

Ohio History Connection
State Archives of Ohio
Local Government Records Program
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Columbus, Ohio 43211-2474

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localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Village of Waynesville

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Village of Waynesville

(Local Government Entity)

Records Commission

513-897-8015

(Telephone Number)

1400 Lytle Road

(Address)

Waynesville

(City)

45068 Warren

(Zip Code) (County)

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

jmorley@waynesville-ohio.org

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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

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.

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

Records Retention Schedule for the Village of Waynesville, Ohio Municipal Records

UNLAN = Until No Longer Administratively Necessary

Multi = Multiple Types of Media

P/E = Paper and/or Electronic

Administrative Records

Schedule Number	Record Title and Description	Retention period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
A-1	Accident Report / Files - Reports and files of reports recording the details of accidents related to non-employee accidents and damages to Village vehicles and property for accounting and insurance purposes	3 years, provided no action pending	P/E		
A-2	Activity reports - Record of item with action taking place	2 years	P/E		
A-3	Agendas	2 years	P/E		
A-4	Annual Municipal Budget - Final Budget book containing itemized summary detailing projected revenue and expenditures for Village operations and capital improvements approved by Council	Permanent - at 50 years appraise for historical value			✓
A-5	Appointment books, calendars, schedules, organizers and planners	Dispose after Audit	P/E		
A-6	Audiovisual, PR & Training Material	UNLAN	MULTI		
A-7	Blank Forms	UNLAN	P/E		
A-8	Bulletins, Posters, Displays, Training Materials, and Notices to Employees	UNLAN	P/E		
A-9	Business Cards	UNLAN	P/E		
A-10	Case Files, Civil - Files of documents pertaining to civil cases e.g. Court transcripts, claims, settlements	10 years, provided no action pending	P/E		
A-11	Case Files, Criminal	10 years, provided no action pending	P/E		
A-12	Contracts and Agreements	5 years after expiration or termination	P/E		
A-13	Correspondence- Communication by exchange of letters or electronic transmission such as routine form letters, general, legislative Branch, unsolicited mail, transient correspondence, junk mail, junk email, spam emails.	UNLAN	P/E		
A-14	Copies - All media reading/information/reference copy	UNLAN	MULTI		
A-15	Deeds	Permanent	Paper		✓
A-16	Delivery Slips/Packing Slips	ULAN	P/E		

A-17	Drafts - All Media	UNLAN or when Final minutes are approved	MULTI		
A-18	Emails -Electronic correspondence received or sent regarding operations, information, or documentation of Village Business (see Correspondence for all other emails)	30 Days after no longer administratively useful	P/E		
A-19	Emergency Preparedness Plans	Until Updated or Superseded	P/E		
A-20	Employee Policy Manual	Until Updated or Superseded	P/E		
A-21	Equipment and Vehicle Maintenance Records	Life of Equipment	P/E		
A-22	Expense Reports	3 Years, provided audited	P/E		
A-23	Fax Logs	3 Months	Paper		
A-24	Fax Messages	UNLAN	P/E		
A-25	Garage Sale Permits	1 Year after Sale	P/E		
A-26	Grant Files/Records	5 Years; provided audited and disputes resolved	P/E		
A-27	Hearings (Not Employee Related) - Proceedings related to applications or appeals generally				
A-28	Audio and Video Recordings	1 Year	MULTI		
	Report on Proceedings	Permanent	P/E		✓
	Transcripts	5 Years	P/E		
A-29	Internet Sites - Content posted on the City's internet based communication tools e.g. website	14 Days	Electronic		
A-30	List/rosters, informational directories containing employee contact information	Continually updated, maintain until superseded	P/E		
A-31	Leases - Agreements to lease equipment, real estate, or land	2 Years after expiration	P/E		
A-32	Licenses, Permits, Certifications	1 Year after expiration	P/E		
A-33	Mail -				
	Unsolicited Mail (e.g. anonymous / slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	UNLAN	P/E		
	Postal Records - e.g. registered/certified/insured logs or receipts/postal meter documents	1 Year	P/E		
	Electronic Mail	Retain according to content. See Correspondence	P/E		
A-34	Mailing List	Until Updated, superseded, or obsolete	P/E		

A-35	Material Safety Sheets	Until Superseded	P/E		
A-36	Manuals, Handbooks, and Directives	Until Updated, superseded, or obsolete	P/E		
A-37	Maps / Plats	Until Updated, superseded, or obsolete. Then Appraise for Historic Value	P/E		✓
A-38	Memoranda	1 Year	P/E		
A-39	Messages - Information of all types recorded by voicemail messages, written messages, text messages, etc.	UNLAN	MULTI		
A-40	Minutes				
	Approved Hard Copy	Permanent	P/E		✓
	Audio and Video Recordings of meetings	Until paper copy of Minutes approved	P/E		
	Drafts/Notes	Until paper copy of Minutes approved	P/E		
A-41	Municipal Publications	Until Superseded or obsolete, retain 1 copy	MULTI		
A-42	Notices				
	Meeting Notices	1 Year	P/E		
	Legal Notices, Proof of Publication	2 Years	P/E		
A-43	Photo Files	Until information is no longer current, then appraise for historical value	P/E		✓
A-44	Press/News Releases	2 Years	P/E		
A-45	Receipts/Receipt Books	2 Years, provided that audited	P/E		
A-46	Records Requests	2 Years	P/E		
A-47	Record Retention Documents, R1, R2, R3	10 Years	P/E		
A-48	Certificate of Destruction	2 Years	P/E		
A-49	Reference/Library Materials	UNLAN	P/E		
A-50	Scrapbooks	Appraise for Historical Value	P/E		✓
A-51	Social Media	ULAN	E		
A-52	Surveying - Field Notes	Permanent	P/E		✓
A-53	Surveillance Tapes/video, video files	Overwrite files as necessary on Drive; UNLAN	E		

