



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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OHIO HISTORY CONNECTION

OCTOBER 14 2025

STATE AND LOCAL  
GOVERNMENT RECORDS

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## 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 Gahanna

All

(Local Government Entity)

(Unit)

Sophia McGuire

Deputy Clerk of Council

9/23/2025

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

Records Commission

614-342-4090

(Telephone Number)

200 S. Hamilton Rd

Gahanna

43230

Franklin

(Address)

(City)

(Zip Code)

(County)

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

councilstaff@gahanna.gov

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.

9/23/25

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Government Records Archivist

10/22/2025

Signature

Title

Date

### Section D: Auditor of State

Records Manager

Signature

Title

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

# CITY OF GAHANNA: GENERAL APPROVED RETENTION SCHEDULE (RC-2)

\*please review your Department RC-2 as some records have longer retention periods required.

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
GN-101	<b>CITY OF GAHANNA AD HOC BOARD/COMMITTEE/COMMISSION DOCUMENTS</b> (includes only: reports, recommendations, studies, surveys, plans, <u>meeting minutes</u> , member rosters, legal advertisements)	10 years or until no longer of administrative value; whichever is later - Keep meeting minutes permanently	Multi		<input checked="" type="checkbox"/> (Meeting minutes)
GN-102	<b>AWARDS</b> - Documentation of accomplishments received by an office.	1 calendar year; transfer to Council Office for historic value appraisal	Multi		<input type="checkbox"/>
GN-103	<b>BIDS &amp; ESTIMATES/PROPOSALS</b> (requests for proposals/price quotes for purchase or lease of goods or services)	1 calendar year after project is complete; or until no longer of administrative value - whichever is later	Multi		<input type="checkbox"/>
GN-104	<b>CITY/DEPARTMENTAL FORMS (BLANK)</b>	Until superseded no longer of administrative value *Internal Disposal Form not required	Multi		<input type="checkbox"/>
GN-105	<b>CITY/DEPARTMENTAL STANDARDS, POLICIES &amp; PROCEDURES</b>	Until superseded no longer of administrative value	Multi		<input type="checkbox"/>
GN-106	<b>CONTRACTS &amp; AGREEMENTS</b> - Legal agreements with individuals, organizations, or entities to procure goods and/or services, and related correspondence.	6 years after expiration of most recently amended agreement (ORC 2305.06)	Multi		<input type="checkbox"/>
GN-107	<b>CUSTOMER SERVICE CALL RECORDINGS</b> - Audio records created in the process of customer service calls for quality assurance purposes.	30 days *Internal Disposal Form not required	Digital		<input type="checkbox"/>
GN-108	<b>DEPARTMENTAL FINANCE/BUDGET RECORDS</b> (includes: purchase orders, invoices, credit card receipts, deposit receipts, budget documents.)	60 days after Finance Dept. receives (Finance is official record keeper) *Internal Disposal Form not required	Multi		<input type="checkbox"/>
GN-109	<b>DIRECTORIES &amp; PHONE LISTS</b>	Until superseded *Internal Disposal Form not required	Multi		<input type="checkbox"/>
GN-127	<b>DISASTER AND BUSINESS CONTINUITY PLANS</b> (current plans for response to various types of emergencies; including agreements for services from, e.g. American Red Cross, Franklin Co. Emergency Management Agency.)  (not for public disclosure - maintained by the Police Department)	Until superseded	Multi		<input type="checkbox"/>
GN-110	<b>DRAFT/WORKING VERSIONS</b> (Drafts, comments, notes, working versions, recommendations, or related correspondence of a document being created or edited by the City of Gahanna)	Until no longer of administrative value or until superseded *Internal Disposal Form not required	Multi		<input type="checkbox"/>
GN-111	<b>DRONE FOOTAGE</b> (Non-Police Related) (Flight logs, Certificates of Authorization, Captured Materials)	1 Year	Digital		<input type="checkbox"/>
GN-112	<b>GENERAL CORRESPONDENCE RECORDS</b> - Transient communication records that have no substantive (legal, fiscal, or historical) record value (unsolicited mail/voicemail/text messages/chat/email/notes/correspondence/faxes, facsimile logs, fax cover sheets and confirmation notices/copier logs/postage machine logs, delivery/packing slips)	Until no longer of administrative value *Internal Disposal Form not required	Multi		<input type="checkbox"/>
GN-113	<b>GRANTS</b> (records of applying for, receiving, and using grant funds, reports and records associated with project)	<b>Not Received:</b> until no longer of administrative value  <b>Received:</b> 2 full calendar years after expiration, provided audited, or unless the grant agreement stipulates a longer period for retention	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: GENERAL APPROVED RETENTION SCHEDULE (RC-2)

\*please review your Department RC-2 as some records have longer retention periods required.

OHC APPROVED: | RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
GN-114	<b>INVENTORIES</b> - <i>An itemized list of current assets</i>	Until superseded or no longer of administrative value	Multi		<input type="checkbox"/>
GN-115	<b>MANAGEMENT EMPLOYEE FILE</b> (Employment-related records created and received by manager, except records of medical diagnosis and treatment)	Until no longer of administrative value	Multi		<input type="checkbox"/>
GN-116	<b>MEETING AUDIO RECORDINGS/VIDEO RECORDINGS</b> (Council, boards/commissions/committees unless otherwise identified herein)	Audio recordings until minutes are approved and until no longer of administrative value. Video recordings retained until no longer of administrative value. Transfer to Council Office for historic value appraisal.	Digital		<input type="checkbox"/>
GN-130	<b>OTHER VIDEOS</b> (Other videos as recorded unless otherwise identified herein)	Other video recordings retained until no longer of administrative value. Transfer to Council Office for historic value appraisal.	Multi		<input checked="" type="checkbox"/>
GN-132	<b>Photographs</b> - <i>Images documenting operations and events of an office.</i>	Retain until no longer of administrative value. Transfer to Council Office for historic value appraisal.			<input checked="" type="checkbox"/>
GN-117	<b>PLANS, STUDIES, SURVEYS, REPORTS, FORMAL RECOMMENDATIONS - NOT ADOPTED</b> (adopted are maintained with the adopting legislation)  ( <i>maintained by the originating department</i> )	Until no longer of administrative value or until superseded	Multi		<input type="checkbox"/>
GN-128	<b>PROGRAM/PROJECT FILES</b> - <i>Documentation of planning and execution of public programs.</i> ( <i>Maintained by the originating department unless otherwise identified herein</i> )	2 years after the project or program is complete	Multi		<input type="checkbox"/>
GN-119	<b>PUBLIC RECORDS - COPY FEE SCHEDULE</b> ( <i>maintained and located with Council office</i> )	Until superseded	Multi		<input type="checkbox"/>
GN-123	<b>PUBLIC RECORDS - POLICY</b> ( <i>maintained and located with Council office - posted near the entrance of City Hall</i> )	Until superseded	Multi		<input type="checkbox"/>
GN-124	<b>PUBLIC RECORDS - RELATED DOCUMENTS/FILES</b> (training documents, certifications, inventory lists, newsletters, legislation updates, Ohio History Connection correspondence and information)  ( <i>maintained and located with Council office</i> )	Until no longer of administrative value or superseded	Multi		<input type="checkbox"/>
GN-118	<b>PUBLIC RECORDS - REQUEST LOGS</b> - <i>A list of all public records requests received and action taken</i> ( <i>maintained and located with Council office</i> )	2 full calendar years, provided audited	Multi		<input type="checkbox"/>
GN-122	<b>PUBLIC RECORDS - REQUESTS</b> - <i>Individual requests received from the public for public records held by the City</i> (request forms/responses)  ( <i>maintained and located with Council office</i> )	2 full calendar years, provided audited	Multi		<input type="checkbox"/>
GN-120	<b>PUBLIC RECORDS - RETENTION DISPOSAL FORMS</b> - <i>Official record documenting the disposition of public records.</i> (Internal Records Disposal Forms; Record Disposal Forms (RC-3's) submitted to the Ohio History Connection; Obsolete Record Disposal Forms (RC-1's) submitted to the Ohio History Connection)  ( <i>maintained and located with Council office</i> )	Refer to CN-27	Multi		<input type="checkbox"/>

## CITY OF GAHANNA: GENERAL APPROVED RETENTION SCHEDULE (RC-2)

*\*please review your Department RC-2 as some records have longer retention periods required.*

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
GN-121	<b>PUBLIC RECORDS - RETENTION SCHEDULES (RC-2's)</b> - approved - <i>A list of public records maintained by each office and its corresponding retention period (maintained and located with Council office)</i>	Refer to CN-27	Multi		<input type="checkbox"/>
GN-125	<b>PUBLICITY/PUBLICATIONS</b> (brochures, press releases, newsletters, posters/flyers, pamphlets, postcards, advertisements, newspaper articles, service related literature, awards, photographs, negatives, scrapbooks.)	Until no longer of administrative value. Transfer to Council Office for historic value appraisal.	Multi		<input type="checkbox"/>
GN-126	<b>RECEIPT BOOKS</b>	2 full calendar years, provided audited	Multi		<input type="checkbox"/>
GN-129	<b>SOCIAL MEDIA ARCHIVE</b>	1 year	Digital		<input type="checkbox"/>
GN-131	<b>PROPERTY DAMAGE CASE FILES</b> (Records of claims made for damage caused to City property, e.g., by a driver at fault in a traffic incident; including crash reports, insurance claims information, invoices, records of payments received)  (maintained by Risk & Safety team)	<b>Damages Invoiced:</b> 3 full calendar years from date of payment in full  <b>Damages not Invoiced (e.g., hit-skip):</b> 3 full calendar years from date of incident	Digital		<input type="checkbox"/>
	<b>GAHANNA HISTORICAL DOCUMENTS</b>	See Council RC-2			
GN-133	<b>REQUESTS FOR SERVICE</b>	3 years from the date of request	Multi		<input type="checkbox"/>
GN-134	<b>INSURANCE CLAIM CASE FILES</b> (any notification of intent to file claim, any claim forms submitted; records of expenses & losses incurred by claimant, other records of investigating & processing claim; related correspondence; final decision by insurance carrier)	Paid: 3 full calendar years after year paid.  Denied: Transfer to City Atty. if sued. Otherwise retain 3 full calendar years after year denied. (If claimant is a minor, retain with policy in effect at time of incident 3 full calendar years after year minor reaches age of 18)	Multi		<input type="checkbox"/>
GN-135	<b>INSURANCE POLICIES</b> (policies and/or agreements with any revisions, additions, explanations, for covering claims re: City's motor vehicles, personal or real property, or liability for personal injury or property damage. Minutes and notes from CORMA.)	Until superseded, AND all claim files disposed of AND no claims pending or reasonably anticipated	Multi		<input type="checkbox"/>
GN-136	<b>FACILITY VIDEO RECORDINGS</b> - Recordings of city buildings such as City Hall, Parks & Service Facility, Price Road, Golfcourse Clubhouse, etc.	30 days *Internal Disposal Form not required	Digital		<input type="checkbox"/>



# CITY OF GAHANNA: COUNCIL OFFICE APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
CN-01	<b>AGENDAS</b> - A list of meeting discussion topics and actions. (Council, Boards, Committees & Commissions)	Agendas 1997 to present retain permanently in Legistar	Multi		<input type="checkbox"/>
CN-02	<b>ANNEXATION FILES</b> <i>Property owner's petition, notices, legal description and map, and correspondence related to changing boundary lines of township and municipal governments.</i>	Permanent- filed with legislation	Multi		<input checked="" type="checkbox"/>
CN-03	<b>ASSESSMENT FILES</b> - Special assessments levied by the City to fund local improvements. Files include petitions, resolutions, plans, specifications, estimates, profiles.	Permanent- filed with legislation	Multi		<input type="checkbox"/>
CN-04	<b>BOARD OF BUILDING AND ZONING APPEALS (BZBA) APPEAL FILES</b> (includes: copy of application and supporting documents, request for hearing, notice of public hearing, staff comments, contiguous property owner letters, record of action related correspondence, and additional documentation related)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-06	<b>BOARD/COMMISSION/COMMITTEE/COUNCIL VACANCY DOCUMENTS</b> (resumes, cover letters, applications, letters or resignation, oath of office.)	<u>Appointed</u> : Merge files with Human Resources and retain according to HR-111 <u>Not appointed</u> : 2 years	Multi		<input type="checkbox"/>
CN-07	<b>CHARTER OF THE CITY OF GAHANNA - ADOPTED</b>	Permanent	Multi		<input checked="" type="checkbox"/>
CN-08	<b>CHARTER REVIEW COMMISSION DOCUMENTS/FILES</b> - Legal advertisements and correspondence with Board of Elections and Secretary of State	Permanent	Multi		<input checked="" type="checkbox"/>
CN-09	<b>CIVIL SERVICE COMMISSION APPEAL FILES</b>	7 years from date of employment termination or date of appeal decision; whichever comes later  Appeal request letter, not pursued & related documents: 1 year from date received	Multi		<input type="checkbox"/>
CN-10	<b>CODIFIED ORDINANCES OF THE CITY OF GAHANNA</b> (adopted)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-11	<b>COFFEE WITH COUNCIL</b> (includes notes, and follow-up communication)	1 full calendar year	Multi		<input type="checkbox"/>
CN-12	<b>DEEDS</b> - An instrument for the transfer of property between an individual or entity and the City.	Permanent	Multi		<input checked="" type="checkbox"/>
CN-13	<b>EASEMENTS</b> - Permitting city use of property owned by an individual or other entity, or use of city property by another entity or individual.	Permanent	Multi		<input checked="" type="checkbox"/>
CN-14	<b>FRANKLIN COUNTY BOARD OF ELECTION DOCUMENTS</b> (includes: notices of ballot wording; certified election results)	When BOE certified results are received: <u>Charter change results</u> : Transfer to Charter Review Commission File <u>Ballot wording &amp; election results</u> : Attached to original ordinance or resolution. Permanent.	Multi		<input type="checkbox"/>
CN-15	<b>GAHANNA HISTORICAL DOCUMENTS</b>	Until no longer of historical value, determined by the Clerk of Council	Multi		<input checked="" type="checkbox"/>
CN-16	<b>MINUTES</b> - Recordings of proceedings of regular and special meetings. Includes constituent reports, city official reports, and the Council newsletter. (Council, Boards, Committees & Commissions)	Permanent	Multi		<input checked="" type="checkbox"/>

CITY OF GAHANNA: COUNCIL OFFICE APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: | RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
CN-17	<b>MOTION RESOLUTIONS</b> (includes: staff reports, exhibits, attachments, legal advertisements & notices, contiguous property owner letters, related correspondence, additional received information/documents)	Permanent	Multi		<input checked="" type="checkbox"/>

