

**RECORDS COMMISSION MEETING
APRIL 7, 2016
9 A.M.**

- ROLL CALL** Trevor Hayberger, Hank Solowiej, Dave Danhoff,
Eric Wobser & Kelly Kresser
- APPROVAL OF MINUTES** October 22, 2015
- CURRENT BUSINESS**
- 1) Approval for new RC-2, Records Retention Schedule
 - Public Works
 - 2) Approval for RC-3, Records Disposal
 - Public Works
 - Building Department
- OLD BUSINESS** Training for Records Custodians
- NEW BUSINESS**
- NEXT MEETING** _____
- ADJOURN**

**CITY OF SANDUSKY
RECORDS COMMISSION MEETING
WEDNESDAY, OCTOBER 22, 2014**

MEMBERS PRESENT: Don Icsman, Hank Solowiej & Kelly Kresser

MEMBERS ABSENT: Eric Wobser & Dave Danhoff

APPROVAL OF MINUTES

Upon motion of Hank Solowiej and second of Don Icsman, the members voted to approve the minutes of the August 12, 2015, Records Commission meeting. Kelly Kresser declared the motion passed.

CURRENT BUSINESS

None.

OLD BUSINESS

Kelly Kresser stated the **RC-2 Records Retention Schedules** as submitted by Building Inspections, Planning, Zoning & Housing, the Police Department and the Public Works Departments were approved by the Ohio History Connection and distributed accordingly. The **RC-3 Records Disposal Schedules** as submitted by the Commission Clerk's Office, Finance Office, Law Office, City Manager's Office and the Police Department were approved by the Ohio History Connection and distributed accordingly. There was one RC-3 revised to reflect a January, 2016, destruction date (City Manager's Office) rather than during the calendar year 2015. Kelly will be working to have these departments **inventory their boxes and coordinating their destruction with All Shred after the first of the year.**

Kelly Kresser said **the link for online records training** was emailed a second time to all Records Custodians for the departments. There are a couple of employees who have taken this training with positive comments received.

Hank Solowiej asked if **Dave Danhoff will be able to remain a member of the Sandusky Records Commission due to his new position with Sandusky City Schools.** Kelly Kresser indicated she had spoken with his assistant and it looks as if he will be able to continue to serve, but will follow up prior to the next meeting.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion of Hank Solowiej and second of Don Icsman, the members voted to adjourn at 9:15 a.m.

The next meeting is scheduled for April 7, 2016 at 9 a.m.

APPROVED:

ATTEST:

Don Icsman/Member

Kelly Kresser, Clerk/Member

DRAFT



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 Sandusky Department of Public Works
(local government entity) (unit)
Aaron M. Klein, P.E. Director 3-29-16
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Records Commission 419-627-5850
(address) (city) (zip code) (county)
222 Meigs St Sandusky 44870 Erie