A-54	Receipt for Certified Mail	2 Years	P/E		
A-55	Text Messages	UNLAN	P/E		
A-56	Village Property Files	Permanent	P/E		✓
A-57	Transient Items - post-it, voicemail, to-do lists, email, etc..	UNLAN	P/E		
A-58	Vehicle Maintenance and Mileage Reports	Until Vehicle sold	P/E		
A-59	Vendors & Supplies -list of vendors used by Village	Until revised, obsolete, or superseded	P/E		
A-60	Warranties	Dispose after Expiration	P/E		

Records Retention Schedule for the Village of Waynesville, Ohio Municipal Records

ULAN = Until No Longer Administratively Necessary

Multi = Multiple Types of Media

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Financial Records

Schedule Number	Record Title and Description	Retention period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
F-1	Accounts Ledger	5 Years	P/E		
F-2	Accounts Payable Records - Records of payments made through accounts payable, including encumbrances, purchase orders, invoices, checks and related reports	3 Years, Provided Audited	P/E		
F-3	Accounts Receivable Records - Accounting of receivable financial accounts including supporting documents	3 Years, Provided Audited	P/E		
F-4	Appropriations - work papers	3 Years, Provided Audited	P/E		
F-5	Appropriations Transfers	3 Years, Provided Audited	P/E		
F-6	Annual Budget	Permanent	P/E		✓
F-7	Annual Certificate of Estimated Resources	5 Years	P/E		
F-8	Annual Report to Auditor of State	5 Years	P/E		
F-9	Annual Financial Report	Permanent	P/E		✓
F-10	Appropriation ledger and work papers	3 Years, Provided Audited	P/E		
F-11	Assessment Record	Until Paid and Audited	P/E		
F-12	Audit Reports - Includes fund status, revenue status, revenue receipt register, payment listing, cash journal, appropriation status, cash summary by fund, and Certificate of Deposit Reports	5 Years, Provided Audited	P/E		
F-13	Bad Check or Bad Debt Records	2 Years after payment or settlement	P/E		
F-14	Bank Deposit Records - Receipts, Reconciliation, Slips, Statements, monthly revenue reports from departments, etc..	3 Years, Provided Audited	P/E		
F-15	Bid Bonds				

		Successful	Retain until Acceptance of Project Performance Bond	P/E		
		Unsuccessful	2 Years after letting of Project	P/E		
F-16	Bids					
		Successful	15 Year	P/E		
		Unsuccessful	2 Years after awarding contract, provided audited	P/E		
F-17	Block Grant Documentation		5 Years	P/E		
F-18	Bond of Officials or Employees		10 Years after Termination	P/E		
F-19	Budget Working Papers		5 Years	P/E		
F-20	Canceled Checks		3 Years, Provided Audited	P/E		
F-21	Capital Improvement Bonds		Until paid off and audited	P/E		
F-22	Cash Register Tapes / Records		1 Year, Provided Audited	MULITI		
F-23	Certificate of Result of Election (Bond Issue)		Until Expiration of Bond Issue	P/E		
F-24	Check Register / Stubs/ Carbons		3 Years, Provided Audited	P/E		
F-25	Checks Voided		Until Audited	P/E		
F-26	Claims for Damages		Until Case Settled and All Appeals Exhausted	P/E		
F-27	Computer Generated Financial Reports		Until Replaced by Next Printout or Annual Report	P/E		
F-28	Deeds		Permanent	P/E		✓
F-29	Encumbrance and Expenditure Journal		7 Years, Provided Audited	P/E		
F-30	General Ledger		25 Years	P/E		
F-31	Grant Files - Not Funded		1 Year after Decision R	P/E		
F-32	Grant Files/Records - Funded		5 Years, Provided Audited and disputes resolved	P/E		
F-33	Insurance Policies		2 Years after Expiration, Provided all Claims Settled	P/E		
F-34	Investment Records		3 Years, Provided Audited	P/E		

F-35	Mortgages	Until Paid and Canceled, Provided Audited	P/E		
F-36	Purchase Orders & Blanket Certificates	3 Years, Provided Audited	P/E		
F-37	Purchase Requisitions	3 Years, Provided Audited	P/E		
F-38	Property Inventory	Until Superseded	P/E		
F-39	Prevailing Wage Records	3 Years, Provided Audited	P/E		
F-40	Quotes	2 Years	P/E		
F-41	Receipts and Expenditures Report to Auditor of State	3 Years, Provided Audited	P/E		
F-42	Request for Proposals (RFPs)	2 Years	P/E		✓
F-43	Retirement System Payments / Records	Permanent	P/E		✓
F-44	Retirement System Exemption Record (Waiver)	Permanent	P/E		
F-45	Tax Distribution from County Auditor - Settlement Sheet	7 Years, Provided Audited	P/E		
F-46	Travel Expense Records	3 Years, Provided Audited	P/E		
F-47	Uniform and Phone Allowance Records	3 Years, Provided Audited	P/E		
Municipal Income Tax Records					
F-48	Income Tax Accounts Receivable	6 Years	P/E		
F-49	Annual Summary of Cash Collected	3 Years, Provided Audited	P/E		
F-50	Detailed Cash Receipts Record	6 Years	P/E		
F-51	Delinquent Accounts Record	Until Paid and Audited	P/E		
F-52	Monthly / Quarterly Payment Statement	5 Years	P/E		
F-53	Monthly / Year End Reports	3 Years, Provided Audited	P/E		

