



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Oberlin

(local government entity)

Oberlin City Council

(unit)

Belinda Anderson  
 (signature of responsible official)

Belinda Anderson  
 Name

City Clerk  
 (title)

5-7-12  
 (date)

### Section B: Records Commission

Records Commission

(440) 775-7203

(telephone number)

85 S. Main Street  
 (address)

Oberlin  
 (city)

OH  
 (zip code)

Lorain  
 (county)

To have this form returned to the Records Commission electronically, include an email address: [banderson@cityofoberlin.com](mailto:banderson@cityofoberlin.com)

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Belinda Anderson  
 Records Commission Chair Signature

5/10/2012  
 Date

### Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo  
 Signature

Exp4 Records Archivist - LGRP  
 Title

5/25/12  
 Date

### Section D: Auditor of State

Martin E. Mueh  
 Signature

6-6-12  
 Date



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This retention schedule supersedes all previous retention schedules approved by the Oberlin City Records Commission prior to May 10, 2012.



Section E: Records Retention Schedule

City of Oberlin

Oberlin City Council

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
2012-1-CC	<p><u>Agenda and Supporting Documentation Files (Copies of Council Packets)</u> This record series documents the publishing of public notices of meetings and proposed schedules, along with materials reviewed or used by City Council. May also include other items presented to or introduced by the staff, City administration of members of Council. File largely influences policy making decisions. (i.e., agendas, minutes, ordinances, proclamations, resolutions, Historic Land Mark requests, Liquor Permit Requests, Rezoning and Zoning requests annexations, etc.)</p>	<p>Permanent record is on File in Clerk's Department. Retain all copies until no longer of administrative value.  <i>Note: This item was formerly known as Packets. All agenda and supporting documentation files prior to (2007) have been disposed of in compliance with former retention period guidelines.</i></p>	Paper Electronic		<input type="checkbox"/>
2012-2-CC	<p><u>Annual Budget (Copies)</u></p>	<p>End of term(s). Original is on file in Clerk's Department.</p>	Paper Electronic		<input type="checkbox"/>
2012-3-CC	<p><u>Annual Report (Copies)</u> Includes reports from City Departments, boards and commissions</p>	<p>End of term(s). Original is on file in Clerk's Department.</p>	Paper Electronic		<input type="checkbox"/>
2012-4-CC	<p><u>Appeals Review File (Copies)</u> This series includes applications received by Council appealing decisions made by various City boards and commissions.</p>	<p>Retain until administrative value is lost. Original files are maintained under Clerks retention schedule.</p>	Paper Electronic		<input type="checkbox"/>



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2012-5-CC	Applications for Vacancies- Council	Retain until no longer of administrative value.	Paper		<input type="checkbox"/>
2012-6-CC	Applications for Vacancies-Boards, Committees, and Commissions (Copies)	Retain until no longer of administrative value. Copy is on file in Clerk's office.	Paper		<input type="checkbox"/>
2012-7-CC	<u>Audits: State Auditor's Office (Copies)</u> This record series consists of an annual report issued by the State Auditor's Office to establish the position of the agency being audited against its standard of performance.	Retain until no longer of administrative value provided record copy is on file in Clerk's office.	Paper Electronic		<input type="checkbox"/>
2012-8-CC	<u>Campaign Disclosure Statements (Copies)</u> This record series consists of personal financial information submitted to a local governing body by individuals appointed to local government office.	Retain until no longer of administrative value. Record copy is on file in Clerk's office.	Paper Electronic		<input type="checkbox"/>
2012-9-CC	Charter (Copies)	Retain until no longer of administrative value. Record copy is on file in Clerk's office.	Paper		<input type="checkbox"/>
2012-10-CC	Code of Ordinances	Permanent. Update replacement pages and return copy of bound book to Clerk when term is terminated or expires and are not seeking re-election.	Paper		<input checked="" type="checkbox"/>



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2012-11-CC	<u>Comprehensive Plan (Copies)</u> Long-range plan outlining policies, guidelines and plans for future development of the municipality. This series includes, but is not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	Retain until no longer of administrative value. Copy is on file in Clerk's office.	Paper Electronic		<input type="checkbox"/>
2012-12-CC	<u>Constituent Services</u> Correspondence regarding specific complaints, requests for service, or other issues not including public records requests.	End of Term(s) + 2 years.  Submit copy of correspondence to the Clerk for filing	Paper Electronic		<input type="checkbox"/>
2012-13-CC	<u>Correspondence and Inquiries</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper		<input type="checkbox"/>
2012-14-CC	<u>Correspondence (Email)</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		<input type="checkbox"/>
2012-15-CC	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-16-CC	<u>Council Committee Reports</u>	5 years, appraise for historical value.	Paper		<input checked="" type="checkbox"/>



