLERK/TREASURER

5-19-03  
DATE

APPROVED:

  
CHARLES K. WISE, MAYOR

19-MAY-03  
DATE

## **RECORDS RETENTION PROGRAM THE VILLAGE OF ASHVILLE**

1. **Inventory.** Prepare inventory of all currently held records found in each department. Categorize all records by department, by subject, and by year. Each box should be clearly labeled and an index prepared for each box. Each subject is to be referred to as a record series.
2. **Appraisal.** Each record series is to be assigned a retention period. This period is based on its administrative, legal, fiscal, and historical value to the Village or the Stat of Ohio. Our schedule of retention will be based on the recommendations made by the Ohio Historical Society. The categories available will be: Until no longer administratively necessary  
One Year  
Three Years  
Five Years  
Ten Years  
Fifteen Years  
Twenty-Five Years  
Permanent  
The length of retention will determine any additional mediums (i.e. microfiche, CD) of storage of the record series.
3. **Adopt Retention Schedules.** Municipal records may be disposed of only through the process mandated in section 149.39 of the Ohio Revised Code. The Records Commission must adopt a Schedule of Records Retention and Destruction (RC2). This schedule gives continuing authority to dispose of records when the scheduled retention period has expired. The RC-2 then must be submitted to the Ohio Historical Society for approval. They will in turn submit the schedule to the Ohio State Auditors for approval and return to the Village. The approved schedule will remain in effect until superseded by a revised version of the schedule in the future.
4. **Disposal.** Once a records retention schedule has been properly approved it should be followed and reviewed annually. Following an approved schedule is a good business practice that will prevent an unwanted accumulation of useless records that have outlived their value. Before the disposal of any Village records can occur, a Certificate of Records Disposal (RC-3) must be filed with Ohio Historical Society which will send the RC-3 to the Auditor of State's Records Officer in Columbus. The RC-3 should be filed a minimum of fifteen business days before the proposed disposal or destruction date. After approval has been received, a public notice should be placed in the Circleville Herald of the intended destruction of public records. If someone is interested in seeing which records are being destroyed, they may come to the Village Hall to review the listing. If they wish to see the actual records, they must see the department head for the specific record in question. Public response will be limited to five business days. All records visual supervision of a member of the Records Commission. This will guarantee the actual destruction of the slated records.
5. **Maintenance of Records of Long-Term Value.** Records with retention periods exceeding ten years are often viewed as being long-term. Providing appropriate storage facilities is essential for the preservation of long-term records. All records should be stored in a cool, dry, and secure storage area. The Village's records will be stored in our off-site storage area. The Village's records will be stored in our off-site storage area. Originals of Council Minutes, Council Ordinances, and Planning & Zoning Minutes will be stored on-site in fireproof file cabinets. Copies of Council Minutes, Council Ordinances, and Planning & Zoning Minutes for the prior five years will be kept in binders in the storage closed for easy access.

## VILLAGE OF ASHVILLE

SECTION 1 - GENERAL ADMINISTRATIVE RECORDS (this section pertains to all Village department's general documents)			CODE
Alternate media storage of records	All Village of Ashville records stored on microfilm and optical disk shall adhere to the retention period established for that document, with the exception of permanent records. Permanent records will only be kept on optimal disk for as long as it is necessary to access them. The permanent records will be maintained permanently on microfilm and in hard copy form. All documents saved on the computer or computer disk or CD-ROM can be deleted once a hard copy is printed and file appropriately, but may be kept until longer administratively necessary.		
Accident Report/Files	Employee injury Report	Place in Personnel File	01000
	Bodily injury to non-employee	10 years; provided no action pending	01001
	Damage to Municipal Vehicle or Property	10 years; provided no action pending	01002
Activity Reports (all types)	3 years		01010
Non-committee Agendas	10 years		01020
Annual Departmental Budget	5 years		01030
Annual Department Report	Permanent - at 50 years, appraise for historical value		01040
Attendance Reports/Records	3 years		01050
Audiovisual, PR & Training Materials replaced	Until information is superseded, obsolete, or then appraise for historical value		01060
Badges & ID's	Turn in upon termination		01070
Blank Forms	Until Obsolete or superseded		01080
Budget Preparation Documents (Working Papers)	Until no longer administratively necessary		01090
Bulletins, Posters and Notices to Employees	Until no longer administratively necessary		01100
Calibration Records - All types	5 years		01110
Compliance Report - All types	5 years		01120
Continuing Education Certificates/Class/Seminar/ Training/Attendance Records	Place in personnel file		01130
Contracts and Agreements	15 years after expiration or termination		01140
Copies	All Media	Until no longer administratively necessary, as long as the original is filed in the department of origin, and pursuant to the applicable records series retention record.	01150
	Official File Copy	Use applicable records retention period	01151
	Reading/Informational/ Reference Copy	Until no longer administratively necessary	01152
Correspondence - Routine Form Letters, General, with Legislative Branch, Executive	5 years		01160
Delivery Slips, Packing Slips	3 years		01170
Disaster Plans	Until updated or superseded		01180
Drafts - All Media	Until no longer administratively necessary		01190
Drawings, Tracings, Mylars	Until updated, superseded or obsolete, appraise for historical value		01200
Equipment Inventories	3 years		01210
Equipment Maintenance Records	Life of the equipment, then until no longer administratively necessary		01220
Equipment Records - Personal Use Items (e.g. tools, weapons, clothing, etc.)	Until equipment returned by employee		01230