Records Retention Schedule for the Village of Waynesville, Ohio Municipal Records

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Payroll / Personnel Records

Schedule Number	Record Title and Description	Retention period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
Payroll Records					
PR-1	Annual Payroll Report	10 Years, Provided Audited	P/E		
PR-2	Bi-Weekly Payroll Reports	5 Years, Provided Audited	P/E		
PR-3	Bureau of Workers' Compensation Reports and BWC Third Party Administrator Reports	2 Years	P/E		
PR-4	Court Orders for Payroll Deduction	Until Employee terminates or Court Order Rescinded	P/E		
PR-5	Employee Sick and Vacation Leave Balances	Continually Updated, 6 Years Provided Audited	P/E		
PR-6	Employee Tax Withholding Certificate	3 Years, Provided Audited	P/E		
PR-7	Employee Tax Withholding Payment Record	6 Years, Provided Audited	P/E		
PR-8	Employee Pay Records	Maintained in Employee's File on Payroll Software System until 5 Years after termination	P/E		
PR-9	Employee Time Cards / Sheets	3 Years, Provided Audited	P/E		
PR-10	Employee Withholding requests	Until Replaced or Revoked by Employee	P/E		
PR-11	Employer Quarterly Federal Tax Return	4 Years, Provided Audited	P/E		

		Until Employee terminates or Court Order Rescinded	P/E		
PR-12	Garnishment Orders				
PR-13	Job / Position Descriptions	Until Superseded	P/E		
PR-14	Overtime Authorization	2 Years	P/E		
PR-15	Overtime Reports	2 Years	P/E		
PR-16	Payroll Registers	5 Years, Provided Audited	P/E		
PR-17	Reports to Ohio Department of Job and Family Services (Unemployment Reports)	2 Years, Provided Audited	P/E		
PR-18	Reports to Retirement Systems	50 Years	P/E		
PR-19	Retirement refund or waiver request	Permanent	P/E		✓
PR-20	Reimbursement Requests	3 Years, Provided Audited	P/E		
PR-21	State Income Tax Report	25 Years	P/E		
PR-22	Tax Withholding Reports	6 years, Provided Audited	P/E		
PR-23	Unemployment Compensation Case Files	4 Years after date of Final Payment	P/E		
PR-24	Worker's Compensation Case Files	10 Years after date of final payment	P/E		
PR-25	W-2 Forms	6 years, Provided Audited	P/E		
PR-26	W-4 Forms	Until Superseded, or employee terminated	P/E		
PR-27	1099 Forms	6 Years, Provided Audited	P/E		
PR-28	W-9 Forms	Until superseded or vendor is no longer used	P/E		
PR-29	Yearly Payroll Report	10 Years, Provided Audited	P/E		
Personnel Records					
PR-30	Application for Employment - Hired	Place in Personnel File	P/E		
PR-31	Application for Employment - Not Hired	Destroy after 2 years	P/E		
PR-32	Background Investigations (Applicants and Employees)	2 Years	P/E		
PR-33	Commendations, Promotions	Place in Personnel File	P/E		

PR-34	Employee Performance Evaluation	5 Years	P/E		
PR-35	Grievance Hearing Records	1 Year after Resolved	P/E		
PR-36	Insurance Enrollment Record	1 Year after Employee Leaves Employment	P/E		
PR-37	Leave Requests and Vacation Buy-Backs	3 Years, Provided Balances Journalized	P/E		
PR-38	Letter of Appointment	Place in Personnel File	P/E		
PR-39	Letter of Reference	2 Years after Hire	P/E		✓
PR-40	Letter of Resignation	Place in Personnel File	P/E		
PR-41	Notification of Pay Increase	Place in Personnel File	P/E		
PR-42	Personnel Action	Place in Personnel File	P/E		
PR-43	Personnel Files	Purge 5 years after employee leaves municipal service. Retain permeant record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers.	P/E		
PR-44	Pre-employment Testing - Current and New Employees - polygraph, drug test, physicals, and the like	2 Years	P/E		
PR-45	Pre-employment Testing - Non-Hires- polygraph, drug test, physicals, and the like	1 Years	P/E		
PR-46	Record of Disciplinary Action	5 Years	P/E		
PR-47	Training Certificates of Completion	Place in Personnel File	P/E		

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Legal and Legislative Records

Schedule Number	Record Title and Description	Retention period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
L-1	Agenda of Council, Boards, and Committees	2 Years	P/E		
L-2	Board and Committee Minutes	Permanent	P/E		✓
	Audio or Video Recording of meeting	Until Minutes Approved	E		
	Draft/Notes	Until Minutes Approved	P/E		
L-3	Case Files, Civil	10 Years, Provided no action pending	P/E		
L-4	Case Files, Criminal	20 Years, Provided no action pending	P/E		
L-5	Certification of Election Results (All Issues)	Until Expiration	P/E		
L-6	Charter and Amendments	Permanent	P/E		✓
L-8	Council Agenda Packets	1 Year	P/E		
L-9	Council Member's Files	Term of Office then appraise for historical value	P/E		✓
L-10	Council Minutes - Approved	Permanent	P/E		✓
	Audio or Video Recording of meeting	Until Minutes Approved	E		
	Draft/Notes	Until Minutes Approved	P/E		
L-8	Deeds	Permanent	P/E		✓
L-9	Easements	Permanent	P/E		✓
	Index to Ordinances / Resolutions	Permanent	P/E		✓

