



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th 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)

Fire Department

(unit)

(signature of responsible official)

Dennis Kirin
 (name)

Fire Chief
 (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@city of oberlin.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.

Rebecca A. Anderson
 Records Commission Chair Signature

5-10-2012
 Date

Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo
 Signature

Gov + Records Archivist - LGRP
 Title

5/24/12
 Date

Section D: Auditor of State

Martin E. Mueh
 Signature

6-5-12
 Date



Section E: Records Retention Schedule

City of Oberlin

Fire Department

(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-FD	<u>Above and Underground Storage Tank</u> Records documenting installation, modification or removal of regulated storage tanks.	10 years after tank is out of service or removed.	Paper		<input checked="" type="checkbox"/>
2012-2-FD	<u>Annual Activity Reports</u> Annual reports to City Administration.	Permanent.	Paper		<input checked="" type="checkbox"/>
2012-3-FD	<u>Bids for Equipment</u> Unsuccessful.	2 years after contract let.	Paper		<input type="checkbox"/>
2012-4-FD	<u>Bids for Equipment</u> Successful.	Until equipment is out of service.	Paper		<input type="checkbox"/>
2012-5-FD	<u>Civil Service Test Results (Copies)</u> Eligibility list for entry level firefighter positions.	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2012-6-FD	<u>Correspondence and Inquires</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper		<input type="checkbox"/>
2012-7-FD	<u>Correspondence (Email)</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		<input type="checkbox"/>
2012-8-FD	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-9-FD	<u>Daily Activity Log</u> Summary log of daily station activity.	5 years.	Paper Electronic*		<input type="checkbox"/>



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2012-10-FD	<u>EMS Patient Care Reports</u> Documents relating to responses where medical actions were needed/taken, including patients refusal of treatment.	7 years.	Electronic*		<input type="checkbox"/>
2012-11-FD	<u>Equipment Operation Manuals</u> Operating manuals provided by equipment vendors.	Life of equipment.	Paper		<input type="checkbox"/>
2012-12-FD	<u>Equipment Maintenance Test/Records</u> Checklist for scheduled maintenance and testing of equipment.	Life of equipment.	Paper		<input type="checkbox"/>
2012-13-FD	<u>Exposure Reports</u> Records of exposure of Department employees to toxic substances.	Merge with personnel records, retain 30 years after termination.	Paper		<input type="checkbox"/>
2012-14-FD	<u>Fire Code</u> Current edition of various adopted code reference books and standards.	Until superseded.	Paper		<input type="checkbox"/>
2012-15-FD	<u>Fire Incident Reports</u> Information and data pertaining to Department response and operation at emergency incidents.	10 years then destroy.	Electronic*		<input type="checkbox"/>
2012-16-FD	<u>Fire Inspection Files</u> Documents related to department inspections of structures or areas to ensure fire code compliance, including any violation notices or citations issued.	5 years.	Paper		<input type="checkbox"/>
2012-17-FD	<u>Fire Investigation Files</u> Records concerning the investigation of fire origin/cause, evidence, photographs, sketches, audio visual tapes, statements, etc.	50 years (appraise for historical value).	Paper		<input checked="" type="checkbox"/>
2012-18-FD	<u>Fire Code Permits</u> Permits issued by the fire department to individuals requesting permission to conduct an activity regulated by the fire code.	30 days after expiration.	Paper		<input type="checkbox"/>



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2012-19-FD	<u>Hydrant Maintenance (Water Flow) Record</u> Inventories of fire hydrants and records of periodic flow tests of them.	2 years after test date.	Paper		<input type="checkbox"/>
2012-20-FD	<u>Inventory/Maintenance Sheets</u> List of vehicles and equipment.	Until superseded.	Electronic*		<input type="checkbox"/>
2012-21-FD	<u>Job Descriptions (Copies)</u>	Until superseded.	Paper		<input type="checkbox"/>
2012-22-FD	<u>Personnel Files (Copies)</u> Copies of employee certification, medical records, performance evaluation forms, and other HR records.	May purge file 10 years after termination.	Paper		<input type="checkbox"/>
2012-23-FD	<u>Purchase Orders (Copies)</u> Purchase order requests and issued.	2 years.	Paper		<input type="checkbox"/>
2012-24-FD	<u>Radio/Phone Audio Recordings</u> Audio recording of emergency communications.	30 days, provided no action pending (erase and reuse).	Audio Tape		<input type="checkbox"/>
2012-25-FD	<u>Record Retention Compliance File</u> RC1, RC2, RC3, and Inventory Forms.	25 years after superseded. Permanent copy on file in Clerk's office.	Paper Electronic*		<input type="checkbox"/>
2012-26-FD	<u>Subject Files</u> Records documenting various projects, issues, programs, and activities overseen or managed by the office including but not limited to correspondence, emails, plans, proposals, presentations reports, and memoranda.	2 years (appraise for historical value).	Paper		<input checked="" type="checkbox"/>
2012-27-FD	<u>Surveys – Customer Service</u> Copies of responses to level of service satisfaction, needs assessment and service expectation inquiries.	1 year.	Paper		<input type="checkbox"/>



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2012-28-FD	<u>Time Sheets, Full Time</u> Employee time management record including but not limited to work schedules, and leave requests.	1 year.	Paper		<input type="checkbox"/>
2012-29-FD	<u>Time Sheets, Part Time</u> (See 2012-28-FD description).	1 year.	Paper		<input type="checkbox"/>
2012-30-FD	<u>Training Records</u> Records documenting completion of training by personnel, including but not limited to evaluations and certificates. Also includes routine training sessions, workshops and other events.	Print and place in personnel file after employee leaves.	Paper Electronic*		<input type="checkbox"/>

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