SECTION 1 - GENERAL ADMINISTRATIVE RECORDS (con't)		CODE
Executive Orders	Until superseded, obsolete, or replaces; then appraise for historical value	01240
Expense Records	3 years	01250
Facsimile	Logs	1 year
	Messages	Treat as correspondence
Fuel Usage Records	3 years	01270
General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain one copy until audited	01280
Grant Files/Records - Federal/State	5 years; provided audited and disputes resolved	01290
Hearings and Meetings (Not Employee Related) Audio Recordings	25 years	01300
Leases	Equipment	2 years after expiration
	Real Estate	5 years after expiration
Video Recordings	1 year	01320
Report of Proceedings	Permanent	01330
Transcripts	5 years	01340
Licenses, Permits, and Certifications	1 year after expiration	01350
Mail	Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer administratively necessary
	Postal Records (e.g. Registered/Certified/Insured Logs or Receipts/Postal Meter Documents)	3 years
	Electronic Mail	Retain according to content. Hard Copies of administrative value are to be kept with corresponding information and treated as correspondence. See correspondence section.
Mailing Lists	Until updated, superseded, or obsolete	01370
Management/ Operations Reports	Monthly/Quarterly/Semi-annual	Until incorporated into an annual report
	Annual	5 years
	Consultant	5 years
Manuals, Handbooks, and Directives	Until superseded, obsolete, or replaces. Retain one file copy for 5 years	01390
Maps/Plats	Until updated, superseded or obsolete, then appraise for historical value	01400
Material Safety Sheets	Until superseded	01410
Meetings	Notices (Sec. 121.22ORC)	1 year
	Minutes of Meetings	Permanent (see Section 14. Committees, Boards, and Commissions)
	Draft and Notes from Meetings	Until hard copy of minutes is approved
Memoranda	Use Correspondence retention periods	01430
Municipal Publications	Until Superseded	01440
Oaths of Office of Elected Officials	10 years after leaving office	01450
Photo File ( includes prints, slides, negatives, transparencies, and related photographic items)	Until information is no longer current, then appraise for historical value	01460
Press/News Releases	3 years	01470
Printing Orders	1year	01480
Project Plans/Drawings/As Built	Life of project or obsolete then appraise for historical value	01490
Receipts/Receipt Books	3 years, provided audited	01500
Receiving Documents	3 years	

SECTION 1 - GENERAL ADMINISTRATIVE RECORDS (con't)		CODE
Records Retention Documents-RC1, RC2, RC3	25 years	01510
Records Requests	2 years	01520
Reference\Library Materials	Until superseded, obsolete, or replaced	01530
Research Files	5 years	01540
Rosters\Directories	1 year after superseded or obsolete	01550
Scrapbooks, Yearbooks	Appraise for historical value	01560
Speeches\Presentations	3 years	01570
Statistical Reports	Monthly\Quarterly\Semiannual	Until incorporated into yearly compilation
	Annual	5 years
	Consultant Produced	5 years
Surveillance Tapes\Videos	30 days then reuse provided no action pending	01590
Table of Organization\Organizational Charts	Until superseded	01600
Telephone Messages	Telephone Records\Charts\Bills\Call Detail Records	2 years provided audited
	Documentaion	Life of system
	Messages	Until no longer administratively necessary
	Services Records	2 years
	System Equipment Inventory	Continually updated, retain superseded data 1 year
Training Material\Lesson Plans	Until superseded	01620
Uniform Record	3 years, provided audited	01630
Vehicle Mileage Records	Until vehicle sold	01640
Voice Mail	Messages	Until no longer administratively necessary
	System Documentation	Life of system
Warranties	Until equipment salvaged or sold	01660
Work Schedules	3 years	01670
SECTION 2 - BUILDING DEPARTMENT		CODE
Appeals on Interpretation of Code	Permanent	02000
Building Applications	10 years	02010
Building Card	Permanent	02020
Building Folders	Review at 5 years	02030
Building Inspection Reports	10 years	02040
Building Permit Records	Permanent	02050
Building Plans	Residential	5 years
	Commercial or Municipal Owned	Permanent
Building Sign Inspection Files	Permanent	02070
Case Files - Board of Building Standards & Appeals	10 years	02080
Certificate of Appropriateness	Permanent	02090
Certificates of Insurance	3 years after expiration, providing no claims pending	02100
Village Building Code - OBBC	Until superseded; retain 1 copy permanently	02110
Complaints	3 years; providing no action pending	02120
Condemnation and Demolition Records	Permanent	02130
Contractor's Registration	10 years	02140
Demolition Permits	Permanent	02150
Historical Data Sheets, Ohio Historical Inventories	Permanent	02160
Historic District/Landmarked Properties, All Records	Permanent	02170
House Number Record	Permanent	02180
Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value; appraise for historical value	02190
Legislative Research Files/Drafts	Until no longer of administrative value	02200
Loan and Grant Applications (copies)	3 years; provided audited	02210
Occupancy Permit Record	Permanent	02220
Performance Bonds - Contractors	10 years after expiration	02230
Permits, All types	Permanent	02240