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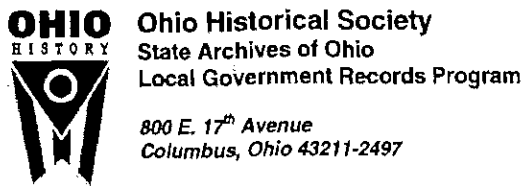
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
2012-17-CC	<u>Directives/ Policies/Procedures (Copies)</u> This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures which outline the methods for accomplishing the functions and activities assigned to the agency. The series may include, but is not limited to, such materials as employee handbooks, standard operating procedures, and correspondence and memoranda stating the policies and procedures to be followed by employees.	2 anniversary years after superseded or becoming obsolete.	Paper Electronic		<input type="checkbox"/>
2012-18-CC	<u>Directory Listings and Files (Copies)</u> This record series documents current or former employees and/or phone listings, office listings or lists of contacts or service providers.	Retain until obsolete, superseded, or administrative value is lost.	Paper Electronic		<input type="checkbox"/>
2012-19-CC	<u>Drafts and Working Papers</u> This records series consists of materials used in developing, compiling, and assembling a final product such as an agency report or database. The series may include, but is not limited to, copies of correspondence or memoranda; circulated drafts; data entry forms; notes; calculations; and other supporting documents.	Retain until obsolete, superseded, or administrative value is lost.	Paper Electronic		<input type="checkbox"/>
2012-20-CC	<u>Evaluation – Personnel (Appointees)</u>	Active +6 years (inactive when no longer employed).	Paper Electronic		<input type="checkbox"/>
2012-21-CC	<u>Goals and Objectives (Copy)</u> This record series includes goals and objectives agreed upon by Council during work sessions /council retreats.	Retain until term(s) in office is complete. Original is on file in Clerk's office.	Paper Electronic		<input type="checkbox"/>



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2012-22-CC	<u>Invitations</u> Invitations received by City Council members.	Until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2012-23-CC	<u>Mail (Unsolicited Mail)</u> This record series includes anonymous/slandering letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.,)	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-24-CC	<u>Master Facility Plan</u>	File kept in Clerk's office. Retain Copy until no longer administratively necessary.	Paper Electronic*		<input type="checkbox"/>
2012-25-CC	<u>Meetings (Liaison)</u> Documents compiled or received in preparations for or during meetings for City Council liaisons. Applies to members of Council nominated to serve on behalf of Council to other official bodies as well; including but not limited to copies of notices, agendas, minutes, ordinances, resolutions, contracts, memoranda, reports and other reference materials.	Until no longer useful for reference.	Paper Electronic		<input type="checkbox"/>
2012-26-CC	<u>Petitions (Copies)</u>	Record copy filed in Clerk's office. Retain Until no longer of administrative value.	Paper		<input type="checkbox"/>



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2012-27-CC	<u>Public Information Files (Duplicates)</u> This record series documents an agency's efforts to disseminate information to the public about its programs and services through such activities as speeches, presentations, exhibits, displays, etc. The series may include, but is not limited to, speeches, speaking points, photographs, and examples of brochures, handouts, or other items meant for public distribution.	Retain until obsolete, superseded or administrative value is lost.	Paper Electronic*		<input type="checkbox"/>
2012-28-CC	<u>Oaths-Council and Appointees (Copy)</u>	Original kept on file in Clerk's office. Retain Until no longer of administrative value.	Paper		<input type="checkbox"/>
2012-29-CC	<u>Record Retention Compliance File</u>	End of Term (s). Record copy kept on file in Clerk's office.	Paper		<input type="checkbox"/>
2012-30-CC	<u>Rosters (Copies)</u>	Retain until superseded, obsolete, or no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-31-CC	<u>Staff Referrals</u> Copies of referrals from City Council members seeking information on various topics routed through and coordinated by the City Manager's Office.	Until matter is closed and no longer needed for reference.	Paper Electronic*		<input type="checkbox"/>



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2012-32-CC	<u>Subject Reference Files</u> Informational materials including, but not limited to; clippings, brochures and pamphlets, copies of reports or other records for which the record copy is maintained elsewhere, and other items retained solely for reference value.	Until no longer useful for reference.	Paper Electronic*		<input type="checkbox"/>
2012-33-CC	<u>Training</u> This record series includes schedule of conferences and training opportunities for elected officials. Also includes National Incident Management System (NIMS) Certificates attained by members of Council.	Retain until end of term.	Paper Electronic		<input type="checkbox"/>

\*Retain electronic copy as long as intact and fully accessible.