	Liquor Licenses - Notices of Applications	2 Years	P/E		
L-11	Oaths of Office of Elected Officials	Termination of Office plus 10 Years, Appraise for Historical Value	P/E		✓
L-12	Ordinances/Resolutions	Permanent	P/E		✓
L-13	Petitions/Proposals (Misc. not filed elsewhere)	5 Years	P/E		
L-14	Proclamations	2 Years	P/E		
L-15	Reports to Council	7 years	P/E		
L-16	Subject and Administrative files - Finals containing work product/documents pertaining to certain projects	5 Years	P/E		

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Engineering and Street Records

Schedule Number	Record Title and Description	Retention period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
S-1	Alley/Street Vacation Records	Permanent	P/E		✓
S-2	Aerial Photographs	Until Superseded and then appraise for historical value	P/E		✓
S-3	Blueprints, Maps and Plans	Life of infrastructure and then appraise for historical value	P/E		✓
	Bid Book Proposals	2 Years	P/E		
	Contractor Prevailing Wage Records	3 Years	P/E		
S-4	Easements	Permanent	P/E		✓
S-5	Equipment Maintenance	Life of equipment	P/E		
S-6	House Numbers Records	Permanent	P/E		✓
S-7	Pesticide Application Records	5 Years	P/E		
S-8	Project Files - Contracts, specifications, change orders, inspection records, progress reports, ect.	15 Years after completion of project	P/E		
	Project Plans \ Drawings \ As Built	Life of Project or obsolete then appraise for historical value	P/E		✓
	Property Files	Permanent	P/E		✓

S-9	Proposals for Street Improvement	Until Approved or Proposal Rejected	P/E		
S-10	Street Lighting Pole Locations	Until Updated	P/E		
	Street Repair Cost Summary Record	3 Years , Provided Audited	P/E		
	Street Repair Record	3 Years	P/E		
S-11	Storm Water Management Records	7 Years	P/E		
S-12	Special Assessments Record	3 Years after Final payment made	P/E		
S-13	Traffic Study Files	Until Superseded and then appraise for historical value	P/E		✓
S-14	Work Orders	2 Years	P/E		
S-15	Zoning Maps	Permanent	P/E		✓
S-16	Zoning Permit Record	Permanent	P/E		✓

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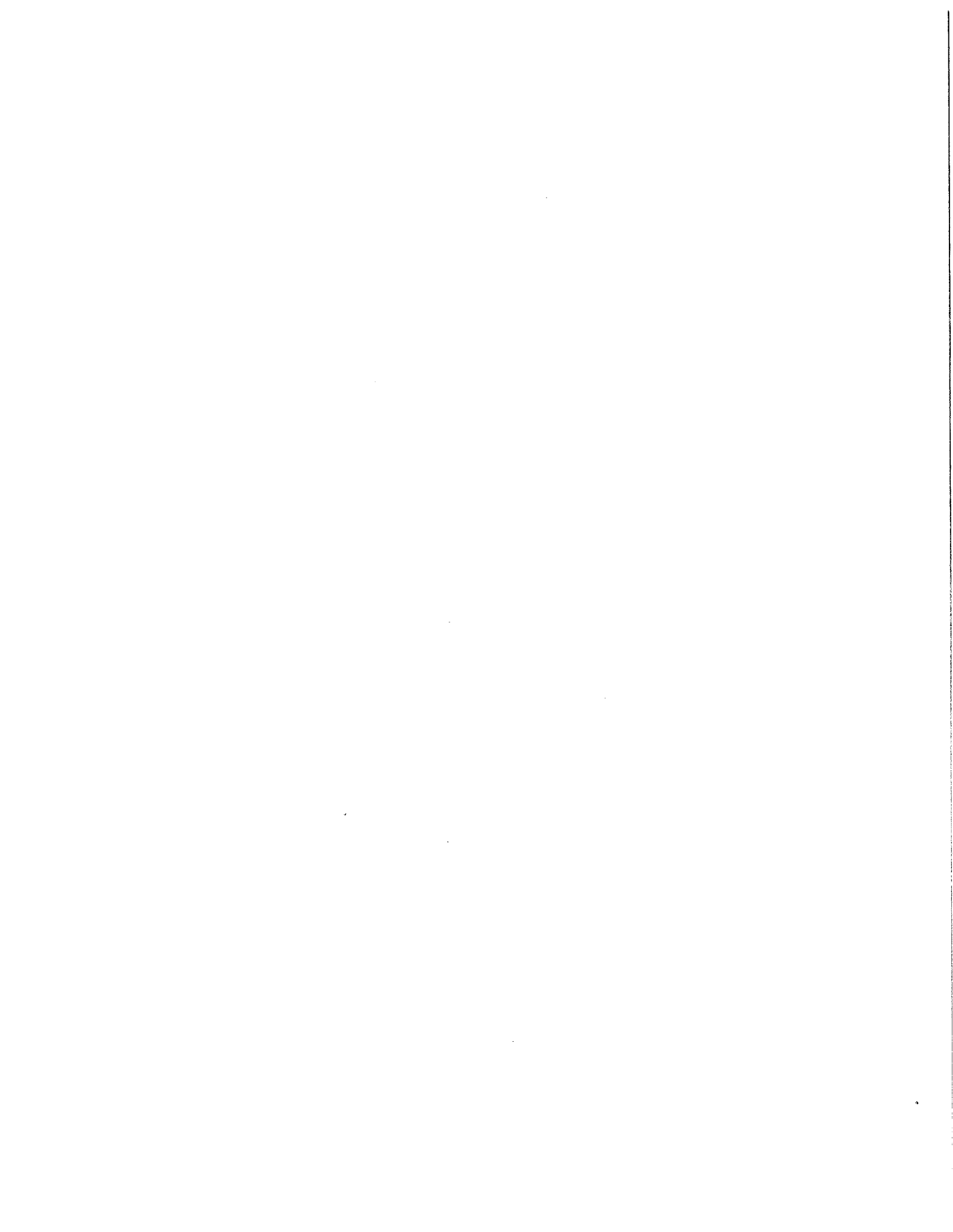
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Planning and Zoning Records