SECTION 2 - BUILDING DEPARTMENT (con't)		CODE	
Project Records	25 years after completion of project, appraise for historical value	02250	
Street Name Change Record	Permanent	02260	
Street Opening Permits	3 years	02270	
Violations	Until corrected or adjudicated by a Court	02280	
SECTION 4 - CLERK OF COUNCIL/CITY COUNCIL		CODE	
Bid Bonds	Successful Bidders	Retain until acceptance of project performance bond	04000
	Unsuccessful Bidders	Return after project awarded	04001
Bids and Bid Files	Successful	15 years after completion of project	04010
	Unsuccessful	3 years if no successful bidder, otherwise placed in successful bidder project file	04011
Certificate of Result of Election (Bond Issues)	Until expiration of bond issue	04020	
Charter and Amendments	Permanent	04030	
Contracts and Agreements	15 years after expiration or termination	04040	
Council Member's Files	Term of Office then appraise for historical value	04050	
Deeds	Permanent	04060	
Easements	Permanent	04070	
Index to Council Minutes	Permanent	04080	
Index to Ordinances and Resolutions	Permanent	04090	
Insurance Policies	3 years after expiration, provided all claims settled	04100	
Invitation to Bid (ITB)	15 years	04110	
Invoices and Supporting Documents	5 years	04120	
Leases	Equipment	3 years after expiration or termination	04130
	Real Estate	5 years after expiration or termination	04131
Legal Notice	Proof of Publication	5 years	04140
	Tear Sheets	5 years	04141
Legal Opinions from Municipal Legal Council	Permanent	04150	
Liquor License Requests	Approved	5 years	04160
	Denied	5 years	04161
Ordinances	Permanent	04170	
Oaths of Office of Elected/Appointed Officials	10 years after leaving office	04180	
Petitions (miscellaneous not filed elsewhere)	5 years	04190	
Performance Bonds	15 years after project successfully completed and accepted	04200	
Proclamations	3 years	04210	
Public Officials List	10 years	04220	
Reports to Council	10 years	04230	
Request for Proposals (RFP's) and Proposal File	15 years	04240	
Resolutions	Permanent	04250	
Tax Abatement Agreements	5 years	04260	
SECTION 5 - ENGINEERING DEPARTMENT		CODE	
Aerial Photographs	Permanent	05000	
Application for Water or Sewer Tap Permits	1 year after final decision rendered	05010	
Blueprints, Maps, and Plans	Life of Infrastructure then appraised for historical value	05020	
Billing	Adjustment Books	Until audited	05030
	Ledger Cards	3 years after date of final entry; provided audited	05031
Change Orders	Place in Project File	05040	
Contractors' Prevailing Wage Records	5 years	05050	
Curb Box Location Record	Permanent	05060	
Day Books	3 years		
Federal Project Files	5 years after completion of project provided audited	05070	
House Number Record	Permanent	05080	