# CITY OF GAHANNA: COUNCIL OFFICE APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
CN-18	<b>ORDINANCES</b> - Legislation proposed or enacted by the city (includes: staff reports, exhibits, attachments, notices of public hearing, contiguous property owner letters)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-20	<b>PETITIONS (TO INCLUDE BUT NOT LIMITED TO: INITIATIVE, REFERENDUM, RECALL)</b> (includes certified results)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-22	<b>PLANNING COMMISSION (PC) APPLICATION FILES</b> - Applications that have been approved, recommened to Council, denied, or withdrawn (includes: notices of public hearings, contiguous property owner letters, related correspondence, staff comments, additional received information/documents, recommendations, record of action letters, recommendation to Council letters. Also includes files of the former Design Review Board.)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-25	<b>PROPERTY APPEALS BOARD FILES - AFFIRMED, MODIFIED, REMANDED, REVERSED, DENIED, WITHDRAWN</b> (includes: copy of application and supporting documents, request for hearing, notice of public hearing, correspondence related, and additional documentation related)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-26	<b>REAL ESTATE ACQUISITIONS OR DIVESTITURE</b> (includes, if applicable, appraisals, closing documents, real estate purchase agreements)	Permanent <i>Not Acquired/Considered: until no longer of administrative value</i>	Multi		<input checked="" type="checkbox"/>
CN-27	<b>RECORDS COMMISSION DOCUMENTS/FILES</b> - Forms RC-1, RC-2, RC-3, previous retention schedules, internal disposal forms, record transfer forms, legal opinions regarding record related issues, and Records Commission meeting minutes.	Permanent	Multi		<input type="checkbox"/>
CN-28	<b>REQUEST FOR COUNCIL ACTION SUPPORTING DOCUMENTS</b>	1 year	Multi		<input type="checkbox"/>
CN-29	<b>RESOLUTIONS</b> (includes: staff reports, exhibits, attachments, notices of public hearings)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-30	<b>RULES OF PROCEDURE / RULES &amp; REGULATIONS</b> (rules adopted by Council, Boards, Committees or Commissions)	Permanent	Multi		<input type="checkbox"/>
CN-31	<b>SPEAKER REQUEST FORMS/ SIGN IN SHEETS</b> Forms filled out by meeting attendees who wish to speak during designated times during a public meeting. Includes digital forms for virtual hearing of visitors. Used until transcribed into meeting minutes.	Until no longer of administrative value *No Internal Disposal Form required	Multi		<input type="checkbox"/>
CN-32	<b>STATUTORY RESOLUTIONS</b> (includes: staff reports, exhibits, attachments, notices of public hearings)	Permanent	Multi		<input type="checkbox"/>
CN-33	<b>VOLUNTEER PEACE OFFICERS' DEPENDENTS FUND (VPODF) BOARD FILES</b> (claim files, legal advertisements & notices, related information/documents)	10 years or until no longer of administrative value; whichever is later	Multi		<input type="checkbox"/>
CN-34	<b>ZONING MAPS</b> (one copy of each map)	Permanent	Multi		<input checked="" type="checkbox"/>
CN-35	<b>OHIO DIVISION OF LIQUOR CONTROL NOTICE</b> - Notices received by Council Office from the Ohio Division of Liquor Control, informing the City that an entity has applied for a liquor permit.	Permanent	Multi		<input type="checkbox"/>
CN-36	<b>FAIR HOUSING BOARD FILES</b> - Copies of complaint, supplemental documents, notices to party, meeting notices (for organizational meetings), transcript, exhibit, evidence, additional related documents.	Permanent	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: ECONOMIC DEVELOPMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
DV-101	<b>COMMUNITY REINVESTMENT AREA HOUSING COUNCIL (CRAHC) BOARD</b> (organizational and administrative records -- including but not limited to -- articles of incorporation, Code of Regulations, meeting minutes, rosters; reports and recommendations)	Agendas: 1 year  Minutes & Articles of Incorporation: Permanent  Code of Regulations & Rosters: until superseded  Other Documents: Until no longer of administrative value	Multi		<input checked="" type="checkbox"/>  (Minutes & Articles of Incorporation)
DV-102	<b>COMMUNITY URBAN REDEVELOPMENT CORPORATION (CURC) (DISSOLVED 12/5/2022)</b> (organizational and administrative records -- including but not limited to -- articles of incorporation, Code of Regulations, meeting minutes, rosters; reports and recommendations)	Agendas: 1 year  Minutes & Articles of Incorporation: Permanent  Code of Regulations & Rosters: until superseded  Other Documents: Until no longer of administrative value	Multi		<input checked="" type="checkbox"/>  (Minutes & Articles of Incorporation)
DV-104	<b>TAX INCENTIVE CASE FILES</b> (all records related to a request for incentive -- including but not limited to -- legislation, notices, copy of report to county auditor and Ohio Development Services Agency (ODSA))	10 calendar years after incentive period has expired or request denied	Multi		<input type="checkbox"/>
DV-105	<b>TAX INCENTIVE LISTS</b> (lists of incentivized properties; expiration dates of incentive periods; etc.)	Until superseded	Multi		<input type="checkbox"/>
DV-106	<b>THE INDUSTRIAL ZONE (TIZ) FILES</b> (ground lease, correspondence, assignment of leases, estoppel certificates, legal description, related documents)	10 years	Multi		<input type="checkbox"/>
DV-107	<b>THE INDUSTRIAL ZONE (TIZ) MAPS &amp; DIRECTORIES</b> (plat, street, and other maps; lists of lot and parcel numbers, lessee/owner/occupant names and addresses, building sizes; etc.)	Until superseded or until no administrative value	Multi		<input type="checkbox"/>
DV-108	<b>OFFICE OF INDUSTRIAL INCENTIVE ADVISORY BOARD</b> - Agendas, minutes, and applications for the incentive	Permanent	Multi		<input checked="" type="checkbox"/>  (Minutes)
DV - 109	<b>CREEKSIDE OUTDOOR REFRESHMENT AREA (CORA/DORA) FILES</b> - Applications to create and renew the district, agendas and notes from annual meetings, data on district activity, and procedural information	Five years	Multi		<input type="checkbox"/>
DV - 110	<b>PROJECT FILES</b> - Records related to businesses growing or expanding in the city. Includes intake or project sheets, supporting information provided by the company such as business plans, correspondence, and notes.	Five years after last contact.	Multi		<input type="checkbox"/>



**CITY OF GAHANNA: ENGINEERING DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)**

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
ENG-203	<b>Best Management Practices (BMP) Maintenance Agreements</b>	Permanent	Multi		<input type="checkbox"/>
ENG-204	<b>BRIDGES</b> (Franklin Co. Engineer Bridge Inspection Reports, maps, records assigning maintenance responsibilities, ODOT Bridge Inventory and Appraisal Code Sheets and evaluation of condition)	Reports 10 years; plans for life of bridge	Multi		<input type="checkbox"/>
ENG-205	<b>BUREAU OF CENSUS SURVEYS</b> (copy of U.S. Bureau of Census form 0607-0151: Boundary & Annexation Survey, as submitted by City; Bureau verification of previous years' changes, as received by City)	Retain 24 months after month verification received	Multi		<input type="checkbox"/>
ENG-206	<b>Certified Addresses</b> (including but not limited to Formal Request for Address, Tracking Form, Address Assignment Form, Address Plat Book, Address Grid.)	Permanent	Multi		<input type="checkbox"/>
ENG-207	<b>Construction Drawings, As-Builds, and Final Reports</b> (Mylar, linen, or paper plans for sidewalks, streets, street lighting, parking lots, sewers, waterlines, hydrants, park sites, subdivisions, and bridges; index to plans; including--but not limited to--street or plat maps, contour maps and aerial photos)	Retain construction drawings until signed "as-built" received. Retain "as-built" and final report permanently	Multi		<input type="checkbox"/>
ENG-208	<b>Consultant Quality Based Selection Process</b> (Public Notice, Letters of Intent, Statement of Qualifications, Consultant Tracking Spreadsheet, Evaluation Form, Consultant Proposal/Contract, and related documents.)	Retain for 2 years or 1 calendar year after expiration - whichever is longer	Multi		<input type="checkbox"/>
ENG-211	<b>Easements (Permanent) &amp; Deeds</b>	Retain copy of recorded deed in project file 5 years. Give originals to Council for accepting	Multi		<input type="checkbox"/>
ENG-212	<b>Easements (Temporary)</b>	Retain 2 years after expiration of easement	Multi		<input type="checkbox"/>
ENG-213	<b>Erosion Control Site Compliance</b> (OEPA Permits, Site Inspection Reports, and related documents.)	Retain permits permanently. Retain reports for 5 years	Multi		<input type="checkbox"/>
ENG-214	<b>Final Plat</b>	Permanent	Multi		<input checked="" type="checkbox"/>
ENG-215	<b>Improvement Number Database</b>	Permanent	Multi		<input type="checkbox"/>
ENG-216	<b>MID-OHIO REGIONAL PLANNING COMMISSION</b> (long-range planning, reports by MORPC affecting Gahanna; including--but not limited to--Biennial Transportation Report, Transportation Improvement Plan, Transportation Enhancement Program; public meeting notices and minutes, City reports to MORPC; Green Pact documents)	Until no longer of administrative value <i>*No Internal Disposal Form required</i>	Multi		<input type="checkbox"/>
ENG-217	<b>National Pollutant Discharge Elimination System</b> (Applications, Permits [OEPA NOT, NOI], Reports, Maintenance and Testing Records, Notices, Community Education as required by CFR Title 40, 122 and/or Gahanna Code and related documents.)	Permanent	Multi		<input type="checkbox"/>
ENG-218	<b>Ohio Environmental Protection Agency (OEPA) - Director's Orders</b> (includes miscellaneous related correspondence and documents)	Permanently or until determined obsolete by the City Engineer	Multi		<input checked="" type="checkbox"/>
ENG-222	<b>Ohio Environmental Protection Agency (OEPA) - PERMIT TO INSTALL</b> (application to Ohio EPA; Permit to Install OR Notice of Installation of related infrastructure; map; letter of approval; related records.)	Permanent	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: ENGINEERING DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)**

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
ENG-223	<b>Permissive Tax</b> (Agency Application Form, Letter to Franklin County Requesting Permissive Tax Funds, and related documents.)	Until audit report is certified & received by city	Multi		<input type="checkbox"/>
ENG-224	<b>Preliminary Plat</b>	until final plat is recorded	Multi		<input type="checkbox"/>
ENG-225	<b>Prevailing Wage</b> (May include Request for PW Rates Form; Wage Rates; Instruction for Certified Payroll Reports; PW Contractor Responsibilities; PW Determination Letter; PW Thresholds; Affidavit of Compliance; PW Notice to Employees Form; Certified Payroll Forms; Bid Tabulation Form; Bond Form; Debarred Contractors List; Findings for Recovery Form, and other related items.)	5 calendar years after project completed (or terminated) and the 1-year maintenance compliance has been verified	Multi		<input type="checkbox"/>
ENG-226	<b>PRIVATE STORM AGREEMENT</b>	Retain 2 years after expiration of agreement	Multi		<input type="checkbox"/>
ENG-227	<b>PRIVATE STREET AGREEMENT</b>	Retain 2 years after expiration of agreement	Multi		<input type="checkbox"/>
ENG-228	<b>PRIVATE WATER or SANITARY SEWER AGREEMENT</b>	Retain final cost and copy of agreement 2 years after expiration	Multi		<input type="checkbox"/>
ENG-229	<b>PROJECT FILES - CAPITAL IMPROVEMENT</b> (Records for each project may contain Preliminary Studies, Stormwater Management Report, Stormwater Pollution Prevention Plan, Comment Letters, Cost Estimates, Engineering Fees, Project Bonds or Letters of Credit, Prevailing Wage Payroll Reports and Prevailing Wage Rates, invoices, Purchase Orders, Inspection and Status Reports, Correspondence, Shop Drawings, Grant Applications and Reports, Preconstruction and Progress Meeting Notices, Agenda, Minutes, Correspondence, Easement Descriptions and Exhibits, Pay Requests, Signed Legislation, Project Schedules, and related documents.)	5 calendar years after project completed (or terminated) and the 1-year maintenance compliance has been verified	Multi		<input type="checkbox"/>
ENG-230	<b>PROJECT FILES - PRIVATE DEVELOPMENT</b> (records for each project by a private developer for parking lot, sanitary or storm sewer, street, street lighting, or waterline; for a residential subdivision, multi-family project, commercial or industrial property. May contain Estimated Cost of Construction, Performance Bond, Fee Schedule, Meeting Agenda/Minutes, Inspection Reports, Final Grade Inspections, Shop Drawings, Ordinance of Acceptance, One Year Maintenance Inspection, Maintenance Bond Release, Certificate of Inspection & Approval, Cost Estimates, Development Guaranty & Release or Letter of Credit, Certificate of Completion, Planning Commission Assessment Reports)	5 full calendar years after year project completed or terminated	Multi		<input type="checkbox"/>
ENG-231	<b>Property Acquisitions</b> (appraisals (MAI), purchase agreements, right-of-way, and related documents.)	Permanent	Multi		<input checked="" type="checkbox"/>
ENG-234	<b>Right-of-Way Certificates of Registration</b> (City's copies of Certificates of Registration for providers of services using public right-of-way; application letter; certificate of registration; approval letter; certificate of liability worker's compensation certificate, completed applications with supporting documents; any related records.)	6 months after facility is removed from public R-O-W, provided no action pending	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: ENGINEERING DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)**

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
ENG-235	<b>Right-of-Way Permits</b> (completed applications by service providers for construction or maintenance, supporting documents; City's copies of permits issued; including all related documents; stored in Right-of-Way Database.)	2 full calendar years after year permit expires; (Dispose of proprietary/non-public records in a manner that maintains confidentiality)	Multi		<input type="checkbox"/>
ENG-236	<b>SANITARY SYSTEMS</b> (pipe blockage prevention & remediation; permits for alternative sanitary systems, annual Sanitary Sewer Overflow Summary Report, Sanitary Sewer Backup Reports)	Studies: until superseded or WR Eng. Declares obsolete; Annual Sanitary Sewer Overflow Summary Report: 5 years; Remainder: permanent	Multi		<input type="checkbox"/>
ENG-237	<b>Sidewalk Dining Lease</b> (includes Application, Executed Lease, Ordinance, and miscellaneous related correspondence and documents)	15 years after expiration/termination	Multi		<input type="checkbox"/>
ENG-238	<b>STORM PROJECT LIST</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
ENG-239	<b>STORMWATER COMMITTEE MEETING NOTES</b>	Until no longer of administrative value <i>*No Internal Disposal Form Required</i>	Multi		<input type="checkbox"/>
ENG-240	<b>STORMWATER MANAGEMENT PROGRAM</b> (Certificates of Compliance, Stormwater Waiver Approvals, Rights of Entry, drainage & tributary area maps, drainage calculation worksheets, related geologic studies, retention/detention basin records, that are not part of a project file; records or problem areas, program meeting minutes)	Permanent unless deemed superseded by the City Engineer	Multi		<input checked="" type="checkbox"/>
ENG-241	<b>STORMWATER RECORDS</b> (calculations, tributary maps, erosion & sedimentation maps/plans, copy of compliance certificate re: planning & constructing sewer, detention or retention basin, culvert for stormwater control.)	Permanent unless deemed superseded by the City Engineer	Multi		<input checked="" type="checkbox"/>
ENG-242	<b>Streambank Erosion Control Assistance Program</b> (includes right-of-entry, application and related documents)	10 years from date of application	Multi		<input type="checkbox"/>
ENG-247	<b>Water Tower Maintenance Documents</b> (includes proposals, invoices, purchase orders, cathodic protection, and related documents)	10 years from date of service	Multi		<input type="checkbox"/>
ENG-248	<b>WATERWAYS IMPROVEMENT PLAN</b> (Stream Cleaning Agreements/Waterway Maintenance Agreements, Temporary Easements, erosion control standards, Stream Coordinator progress reports, stream monitoring records)	Retain in Engineering Office permanently; Parks Superintendent retain reference copies 2 years	Multi		<input type="checkbox"/>
ENG-249	<b>WETLANDS</b> (investigations, reports, correspondence, permits, related to specific sites to the extent records were made available to City)	Permanent	Multi		<input type="checkbox"/>