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

kkresser@ci.sandusky.oh.us

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
00-00001	Policies, Procedures, Rules & Regulations	2 Year(s) After Revised, Superseded or Discontinued and no longer of an Admin. or Legal Value	Multi		<input type="checkbox"/>
00-00002	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 forms)	25 Year(s) after revised, superseded or discontinued and no longer of an Admin. Or Legal Value	Paper		<input type="checkbox"/>
00-00003	Executive Correspondence – This includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal, and personnel matters.	2 Year(s) And no longer of an Admin. or Legal value	Multi		<input type="checkbox"/>
00-00004	General Correspondence – This includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).	1 Year(s) and no longer of an Admin. Value	Multi		<input type="checkbox"/>
00-00005	Routine Correspondence- This includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	6 Month(s) and no longer of an Admin. Value	Multi		<input type="checkbox"/>
00-00006	Transient Documents- This includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu of oral communication.	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
00-00007	Unsolicited Correspondence/Unsolicited mail, email, and similar communications	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
00-00008	Copies- Reading, Informational, and Reference (Originals Maintained)	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
00-00009	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
00-00010	Bulletins, Posters, General Notices and Displays	Retain until no longer of an Admin. Value,	Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		then destroy (RC-3 not required)			
00-00011	Blank Forms	Until obsolete or superseded, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
00-00012	Agency Awards, Newspaper Articles, Photographs	Permanent Appraise for Historical Value	Multi		Historical <input checked="" type="checkbox"/>
00-00013	Professional Magazines & Publications	Retain until no longer of an Admin. Value, then destroy (RC-3 not required)	Paper		<input type="checkbox"/>
00-00014	Professional Organizations and Association Files	1 Year(s) and no longer of an Admin. Value	Paper		<input type="checkbox"/>
00-00015	General Administrative Files	Until no longer of Admin. Value	Paper		<input type="checkbox"/>
00-00016	Press and News Releases	2 Year(s) then appraise for administrative or historical value	Multi		Historical <input checked="" type="checkbox"/>
00-00017	Annual Department Budget (Copy)	3 Year(s) Provided Audit	Paper		<input type="checkbox"/>
00-00018	Annual Departmental Budget Preparation Documents & Worksheet	3 Year(s) after final budget approved	Paper		<input type="checkbox"/>
00-00019	Equipment Operating and Maintenance Manuals	Until equipment is sold, scrapped, or no longer property of the City	Paper		<input type="checkbox"/>
00-00020	Equipment Maintenance and Repair Records	1 Year(s) after equipment is sold, scrapped, or no longer property of the City	Paper		<input type="checkbox"/>
00-00021	Reference Publications and Directories	Until revised or discontinued	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
00-00022	Laws, Regulations, and Rules (Local, County, State, and Federal)	1 Year(s) after revised or rescinded	Paper		<input type="checkbox"/>
00-00023	Computer Generated Reports (Non-Specific) Administrative & Financial Reports Periodic	Until no longer of an Admin. Or Fiscal value, then destroy (RC-3 Not Required)	Multi		<input type="checkbox"/>
00-00024	Computer Generated Reports (Non-Specific)- Administrative & Financial (Annual)	Until no longer of Admin. or Fiscal Value	Multi		<input type="checkbox"/>
00-00025	Shop Drawings	Permanent	Paper		<input type="checkbox"/>
00-00026	Material Safety Data Sheets (MSDS)	Until obsolete or superseded, then destroy (RC-3 not required)	Paper		Historical <input checked="" type="checkbox"/>
00-00027	Business cards-rotary, rolodex, and applicable software files	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them	Multi		<input type="checkbox"/>
00-00028	Planning/Scheduling/Calendar/Training Information and Data on: Display boards, erasable and dry-erase boards, chalkboards, easel pads, and electronic media	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
00-00029	Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, schedules, organizer and planner	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
00-00030	Facsimile Logs/Cover Sheets/Confirmation Notices	Until obsolete or superseded, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
00-00031	Requisition for Purchase Orders/Purchase Orders/Invoices & Statements (Department Copy)	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
00-00032	Receipt Books and Receipts	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
00-00033	State & Federal Grant Applications – Not Funded	1 Year(s) after decision rendered	Paper		<input type="checkbox"/>
00-00034	State & Federal Grant Applications – Funded	6 Year(s) after expiration of Grant, Provided Audited	Paper		<input type="checkbox"/>
00-00035	Annual Reports	Permanent	Multi		<input checked="" type="checkbox"/>
00-00036	Monthly Reports	2 Year(s) Incorp. Into Annual Report	Paper		<input type="checkbox"/>
00-00037	Contracts, Service Agreements and Leases	15 Year(s) After Expiration	Paper		<input type="checkbox"/>
00-00038	City of Sandusky – Facilities, Lands and Structures – Maps, Plans, Plots, Drawing Specifications (As Builts)	Permanent	Multi		<input checked="" type="checkbox"/>
00-00039	Special Use Studies – Land Use, Population, Transportation and Environmental	10 Year(s) Appraise for Admin. Value	Multi		<input type="checkbox"/>
00-00040	Research Files, Engineering Studies & Internal Reports	5 Year(s) Appraise for Admin. Value	Multi		<input type="checkbox"/>
00-00041	Project Files (Maintain Only Original Documents)	10 (year(s) After Completion of Project, Provided Audited	Paper		<input type="checkbox"/>
00-00042	Invitation to Bid (ITB)	2 Year(s)	Paper		<input type="checkbox"/>
00-00043	Tally Sheets – Bid Openings	2 Year(s)	Paper		<input type="checkbox"/>
00-00044	Bid Bonds – Successful Bidder	Retain until acceptance of project performance bond	Paper		<input type="checkbox"/>
00-00045	Bid Bonds – Unsuccessful Bidder	Return after project awarded	Paper		<input type="checkbox"/>
00-00046	Performance Bonds	After project successfully completed and accepted	Paper		<input type="checkbox"/>
00-00047	Bridge Inspection Reports	Life of Bridge	Paper		<input checked="" type="checkbox"/>
00-00048	Day Books (documents inspector's daily interaction with outside contractors on City projects)	3 Year(s)	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
00-00049	Field Notes (used by staff to verify information on daily tasks – City projects)	Until no longer of Admin. Or Fiscal Value, then destroy (RC-3 Not Required)	Paper		<input type="checkbox"/>
00-00050	Water and Sewer Tap Records	Permanent	Paper		<input checked="" type="checkbox"/>
00-00051	House Number Registry and Drawing	Permanent	Paper		<input checked="" type="checkbox"/>
00-00052	Center Line Reference Information	Permanent	Paper		<input type="checkbox"/>
00-00053	Pavement Management System Information	Until Revised, Superseded or Discontinued & no longer of an Admin. Value	Multi		<input type="checkbox"/>
00-00054	Flood Plain Permits – Paper	Permanent	Paper		<input type="checkbox"/>
00-00055	Flood Plain Permits – Computer	10 Year(s)	Comp		<input type="checkbox"/>
00-00056	Video Tapes	Until no longer of a Legal or Admin. Value, erase and reuse or destroy (RC-3 Not Required)	Paper		<input type="checkbox"/>
00-00057	Typed Details and Standards	Until Obsolete or superseded, then destroy (RC-3 Not Required)	Multi		<input type="checkbox"/>
00-00058	FAAS – Fixed Asset Inventory	Until Revised or Rescinded	Paper		<input type="checkbox"/>
00-00059	Bids (unsuccessful – not awarded)	2 Years after contract awarded	Paper		<input type="checkbox"/>
00-00060	Contracts and Agreements	15 years after expiration or termination	Paper		<input type="checkbox"/>
00-00061	Prevailing Wage Records	3 Years	Multi		
00-00062	Request for Proposals	2 Years	Multi		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
00-00063	Electronic Mail Systems (Pertains only to messages that are records defined in ORC Section 149.011 (G) and 149.43)	Retain email that has significant administrative, fiscal, legal or historical value. Maintain according to content (Refer to RC-2) Erase email that has no significant value (RC-3 not required)	Multi		<input type="checkbox"/>
00-00064	Voicemail, text messages, and electronic images	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
00-00065	Photographs, negatives, and electronic images	Retain images that have significant legal, fiscal, administrative, or historical value. Maintain significant images according to content (RC-3) Erase images that have no significant value	Multi		Historical <input checked="" type="checkbox"/>
00-00066	Lists/Rosters/Informational Directories containing employee contact information	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
00-00067	Statement of Qualifications	3 (year(s) After Completion of Project, Provided Audited	Multi		<input type="checkbox"/>
00-00068	Sales Tax Records	4 Years	Multi		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(local government entity)