Schedule Number	Record Title and Description	Retention period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
Z-1	Annexation Case Files	Permanent	P/E		✓
Z-2	Annexation Record	Permanent	P/E		✓
Z-3	Appeals on Interpretation of Code - Documents pertaining to a zoning code appeals i.e., Board of Zoning Appeals Case Files	Permanent	P/E		✓
Z-4	Blueprints / Vellums - Scaled drawings of construction projects , development plans, ect.	Until Updated, superseded, or obsolete. Then Appraise for Historic Value	P/E		✓
Z-5	Board of Zoning Appeals Records	Permanent	P/E		✓
Z-6	Community Development Reports	UNLAN	P/E		
Z-7	Comprehensive Plan	Permanent	P/E		✓
Z-8	House Number Record	Permanent	P/E		✓
Z-9	Housing, Land Use, Population, and Other Special Studies - Research concerning land use planning, zoning density, built -out projects	Until Updated, superseded, or obsolete. Then Appraise for Historic Value	P/E		✓
Z-10	Index to Board of Zoning Appeals Case Files	25 Years	P/E		
Z-11	Index to Variance Record	25 Years	P/E		
Z-12	Index to Zoning Case Record	25 Years	P/E		
Z-13	Legislative Research Files/Drafts	UNLAN	P/E		
Z-14	Outdated Zoning Maps	20 years	P/E		

Z-15	Performance Bonds - Contractors	3 years after expiration	P/E		
Z-16	Permits				
	Certificate of Appropriateness	Until Updated, superseded, or obsolete. Then Appraise for Historic Value	P/E		✓
	Demolition Permits	Permanent	P/E		✓
	Water Connection Permits	Permanent	P/E		✓
	Zoning Permits	Until Updated, superseded, or obsolete	P/E		
	All Other Permits -	3 Years provided audited	P/E		
Z-17	Planning Commission Case Files	10 years, provided no action pending	P/E		
Z-18	Project Planning Files	5 years after completion	P/E		
Z-19	Project Reports	25 years, appraise for historical value	P/E		✓
Z-20	Rezoning Applications/Case Files	5 years after final decision rendered and recorded	P/E		
Z-21	Street Name Change Record	Permanent	P/E		✓
Z-22	Street / Alley Vacation or Adoption Case Files	Permanent	P/E		✓
Z-23	Subdivision Files	Permanent	P/E		✓
Z-24	Transportation Research Files - Files pertaining to Traffic Studies	10 Years, appraise for historical value	P/E		✓
Z-25	Violations(zoning, property maintenance)	Until corrected or adjudicated by a Court	P/E		
Z-26	Zoning Certificate of Compliance	Permanent	P/E		✓



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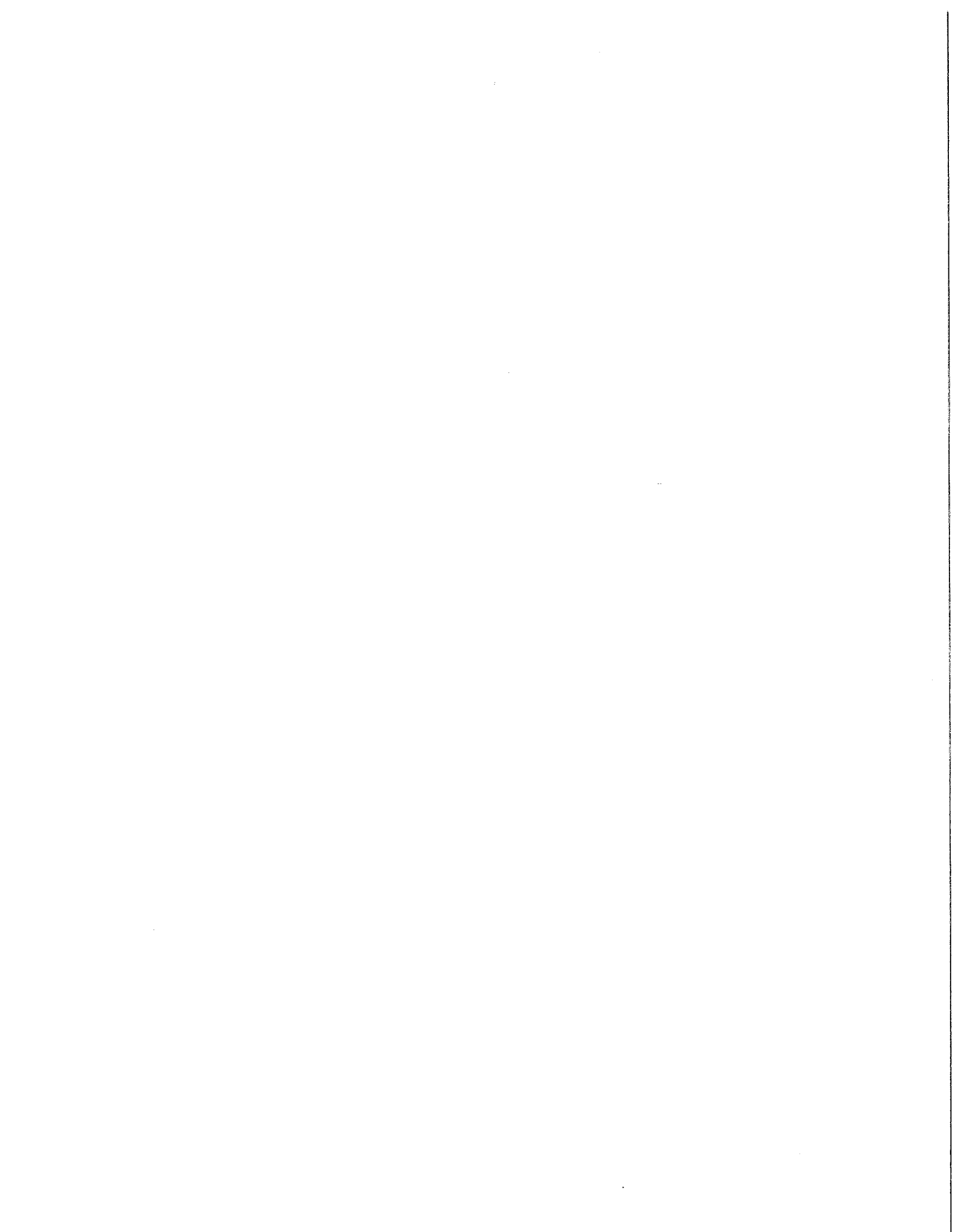
Police Records