## CITY OF GAHANNA: FINANCE APPROVED RETENTION SCHEDULE (RC-2)

*\*All record retention periods are PROVIDED AUDITED: audited means the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.*

OHC APPROVED:

| RC APPROVED: 9/13/2016

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
FN-101	<b>BUDGET PROCESS (BP) - AMENDED APPROPRIATIONS FILED QUARTERLY WITH THE COUNTY BUDGET COMMISSION</b>	1 year	Multi		<input type="checkbox"/>
FN-102	<b>BUDGET PROCESS (BP) - BUDGET BOOK PRESENTED TO COUNCIL</b>	Until superseded with following year Budget Book	Multi		<input type="checkbox"/>
FN-103	<b>BUDGET PROCESS (BP) - BUDGET TRANSFER REQUESTS FOR \$3,000 OR LESS WITHIN THE SAME DEPARTMENT APPROVED BY FINANCE DIRECTOR</b>	1 year	Multi		<input type="checkbox"/>
FN-104	<b>BUDGET PROCESS (BP) - CAPITAL NEEDS ASSESSMENT PRESENTED TO COUNCIL</b>	Until superseded with Budget Book presented to Council	Multi		<input type="checkbox"/>
FN-105	<b>BUDGET PROCESS (BP) - CERTIFICATE FROM COUNTY BUDGET COMMISSION THAT APPROPRIATIONS DO/DO NOT EXCEED ESTIMATED RESOURCES</b>	1 year	Multi		<input type="checkbox"/>
FN-106	<b>BUDGET PROCESS (BP) - CITY REQUEST TO COUNTY BUDGET COMMISSION FOR AN AMENDED CERTIFICATE OF ESTIMATED RESOURCES</b>	1 year	Multi		<input type="checkbox"/>
FN-107	<b>BUDGET PROCESS (BP) - COUNCIL ANNUAL APPROPRIATION ORDINANCE FILED WITH THE COUNTY BUDGET COMMISSION</b>	1 year	Multi		<input type="checkbox"/>
FN-108	<b>BUDGET PROCESS (BP) - COUNCIL MOTION RESOLUTION APPROVING THE TAX BUDGET FILED WITH THE COUNTY BUDGET COMMISSION</b>	1 year	Multi		<input type="checkbox"/>
FN-109	<b>BUDGET PROCESS (BP) - COUNCIL MOTION RESOLUTION AUTHORIZING TRANSFERS IN EXCESS OF \$3,000 AND/OR BETWEEN DEPARTMENTS</b>	1 year	Multi		<input type="checkbox"/>
FN-110	<b>BUDGET PROCESS (BP) - COUNCIL ORDINANCE APPROVING SUPPLEMENTAL APPROPRIATIONS</b>	1 year	Multi		<input type="checkbox"/>
FN-111	<b>BUDGET PROCESS (BP) - COUNCIL ORDINANCE APPROVING THE TRANSFER OF FUNDS</b>	1 year	Multi		<input type="checkbox"/>
FN-112	<b>BUDGET PROCESS (BP) - COUNCIL RESOLUTION ACCEPTING AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR</b>	1 year	Multi		<input type="checkbox"/>
FN-113	<b>BUDGET PROCESS (BP) - DEPARTMENT CAPITAL NEEDS ASSESSMENT SUBMISSION</b>	Until superseded with Capital Needs Assessment presented to Council	Multi		<input type="checkbox"/>
FN-114	<b>BUDGET PROCESS (BP) - DEPARTMENT SUBMISSIONS FOR BUDGET BOOK</b>	Until superseded with Budget Book presented to Council	Multi		<input type="checkbox"/>
FN-115	<b>BUDGET PROCESS (BP) - FINANCE BUDGET BOOK WORKING FILES</b>	Until superseded with Budget Book presented to Council	Multi		<input type="checkbox"/>
FN-116	<b>BUDGET PROCESS (BP) - FINANCE CAPITAL NEEDS ASSESSMENT WORKING FILES</b>	Until superseded with Capital Needs Assessment presented to Council	Multi		<input type="checkbox"/>
FN-117	<b>BUDGET PROCESS (BP) - OFFICIAL AND AMENDED CERTIFICATES OF ESTIMATED RESOURCES FROM COUNTY BUDGET COMMISSION</b>	1 year	Multi		<input type="checkbox"/>
FN-118	<b>BUDGET PROCESS (BP) - TAX BUDGET WORKING FILES</b>	Until superseded by final tax budget presented to council	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: FINANCE APPROVED RETENTION SCHEDULE (RC-2)

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OHC APPROVED: | RC APPROVED: 9/13/2016

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
FN-119	<b>DEBT MANAGEMENT (DM) - ALL FORMS/DOCUMENTS REQUIRED TO BE AUTHORIZED AND/OR APPROVED RELATED TO THE ISSUANCE OF DEBT (CLOSING CERTIFICATE, IRS FORMS, FINANCE DIRECTOR CERTIFICATIONS ETC.....)</b>	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-120	<b>DEBT MANAGEMENT (DM) - AMORTIZATION SCHEDULES AND OTHER PERTINENT POST ISSUANCE CORRESPONDENCE</b>	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-121	<b>DEBT MANAGEMENT (DM) - CERTIFICATION OF RECEIPT OF ANNUAL POST ISSUANCE DISCLOSURE INFORMATION FROM THIRD PARTIES REQUIRED TO RECEIVE INFORMATION</b>	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-122	<b>DEBT MANAGEMENT (DM) - DOCUMENTATION GATHERED AND PROVIDED/PRESENTED TO FINANCIAL ADVISOR AND RATING AGENCY</b>	1 year	Multi		<input type="checkbox"/>
FN-123	<b>DEBT MANAGEMENT (DM) - DRAFT ORDINANCE AUTHORIZING THE ISSUANCE OF DEBT</b>	Until superseded by final ordinance submitted to Council	Multi		<input type="checkbox"/>
FN-124	<b>DEBT MANAGEMENT (DM) - ESCROW ACCOUNT STATEMENTS FOR REFUNDED DEBT</b>	Until refunding debt is retired	Multi		<input type="checkbox"/>
FN-125	<b>DEBT MANAGEMENT (DM) - FINAL OFFICIAL STATEMENT</b>	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-126	<b>DEBT MANAGEMENT (DM) - INVESTMENT/BANK STATEMENTS FOR BOND PROCEEDS</b>	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-127	<b>DEBT MANAGEMENT (DM) - MONTHLY ACCOUNTING SYSTEM REVENUE AND EXPENDITURE LEDGERS FOR DEBT PROCEEDS USE AND INTEREST EARNINGS</b>	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-128	<b>DEBT MANAGEMENT (DM) - OFFICIAL STATEMENT WORKING FILES</b>	Until superseded by preliminary official statement	Multi		<input type="checkbox"/>
FN-129	<b>DEBT MANAGEMENT (DM) - ORDINANCE AUTHORIZING THE ISSUANCE OF DEBT</b>	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-130	<b>DEBT MANAGEMENT (DM) - POST ISSUANCE ANNUAL DISCLOSURE INFORMATION</b>	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-131	<b>DEBT MANAGEMENT (DM) - POST RETIREMENT INFORMATION (ARBITRAGE ANALYSIS, ARBITRAGE REBATE PAYMENTS ETC.....)</b>	3 years after debt is retired	Multi		<input type="checkbox"/>
FN-132	<b>DEBT MANAGEMENT (DM) - PRELIMINARY OFFICIAL STATEMENT</b>	Until superseded by final	Multi		<input type="checkbox"/>
FN-133	<b>DEBT MANAGEMENT (DM) - RATING AGENCY REPORT AND OFFICIAL BOND RATING</b>	Until superseded by update report & rating	Multi		<input type="checkbox"/>
FN-134	<b>DEBT MANAGEMENT (DM) - UNDERWRITER REPORTS AND PERTINENT INFORMATION</b>	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-135	<b>DEBT MANAGEMENT (DM) - VOUCHER PACKETS FOR USE OF DEBT PROCEEDS</b>	Until post retirement procedures are completed	Multi		<input type="checkbox"/>
FN-136	<b>FINAL QUARTERLY REPORT TO COUNCIL</b>	1 year	Multi		<input type="checkbox"/>
FN-137	<b>FINAL QUARTERLY REPORT TO COUNCIL</b>	1 year	Multi		<input type="checkbox"/>



## CITY OF GAHANNA: FINANCE APPROVED RETENTION SCHEDULE (RC-2)

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OHC APPROVED: \_\_\_\_\_ | RC APPROVED: 9/13/2016

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
FN-138	<b>MISCELLANEOUS (MISC) - AGREEMENTS FOR OTHER PROFESSIONAL SERVICES</b> (INVESTMENT ADVISOR, FINANCIAL ADVISOR, VARIOUS BANKING SERVICES ETC....)	Until superseded by new agreement	Multi		<input type="checkbox"/>
FN-139	<b>MISCELLANEOUS (MISC) - CREEKSIDE RENT REPORTS</b>	5 years	Multi		<input type="checkbox"/>
FN-140	<b>MISCELLANEOUS (MISC) - DEPOSITORY AGREEMENTS</b>	Until superseded by new agreement	Multi		<input type="checkbox"/>
FN-141	<b>MISCELLANEOUS (MISC) - GRANT MANAGEMENT DOCUMENTATION</b> (GRANT AGREEMENTS, REPORTING ETC....)	3 years	Multi		<input type="checkbox"/>
FN-142	<b>MISCELLANEOUS (MISC) - MERCHANT SERVICES AGREEMENTS</b>	Until superseded by new agreement	Multi		<input type="checkbox"/>
FN-143	<b>MISCELLANEOUS (MISC) - OHIO DEPARTMENT OF TAXATION FINAL DETERMINATION OF REAL ESTATE TAX EXEMPTION</b>	Until land use changes	Multi		<input type="checkbox"/>
FN-144	<b>MISCELLANEOUS (MISC) - REAL ESTATE TAX EXEMPTION FORMS FILED WITH COUNTY REQUESTING EXEMPTION</b>	Until land use changes	Multi		<input type="checkbox"/>
FN-145	<b>MISCELLANEOUS (MISC) - SCHOOL COMPENSATION AGREEMENT WORKING FILES</b> (ACTUAL PAYMENT IS PART OF AP PROCESS)	Until 1 year after abatement expires	Multi		<input type="checkbox"/>
FN-146	<b>MISCELLANEOUS (MISC) - TAX INCREMENT FINANCING COMPENSATION PAYMENT WORKING FILES</b> (ACTUAL PAYMENT IS PART OF AP PROCESS)	Until 1 year after TIF expires	Multi		<input type="checkbox"/>
FN-147	<b>MISCELLANEOUS (MISC) - US CENSUS BUREAU REPORTS</b>	1 year	Multi		<input type="checkbox"/>
FN-148	<b>MONTH END - BANK/INVESTMENT RECONCILIATION</b>	3 years	Multi		<input type="checkbox"/>
FN-149	<b>MONTH END - BANK/INVESTMENT STATEMENTS</b>	3 years	Multi		<input type="checkbox"/>
FN-150	<b>MONTH END - CD FROM BANK WITH MONTHLY TRANSACTION IMAGES</b> (CANCELED CHECKS, DEPOSITS, SCANNED CHECK IMAGES ETC....)	3 years	Multi		<input type="checkbox"/>
FN-151	<b>MONTH END - PAYROLL AND ACCOUNTS PAYABLE OUTSTANDING CHECK REPORTS</b>	3 years	Multi		<input type="checkbox"/>
FN-152	<b>MONTH END PROCESSING REPORTS</b> (JOURNAL ENTRY ACTIVITY, REVENUE LEDGER, EXPENDITURE LEDGER ETC....)	3 years	Multi		<input type="checkbox"/>
FN-153	<b>QUARTERLY REPORT TO COUNCIL WORKING FILES</b>	Until superseded by final report	Multi		<input type="checkbox"/>
FN-154	<b>QUARTERLY REPORT TO COUNCIL WORKING FILES</b>	Until superseded by final report	Multi		<input type="checkbox"/>
FN-155	<b>RECEIPT PROCESS (RP) - BANK DEPOSIT SLIP FOR CASH DEPOSITS</b>	3 years	Multi		<input type="checkbox"/>
FN-156	<b>RECEIPT PROCESS (RP) - CHECKS RECEIVED FOR PAYMENT TO CITY</b> (SCANNED BY CITY FOR DEPOSIT TO BANK)	Until Audited	Multi		<input type="checkbox"/>

## CITY OF GAHANNA: FINANCE APPROVED RETENTION SCHEDULE (RC-2)

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OHC APPROVED: | RC APPROVED: 9/13/2016