SECTION 5 - ENGINEERING DEPARTMENT (con't)		CODE	
Job Orders	3 years	05090	
Meter and Valve Location Records	Permanent	05100	
Pesticide Application Records	3 years	05110	
Project	Files (Contracts, Specifications, Change Orders, Progress Report, etc.)	Permanent	05120
	Final Reports	Permanent	05121
	Inspection Records	Include in Project Files	05122
Property Records (Deeds, Right-of-Way, Annexations, Vacations, Easements)	Permanent	05130	
Proposals for Street Improvement	5 years or until approved or proposal rejected	05140	
Sanitary Sewer Records	Permanent	05150	
Security Deposit	Records	Until refunded to the Depositor	05160
	Refund Requests	Until audited	05161
Sewer	Rent Record	3 years; provided audited	05170
	Repair Sheets	10 years	05171
	Testing Records	10 years	05172
Shut-Off Lists	3 years	05180	
Special Assessment Record	5 years after final payment, provided audited	05190	
Special Sewer Authorizations or Hookups	Permanent	05200	
Street Opening Permits	3 years	05210	
Street Repair Cost Summary Record	3 years, provided audited	05220	
Street Repair Record	3 years	05230	
Suspense Account Records	Until account settled; provided audited	05240	
Test Boring Record	Permanent	05250	
Traffic Study Files	Until superseded then appraise for historical value	05260	
Village Properties File	Permanent	05270	
Village Zoning Maps	Permanent	05280	
Water & Sewer	Billing Stubs	3 years; provided audited	05290
	Receipt Books	3 years; provided audited	05291
	Tap Record	Permanent	05292
Water Main Location Record	Permanent	05300	
Water Usage Reports	3 years	05310	
SECTION 6 - TREASURER'S OFFICE		CODE	
Acceptance of Utility Rate Ordinance Notices	Permanent	6000	
Accounts	Ledger	5 years after last entry, provided audited	06010
	Payable Record	3 years; provided audited	06011
	Receivable Ledger, General	3 years; provided audited	06012
	Receivable, Income Tax	10 years	06013
Annual Appropriation Ordinances (copies)	5 years	06020	
Annual Certificate of Estimated Resources	10 years	06030	
Annual Municipal Budget	Permanent - at 50 years, appraise for historical value	06040	
Annual Municipal Financial Report	Permanent - at 50 years, appraise for historical value	06050	
Annual Report to the Auditor of State	5 years	06060	
Appropriation Ledger	5 years; provided audited	06070	
Assessment Record	Until paid and audited	06080	
Audit Reports	Internal	5 years	06090
	Federal - Auditor of State	5 years	06091
Bank deposit Records (Receipts, Reconciliation, Slips, Statements, etc.)	3 years; provided audited	06100	
Bid Bonds	Successful bidder	Retain until acceptance of project performance bond	06110
	Unsuccessful bidder	Return after projected awarded	06111

SECTION 6 - TREASURER'S OFFICE (con't)			CODE
Bids	Successful	15 years after completion of project	06120
	Unsuccessful	2 years after letting of the contract	06121
Block Grant Documentation		5 years	06130
Bond Register		Permanent	06140
Canceled Warrants (checks)		3 years; provided audited	06150
Capital Improvement Bonds		Until paid off and audited, appraise for historical value	06160
Cash Books - Cash Reports		3 years	06170
Cash Receipts and Disbursements		3 years; provided audited	06180
Certificate of Result of Election (Bond Issues)		Until expiration of bond issue	06190
Check Registers, Stubs, and Carbons		3 years; provided audited	06200
Checking Account Statement		3 years; provided audited	06210
Checks, Voided		Until audited	06220
Computer Generated Financial Reports - Monthly, Quarterly, Semiannual		Until replaced by next printout or annual report printed	06230
Computer Generated Financial Reports - Annual		5 years	06240
Computer Records		Create Separate Schedule	06250
Report of Cash Received		3 years; provided audited	06260
Damage Claims		Until settled and all appeals exhausted	06270
Deposit Refund Requests		Until deposit is refunded and account audited	06280
Encumbrance Documents		3 years	06290
Encumbrance and Expenditure Journal		10 years; provided audited	06300
Fixed Assets Record		10 years	06310
General Ledger		25 years	06320
Indebtedness Statement		Permanent	06330
Insurance Policies		3 years after expiration; provided all claims settled	06340
Intergovernmental Tax Receipts		3 years; provided audited	06350
Investment Records		3 years; provided audited	06360
Invitation to Bid (ITB)		2 years	06370
Invoices and Supporting Documents		3 years	06380
Licenses		Term of license plus 1 year	06390
Monthly Report of Mayor's Court		3 years; provided audited	06400
Monthly Statement of Balances		3 years; provided audited	06410
Pay In Records		3 years; provided audited	06420
<i>Payroll Records</i>		<i>See Section 6(a)-Payroll Records</i>	
Performance Bonds		After project successfully completed and accepted	06430
Permits		After project successfully completed and accepted	06440
Personal of Professional Services, Invoice or Statement of Services		3 years	06450
<i>Personnel Records</i>		<i>See Section 6(b)-Personnel Records</i>	
Petty Cash Record		3 years; provided audited	06460
Prevailing Wage Records		3 years	06470
Property Inventories		3 years	06480
Land Inventories (Village Owned Property)		Permanent	06490
Purchase Order	Originals	3 years	06500
	Copies	Until no longer administratively necessary	06501
Receipts and Expenditures Report to Auditor of State		3 years	06510
Reconciliation Sheets, Bank Accounts		3 years; provided audited	06520
Record of Funds Received		3 years; provided audited	06530
Remittance Advice		3 years	06540
Request of Proposals (RFPs)		2 years	06550
Retirement System	Payment Records	Permanent	06560
	Exemption Record (Waiver)	Permanent	06561
Sales Tax Records		4 years	06570