Schedule Number	Record Title and Description	Retention period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
PO-1	Accident Reports (Property Damage, Bodily Injury, and Traffic) - Log of parties involved in a crash to include but not limited to name, address, and vehicle information written on an OH-1 form/incident report	3 years	Paper		
PO-2	Accident Reports (Fatalities) - Log of parties involved in a fatal crash to include but not limited to name, address, and vehicle information written on an OH-1 form	Permanent	Paper		✓
PO-3	Activity Sheets - Daily log of officer's activities	2 years	Paper		
PO-4	Aggravated Burglary and Burglary Cases - Case information involving burglary and aggravated burglary offenses	Permanent	Paper		✓
PO-5	Aggravated Robbery and Robbery Cases - Case information involving robbery and aggravated robbery offenses	Permanent	Paper		✓
PO-6	Bicycle Records - Log of any repairs/maintenance of police bicycles	2 years	Paper		
PO-7	Bite Investigation Reports - Information to include incident date, owner, vet, animal, and victim information, location, severity of wound, and treatment provided for wound	2 years	Paper		
PO-8	Citations (Traffic, Criminal, Parking, Infractions, etc) - Citations written by officers	3 years	Paper		
PO-9	Citizen Complaints Against Staff - Written complaint received from citizens involving the Police Department so the complaint can be investigated (Any discipline goes in personnel file)	4 years, provided no pending action	Paper		
PO-10	Correspondence - memos, drafts, notes, "Junk mail", catalogs, inter-office copies, fax transmittal forms, e-mail sent or received, and the like	ULAN	Multi		

PO-11	Court Orders/Expungement Orders - Order from a Court with direction to hold evidence or expunge offender records	Until Executed	Paper		
PO-12	Criminal Polygraph/Voice Analysis Reports - Results from a polygraph voice analysis associated with a criminal report	2 years	Paper		
PO-13	Dash Cam Video - Video from officers cruiser camera	30 days, overwritten media	Electronic		
PO-14	Death/Suicide Reports - Any report taken in which a subject's life ended	Permanent	Paper		✓
PO-15	Equipment/Vehicle Maintenance Records - Record of warranties, routine maintenance and repairs completed on Village owned vehicles and equipment	Life of equipment or vehicle	P/E		
PO-17	Felonious Assault and Aggravated Assault on Police Officer - Reports of felonious assault and aggravated assault on police officer	Permanent	Paper		
PO-18	Fingerprints (Hard Copies) - Fingerprints taken of individuals	50 years	Paper		
PO-19	Firearm Qualifications Records - Documentation of an officer qualifying with their service weapon	10 years	Paper		
PO-20	Firearm Records and Inventories - List of make, model, and serial number of specific firearms issued to officers	3 years	Paper		
PO-21	Homicide Cases (solved and unsolved) - Reports taken involving homicides	Permanent	Paper		✓
PO-22	Incident Reports (except deaths or suicides) - Record of information involving a non-criminal incident	2 years	P/E		
PO-23	In-House Video - Video of activity on Municipal Building property	30 days, overwritten media	Electronic		
PO-24	Intake/Discharge Records - Record of name & personal information of subjects detained in a holding cell to include date & time in and out and personal property returned	6 years	Paper		
PO-25	Juvenile Holding Logs - Log of juveniles brought into facility and placed in holding cell	3 years	P/E		
PO-26	Law Enforcement Automated Data System Audits - Reports verifying that the agency is in compliance with all of LEADS rules and regulations	2 years	P/E		
PO-27	Law Enforcement Automated Data System Certifications - Certificate of successful completion of LEADS test by each individual user	Until new certification acquired	Paper		