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
FN-159	<b>RECEIPT PROCESS (RP) - DAILY DEPARTMENTAL DEPOSIT REPORTS TO FINANCE</b> (REPORT SUBMITTED BY DEPARTMENTS TO FINANCE ALONG WITH CASH, CHECKS AND CREDIT CARD RECEIPTS FOR DAILY DEPOSIT)	3 years	Multi		<input type="checkbox"/>
FN-160	<b>RECEIPT PROCESS (RP) - FINANCE DAILY DEPOSIT PROCESSING REPORTS</b> (BATCH REPORTS, INTERFACE REPORTS ETC....)	3 years	Multi		<input type="checkbox"/>
FN-157	<b>RECEIPT PROCESS (RP) - JOURNAL ENTRIES FOR RECEIPT PROCESSING</b>	3 years	Multi		<input type="checkbox"/>
FN-158	<b>RECEIPT PROCESS (RP) - RETURNED CHECKS</b> (Checks made payable to the City that have been returned by the bank as unpayable for any reason)	3 years	Multi		<input type="checkbox"/>
FN-161	<b>RECEIPT PROCESS (RP) - THIRD PARTY REMITTANCE REPORTS FOR DEPOSITS MADE ELECTRONICALLY TO CITY'S BANK</b>	3 years	Multi		<input type="checkbox"/>
FN-162	<b>YEAR END - ANNUAL AUDIT CORRESPONDENCE</b> (REQUEST FOR INFORMATION, FILES PROVIDED, INQUIRY ETC....)	1 year	Multi		<input type="checkbox"/>
FN-163	<b>YEAR END - ANNUAL GAAP FINANCIAL STATEMENT WORKING FILES</b>	3 years	Multi		<input type="checkbox"/>
FN-164	<b>YEAR END - AUDIT OPINION AND ASSOCIATED AUDIT REPORTS</b> (REPORT ON COMPLIANCE AND INTERNAL CONTROLS, MANAGEMENT LETTER ETC....)	Until no longer of administrative value	Multi		<input type="checkbox"/>
FN-165	<b>YEAR END - FINAL AUDITED ANNUAL GAAP FINANCIAL STATEMENTS</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
FN-166	<b>YEAR END - FINAL UNAUDITED ANNUAL GAAP FINANCIAL STATEMENTS SUBMITTED TO AUDITORS</b>	Until superseded by final audited financial statements	Multi		<input type="checkbox"/>
FN-167	<b>YEAR END - POST AUDIT CORRESPONDENCE</b> (LIST OF FINDINGS, POST AUDIT LETTER, REPRESENTATION LETTER ETC...)	1 year	Multi		<input type="checkbox"/>
FN-168	<b>YEAR END - PROCESSING REPORTS</b> (OUTSTANDING ENCUMBRANCE REPORTS, REVENUE LEDGER, EXPENDITURE LEDGER, ETC....)	3 years	Multi		<input type="checkbox"/>
FN-169	<b>YEAR END REPORT TO COUNCIL FINAL</b>	3 years	Multi		<input type="checkbox"/>
FN-170	<b>YEAR END REPORT TO COUNCIL WORKING FILES</b>	Until superseded by final report to Council	Multi		<input type="checkbox"/>

## CITY OF GAHANNA: FINANCE - PAYROLL APPROVED RETENTION SCHEDULE (RC-2)

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OHC APPROVED: \_\_\_\_\_ | RC APPROVED: 9/13/2016

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
FN-201	<b>ACA FORMS AND RELATED PROCESSING/TRANSMITTAL REPORTS</b>	3 years	Multi		<input type="checkbox"/>
FN-202	<b>JOURNAL ENTRIES FOR PAYROLL PROCESSING</b>	3 years	Multi		<input type="checkbox"/>
FN-203	<b>OPERS EXEMPTION FORM</b> (a form completed to opt out of OPERS membership)	Until death, retirement is verified, or 75 years after termination, whichever is sooner.	Multi		<input type="checkbox"/>
FN-204	<b>PAYROLL PROCESSING FORMS</b> (MISSED PUNCH FORMS, OVERTIME DESIGNATION, PART TIME PTO ETC...)	3 years	Multi		<input type="checkbox"/>
FN-205	<b>PAYROLL PROCESSING REPORTS</b> (PRE-CALC REPORT, INTERFACE REPORTS ETC...)	3 years	Multi		<input type="checkbox"/>
FN-206	<b>PAYROLL WITHHOLDING AND FRINGE BENEFIT REMITTANCES AND RELATED MONTHLY, QUARTERLY OR ANNUAL REPORTS</b> (FEDERAL 941, RETIREMENT SYSTEM REPORTING, LOCAL TAX WITHHOLDING ETC...)	3 years	Multi		<input type="checkbox"/>
FN-207	<b>TIME CARDS</b> (daily hours worked each pay period)	3 years	Multi		<input type="checkbox"/>
FN-208	<b>VOIDED PAYROLL CHECKS</b>	3 years	Multi		<input type="checkbox"/>
FN-209	<b>W-2S AND RELATED PROCESSING/TRANSMITTAL REPORTS</b>	3 years	Multi		<input type="checkbox"/>

## CITY OF GAHANNA: FINANCE - ACCOUNTS PAYABLE APPROVED RETENTION SCHEDULE (RC-2)

\*All record retention periods are **PROVIDED AUDITED**: audited means the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

OHC APPROVED: \_\_\_\_\_ | RC APPROVED: 9/13/2016

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
FN-301	<b>1099-MISC. FORMS</b> (City's copies of 1099's issued by Finance Dept. for services rendered by an Independent contractor or vendor who is not a corporation)	3 years	Multi		<input type="checkbox"/>
FN-302	<b>1099-R FORMS</b> (City's copies of 1099's issued by Finance Department for purchases of Real Estate not processed by a title company)	3 years	Multi		<input type="checkbox"/>
FN-303	<b>ACCOUNTS PAYABLE PROCESSING REPORTS</b> (BATCH REPORTS, CHECK REGISTERS, ETC...)	3 years	Multi		<input type="checkbox"/>
FN-304	<b>COUNCIL MOTION RESOLUTION APPROVING THEN AND NOW PURCHASE IN EXCESS OF \$3,000</b>	3 years	Multi		<input type="checkbox"/>
FN-305	<b>JOURNAL ENTRIES FOR ACCOUNTS PAYABLE PROCESSING</b>	3 years	Multi		<input type="checkbox"/>
FN-306	<b>MONTHLY CREDIT CARD STATEMENTS AND RELATED PURCHASE ORDERS AND RECEIPTS</b>	3 years	Multi		<input type="checkbox"/>
FN-307	<b>PURCHASE ORDER ENCUMBERING APPROPRIATIONS FOR GOODS OR SERVICES</b>	3 years	Multi		<input type="checkbox"/>
FN-308	<b>REQUISITION TO PURCHASE GOODS OR SERVICES</b>	Until approved and converted to a purchase order	Multi		<input type="checkbox"/>
FN-309	<b>THEN AND NOW PURCHASE ORDER FOR \$3,000 OR LESS APPROVED BY FINANCE DIRECTOR</b>	3 years	Multi		<input type="checkbox"/>
FN-310	<b>TRAVEL EXPENSE REPORTS AND RELATED PURCHASE ORDERS AND RECEIPTS</b>	3 years	Multi		<input type="checkbox"/>
FN-311	<b>VENDOR FILES</b> (vendor information form; tax and other forms required by local, state and federal laws and regulations, etc.)	3 years	Multi		<input type="checkbox"/>
FN-312	<b>VOIDED ACCOUNTS PAYABLE CHECKS</b>	3 years	Multi		<input type="checkbox"/>
FN-313	<b>VOUCHER PACKET</b> (COPY OF VOUCHER/CHECK, PURCHASE ORDER AND INVOICE FOR PAYMENTS TO VENDORS FOR GOODS OR SERVICES)	3 years	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: HUMAN RESOURCES APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 11/14/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
HR-101	<b>ACCIDENT REPORTS</b> (complete reports on property/equipment damage by employee with no injuries)	7 years from date of accident	Multi		<input type="checkbox"/>
HR-102	<b>BARGAINING UNIT AGREEMENTS</b> (any negotiated, approved, executed agreement; any Memoranda of Understanding or amendments for such; and negotiation notes)	Permanent <i>Drafts: until no longer of administrative value</i>	Multi		<input type="checkbox"/>
HR-103	<b>CANDIDATE EMPLOYMENT DOCUMENTATION</b> (resumes, applications, background checks, interview records, notes, examination results)	Not Hired: 7 years from date of hiring decision Hired: transfer to employee files	Multi		<input type="checkbox"/>
HR-104	<b>CITY/DEPARTMENTAL/GROUP TRAINING</b> (any records created by, requested by, or provided to HR for voluntary or mandatory training for safety or job skills; any records of new-employee orientation)	5 years	Multi		<input type="checkbox"/>
HR-105	<b>CIVIL SERVICE CHALLENGES</b> (candidates' challenges to any test questions or answers, to removal from list, or other pre-interview action)	Retain 7 years from date of 1st resulting eligibility list	Multi		<input type="checkbox"/>
HR-106	<b>CIVIL SERVICE CLASSIFICATION PLAN</b> (Council-approved outline of job titles, pay categories, and pay ranges for all classified City positions)	10 years	Multi		<input type="checkbox"/>
HR-107	<b>CIVIL SERVICE CLASSIFIED EMPLOYEE ROSTER</b> (names and start dates of all City employees in classified positions; police promotion lists)	10 years	Multi		<input type="checkbox"/>
HR-108	<b>CIVIL SERVICE ELIGIBILITY LISTS</b> (ranked list of candidates qualified for hiring)	7 years	Multi		<input type="checkbox"/>
HR-109	<b>CIVIL SERVICE TERMINATION ACTIONS</b> (layoff lists, request for/notices of reinstatement, applications for restoration, etc.)	Not re-hired: 7 years from date of action Re-hired: add to employee file	Multi		<input type="checkbox"/>
HR-110	<b>EMPLOYEE FILES - ACTIVE</b> (application/appointment records; job descriptions; signed employee acknowledgments; tax-withholding forms and other deduction authorizations; performance evaluations; commendations; training records; status and pay rate changes, employment agreements, etc.)	Until converted to "terminated employee file"	Multi		<input type="checkbox"/>
HR-111	<b>EMPLOYEE FILES - TERMINATED</b> (application/appointment records; job descriptions; signed employee acknowledgments; tax-withholding forms and other deduction authorizations; performance evaluations; commendations; training records; status and pay rate changes, employment agreements, etc.)	20 years after termination	Multi		<input type="checkbox"/>
HR-112	<b>EMPLOYEE INSURANCE/BENEFIT DOCUMENTATION</b> (Includes roster of enrolled employees and proof of coverage; invoices, benefit plan documents, including summary plan descriptions, insurance premium summary, required announcement documentation, open enrollment information, formal benefit proposals, and minutes/notes from COHCC)	5 years	Multi		<input type="checkbox"/>
HR-113	<b>EMPLOYEE MEDICAL FILES</b> (confidential records of diagnosis and treatment, return to work notes; confidential requests and supporting documents for ADA accommodation with approval or denial; health insurance claims records; health enrollment/change forms; life insurance enrollment and beneficiary forms; wellness program records; etc.)	7 years from date of termination; unless superseded	Multi		<input type="checkbox"/>



# CITY OF GAHANNA: HUMAN RESOURCES APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 11/14/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
HR-114	<b>EQUAL EMPLOYMENT OPPORTUNITIES (EEO) REPORTS</b> (copies of EEO-1 Reports as submitted to US Department of Labor; instructions/procedures)	2 years in accordance with 29 CFR §1602.7 (5.27.2016)	Multi		<input type="checkbox"/>
HR-115	<b>FAIR PRACTICES FILE</b> (Disciplinary records removed from employee file in accordance with current contract; any disputes filed with or by non-City agency). <i>Employee names are redacted and records are not searchable by name, incident # or other employee identifier.</i>	20 years	Multi		<input type="checkbox"/>
HR-116	<b>FAMILY MEDICAL LEAVE ACT (FMLA)</b> (confidential requests and supporting documents; approval or denial records; usage records)	7 years from date of termination	Multi		<input type="checkbox"/>
HR-117	<b>GRIEVANCES</b> (any and all records of an employee's grievance that is not heard by the Civil Service Commission, from submitting the initial written grievance through the prescribed process to the final decision and actions on that decision)	7 years from date of termination; unless litigation	Multi		<input type="checkbox"/>
HR-118	<b>I-9 FORMS</b>	Three years after the date of the employee hire or one year after date of termination of employment, whichever is later.	Multi		<input type="checkbox"/>
HR-119	<b>INJURY/ACCIDENT FORMS</b>	5 years from date of injury/accident unless converted to a "Workers Compensation Claims File"			<input type="checkbox"/>
HR-120	<b>JOB DESCRIPTIONS</b>	Until superseded or classification is abolished <i>*No Internal Disposal Form Required</i>	Multi		<input type="checkbox"/>
HR-121	<b>LABOR MANAGEMENT COMMITTEE DOCUMENTS</b> (summary of meetings and associated attachments)	5 years	Multi		<input type="checkbox"/>
HR-122	<b>OHIO DEPARTMENT OF TRANSPORTATION (ODOT) COMMERCIAL DRIVERS LICENSE (CDL) COMPLIANCE FILES</b>	7 years from date of termination	Multi		<input type="checkbox"/>
HR-123	<b>PERRP COMPLIANCE</b> (Safety inspection reports; compliance reports)	7 years from date compliance report submitted	Multi		<input type="checkbox"/>
HR-124	<b>POSITION EXAMINATION INFORMATION</b> (new hire or promotional, all materials used for specific recruitment. Includes position checklist, interview questions, examination information, job posting and advertisements.)	7 years	Multi		<input type="checkbox"/>
HR-125	<b>PUBLIC EMPLOYEES RISK REDUCTION PROGRAM LOGS</b> (privacy case lists, if applicable)	Until superseded or classification is abolished <i>*No Internal Disposal Form Required</i>	Multi		<input type="checkbox"/>
HR-126	<b>SAFETY COMMITTEE</b> (meeting notices and notes; reference materials, roster, etc.)	2 years	Multi		<input type="checkbox"/>
HR-127	<b>UNEMPLOYMENT COMPENSATION RECORDS</b> (Ohio Department of Job & Family Services is the official record keeper)	Until no longer of administrative value <i>*No Internal Disposal Form Required</i>	Multi		<input type="checkbox"/>
HR-128	<b>VOLUNTEER FILES</b>	5 years from date of end of assignment	Multi		<input type="checkbox"/>
HR-129	<b>WELLNESS PROGRAM PLAN RECORDS</b>	5 years	Multi		<input type="checkbox"/>
HR-130	<b>WORKERS COMPENSATION CLAIMS FILES</b> (claims from employees injured on the job)	10 years from close of claim for lost time/indemnity, 6 years from close of claim for medical-only	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: INFORMATION TECHNOLOGY APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 1/17/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
IT-101	<b>DISK &amp; CLOUD BACKUPS</b> (digital disk backups of servers, data, and files)	Rolling 30 days, then monthly as captured (6 consecutive months retained), then yearly created and retained for 3 years.	Multi		<input type="checkbox"/>
IT-103	<b>JOURNALED EMAIL</b> (all email and calendar appointments sent and received through our email system, regardless of user action)	3 Years	Exchange Online		<input type="checkbox"/>
IT-104	<b>MAP REQUESTS</b> (any map printed from existing layers)	Until no longer of administrative value	Multi		<input type="checkbox"/>
IT-102	<b>SEPARATED EMPLOYEE DATA</b>	Email: <i>using the journaled email schedule</i>  Network data: until no longer of administrative value, managed by the individual departments.	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: LAW DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
LAW-101	<b>ANNUAL REPORTS TO COUNCIL</b> (report required by City Charter)	Permanent	Multi		<input checked="" type="checkbox"/>
LAW-102	<b>BANKRUPTCY RECORDS</b> (all notices, correspondence, etc. created or received by any City office regarding a Gahanna taxpayer, property owner, or business owner's bankruptcy case)	4 years after audit report is certified	Multi		<input type="checkbox"/>
LAW-103	<b>LEGAL HOLDS</b> (notices issued by City Attorney to suspend disposal of records related to audits, investigations, and litigation)	Until no longer of administrative value	Multi		<input type="checkbox"/>
LAW-104	<b>LEGAL OPINIONS</b> (a formal written opinion)	Permanent	Multi		<input checked="" type="checkbox"/>
LAW-105	<b>LITIGATION CASE FILES</b>	10 years from date of final ruling, including any appeals	Multi		<input type="checkbox"/>
LAW-106	<b>LITIGATION FILES - ANTICIPATED</b>	3 full calendar years after triggering event unless moved to Active Litigation Case File	Multi		<input type="checkbox"/>
LAW-107	<b>FAIR HOUSING BOARD INVESTIGATIONS</b> - Complaint, conciliation agreement, recommendation, and notices and correspondence received by the city regarding Fair Housing Board investigations.	7 years	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: MAYOR'S COURT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 1/17/2023

