



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

JUN 18 2014

**STATE AND LOCAL
 GOVERNMENT RECORDS**

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

Law Director/Prosecutors

(local government entity)

(unit)

Jon Clark

Law Director

5/21/2014

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Oberlin City Records Commission

440 - 775-7203

Records Commission

(telephone number)

85 S. Main Street

Oberlin

44074

Lorain

(address)

(city)

(zip code)

(county)

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

5/21/2014

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Electronic Records Assistant

6/24/2014

Signature

Title

Date

Section D: Auditor of State

7-11-14

Signature

Date

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



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

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Section E: Records Retention Schedule

CITY OF OBERLIN

LAW DIRECTOR/PROSECUTORS

(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-LEG	<u>Annual Reports</u>	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-2-LEG	<u>Correspondence and Inquires</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper		<input type="checkbox"/>
2012-3-LEG	<u>Correspondence (Email)</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		<input type="checkbox"/>
2012-4-LEG	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-5-LEG	<u>Lawsuits</u> Case Files.	10 years, provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2012-6-LEG	<u>Oath of Office (Copy)</u>	Original on file with Clerk.	Paper Electronic*		<input type="checkbox"/>
2012-7-LEG	<u>Opinions</u>	10 years.	Paper Electronic*		<input type="checkbox"/>
2012-8-LEG	<u>Subject Files</u> Includes correspondence, reports, memoranda and informational files.	Retain until no longer of administrative value (appraise for historical value).	Paper Electronic*		<input type="checkbox"/>
2012-9-LEG	<u>Purchase Requisitions (copies)</u> (Originals in Finance Dept)	1 year or until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>



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2012-10-LEG	<u>Timesheets</u> (Originals in Finance Dept)	1 year or until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-11-LEG	<u>Complete Prosecutor Hearings</u>	For the period of monitored time or until 30 days for date of final disposition.	Paper Electronic*		<input type="checkbox"/>
2012-12-LEG	<u>Completed Criminal Files</u> Including any and all evidence – minor misdemeanors to misdemeanors of the 4 th degree not including; OVI, domestic violence, stalking, assaults, and menacing of any types.	30 days from date of final disposition.	Paper Electronic*		<input type="checkbox"/>
2012-13-LEG	<u>Completed Criminal Files</u> OVI, domestic violence, stalking and assaults and menacing of any types.	For the period of monitored time from date of final disposition.	Paper Electronic*		<input type="checkbox"/>
2012-14-LEG	<u>Felony charges waived or by preliminary hearing submitted to the grand jury</u>	Retain for 30 days after Grand Jury has indicted on Felony Charge(s). If charges are Dismissed, No Billed or returned to the court as Misdemeanor Charge(s). Follow retention schedule accordingly.	Paper Electronic*		<input type="checkbox"/>
2012-15-LEG	<u>Felony Charges Returned from the Grand Jury as misdemeanor charges</u>	Follow retention schedule accordingly.	Paper Electronic*		<input type="checkbox"/>
2012-16-LEG	<u>Blank Forms</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-17-LEG	<u>Copies, Extra Carbon, Photo Copies, All Drafts, Fax Cover Sheets and Informal Notes</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>



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2012-18-LEG	<u>Computer, Data Processing, Word Processing or Electronic Records that are maintained as a file or record including email</u>	When a hard copy is retained such records may be erased when no longer of administrative value. When no hard copy is retained such records may be erased or removed in accordance with the retention schedule for the type of record involved. If no hard copy is retained and the record is otherwise unscheduled, then 4 years or in accordance with a onetime disposal request to the Records Commission.	Paper Electronic*		<input type="checkbox"/>
2012-19-LEG	<u>Police Reports for Review of Possible Charges and No Charges Filed</u>	Retain for 30 days from the return to law enforcement agency.	Paper Electronic*		<input type="checkbox"/>
2012-20-LEG	<u>Police Reports for Review of Possible Charges and Charges Filed</u>	Until charges are filed or 30 days from the return to law enforcement agency.	Paper Electronic*		<input type="checkbox"/>
2012-21-LEG	<u>Copy of Invoices</u> (Original on file in Finance Department)	1 year or until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-22-LEG	<u>Copy of Leave Requests</u> Sick and Vacation (Original to Finance Dept).	1 year or until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-23-LEG	<u>Preliminary Drafts of Letters, Memoranda, Worksheets, Reports and Informal Notes.</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-24-LEG	<u>Copies of Record of Receipts and Expenditures</u>	1 year or until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-25-LEG	<u>Copies of Requisitions</u> (Original to Finance)	1 year or until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-26-LEG	<u>Legal Notices</u>	2 years.	Paper Electronic*		<input type="checkbox"/>



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2012-27-LEG	<u>Liability Waivers</u>	3 years provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2012-28-LEG	<u>Settlements</u>	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-29-LEG	<u>Records Retention Compliance File</u> RC1, RC2, RC3, and Inventory Forms.	25 years after superseded. Permanent copy kept on file in Clerk's office.	Paper Electronic*		<input type="checkbox"/>

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