PO-28	Law Enforcement Automated Data System Entry Packets - Documentation of entries of stolen/missing/etc persons or property into LEADS	File with original report after removal from LEADS	Paper		
PO-29	Law Enforcement Automated Data System Entry Sign Out - Log of items that were entered into LEADS that have been removed from LEADS (warrants, missing persons, stolen vehicles, etc)	1 year	Paper		
PO-30	Law Enforcement Automated Data System Newsletters - Bi-annually information sent by LEADS to educate and update all users and signature sheet confirming all users have read and understood information	LEADS required retention period	Paper		
PO-31	Law Enforcement Automated Data System Validations - Used to verify information entered into LEADS is still accurate	1 year	P/E		
PO-32	Lock-Out Authorizations - Waiver form signed by vehicle owner allowing officer to attempt to open a locked vehicle	1 year	Paper		
PO-33	Missing Persons Report - Report with information on a person who has been reported as missing	20 years or until found	Paper		
PO-34	Offense Reports, Felonies (except those otherwise listed on retention schedule) - Reports written where an offense resulted in felony activity	7 years, provided no action pending	P/E		
PO-35	Offense Reports, Misdemeanors - Reports written where an offense resulted in misdemeanor activity	2 years, provided no action pending	P/E		
PO-36	Officer's Pocket Notes - On-scene notes	ULAN	Paper		
PO-37	Personnel Records - Records of employment	Permanent	Paper		✓
PO-38	Property Room Destruction Records - Destruction request sent to the court for approval/denial of items to be destroyed	10 years	P/E		
PO-39	Property Room Log - Log of all property taken into evidence	25 years	P/E		
PO-40	Property Room Records (Releases, Transfers, Disposals, etc) - Forms stating which items were released back to owner, transferred or disposed of	5 years	Paper		
PO-41	Records and Background Check Requests - Forms requesting printed copies of reports taken or requests for background checks	1 year	Paper		
PO-42	Ride Along Forms - Signed waiver of liability for persons voluntarily riding with officers	2 years	Paper		

PO-43	Salvage Title Request - Requests made on behalf of tow companies for vehicles impounded that have never been retrieved by the owner	5 years after sale or other disposition	Paper		
PO-44	Schedules and Timesheets - Monthly schedules and timesheets for officers	1 year	Paper		
PO-45	Sexually Oriented Offenses (solved or unsolved) - Any report written in which the offense was sexually oriented, including rape	Permanent	P/E		✓
PO-46	Subpoenas, Summonses, or Warrants - Court order for officer appearance or submission of records	Until served, discharged, answered, or withdrawn	Paper		
PO-47	Tow Sheet - Form logging owner vehicle information when a tow is requested by an officer	1 year after released by department	Paper		
PO-48	Use of Force Reports - Report that details when force is used by a department employee	7 years	Paper		
PO-49	Vacation House Checks Records - Forms completed at the request of a homeowner for added patrol while away	30 days after owner's return	Paper		
PO-50	Written Warnings - Warning issued in lieu of traffic citation	1 year	Paper		



Records Retention Schedule for the Village of Waynesville, Ohio Municipal Records

ULAN = Until No Longer Administratively Necessary

Multi = Multiple Types of Media

P/E = Paper and/or Electronic

Mayor's Court Records

Schedule Number	Record Title and Description	Retention period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
MC-1	Affidavits and Warrants (Criminal and Traffic) - Affidavits and warrants for arrest or appearance served upon the defendant	In case files	Paper		
MC-2	Annual Statement and Reports - Yearly statistics of case load and monies collected	Permanent	Paper		✓
MC-3	Bank Deposit Slips - Deposit slips of monies deposited into Mayor's Court bank account	3 years provided audited	Paper		
MC-4	Case Files - Criminal - Citation and report for defendants charged with committing a misdemeanor criminal offense and all court action pertaining to the case	5 years after case closed	Paper		
MC-5	Case Files - OMVI - Citation and report for defendants charged with committing an OMVI offense and all court action pertaining to the case	5 years after case closed	Paper		
MC-6	Case Files - Traffic - Citation and report for defendants charged with committing a traffic offense and all court action pertaining to the case	5 years after case closed	Paper		
MC-7	Case Transfers - Copy of cases transferred to Warren County Court with certificate of filing from County Court and all necessary financial transfer information including receipt of payment from County Court	Transfer all relevant records per ORC 1905.032	Paper		
MC-8	Citations (Criminal and Traffic) - Citations issued to defendants in criminal and traffic cases	In case files	Paper		
MC-9	Correspondence - memos, drafts, notes, "Junk mail", catalogs, inter-office copies, fax transmittal forms, e-mail sent or received, and the like	ULAN	Multi		
MC-10	Criminal Docket - Log of all defendants and cases heard for each court date	Permanent	Paper		
MC-11	Daily Cash Control - Reports of daily payments and reconciliation	3 years provided audited	Paper		
MC-12	Expungements - Documents process of sealing a prior court record	Seal then destroy per Case Files	Paper		

MC-13	Fine and Fee Schedule - Approved schedule of bonds, fines, fees, etc	Until superseded	Paper		
MC-14	Monthly Statements and Reports - Monthly statistics of case load and monies collected	3 years provided audited	P/E		
MC-15	Receipt Books - Record of monies collected with reference to associated case	3 years after last entry, provided audited	Paper		
MC-16	Rules and Regulations - Policies for Mayor's Court	Until superseded	Paper		