<b>SECTION 6 - TREASURER'S OFFICE (con't)</b>		<b>CODE</b>	
Settlement Sheet or Tax Distribution from County Aud	10 years	06580	
Solicitor's or Peddler's Permit	1 year after expiration	06590	
Special Assessments	Until paid off and audited	06600	
Tax Abatement Records	Duration of abatement plus 1 year	06610	
Tax Settlement Records	3 years; provided audited	06620	
Transmittal of Ohio Wage and Tax Settlement	10 years; provided audited	06630	
Travel Expense Records	3 years	06640	
Unemployment Compensation Records	3 years; provided audited	06650	
Uniform Allowance Record	3 years; provided audited	06660	
<b>SECTION 6(a) - Payroll Records</b>			
Application for PERS Refund or Waiver	Permanent	06670	
Court Orders for Payroll Deduction	Until employee terminates or Order rescinded	06680	
Employee	Earning Records	Continually compiled and updated until termination. Placed in personnel file yearly	06690
	Income Tax Withholding Certificate	3 years after termination of employment; provided audited	06691
	Income Tax Withholding Payment Record	10 years; provided audited	06692
	Pay Records	Continually updated until termination, then placed into personnel file or onto Employee History Card	06693
	Withholding Requests	Until replaced or revoked by employee	06694
Employer Quarterly Federal Tax Return	5 years; provided audited	06700	
Garnishment Orders	Until employee terminates or Order rescinded	06710	
Leave Balance Reports	Bi-Weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report	06720
	Annual Employee Leave Use - Balance Reports	5 years	06721
	Annual Leave Use and Balances by Muni Unit	25 years	06722
	Individual Employee	Continually maintained and updated in personnel file. Purge 3 years after terminated providing no outstanding balances	06723
Notification of Pay - Pay Step Increase	Until superseded. Copy in personnel file	06730	
Overtime	Authorization	3 years; provided audited	06740
	Report	3 years; provided audited	06741
Payroll Journal Records	Annual Cumulative Printout	Permanent	06750
	Weekly/Monthly Payroll Journal	3 years; provided audited and cumulative employee payroll date retained in personnel file	06751
Reports to Retirement System	50 years	06760	
State Income Tax Report	25 years	06770	
Tax Withholding Reports	10 years; provided audited	06780	
W-2 Forms	10 years; provided audited	06790	
W-4 Forms	Until superseded or employee terminates	06800	
<b>SECTION 6(b) - Personnel Records</b>			
Application for Employment	Person Hired	Place in Personnel File	06810
	Person Not Hired	Destroy After 1 year	06811
	Copies	Until no longer administratively necessary	06812
Commendations, Promotions	Place in Personnel File	06820	
Employee	Exposure to Hazardous Chemicals-Biological Hazards or Infectious Disease Reports	Place in Personnel File	06830
	Performance Evaluation	5 years	06831
	Sick Leave and Vacation Balances	Continually updated by fiscal office until employee terminates. Balances verified yearly and recorded in personnel file.	06832

## SECTION 6(b) - Personnel Records (con't)

	Time Card or Sheets	3 years	06833
	Training Records	Place in Personnel File	06834
Employee Handbook		Until Updated or Superseded	06840
Employment History Record Card		Permanent in lieu of personnel file	06850
Grievance Hearing Records		1 year after resolved	06860
Insurance Enrollment Record		1 year after employee leaves municipal employment	06870
Job - Position Descriptions		1 year after superseded	06880
Leave Requests-all types, sick, vacation, overtime, etc.		3 years provided balances journalized	06890
Letter of	Appointment	Place in Personnel File	06900
	Reference	3 years after hired	06901
	Resignation	Place in Personnel File	06902
Personnel Actions		Place in Personnel File	06910
Personnel Files & Records		Purge 3 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement info, and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.	06920
Pre-Employment Screening and Testing Records		Place in Personnel File	06930
Promotion Action		Place in Personnel File	06940
Record of Disciplinary Action		5 years	06950
Reports to Bureau of Employment Services		3 years	06960
Unemployment Compensation Case Files		5 years after date of final payment	06970
Worker's Compensation Case Files		10 years after date of final payment	06980

## SECTION 7 - FIRE DEPARTMENT

			CODE
Above and Underground Storage Tank Records		10 years after tank is out of service or removed	07000
Alarm Response Reports		5 years	07010
Arson Reports		50 years, then appraise for historical value	07020
Burning Complaint File		1 year	07030
Daily Alarm Log		5 years	07040
Disaster Plan		Until superseded	07050
Emergency Medical Services Records		10 years	07060
Fire Code		Until superseded	07070
Fire Incident Reports		10 years	07080
Fire Investigation Files and Index		50 years, then appraise for historical value	07090
Fire and Loss Record		Permanent	07100
Hydrant	Location Record	Permanent	07110
	Maintenance Record	3 years after test date	07111
Inspection Reports - Cards; all types		3 years	07120
Insurance Claim File		10 years after superseded	07130
Master Run Report		3 years	07140
Mutual Aid Agreements		10 years after superseded	07150
Standpipe Test		3 years	07160
Station House Daily Logs		10 years, then appraise for historical value	07170
Violation Notices		1 year after violation corrected	07180
Water Surveys		3 years	07190