\*Audited means the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
MC-01	<b>BUREAU OF MOTOR VEHICLE (BMV) REPORTS</b>	2 full calendar years, provided audited.	Paper		<input type="checkbox"/>
MC-02	<b>CASH BOOKS</b>	25 years (ORC1901.41)	Multi		<input type="checkbox"/>
MC-03	<b>CHECK STUBS</b>	2 full calendar years, provided audited.	Multi		<input type="checkbox"/>
MC-04	<b>CLOSED CASE FILES</b> TRAFFIC AND PARKING OVIs CRIMINAL	25 full calendar years 50 full calendar years 50 full calendar years (ORC-1901.41)	Multi		<input type="checkbox"/>
MC-06	<b>END OF MONTH REPORTS</b> (daily cash reports, bank deposit slips, bank account reconciliation, monthly report to Council, bank statements, credit card statements, financial reports, copies of monthly payouts to City, State, County, and collections)	2 full calendar years, provided audited.	Multi		<input type="checkbox"/>
MC-07	<b>EXPUNGED/SEALED CASE FILES</b> (not for public disclosure) (all remaining court & police records of any Mayor's Court case for which an expungement and/or seal order has been issued by Mayor's or another court with jurisdiction)	10 full calendar years from date of sealing	Multi		<input type="checkbox"/>
MC-08	<b>FINAL DOCKET</b> (includes case index if applicable)	Permanent	Multi		<input checked="" type="checkbox"/>
MC-09	<b>FINE AND FEE SCHEDULE</b>	Until superseded	Multi		<input type="checkbox"/>
MC-10	<b>JUVENILE DIVERSION CASE NUMBER LOG</b> (not for public disclosure)	2 years	Paper		<input type="checkbox"/>
MC-11	<b>JUVENILE DIVERSION CLOSED CASE FILE</b> (not for public disclosure)	2 years	Paper		<input type="checkbox"/>
MC-14	<b>LEADS/CJIS SECURITY AWARENESS TRAINING LOGS</b>	Maintained for the length of individuals employment	Multi		<input type="checkbox"/>
MC-13	<b>MAGISTRATE CERTIFICATES</b>	21 years beginning 1-1-2023. Prior to 1-1-2023 upon expiration	Multi		<input type="checkbox"/>
MC-12	<b>SUPREME COURT REPORTS &amp; REGISTRATION</b>	2 full calendar years	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: MAYORS OFFICE APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
MO-102	<b>MARRIAGES</b> (list of licenses mailed; records of distribution of donations made by couples)	2 years	Multi		<input type="checkbox"/>
MO-103	<b>PROCLAMATIONS</b> (as authorized by COG Chapter 131)	Emergency Proclamations: 1 year after terminated in accordance with Chapter 131  Honorary Proclamations: Until no longer of administrative value	Multi		<input type="checkbox"/>
MO-105	<b>STATE OF THE CITY ADDRESS</b> - Video, transcript, presentations, and written speeches.	Permanent	Multi		<input checked="" type="checkbox"/>
MO-106	<b>EXECUTIVE ORDERS</b> - Executive orders issued by the Mayor.	Permanent	Multi		<input checked="" type="checkbox"/>
MO-107	<b>Franklin County Public Health - Reports/Inspections/Violations</b> (includes correspondence and documents)	3 full calendar years after year services provided, date of inspection or remediation	Multi		<input type="checkbox"/>



# CITY OF GAHANNA: POLICE DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PD-45	<b>ACCOUNTS RECEIVABLE</b> (911 Hangups, Dangerous/Vicious Animal Permits, Solicitor Permits, Fingerprints, Entertainment License Permits, False Alarms, Alarm Registrations, Special Duty Cruiser)	Current year plus 8 years	Multi		<input type="checkbox"/>
PD-46	<b>ACCREDITATION REPORTS (CALEA)</b>	Current year plus 8 years	Multi		<input type="checkbox"/>
PD-02	<b>ALARM PERMITS</b> (records of residential, commercial, and public building alarm permits issued within the City of Gahanna)	Current year plus 8 years	Multi		<input type="checkbox"/>
PD-04	<b>BLOCK PARTY PERMITS</b>	12 months and then until no longer of administrative value	Multi		<input type="checkbox"/>
PD-03	<b>BLOOD ALCOHOL CONTENT (BAC) RECORDS</b>	3 years	Multi		<input type="checkbox"/>
PD-47	<b>BMV RETEST OR CONFISCATION DOCUMENTS</b>	Current year plus 5 years	Multi		<input type="checkbox"/>
PD-05	<b>CAD/RMS DATA</b> (arrest records, crash reports, calls for service, crime information, offense reports, field interviews, property/evidence records (excluding written receipts), property reports, vehicle and officer assignment records)	Permanent as of 2007 unless otherwise noted below	Multi		<input type="checkbox"/>
PD-09	<b>CIVIC ASSOCIATION MEETING DOCUMENTS</b>	2 years	Multi		<input type="checkbox"/>
PD-07	<b>COMPUTERIZED CRIMINAL HISTORY LOGS (CCH) - COURT LOGS</b>	3 years	Multi		<input type="checkbox"/>
PD-56	<b>DANGEROUS AND VICIOUS ANIMAL PERMIT</b>	For the life of the animal or 20 years	Multi		<input type="checkbox"/>
PD-48	<b>DECEPTION DETECTION EXAMINATIONS</b>	<b>Criminal Examinations:</b> Accompanies case disposition <b>Pre-Employment Examinations:</b> Accompanies background file <b>Background File:</b> Refer to HR-103 if not hired.	Multi		<input type="checkbox"/>
PD-11	<b>DETECTIVE CASE FILES - OPEN</b>	15 years or until case is closed, then follow CAD/RMS retention schedule	Multi		
PD-08	<b>DIVISION OWNED FIREARMS</b> (conversion records, inventory, department issue)	Life of the firearm during division ownership	Multi		<input type="checkbox"/>
PD-12	<b>DRAFTS OF OFFICIAL POLICE REPORTS</b> (crash, offense, incident, investigative, field interview, arrest)	Until superseded <i>*No Internal Disposal Form Required</i>	Multi		<input type="checkbox"/>
PD-49	<b>ELECTRONIC RECORDINGS OF CUSTODIAL INTERVIEWS</b>	Accompanies case file and follows the case retention	Multi		<input type="checkbox"/>
PD-13	<b>EMERGENCY 9-1-1 CALL DATA</b> (ANI/ALI logs and message content)	2 years	Multi		<input type="checkbox"/>
PD-14	<b>EMPLOYEE FILES - ACTIVE</b> (appointment/separation records, duty assignments, compensation history, performance evaluations prior to 2020, recognition, signed employee acknowledgements, training records, Academy Records, Commission Documentation, Oaths of Office, Promotional Documentation)	Until converted to separated employee file	Multi		<input type="checkbox"/>
PD-15	<b>EMPLOYEE FILES - SEPARATED</b>	Retain for 6 months, then send to HR. Refer to HR-115	Multi		<input type="checkbox"/>
PD-16	<b>EXPUNGED CASES</b>	Destroy all files, records, and computer references when expungement order received from court. Expungement court orders retained permanently.	Multi		<input type="checkbox"/>
PD-50	<b>EYEWITNESS AUDIO AND VIDEO RECORDINGS</b>	Accompanies case file and follows the case retention	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: POLICE DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PD-17	<b>HOLDING AND SALLY PORT VIDEO RECORDINGS</b>	120 days <i>*No Internal Disposal Form Required.</i> All other building cameras follow GN-136	Multi		<input type="checkbox"/>
PD-51	<b>FELONIES - CLOSED</b>	<b>Homicide, Sexual Assault, Arson:</b> Permanent <b>All Others:</b> Current year plus 9 years	Multi		<input type="checkbox"/>
PD-52	<b>FIELD INVESTIGATIONS</b>	2 years from date of creation if no additional activity	Multi		<input type="checkbox"/>
PD-18	<b>FINGERPRINT DATA</b>	Webcheck (employment) - Automatically transmitted to and retained by the Ohio Attorney General's Office Investigation (case file) - Life of the companion case Investigation (suspect elimination) - Life of the companion case	Multi		<input type="checkbox"/>
PD-19	<b>GENERAL ORDERS/DEPARTMENT DIRECTIVES/MEMORANDUMS</b>	5 years after rescinded	Multi		<input type="checkbox"/>
PD-20	<b>INFORMAL OR MINOR MISCONDUCT INVESTIGATION COMPLAINTS</b>	3 years	Multi		<input type="checkbox"/>
PD-21	<b>INTERNAL AFFAIRS INVESTIGATIVE FILES</b>	6 years after separation unless of significant value or interest as determined by the Chief of Police.	Multi		<input type="checkbox"/>
PD-23	<b>MASTER NAME RECORDS</b>	Permanent in IMC	Digital		<input checked="" type="checkbox"/>
PD-53	<b>MISDEMEANORS - NO PENDING ACTION (i.e. Open Warrants)</b>	Current year plus 8 years	Multi		<input type="checkbox"/>
PD-24	<b>MOBILE MESSAGING CONTENT</b> (chat)	Up to 120 days, or until no longer of administrative value	Multi		<input type="checkbox"/>
PD-27	<b>MOBILE VIDEO RECORDINGS (MVR), BODY-WORN CAMERA RECORDINGS (BWC), AND UNMANNED AERIAL SYSTEM (UAS) RECORDINGS</b>	<b>Evidence:</b> 5 years (unless otherwise preserved as part of an offense, arrest, crash or other official report/action) <b>Non-evidentiary:</b> 180 days <b>Training:</b> 50 days <b>Accidental:</b> 10 days	Multi		<input type="checkbox"/>
PD-25	<b>MOTOR VEHICLE IMPOUNDS FORMS</b>	3 years after vehicle release	Multi		<input type="checkbox"/>
PD-54	<b>OFFENSES NOT OTHERWISE REQUIRED TO BE RETAINED, OFFENSES NOT OTHERWISE LISTED, ACCIDENTS THAT OCCUR ON PRIVATE PROPERTY (NOT REPORTED TO STATE CRASH PUBLIC RECORD SYSTEM)</b>	Current year plus 8 years	Multi		<input type="checkbox"/>
PD-28	<b>OFFICER &amp; DISPATCHER SHIFT BIDS AND SCHEDULES</b>	Current year plus 4 years	Multi		<input type="checkbox"/>
PD-55	<b>OPERATIONS PLAN</b>	Current year plus 8 years	Multi		<input type="checkbox"/>
PD-29	<b>PROPERTY/EVIDENCE RECEIPTS</b>	Current year plus 4 years	Multi		<input type="checkbox"/>
PD-30	<b>PROTECTION ORDERS</b>	Until expired plus 2 years; Permanent if order does not expire	Multi		<input type="checkbox"/>
PD-31	<b>RADIO, TELEPHONE &amp; 9-1-1 RECORDINGS (audio files)</b>	1 year unless attached to a companion case or required for administrative purposes then until no longer of administrative value.	Multi		<input type="checkbox"/>
PD-57	<b>REPORTS FOR PUBLICATION - INTERNAL &amp; EXTERNAL</b>	Current year plus 8 years			<input type="checkbox"/>
PD-32	<b>RESPONSE TO RESISTANCE (USE OF FORCE) REPORTS</b>	8 years or as part of a companion case. Unless Fatality occurs - permanent	Multi		<input type="checkbox"/>
PD-33	<b>SEARCH WARRANTS</b>	For the life of the investigative record	Multi		<input type="checkbox"/>
PD-34	<b>SPECIAL DUTY EMPLOYMENT RECORDS</b> (applications, schedules, invoices)	4 years	Multi		<input type="checkbox"/>
PD-35	<b>SUBPOENAS, SUMMONS &amp; ARREST WARRANTS</b> (served or entered by the department)	Record of service maintained as part of CAD/RMS retention Paperwork retained until disposition	Multi		<input type="checkbox"/>