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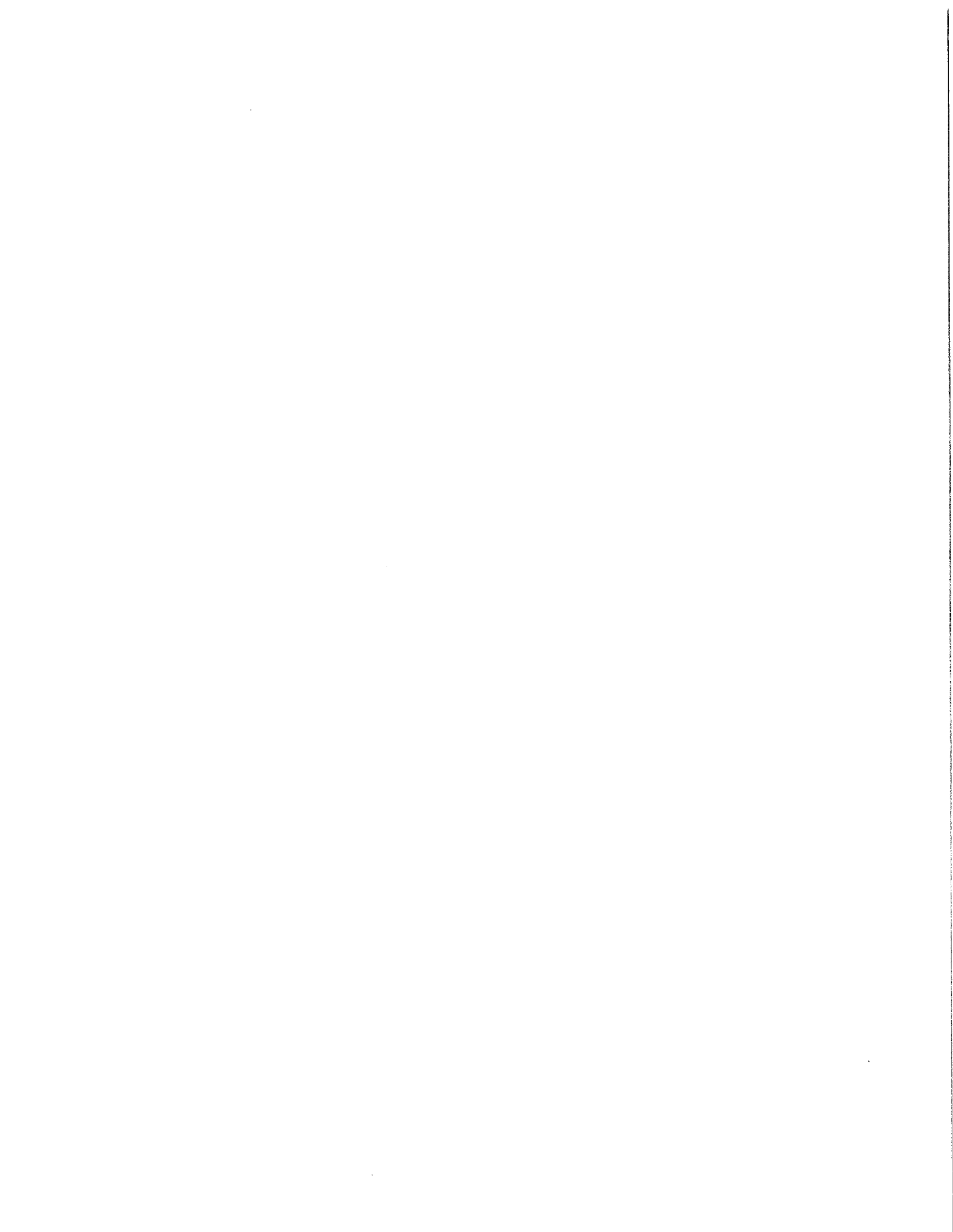
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Utility Billing Records

Schedule Number	Record Title and Description	Retention period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
UB-1	ACH Applications	1 Year after Account is closed	Multi		
UB-2	Applications for Service	1 Year after Account is closed	P/E		
UB-3	Bad Check File	2 Years after settlement	P/E		
UB-4	Billing Adjustment Books	Until Audited	P/E		
UB-5	Correspondence- Communication by exchange of letters or electronic transmission such as routine form letters, general, legislative Branch, unsolicited mail, transient correspondence, junk mail, junk email, spam emails.	ULAN	MULTI		
UB-6	Curb Box Location	Permanent	MULTI		✓
UB-7	Delinquent Account Letter	1 Year after Account at 0	P/E		
UB-8	Maps and Plans	Permanent	MULTI		✓
UB-9	Meter Reading Records	4 Years	Multi		
UB-10	Meter Test Records	3 Years	P/E		
UB-11	Meter and Valve Location Record	Permanent	Multi		✓
	Monthly Reports	5 Years	P/E		
UB-12	New Meter Installation Sheets	1 Year	P/E		
UB-13	Shut off List	1 Year	P/E		
UB-14	Rate Schedules	Until Audited	P/E		
UB-15	Water Bills	3 Years	P/E		

UB-16	Water Tap Records	Permanent	P/E		✓
UB-17	Work Orders	3 Years	Multi		



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Water Operations Records

Schedule Number	Record Title and Description	Retention period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
W-1	Analytical Data \ Chemical Analyses \ Monitoring Records \ EPA Reports \ Water Quality Reports \ Operating Logs \ Monthly Reports - All Types	12 Years	P/E		
W-2	Backflow Tests	2 Years or until superseded	P/E		
W-3	Correspondence	ULAN	P/E		
W-4	Flow Charts - Fluid (SCADA)	12 Years	P/E		
W-5	Laboratory Testing Records	12 Years	P/E		
W-6	Maps and Plans	Permanent	P/E		✓
W-7	Monthly Laboratory Testing Summary Reports	12 Years	P/E		
W-8	Pump Station Monthly Reports	12 Years	P/E		
W-9	Project Files	Life of Project	P/E		
W-10	Rainfall Statistics	10 Years	P/E		
W-11	Well Capacity Test Records	Permanent	P/E		✓
W-12	Well Maintenance and Field Logs	Permanent	P/E		✓
W-13	Well Record Book	Permanent	P/E		✓
W-14	Well Test Logs	Permanent	P/E		✓
W-15	Work Orders	2 Years	P/E		✓