## SECTION 8 - MAYOR'S OFFICE

			CODE
Land Acquisition Files		Permanent	08000
Marriage Licenses		5 years after audited, provided Certificate sent to Probate Court Per Sec 3101.13 & 3101.14 ORC	08010
Policy and Procedure Memos		Until Updated or Superseded	08020
Proclamations		3 years	08030

<b>SECTION 9 - MAYOR'S COURT RECORDS</b>		<b>CODE</b>
Bank Statements	3 years; provided audited	09000
Canceled Warrants (checks)	3 years; provided audited	09010
Case Files	Criminal	5 years provided audited
	OMVI	7 years provided audited
	Traffic	5 years provided audited
Case Transfers	Transfer all relevant records per 1905.032 ORC	09030
Cash Payment Records	3 years; provided audited	09040
Check Book	3 years; provided audited	09050
Checks, Voided	3 years; provided audited	09060
Citations	Parking	Until paid and audited
	Traffic	3 years if maintained separately
Complaints and Warrants	In case files	09080
Docket, Index, Journal	Permanent	09090
Expungements	Seal then destroy as Case Files	09100
Fine and Fee Record	3 years provided audited	09110
Monthly Statements and Reports	3 years provided audited	09120
Receipt Books	3 years; provided audited	09130
<b>SECTION 10 - PLANNING AND ZONING</b>		<b>CODE</b>
Appeals on Interpretation of Code	Permanent	10000
Area Commission Files	25 years	10010
Case Files - Board of Zoning Appeals	Permanent	10020
Community Development Reports	Until no longer of administrative value	10030
Complaints	3 years, provided no action pending	10040
Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value; appraise for historical value	10050
Index to	Board of Zoning Adjustments, Case Files	25 years
	Variance Record	25 years
	Zoning Case Record	25 years
Legislative Research Files/Drafts	Until no longer of administrative value	10070
Loan and Grant Application (copies)	3 years; provided audited	10080
Planning Briefs (Master Plans)	25 years	10090
Planning Commission Case Files	Annexation	Permanent
	Board of Zoning Adjustments	Permanent
	Street/Alley Vacation	Permanent
Project Planning Files	25 years after completion of final project report	10110
Project Reports	25 years, then appraise for historical value	10120
Property Maps	Permanent	10130
Rezoning	Applications	Until final action taken and recorded
	Case Files	5 years after final decision rendered
Subdivision Files	Permanent	10150
Urban Renewal Files	Obsolete, then appraise for historical value	10160
Violations	Until corrected or adjudicated by a Court	10170
Zoning Case Log	25 years	10180
Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent	10190
Zoning Change Request	5 years, provided no action pending	10200
Zoning Codes	Permanent	10210
Zoning Maps	Permanent	10220
Zoning Permit Applications	1 year after final decision rendered	10230
Zoning Permit Record	Permanent	10240
Zoning Variance Case Files	Permanent	10250

<b>SECTION 11 - POLICE DEPARTMENT</b>		<b>CODE</b>
Accident Reports - Property Damage, Bodily Injury, and Traffic		3 years 11000
Alarm Permits		5 years 11010
Alcohol Breath Testing Records	Operating Permits	10 years 11020
	Breath Test Result Forms	10 years 11021
	Calibration Records	10 years 11022
	Radio Frequency Interference Survey	Until the machine is moved 11023
Arrest Cards	Records (Non-Traffic)	10 years 11030
	Records (Traffic)	10 years 11031
	Records & Reports (Juvenile)	Until person turns 18 years of age or when Expungement Order received from a Court 11032
Arrest Reports (Adult)		50 years 11040
Assignment Schedules or Sheets		3 years 11050
Bond & Waiver	Sheets & Court Receipts	3 years 11060
	Cash Ledger	3 years 11061
Business Security Records		Until superseded, review annually 11070
Case Report Photographs		10 years 11080
Child Abuse Case Records		10 years after case closed 11090
Citizen Complaints		5 years provided no action pending 11100
Compliance Records		5 years provided no action pending 11110
Court Disposition Reports		1 year 11120
Criminal Case Files	Felonies Except Homicides	10 years provided no action pending 11130
	Misdemeanors	10 years provided no action pending 11131
CRIS Reports		3 years 11140
Daily Accounting Sheets		1 year 11150
Dispatch Sheet or Log (Record of Runs)		5 years 11160
Domestic Violence Monthly Reports		5 years 11170
E-911 Printouts		3 years 11180
Expunged Records per Expungement Orders		Destroy all files, records and computer references when Expungement order received from a Court 11190
FBI/BCI Investigation Reports		3 years 11200
Field Interrogation Cards		10 years 11210
Fingerprints		50 years 11220
Firearm Records and Inventories		3 years; provided audited 11230
Homicide Reports & Evidence (closed cases)		30 years after appeal is exhausted 11240
House & Business Alarm Records		90 days 11250
Incident Reports		10 years 11260
Investigations	Homicide & rape and evidence (pending)	Permanent 11270
	Homicide and evidence (closed)	25 years after all appeals are exhausted 11271
	Internal Affairs	5 years 11272
Jail Daily Book and Inmate Records		10 years 11280
Jail Inmate Records - Personal Property Returned		10 years 11290
Junk Vehicle Records		3 years after sale or other disposition 11300
Juvenile Records		Until person turns 18 years old or when Expungement order received from a Court 11310
Law Enforcement	Logs	3 years after sale or other disposition 11320
Automatic Data	Printouts	Destroy when no longer administratively necessary 11321
System Records		
L.E.A.D.S. Validation Copies		5 years 11330
Liquor Permit Records		3 years 11340
Lock Out Waiver		5 years 11350
Master Name Index		Permanent 11360