CITY OF GAHANNA: POLICE DEPARTMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: | RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PD-58	SWAT Plans and Documentation	Current year plus 8 years	Multi		<input type="checkbox"/>
PD-36	TEMPORARY HOLDING FACILITY RECORDS	Current year plus 8 years	Multi		<input type="checkbox"/>
PD-39	TRAFFIC & INTERSECTION VIDEO RECORDINGS	10 days <i>*No Internal Disposal Form Required</i>	Multi		<input type="checkbox"/>
PD-38	TRAFFIC CITATION DATA	Current year plus 4 years	Multi		<input type="checkbox"/>
PD-59	UNMANNED AERIAL SYSTEM (UAS) (flight logs, approval certificates)	1 year unless attached to a case. Refer to PD-27	Multi		<input type="checkbox"/>
PD-41	UNSOLVED MAJOR CRIME FILES	Permanent	Multi		<input type="checkbox"/>
PD-42	VACATION HOUSE CHECK RECORDS	Current year plus 1 year, then until no longer of administrative value	Multi		<input type="checkbox"/>
PD-43	VEHICLE LOCKOUT FORMS	6 months	Multi		<input type="checkbox"/>
PD-44	VEHICLE PURSUIT REPORTS	Current year plus 8 years	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: DEPARTMENT OF PLANNING- BUILDING APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PLN-101	<b>ADJUDICATION ORDERS</b> (Orders from City Building Official to commercial, public, multi-family residential, and single-family residential property owners to change construction documents to meet required standards and all related correspondence & documents.)	<b>Orders issued in conjunction with an active permit file:</b> Stored with the permit file & follow that retention schedule (PLN-108 or PLN-118). <b>Orders <u>not</u> issued in conjunction with an active permit file:</b> Permanent (for the life of the structure).	Multi		<input type="checkbox"/>
PLN-102	<b>BOARD OF BUILDING STANDARDS REPORTS</b> (Reports to the Ohio Building Code & Residential Code of Ohio.)	<b>Monthly:</b> Until incorporated into annual report. <b>Annual:</b> Permanent.	Multi		<input type="checkbox"/>
PLN-104	<b>BUILDING &amp; ZONING FEE SCHEDULE</b>	Until superseded.	Multi		<input type="checkbox"/>
PLN-105	<b>BUILDING DEPARTMENT CERTIFICATION</b> (Certificate from the Ohio Board of Building Standards.)	Until superseded.	Multi		<input type="checkbox"/>
PLN-108	<b>COMMERCIAL PERMIT FILES</b> Records of approval process for construction of commercial, public, and multi-family residential buildings, including records required by the Ohio Building Code (OBC) and all related correspondence & documents, <i>except for the construction documents which are set forth in PLN-107, and except for demolition permits.</i>	<b>Digital - All records:</b> Permanent (for life of structure) <b>Paper - Permit &amp; OBC-required records:</b> Permanent (for the life of the structure).  <b>Other records:</b> 1 full calendar year after date of project-completion.	Multi		<input type="checkbox"/>
PLN-109	<b>CONDEMNATION ORDERS</b> (Notices of Condemnation by the City Building Official and all related correspondence & documents.)	Permanent (for the life of the structure).	Multi		<input type="checkbox"/>
PLN-107	<b>CONSTRUCTION DOCUMENTS</b> (Records used in the construction of commercial, public, mutli-family residential, and single-family residential buildings, such as site plans, building plans, blueprints, drawings, spec books.)	<b>Digital - All records:</b> Permanent (for life of structure) <b>Paper - Projects completed as approved:</b> 1 full calendar year after date of project completion. Buildouts on City-owned properties are to be retained permanently (for the life of the structure).  <i>See Appendix B for other scenarios.</i>	Multi		<input type="checkbox"/>
PLN-111	<b>DEMOLITION PERMITS</b> (Records of approval process for demolition of commerical, public, multi-family residential, and single-family residential buildings, including records required by the Ohio Building Code (OBC) or Residential Code of Ohio (RCO) as appropriate and all related correspondence & documents.)	Until no longer of administrative value.	Multi		<input type="checkbox"/>
PLN-112	<b>FRANKLIN COUNTY PLUMBING PERMITS - MONTHLY SUMMARY</b> (Includes copies of plumbing permits.)	1 full calendar year after date of report.	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: DEPARTMENT OF PLANNING- BUILDING APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PLN-114	<b>INSPECTION REPORTS</b> (Reports of inspections results received from third-party contractors for construction, plumbing, or electrical work.)	<b>Individual inspection results:</b> Until entered into the electronic permit file (when part of permit file, follows that retention schedule: PLN-108, PLN-111, or PLN-118).	Multi		<input type="checkbox"/>
PLN-115	<b>ISO AUDIT REPORTS</b> (Insurance Services Organization (ISO) audit reports.)	Only retain 2 most recent audit reports.	Multi		<input type="checkbox"/>
PLN-116	<b>NOTICE OF VIOLATION/CITATION</b> (Violations and citations issued by the Chief Building Official or Building Inspector under the International Property Maintenance Code (IPMC) and all related	Permanent (for the life of the structure)	Multi		<input type="checkbox"/>
PLN-118	<b>RESIDENTIAL PERMIT FILES</b> Records of approval process for construction single-family residences, including records required by the Residential Code of Ohio (RCO) and all related correspondence & documents, <i>except for the construction documents which are set forth in PLN-107, and except for demolition permits.</i>	<b>Digital - All records: Permanent (for life of structure) Paper - Permit &amp; RCO-required records (for applications submitted 5/27/2006 &amp; later):</b> Permanent (for the life of the structure).  <b>Other records:</b> 1 full calendar year after date of project completion.	Multi		<input type="checkbox"/>



# CITY OF GAHANNA: DEPARTMENT OF PLANNING- BUILDING APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Appendix A: Relevant Definitions					
<p><b>Application Expiry:</b> The point at which an unapproved building permit application expires; refer to the current Department of Planning policy for the defined expiry timeframe.</p> <p><b>Construction:</b> When used to describe any work that may require a permit of any type, "construction" may refer to the construction, erection, alteration, repair, arrangement, moving, relocating, or equipment of buildings and structures (or parts thereof) and excludes the demolition of such buildings and structures.</p> <p><b>Full Calendar Year:</b> The one-year period from January 1 to December 31 of any given year. For retention periods defined by number of full calendar years, the record is to be retained for any remaining portion of the calendar year of the specified date as well as the full duration of the required number of following calendar years. For example, a record whose retention period is one full calendar year from an expiry date in 2021 must be retained for the remainder of 2021 as well as all of 2022 (regardless of whether that expiry date was anytime between January 2, 2021 and December 31, 2021) and may be disposed of no earlier than January 1, 2023.</p> <p><b>Multi-Family Residence:</b> Residential buildings consisting of 4 or more family dwellings, as recognized by the Ohio Building Code (OBC) and Residential Code of Ohio (RCO).</p> <p><b>OBC-Required Records:</b> Records required to be kept in the official permanent record for each commercial, public, or multifamily residential project per the Ohio Building Code, including:</p> <ul style="list-style-type: none"> <li>-Applications received,</li> <li>-Certificates of Plan Approval issued,</li> <li>-Notices and orders issued,</li> <li>-Certificates of Occupancy,</li> <li>-Certificates of Completion, and</li> <li>-Other such records required by the rules of the Board of Building Standards.</li> </ul> <p><b>Plan Approval Expiry:</b> The point at which the approval for a set of construction plans expires; refer to the current Department of Planning policy for the defined expiry timeframe.</p> <p><b>Project Completion:</b> The effective date of the issuance of either the Certificate of Occupancy or Certificate of Completion for the project. (The kind of certificate provided depends on the type and scope of work performed.) If the certificate is back-dated at the time of issuance, then the back-date is the effective date, not the date the issuance took place. For projects in which the type and scope of work performed does not necessitate a certificate to be issued by the City, the date that the project file is finalized (closed) will serve as the project completion date.</p> <p><b>RCO-Required Records:</b> Records required to be kept in the official permanent record for each residential project per the Residential Code of Ohio, including:</p> <ul style="list-style-type: none"> <li>-Applications received,</li> <li>-Certificates of Plan Approval issued,</li> <li>-Notices and orders issued,</li> <li>-Certificates of Occupancy,</li> <li>-Certificates of Completion, and</li> <li>-Other such records required by the rules of the Board of Building Standards.</li> </ul> <p><b>Single-Family Residence:</b> Residential buildings consisting of 1, 2, or 3 family dwellings, as recognized by the Ohio Building Code (OBC) and Residential Code of Ohio (RCO).</p>					

**CITY OF GAHANNA: DEPARTMENT OF PLANNING- BUILDING APPX. B. APPROVED  
RETENTION SCHEDULE (RC-2)**

OHC APPROVED: | RC APPROVED: 11/24/2023

Appendix B: Construction Documents Retention Scenarios			
	Work Completion		
	Yes, Work Completed	No, Work Started but Not Completed	No, Work Not Started
Plan Approval	Yes, Plans Approved	Completed as Approved: 1 full calendar year after date of project completion.	Incomplete, Approved Build: 1 full calendar year after date of plan approval expiry.
	No, Plans Not Approved	Approved but Not Built: Until plan approval expiry.	Unbuilt, Unapproved: Until application expiry.

**Buildouts on City-Owned Property**

Records of buildouts on City-owned property are to be retained permanently (for the life of the structure). If at any time during the life of the structure the property is no longer City-owned, follow the retention period specified in the table above.

**Superseded Records**

Records may be disposed of earlier than defined above if the record is superseded, as follows:

**Documents Superseded:** (e.g., revised documents submitted prior to project completion) Retain until project completion, after which only the most recent set of approved documents is to be retained.

**Project Superseded:** (e.g., project rendered obsolete by the implementation of a newer project) Retain only until new project completion.

# CITY OF GAHANNA: DEPARTMENT OF PLANNING- CODE ENFORCEMENT APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PLN-204	<b>RENTAL REGISTRATION</b> (Applications, inspection logs, permits related to rental property registrations, including any withdrawn or incomplete applications)	10 years after date of submittal.	Multi		<input type="checkbox"/>
PLN-201	<b>VIOLATIONS</b> (Citizen complaints, Notices of Violation, citations and supportive court documentation, photos, correspondence, and invoices/receipts related to fees assessed with regards to Zoning Code Violations)	10 years after case closed. For cases included in a Nuisance Code Violation, the files follow that retention schedule (PLN-203).	Multi		<input type="checkbox"/>
PLN-203	<b>VIOLATIONS - NUISANCE CODE</b> (Violations issued in response to repeated code violations at a specific property with related documents, including documentation and correspondence from the original Zoning Code Violations that led to the issuance of the Nuisance Violation)	10 years after case closed.	Multi		<input type="checkbox"/>
PLN-202	<b>VIOLATIONS - UNSUBSTANTIATED</b> (Complaint of violation is submitted, but upon inspection, it is determined that there has been no violation)	Records closed c. 03/25/2021 and later: 2 years after case closed.  Records closed prior to c. 03/25/2021: Retain according to regular Violations schedule (PLN-201).	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: DEPARTMENT OF PLANNING- ZONING APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PLN-301	<b>APPLICATIONS - APPROVED/DENIED ADMINISTRATIVELY</b> (Fence, Minor Development Plan, Permanent Sign (submitted prior to 11.15.2021), Shed (submitted 01.20.2021 & later), Subdivision Without Plat, Zoning Certificate; including application, submitted documents, revisions, receipt of payment, & any correspondence deemed relevant to application approval/denial)	<b>Approved:</b> 10 years after approval or until superseded/removed, whichever occurs first. (Any Subdivision Without Plat applications reviewed by Planning Commission will follow that schedule, PLN-303.) <b>Denied/Withdrawn:</b> 1 year after denial/withdrawal.	Multi		<input type="checkbox"/>
PLN-307	<b>APPLICATIONS - FLOOD PLAIN USE</b> (Floodplain use permit applications and any accompanying documentation received by Zoning for review by Engineering)	<b>Approved:</b> Permanent. <b>Discontinued (due to determination that site/project was outside SFHA):</b> Permanent. <b>Denied/Incomplete/Withdrawn:</b> Permanent.	Multi		<input type="checkbox"/>
PLN-308	<b>APPLICATIONS - HOME OCCUPATION</b> (Application for use of a home as a place of business, including site plans and a letter explaining the use)	<b>Approved:</b> Until change of ownership or discontinuation of use, whichever occurs first. <b>Denied/Withdrawn:</b> 1 year after denial/withdrawal.	Multi		<input type="checkbox"/>
PLN-303	<b>APPLICATIONS - REVIEWED BY PLANNING COMMISSION</b> (Applications forwarded to Planning Commission for consideration, such as Design Review, Variance.)	<b>Forwarded to Planning Commission:</b> 10 years following the date of Planning Commission hearing and decision. <b>No Action</b> (e.g., withdrawn or expired prior to being transferred to Council): 10 years from date of withdraw or expiry as applicable.	Multi		<input type="checkbox"/>
PLN-305	<b>APPLICATIONS - TEMPORARY SIGN</b> (All permits as required for temporary signs or banners)	10 years from date of permit.	Multi		<input type="checkbox"/>
PLN-306	<b>Zoning Verification Letters</b> (Including all related correspondence and documents)	10 years from date of letter.	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: PARKS & RECREATION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: | RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PR-101	<b>AGENDAS</b> (for public meetings of bodies created for P&R business)	1 year	Multi		<input type="checkbox"/>
PR-102	<b>ANNUAL REPORTS</b>	1 year	Multi		<input type="checkbox"/>
PR-103	<b>BOARDS/COMMISSION/MINUTES</b> (signed copies of Parks & Recreation Board and Landscape Board)	Permanent	Multi		<input checked="" type="checkbox"/>
PR-105	<b>BOARDS/COMMISSIONS RULES OF PROCEDURE/RULES &amp; REGULATIONS</b> (boards/commissions, committees maintained by the P&R Department)	Permanent	Multi		<input type="checkbox"/>
PR-104	<b>BOARDS/COMMISSIONS/COMMITTEES DOCUMENTS/FILES</b> (boards/commissions maintained by the P&R Department. Such as rosters, notes, correspondence, speaker request forms, public meeting.)	Until no longer of administrative value	Multi		<input type="checkbox"/>
PR-106	<b>CHEMICAL CONTROL - AQUATICS/POOL</b> (sterilizers, clarifiers, algaecides, PH balances, applications, safety data, instructions, licenses/permits, and related documentation.)	2 full calendar years after year expired/superseded, or as required by licensing/permitting; whichever is longer ( <i>per OAC 3701-31</i> )	Multi		<input type="checkbox"/>
PR-107	<b>CHEMICAL CONTROL - TURF &amp; LANDSCAPE</b> (for any pesticides, herbicides, fungicides, insecticides, algae control used by City personnel or vendor; licenses/permits and the applications for them; use records; instructions, safety data, and related documentation.)	3 full calendar years after year expired/superseded, or as required by licensing/permitting; whichever is longer ( <i>per ORC 901:5-11-10</i> )	Multi		<input type="checkbox"/>
PR-109	<b>CONSULTANT QUALITY BASED SELECTION PROCESS</b> (Public Notice, Letters of Intent, Statement of Qualifications, Consultant Tracking Spreadsheet, Evaluation Form, Consultant Proposal/Contract, and related documents.)	Retain for 2 years or 1 calendar year after expiration - whichever is longer			<input type="checkbox"/>
PR-110	<b>CONTRACTS, LEASES, AND SERVICE AGREEMENTS</b> (Competitive Bidding) (includes Motion Resolution, Notice to Bidders Advertisement, Plans, Maps, Plan Holder List, Bid Summary, Debarred Contractors List, Findings for Recovery Database Search, Ordinance Award Documents, Certificate of Liability Insurance, Bureau of Workers Compensation Certificate, Preconstruction Meeting Agenda, Prevailing Wage Packet, Purchase Order, Vendor Invoices, and related correspondence and documents)  <b>CONTRACTS, LEASES, AND SERVICE AGREEMENTS (non-competitive bidding)</b> Agreements with outside entities. Includes MOUs, MOAs for goods and services.	6 years after expiration of final amended agreement (ORC 2305.06)			<input type="checkbox"/>
PR-111	<b>DEPOSITS</b> (itemized receipts, reports, cash reconciliation form, backup documents maintained by the P&R Department)	Until audit report is certified and received by the city.	Multi		<input type="checkbox"/>
PR-112	<b>EQUIPMENT MAINTENANCE</b> (for records not kept by City fleet maintenance facility or IT department; operator's manuals for installation/operation/maintenance of equipment; records of routine maintenance and repair done by City employee or commercial vendor)	Until no longer of administrative value	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: PARKS & RECREATION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: | RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PR-113	<b>HEALTH AND SAFETY CONTROL</b> (licenses/permits/certifications/registrations, the applications for them; inspection, violations, for food service, food storage, fire reports to licensing/permit/body; related correspondence or other records)	3 full calendar years after year expired/superseded, as required by licensing/permitting; whichever is longer	Multi		<input type="checkbox"/>
PR-114	<b>INCIDENT REPORTS - PUBLIC/ADULT</b> (records of injuries to, or property damage/vandalism or rental agreement violation by adult participants, restitution receipts, records of follow-up actions, incident report, registration, liability waiver)	1 full calendar year after final action	Multi		<input type="checkbox"/>
PR-115	<b>INCIDENT REPORTS - PUBLIC/MINOR</b> (records of injuries to, or property damage/vandalism by participants under 18, restitution receipts, records of follow-up actions, liability waiver, medical records, registration, incident report)  <i>*not for public disclosure</i>	3 full calendar years after participant becomes 18; provided no action pending	Multi		<input type="checkbox"/>
PR-116	<b>LANDSCAPE PLANS</b> (drawings and other plans on public or commercial property)	10 years; provided no action pending	Multi		<input type="checkbox"/>
PR-117	<b>LIQUOR CONTROL PERMITS</b> (for City property or events)	Until expired.			<input type="checkbox"/>
PR-118	<b>MONTHLY REPORTS TO PARKS &amp; RECREATION BOARD</b> (financial activity or related reports)	1 full calendar year	Multi		<input type="checkbox"/>
PR-119	<b>PARKS AND FACILITIES PROPERTY RECORDS AND HISTORY</b> (City owned property maintained by the Parks & Recreation Department)	Permanent	Multi		<input type="checkbox"/>
PR-120	<b>PROGRAM PLANNING</b> (course descriptions; planning and evaluation notes. for camps, classes, trips, parties, events. conducted for/provided to public)	Until no longer of administrative value	Multi		<input type="checkbox"/>
PR-121	<b>PROGRAM REGISTRATIONS</b> (registrations, rental reservations, waivers, roster, attendance, medical records, and related records for camps, classes, trips, parties, events, pools, Golf Course, Senior Center, conducted for/provided to public)	2 full calendar years; provided no incident report. Pursuant to PR114 and PR115 as listed above.	Multi		<input type="checkbox"/>
PR-122	<b>PROJECT FILES - CAPITAL IMPROVEMENT</b> (records for each project may contain Preliminary Studies, Stormwater Management Report, Stormwater Pollution Prevention Plan, Comment Letters, Cost Estimates, Engineering Fees, Project Bonds or Letters of Credit, Prevailing Wage Payroll Reports and Prevailing Wage Rates, invoices, Purchase Orders, Inspection and Status Reports, Correspondence, Shop Drawings, Grant Applications and Reports, Preconstruction and Progress Meeting Notices, Agenda, Minutes, Correspondence, Easement Descriptions and Exhibits, Pay Requests, Signed Legislation, Project Schedules, and related documents.)	5 calendar years after project completed (or terminated) and the 1-year maintenance compliance has been verified	Multi		<input type="checkbox"/>
PR-123	<b>PROPERTY ACQUISITIONS</b> (appraisals (MAI), purchase agreements, right-of-way, and related documents.)	Permanent	Multi		<input type="checkbox"/>
PR-124	<b>PROPERTY MAINTENANCE</b> (records of routine maintenance and repair of land, signs and structures owned by City for which City has accepted responsibility for in writing)	Until no longer of administrative value	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: PARKS & RECREATION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: | RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
PR-126	<b>SIGNS PERMITS - COMMUNITY</b> (applications for 14-day posting of event notice sign on City-owned sign boards; log sheets, and related documents.)	Approved/denied applications and log: 1 full year after year of event.	Multi		<input type="checkbox"/>
PR-127	<b>STAFF TRAINING</b> (records of orientation/training and any certifications on health and safety procedure, job expectations as given by City or other provider)	1 full calendar year	Multi		<input type="checkbox"/>
PR-128	<b>STUDIES</b> (includes all types of studies such as plans, flood plain, capital improvement, land use, preliminary engineering, feasibility.)	Preliminary studies retained until superseded. Final studies retained permanently unless deemed obsolete by the Director of Parks & Recreation			<input type="checkbox"/>
PR-129	<b>PARKS FACILITY VIDEO RECORDINGS</b> (data recorded by surveillance cameras in public parks and public pools E.G. Park Pavilions, Pool Facilities, Exterior Golf Course)	14 days; system will overwrite; No internal disposal form required.; All other building cameras follow GN-136	Multi		<input type="checkbox"/>
PR-130	<b>SWIM TEST CARDS</b> (issued to swimmers to determine which area of the pool they are allowed to access)	30 days after end of season in which they are issued	Multi		<input type="checkbox"/>
PR-131	<b>VETERAN BRICK RECORDS</b>	Applications: 1 year after brick installed  Database: Permanent	Multi		<input type="checkbox"/>



# CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-106	<b>American Electric Power</b> (includes miscellaneous related correspondence and documents such as maps and outages)	Retain 5 years after date of outage	Multi		<input type="checkbox"/>
SVC-107	<b>Annual Reports</b>	Permanent	Multi		<input type="checkbox"/>
SVC-108	<b>Asset Management</b> (includes asset disposal forms-executed, auction listing, release document, e-waste disposal documents, and related correspondence)	3 years	Multi		<input type="checkbox"/>
SVC-114	<b>CABLE TV CONTRACTS</b> (executed franchise agreements/permits/contracts with related addenda, extensions; Certificates of Insurance; Letters of Credit, bonds; contract-required notices to City or customers; related correspondence.)	3 calendar years after terminated or superseded (including any extension)	Multi		<input type="checkbox"/>
SVC-120	<b>Central Ohio Public Energy Council (COPEC)</b> (includes Meeting Minutes, Designation Letters, Code of Regulations, Agreement, Resolution Allowing Membership, and related correspondence and documents)	Permanent	Multi		<input type="checkbox"/>
SVC-126	<b>City of Columbus - Utility Documents</b> (includes Water/Sanitary/Wet Weather/Testing Invoice, Notarized Billing Statements, Sanitary Capacity Charge Report, and miscellaneous related correspondence and documents)	5 years	Multi		<input type="checkbox"/>
SVC-131	<b>DEMOLITION CASE FILES</b> (for City-ordered demolitions that generate enough records for a case file; any records related to a single demolition, such as condemnation or demolition order, legal records, permit copy, bidding records, contract, correspondence)	Service Director retain case file 15 years after demolition	Multi		<input type="checkbox"/>
SVC-132	<b>Disaster Cleanup Information</b>	If no claim filed: Until no longer of administrative value. If Claim Filed: Until claim has been paid or denied.	Multi		<input type="checkbox"/>
SVC-133	<b>Electric Aggregation</b> (includes related correspondence and documents as related to electric aggregation such as pricing, plan of operations and governance documents)	15 years after expiration	Multi		<input type="checkbox"/>
SVC-134	<b>Events</b> (Shredding and E-Recycling, Service Expo, etc.) (includes Planning Documents, Public Notification, Maps, Photos, and related correspondence and documents)	5 years after event date	Multi		<input type="checkbox"/>
SVC-138	<b>Gahanna Code Modifications Documents</b>	10 years	Multi		<input type="checkbox"/>
SVC-149	<b>Natural Gas Aggregation</b> (includes related correspondence and documents as related to natural gas aggregation such as pricing, plan of operations and governance documents)	15 years after expiration	Multi		<input type="checkbox"/>
SVC-152	<b>Ohio Department of Agriculture Insect Control Documents</b> (and related correspondence)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-219	<b>Ohio Environmental Protection Agency (OEPA) - Disinfectant &amp; Disinfection Byproducts Chemical Monitoring Schedule</b> (includes- related correspondence and documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-220	<b>Ohio Environmental Protection Agency (OEPA) - Public Water System Evaluation Surveys</b> (includes related correspondence and documents)	Permanently or until determined obsolete by the City Engineer	Multi		<input type="checkbox"/>
SVC-221	<b>Ohio Environmental Protection Agency (OEPA) - Sample Sites</b> (includes related correspondence and documents)	Until superseded	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-153	<b>Ohio Environmental Protection Agency (OEPA) - Sewer and Water Rate Surveys</b> (includes related correspondence and documents)	5 years	Multi		<input type="checkbox"/>
SVC-158	<b>Performance Measurement</b> (includes related correspondence and documents)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-160	<b>Petroleum Underground Storage Tank Release (PUSTR)</b> (includes claims and related correspondence and documents)	5 years after all claims paid, tank removed, and no further action required by PUSTR.	Multi		<input type="checkbox"/>
SVC-162	<b>POLICIES, PROGRAMS, PROCEDURES &amp; STANDARDS</b> (records including, but not limited to: rate & fee schedules; operating procedures for employees or citizens; operating manuals for equipment in current use; construction requirements & design standards; local, state, or federal government regulations which the City has chosen to or is required to follow; form letters about standards, policies & procedures)	Until superseded or obsolete	Multi		<input type="checkbox"/>
SVC-163	<b>Public Utilities Commission of Ohio (PUCO)</b> (includes related correspondence and documents)	10 years after expiration	Multi		<input type="checkbox"/>
SVC-232	<b>Public Water System License</b> (related documents.)	3 years after expiration	Multi		<input type="checkbox"/>
SVC-167	<b>Quarterly Update</b> (includes Publisher File, Professional Printouts, and—related correspondence and documents)	5 years	Multi		<input type="checkbox"/>
SVC-233	<b>Quarterly Water Usage Calculations</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-168	<b>Radio Licenses</b> (includes certificate and related correspondence and documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-170	<b>Snow Plow Murals</b> (includes Planning Checklist, Teacher's Guide, Design Drawings, Photos, and related correspondence and documents)	5 years	Multi		<input type="checkbox"/>
SVC-171	<b>Solid Waste Authority of Central Ohio (SWACO) Management Plan</b> (includes related documents)	Until no longer of administrative value <i>*No Internal Disposal Form Required</i>	Multi		<input type="checkbox"/>
SVC-173	<b>Street Light Energization Documentation</b> (includes Street Light Maps, Energization Documents, and related correspondence and documents)	5 years after warranty period is complete and developer has paid the City any amount owed. (Relevant information is to be transferred to GIS prior to disposal).	Multi		<input type="checkbox"/>
SVC-175	<b>STUDIES</b> (includes all types of studies such as traffic counts, thoroughfare plans, flood plain, capital improvement, land use, preliminary engineering, feasibility, impact, energy)	Preliminary studies retained until superseded. Final studies retained permanently unless deemed obsolete by the Director of Public Service	Multi		<input type="checkbox"/>
SVC-176	<b>Training Documents/Manuals/Procedures/Organizations</b>	Until no longer of administrative value <i>*No Internal Disposal Form Required</i>	Multi		<input type="checkbox"/>
SVC-177	<b>United States Environmental Protection Agency (USEPA) - Orders and notices</b>	Permanently or until determined obsolete by the City Engineer	Multi		<input checked="" type="checkbox"/>
SVC-180	<b>Utility Rate Documents</b> (includes Utility Rate Needs Spreadsheets, Utility Rate Presentations, and related documents)	10 years	Multi		<input type="checkbox"/>
SVC-244	<b>WATER DISTRIBUTION SYSTEM</b> (Pressure Test Results, Notice of Chlorination, USEPA Needs Survey, Water Contingency Plan, Water Model Update)	Pressure Test results: 10 years; Remainder: until superseded or WR Eng. Declares obsolete	Multi		<input type="checkbox"/>
SVC-245	<b>Water Leak Assessment/Detection Program</b> (includes all related proposals, bids, invoices, purchase orders, and related documents)	Until declared obsolete by the City Engineer	Multi		<input type="checkbox"/>
SVC-246	<b>Water Quality</b> (Including OEPA Testing/Monitoring, test results, reports to and from City and to citizens regarding quality of drinking water, and related documents.)	12 years	Multi		<input type="checkbox"/>

CITY OF GAHANNA: SERVICE DEPARTMENT - ADMIN. APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: | RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-182	Yearly Planners	Permanent	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: SERVICE DEPARTMENT - FACILITIES MAINTENANCE DIVISION APPROVED RETENTION SCHEDULE (RC-2)**

OHC APPROVED:

| RC APPROVED: 11/14/2023

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-301	<b>Inspections</b> (includes fire extinguishers, backflow devices, overhead doors, boilers, chillers and all related documents)	5 years from date of inspection	Multi		<input type="checkbox"/>
SVC-302	<b>Certificates of Operation</b> (including all related documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-306	<b>Facility Master Plan</b>	Until superseded	Multi		<input type="checkbox"/>
SVC-311	<b>Preventative Maintenance Records</b> (includes proposals, invoices, purchase orders, correspondence and all related documents)	5 years from date of inspection	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: SERVICE DEPARTMENT - FLEET DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-401	<b>Alternative Fuel</b> (including all related documents)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-402	<b>Alternative Fuel Comparison</b> (including all related documents)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-403	<b>Annual Inspection Documents</b> (includes lifts, cranes, bucket truck, generators, etc.)	5 years after inspection date.	Multi		<input type="checkbox"/>
SVC-404	<b>Auction</b> - copy of notarized titles and certificates of origin for transferred vehicles and equipment, signed collection sales reports	3 Years	Multi		<input type="checkbox"/>
SVC-406	<b>Bureau of Underground Storage Tank Regulations (BUSTR)</b> (includes annual inspection documents, closure documents, registration certificates, operational compliance reports, incident documents, and all related documents)	5 years after tank removed and no further action required by BUSTR	Multi		<input type="checkbox"/>
SVC-407	<b>Clean Fuels Ohio Program</b> (general information, membership certificate, purchase orders, etc.)	Until superseded and/or until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-408	<b>Equipment Maintenance Files</b> (includes equipment registration, work orders, specifications, manuals, warranty information, intake sheet, invoices, etc.)	3 years after disposal of equipment	Multi		<input type="checkbox"/>
SVC-409	<b>Equipment Replacement Program - Business Case Forms - Executed</b>	5 years from date of final approval	Multi		<input type="checkbox"/>
SVC-410	<b>Equipment Replacement Program - Business Case Forms - Summary Spreadsheet</b>	Entries retained until 5 years from final date of approval	Multi		<input type="checkbox"/>
SVC-411	<b>Equipment Replacement Program - Equipment Rating Spreadsheets</b>	5 years from date of spreadsheet	Multi		<input type="checkbox"/>
SVC-412	<b>Equipment Replacement Program - Transfer Forms - Executed</b>	5 years from date of final approval	Multi		<input type="checkbox"/>
SVC-413	<b>Fuel Cards</b>	until equipment is disposed of	Multi		<input type="checkbox"/>
SVC-414	<b>Fuel Imports</b>	3 years from date of import	Multi		<input type="checkbox"/>
SVC-415	<b>Fuel Logs</b>	3 years from date of log	Multi		<input type="checkbox"/>
SVC-416	<b>Golf Course Fuel Tanks</b> (includes monthly fuel sheets, leak detection documents, and all related documents)	5 years after tank removed and no further action required by BUSTR	Multi		<input type="checkbox"/>
SVC-417	<b>Inventory (Annual Recap)</b>	1 year after audit report is certified and received by City	Multi		<input type="checkbox"/>
SVC-418	<b>Ohio Green Fleets</b> (all related program documents)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-419	<b>Oil Usage Sheets</b>	Until superseded	Multi		<input type="checkbox"/>
SVC-420	<b>Parts Inventory</b> (includes inventory count sheets, adjustments, obsolete parts, parts turns, general related correspondence, etc.)	3 years from document date	Multi		<input type="checkbox"/>
SVC-421	<b>Regional Partnership - Fleet Shared Services Information</b> (includes meeting notes, presentations, general correspondence, etc.)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-422	<b>Stakeholder Meeting Documents</b>	3 years from meeting date	Multi		<input type="checkbox"/>
SVC-423	<b>Weekly Maintenance Schedules</b>	1 year after last entry	Multi		<input type="checkbox"/>
SVC-424	<b>Work Orders</b>	3 years after disposal of equipment	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: SERVICE DEPARTMENT - SANITARY DIVISION APPROVED RETENTION SCHEDULE (RC-2)**