SECTION 11 - POLICE DEPARTMENT (con't)		CODE
Missing Person Reports	25 years or until found	11370
Mug Shot Files	Permanent	11380
Offense Reports	Felonies Except Homicide	10 years provided no action pending
	Misdemeanors	10 years provided no action pending
Officer Vehicle Logs	3 years	11400
Parking Citations - Infractions	3 years	11410
Property Room	Log	25 years
	Records (Releases, Transfers, Disposal, etc.)	5 years
Records (Background) Check Requests	3 years	11430
Recovered Property Record	3 years after disposal of property	11440
Recovered Vehicle/Gun/Article LEADS files	3 years	11450
Ride Along Forms	3 years	11460
Seizure Log & Record	10 years	11470
Solicitor Permits	5 years	11480
State of Ohio Traffic Crash Reports (OH-1)	3 years	11490
Stolen Property Hot Lists or Cards	3 years	11500
Subpoenas, Summonses, or Warrants	Until service, discharged, answered, or withdrawn	11510
Tow	Logs	3 years
	Release Forms	3 years
Traffic Citations	3 years; provided audited	11530
Type of Crime File	Permanent	11540
Uniform Crime Reports (UCR)	3 years	11550
Vacation House Check Records	30 days after owners return	11560
Varitech/Digitizer Print Outs	5 years	11570
Wanted Posters	Until person apprehended	11580
Warning/Repair Warning Citations	3 years	11590
Video Tapes	3 years	11600
<b>SECTION 13 - SERVICE DEPARTMENT</b>		<b>CODE</b>
Aerial Photographs	Until superseded then appraise for historical value	13000
Blueprints, Maps, and Plans	Life of infrastructure then appraise for historical value	13010
Change Orders	Place in Project File	13020
Driveway Snowplowing Applications	3 years	13030
Equipment Procedures	Until equipment salvaged or sold	13040
Vehicle Maintenance Records	Until vehicle sold	13050
<b>SECTION 14 - COMMITTEES, BOARD AND COMMISSIONS</b>		<b>CODE</b>
Agendas	Originals (filed with the Clerk of Council)	Permanent
	Copies	5 years, then until no longer administratively necessary
Agenda Actions	1 year, then until no longer administratively necessary	14010
Drafts and Notes from Meetings	Until hardcopy of minutes is approved	14020
Meeting Notices	1 year	14030
Meeting-Audio Recordings	25 years	14040
Minutes	Originals (filed with the Clerk of Council)	Permanent
	Copies	5 years; then until no longer administratively necessary
Meeting Packets or Packet Indexes	1 year, then until no longer administratively necessary	14060
Reports from Mayor/Department Heads	Kept with original minutes, and copies	14070

## **Sec. 1.14 Preservation of Municipal Records**

The village clerk, by reason of the nature of that office and its multiplicity of duties, usually becomes the custodian of the majority of village records. The accumulation of records and supplementary data, incident to the operation of a village, will over a period of years, assume such proportions that the problem of providing storage space may become difficult. Valuable records may be preserved by the photostatic, photographic or microfilm process, authorized by **Section 9.01, R.C.**

The most important decision to be made by municipal officials in the solution of this problem of finding space for storing old records is the proper analysis of the materials, data, books, vouchers, paid bills, etc., which accumulate from year to year in every municipal office and department.

A very large percentage of the material and data processed in every office, incident to daily operations, is a temporary value and only supplements the more permanent records when all entries have been completed. Such material, when postings and entries have been made in the records can be eliminated from the permanent files and eventually destroyed, as provided by law. The question of determining which records must be preserved permanently and those which may safely be destroyed after their period of usefulness has expired, is delegated to a "Records Commission" created pursuant to the authority of **Section 149.39, R.C.** The village clerk shall serve as a member of the records commission along with the chief legal officer, the chief executive or his/her appointed representative and a citizen appointed by the chief executive.

Preliminary to the submission of records to the commission for disposal, municipal officials should consider carefully the nature, purpose and time value of each record, in order that the rights and interest of the general public may be properly protected and conserved.

ORDINANCE 2008 - 06

**AN ORDINANCE TO AMEND THE VILLAGE OF ASHVILLE'S RECORDS RETENTION PROGRAM ORDINANCE 2003-08 TO INCLUDE THE VILLAGE OF ASHVILLE'S PUBLIC RECORDS POLICY.**

NOW, THEREFORE, Be it ordained by Council of the Village of Ashville, Pickaway County, and State of Ohio.