OHC APPROVED:

| RC APPROVED: 6-14-16

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-501	<b>Grease Traps</b> (includes database, failed inspection notice, map, report, and all related documents)	5 years after inspection year	Multi		<input type="checkbox"/>
SVC-502	<b>Maintenance Program Logs</b> (includes priority sanitary sewer line checks, sanitary lift station inspections, etc. and all related documents)	5 years from date of inspection/maintenance performed	Multi		<input type="checkbox"/>
SVC-503	<b>Sanitary Line Camera</b>	Until superseded or declared outdated by the City Engineer	Multi		<input type="checkbox"/>
SVC-504	<b>Sanitary Sewer Overflow and Water In Basement (SSOs and WIBs)</b> (includes database, field report, final report, final email, etc. and all related documents)	Permanent	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: SERVICE DEPARTMENT - STREETS DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 6-14-16

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-701	<b>Banner Program Information</b> (includes design ideas, photos of banners, location maps, schedules, etc. and all related documents)	Until superseded or no longer of administrative value	Multi		<input type="checkbox"/>
SVC-702	<b>Electronic Message Boards Verbiage</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-703	<b>Mailbox Damage Documents</b> (includes mailbox damage report, mailbox release & agreement of all claims - executed, etc. and all related correspondence and documents)	5 years from document date	Multi		<input type="checkbox"/>
SVC-704	<b>Right-of-Way Mowing Location List</b> (includes all related correspondence and documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-705	<b>Snow/Ice Removal Program</b> (includes all related correspondence and documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-706	<b>Snow/Ice Removal Recaps</b> (includes all related correspondence and documents)	Until incorporated into the yearly planner	Multi		<input type="checkbox"/>
SVC-707	<b>Street Sign Replacement Program Information</b> (includes sign orders, invoices, purchase orders, etc. and all related documents)	5 years from the year of the project	Multi		<input type="checkbox"/>
SVC-708	<b>Traffic Control Sign Placement Orders</b> (includes documents from the Safety Director including all related correspondence)	5 years from the date of the order	Multi		<input type="checkbox"/>
SVC-709	<b>Weed Spray Binder</b> (including all related documents)	5 years from last entry	Multi		<input type="checkbox"/>

# CITY OF GAHANNA: SERVICE DEPARTMENT - STORMWATER DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 6-14-16

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-601	<b>Maintenance Program Logs</b> (includes trash racks, retention ponds, detention ponds, etc. and all related documents)	5 years after date of inspection/maintenance	Multi		<input type="checkbox"/>
SVC-602	<b>Stormwater Pollution Prevention Plan (SWPPP) Inspection Reports</b> (reports documenting the required facility inspections)	7 years after inspection date	Multi		<input type="checkbox"/>
SVC-603	<b>Stormwater Pollution Prevention Plan (SWPPP) Program</b> (Documents related to the overall plan.)	Until superseded or no longer relevant per the City Engineer	Multi		<input type="checkbox"/>
SVC-604	<b>Stormwater Utility Creation Documents</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>



# CITY OF GAHANNA: SERVICE DEPARTMENT - UTILITY BILLING DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED: | RC APPROVED: 10-31-17

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-801	<b>Account Adjustments</b> (includes Billing Adjustment Activity Report, Payment Adjustment Activity Report, and all miscellaneous related correspondence and documents)	Until audit report is certified & received by city	Multi		<input type="checkbox"/>
SVC-802	<b>Account Record</b> (includes Notes, Consumption, Activity, etc.)	3 years	Multi		<input type="checkbox"/>
SVC-803	<b>Automated Clearing House (ACH) Documents</b> (includes ACH Tape Verification, Confirmation, Electronic File Download, Payments Report Error/Status Report, Executed Automatic Payment Deduction Form, and all related documents)	Executed Automatic Payment Deduction Form: Shred immediately upon cancellation Remaining Items: Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-804	<b>Capacity Charge Report</b> (includes spreadsheet and all related correspondence and documents)	2 years after the date of the report	Multi		<input type="checkbox"/>
SVC-805	<b>Consumption Information</b> (includes Consumption Activity Report, Consumption Analysis Spreadsheet, Estimates of Water Loss, Low Income Data, Fire Department Consumption, and all related correspondence and documents)	10 years after date of the report	Multi		<input type="checkbox"/>
SVC-806	<b>Daily Service</b> (includes Customer Service Request Forms, Work Orders, Service Logs, Daily Service Spreadsheet, and all miscellaneous related correspondence and documents)	3 years	Multi		<input type="checkbox"/>
SVC-807	<b>Delinquent Bill Collection</b> (includes Delinquent Spreadsheet, Turn-Off Lists, Tenant/Owner Agreements, and all related correspondence and documents)	3 years	Multi		<input type="checkbox"/>
SVC-808	<b>Discount Programs</b> (Senior Credit, Low Income Application, Renewal Letter, Spreadsheet, and all miscellaneous related documents)	Until audit report is certified and received by the city	Multi		<input type="checkbox"/>
SVC-809	<b>Hydrant Meter Permit</b> (includes Permit Document, Hydrant Meter Readings, and all related correspondence and documents)	1 year after audit report is certified and received by the City	Multi		<input type="checkbox"/>
SVC-810	<b>Installer's License</b> (includes Application, License, Documentation of Money Receipted, Insurance Documents, Spreadsheet, and all miscellaneous related documents)	2 years after license expiration	Multi		<input type="checkbox"/>
SVC-811	<b>Interface to Finance</b> (includes Financial Transactions Summary Posting Report, and Refunds Interface Posting Report)	Until audit report is certified and received by the city	Multi		<input type="checkbox"/>
SVC-812	<b>Keep Gahanna Beautiful/Green Grows Gahanna</b>	Misc. Documents: 5 years after date of document. Agreements: 1 year after agreement expiration.	Multi		<input type="checkbox"/>
SVC-813	<b>Large Industrial Sanitary Sewer User - Columbus Sanitary Sewer Discharge Spreadsheet</b> (includes miscellaneous related documents and correspondence)	2 years	Multi		<input type="checkbox"/>
SVC-814	<b>Lien Processing</b> (includes Delinquent Report, Delinquent Spreadsheet, Franklin County Auditor's Summary Sheet, Account History, all related correspondence, Adjustment Activity Report, Service Charge Report, Master List, and all miscellaneous related documents)	10 years from the lien letter sent to be recorded	Multi		<input type="checkbox"/>
SVC-815	<b>Lockbox Exceptions &amp; Payment Process</b> (includes Electronic File, Accepted and Rejected Check Images, Lockbox Batch Interface Report, Update Batch to Online Report, and Pre-Interface Report)	1 year, provided audit report for same year is received.	Multi		<input type="checkbox"/>
SVC-816	<b>Log of SmartBill Runs</b> (including all related correspondence)	Until no longer of administrative value	Multi		<input type="checkbox"/>

**CITY OF GAHANNA: SERVICE DEPARTMENT - UTILITY BILLING DIVISION APPROVED RETENTION SCHEDULE (RC-2)**

OHC APPROVED: | RC APPROVED: 10-31-17

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-817	<b>METER BOOKS</b> (meter book pages with calculated and estimated meter readings for billing)	1 year	Multi		<input type="checkbox"/>
SVC-818	<b>METER TEST RESULTS (test result sheets)</b>	3 years, provided audited	Multi		<input type="checkbox"/>
SVC-819	<b>MISCELLANEOUS INVOICES</b> (including, but not limited to, hydrant water, sewer adjusting meters, meter tests, etc.)	3 years	Multi		<input type="checkbox"/>
SVC-821	<b>Red Flag</b> (Includes program, procedures, including all related documents)	until superseded	Multi		<input type="checkbox"/>
SVC-820	<b>Red Flag Identity Theft Protection Occurrences</b> (Including all related documents)	3 years after occurrences have been properly reported to officials	Multi		<input type="checkbox"/>
SVC-822	<b>REFUSE DISABILITY LETTERS</b> (letters from doctors verifying resident's eligibility for refuse pick-up service)	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-823	<b>Returned Items</b> (Includes log and all related documentation)	3 years from the date of the returned item letter	Multi		<input type="checkbox"/>
SVC-824	<b>Service Counts Report</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-825	<b>Service Summary Report</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-826	<b>SOLID WASTE CONTRACTOR PERFORMANCE RECORDS</b> (records of hauler's service performance such as phone logs, correspondence, hauler's "not out" reports & miss lists, trash miss database, etc.)	5 years	Multi		<input type="checkbox"/>
SVC-827	<b>Utility Bill Payment Receipt</b> (includes tear off portion of bill stub, and any other type of Utility Bill Payment Receipt)	1 year, provided audit report for same year is received.	Multi		<input type="checkbox"/>
SVC-828	<b>Utility Bill Production - Delinquent Bills</b> (includes PDF of Bills, Bill Files, and all related documents)	3 years after audit report is certified and received by the city	Multi		<input type="checkbox"/>
SVC-829	<b>Utility Bill Production - Final Bills</b> (includes Final Reading Request Form, PDF of Bills, Bill Files, and all related documents)	3 years after audit report is certified and received by the city	Multi		<input type="checkbox"/>
SVC-830	<b>Utility Bill Production - Regular Bills</b> ( includes Messages to be Printed on Bills, PDF of Each Bill, Meter Reading Error Report, Special Handling Spreadsheet, Cycle Adjustments, Bill Files, and all miscellaneous related correspondence and documents)	3 years	Multi		<input type="checkbox"/>
SVC-831	<b>Water and Sewer Internal Review Board</b> (annual reports, records on review board hearings, with related correspondence)	3 years	Multi		<input type="checkbox"/>
SVC-832	<b>Water and Sewer Permits</b> (permits and ledger for property for water & sewer line tap-ins including all misc. related documents)	Permanent	Multi		<input type="checkbox"/>
SVC-833	<b>Water Leaks</b> (includes Advanced Metering Infrastructure (AMI) Leak Reports, Leak Log , and all miscellaneous related correspondence and documents)	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-834	<b>Window Batch</b> (Cash Drawer) (includes Receipt Detail Report, Utility Billing Pre-interface Report, etc.)	Until audit report is certified & received by city	Multi		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C

# CITY OF GAHANNA: SERVICE DEPARTMENT - WATER DIVISION APPROVED RETENTION SCHEDULE (RC-2)

OHC APPROVED:

| RC APPROVED: 9/23/2025

Schedule Number	Record Title & Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
SVC-901	<b>Backflow Prevention</b> - (includes database, prevention forms [includes cross connection questionnaire, on-site survey, test report], Letters [includes on-site survey, no device required, device required, final install notice, test notification, test overdue, failed test], etc. and all related documents)	5 years after year of inspection	Multi		<input type="checkbox"/>
SVC-904	<b>Chlorine Tests - Monthly Operating Report</b>	12 years from report date	Multi		<input type="checkbox"/>
SVC-903	<b>Chlorine Tests - Results</b> (includes in-house logs, etc. and all related documents)	12 years from test date	Multi		<input type="checkbox"/>
SVC-905	<b>Daily Service Logs</b> (includes all correspondence related to daily service logs)	2 years from date of log	Multi		<input type="checkbox"/>
SVC-906	<b>Emergency Repairs</b> (includes proposals, invoices, purchase orders, etc. and all related documents)	2 years from date of repair	Multi		<input type="checkbox"/>
SVC-907	<b>Fire Hydrant - Flushing Program</b> (includes binder of maps, etc. and all related documents)	Until superseded	Multi		<input type="checkbox"/>
SVC-908	<b>Fire Hydrant - Maintenance Program</b> (includes all documents related to hydrant maintenance, flushing, painting, etc. and all related documents)	2 years	Multi		<input type="checkbox"/>
SVC-910	<b>Fire Hydrant - Meter Spreadsheet</b>	Until no longer of administrative value	Multi		<input type="checkbox"/>
SVC-909	<b>Fire Hydrant - Replacement Program</b> (includes proposals, bids, invoices, purchase orders, etc. and all related documents)	5 years	Multi		<input type="checkbox"/>
SVC-911	<b>Gate Valve Program</b> (includes all documents related to gate valve installation)	5 years	Multi		<input type="checkbox"/>
SVC-912	<b>Maintenance Program Inspection Logs</b> (includes booster stations, pressure reducing valves (PRVs), master meters, water tower, etc. and all related documents)	5 years	Multi		<input type="checkbox"/>
SVC-913	<b>Ohio Utilities Protection Service (OUPS) Tickets</b> (includes all related documents)	60 days from date of request	Multi		<input type="checkbox"/>
SVC-914	<b>Permalog List</b>	Until superseded	Multi		<input type="checkbox"/>
SVC-915	<b>Supervisory Control and Data Acquisition (SCADA)</b> (includes general SCADA information and all documents related to upgrades)	Until superseded	Multi		<input type="checkbox"/>
SVC-916	<b>Valve Exercising Program</b> (includes logs and all related documents)	5 years from date of exercise	Multi		<input type="checkbox"/>
SVC-918	<b>Water Breaks</b> (includes depressurization reports and all related documents)	12 years	Multi		<input type="checkbox"/>
SVC-917	<b>Water Breaks Database</b>	Until no longer of administrative value.	Multi		<input type="checkbox"/>
SVC-919	<b>Water Division Work Orders</b> (with notation of work performed in the field)	Return to Utility Billing Division	Multi		<input type="checkbox"/>
SVC-920	<b>Consumer Confidence Report</b> (includes instructions [ie: Ohio EPA guide, report template, electronic delivery rules], report [ie: publisher file, contaminant monitoring spreadsheet, images] delivery certification [ie: appendix form, sample of water bill, sample of postcard/delivery method] and related documents)	12 years from report date	Multi		<input type="checkbox"/>