SECTION ONE: That the records retention Ordinance 2003-08 shall be amended to include as attachment "A" the "Public Records Policy".

SECTION TWO: That for the reason stated in the preamble hereto which are made part hereof, this ordinance will take effect and be in force from and after the earliest period allowed by law.

PASSED THIS 21 DAY OF April, 2008.  
ATTEST:

Barbara D. Albert  
Nelson R. Embrey, Clerk/Fiscal Officer

4-21-08  
Date

APPROVED:

Charles K. Wise  
Charles K. Wise, Mayor

4-21-08  
Date

Date of Production: March 13, 2008

Revised Date:

Review Date:



## Village of Ashville

200 East Station Street • Ashville, Ohio 43103  
Phone: 740-983-6367 • Fax: 740-983-4703

www.ashvilleohio.net

Charles K. Wise  
Mayor

Council  
Gayle Blankenship  
Terry Moore  
Brian Garvine  
Chester Gloyd  
Keith Moore  
Nelson R. Embrey

Fiscal Officer  
Mayor's Court Clerk  
Barbara J. Gilbert

Planning & Zoning  
Chester Gloyd  
Lisa Darnell  
Glenn Cook  
Mike Videkovich

Tax Administrator  
Patricia Cavinee

Village Administrator  
Franklin Christman

Service Superintendent  
David E. Ballard

### ACKNOWLEDGEMENT OF RECEIPT BY RECORDS MANAGER OF PUBLIC RECORDS POLICY

In accordance with Ohio Revised Code Section 149.43(E)(2), I hereby acknowledge receipt of the Village of Ashville's Public Records Policy, a copy of which is attached hereto and incorporated herein by reference.

**Barbara J. Gilbert**  
Fiscal Officer  
Village of Ashville

April 21, 2008

*"It is a place people will want to live, and businesses will want to locate."*



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Tax Administrator  
Patricia Cavinee

Village Administrator  
Franklin Christman

Service Superintendent  
David E. Ballard

I, Charles K. Wise, Mayor of the Village of Ashville hereby appoint Barbara J. Gilbert, Fiscal Officer for the Village of Ashville as Records Retention Coordinator and the Manager of Public Records.

Charles K. Wise, Mayor

*"It is a place people will want to live, and businesses will want to locate."*



# Public Records Policy

## **Introduction:**

It is the policy of the Village of Ashville that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Village of Ashville to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

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## **Section 1. Public Records Defined**

The Village of Ashville, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the Village of Ashville, and its departments, are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

### **Section 1.1. Record Keeping**

It is the policy of the Village of Ashville that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

## **Section 2. Record Requests**

Each request for public records should be evaluated for a response using the following guidelines:

### **Section 2.1. Specificity & Clarity of Requests**

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

### **Section 2.2. Anonymity of Requester**

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is the Village of Ashville's general policy that this information is not to be requested.

### **Section 2.3. Time (Inspection of Records)**

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

### **Section 2.4. Time (Duplication of Records)**

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

All requests for public records must either be satisfied or be acknowledged in writing by the Village department within three business days following the its receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

**Section 2.4a.** – An estimated number of business days it will take to satisfy the request.

**Section 2.4b.** – An estimated cost if copies are requested.

**Section 2.4c.** – Any items within the request that may be exempt from disclosure.

### **Section 2.5. Procedure for Denials and Redactions**

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

### **Section 3. Costs for Public Records**

Those seeking public records will be charged only the actual cost of making copies (*the costs of paper, ink, etc., and not the time used for gathering, reviewing or physically copying the records*).

#### **Section 3.1. Standard Charge (Copies)**

The standard charge for paper copies is 5 cents per page.

#### **Section 3.2. Standard Charge (Downloads)**

The charge for downloaded computer files to a compact disc is \$1 per disc.

#### **Section 3.3. Documents Emailed**

There is no charge for documents e-mailed.

#### **Section 3.4. Costs if Documents Mailed**

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

### **Section 4. E-mail**

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

#### **Section 4.1. Public Documents on Private Email**

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.

The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

The Village of Ashville recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Village's failure to comply with a request may result in a court ordering the Village to comply with the law and to pay the requester attorney's fees and damages.

#### **Section 7. Distribution of Policy**

In accordance with state law, the Village of Ashville and its departments shall comply with the following:

##### **Section 7.1. Required Postings**

Each Village department shall post the attached poster in a conspicuous place of its office.

##### **Section 7.2. Employee Handbooks or Manuals**

If the Village of Ashville, or a Village department, has an employee handbook or manual, this public records policy shall be included within.

##### **Section 7.3. Written Acknowledgement of Receipt of Policy**

Each Village department shall keep a master copy of this policy that is signed by the employee who is the records custodian or any employee who is responsible or has custody of the records of that department, acknowledging receipt of a copy of this policy.