(unit)



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474

For State Archives – LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
If YES, attach copy of transfer form		

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Sandusky	Department of Public Works	Aaron M. Klein	419-627-5829	222 Meigs St & 1024 Cement Ave
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
222 Meigs St	Sandusky	44870	Erie	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(signature of responsible official)	(title)	(telephone number)
-------------------------------------	---------	--------------------

To have this form returned to the Records Commission electronically, include an email address: mstookey@ci.sndusky.oh.us

*Please Note: The State Archives retains RC-3 forms for seven years.
 It is strongly recommended that the Records Commission retain a permanent copy of this form.*



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Requisition for Purchase Orders/Invoices and Statements (Department Copy)	00-00031	8-14-15	Paper		1995 - 2000			
Requisition for Purchase Orders/Invoices and Statements (Department Copy)	00-00031	8-14-15	Paper		2006 – 2009			
Monthly Reports	00-00036	8-14-15	Paper		2001 – 2009			
Bids Unsuccessful – not awarded	00-000--	8-14-15	Paper		2010			
Bids Unsuccessful – not awarded	00-000--	8-14-15	Paper		2011			
Bids Unsuccessful – not awarded	00-000--	8-14-15	Paper		2012			
Requisition for Purchase Orders/Invoices and Statements (Department Copy)	00-00031	8-14-15	Paper		1999 - 2003			
Requisition for Purchase Orders/Invoices and Statements (Department Copy)	00-00031	8-14-15	Paper		2006			
Annual Departmental Budget Preparation	00-00018	8-14-15	Paper		2000 - 2003			
General	00-00004	8-14-15	Paper		2004			



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Correspondence								
Laws, Regulations and Rules	00-00022	8-14-15	Paper		2002 - 2009			
Statement of Qualifications and Proposals	00-000—	8-14-15	Paper		2006			
Statement of Qualifications and Proposals	00-000—	8-14-15	Paper		2006 - 2007			
Routine Correspondence	00-00005	8-14-15	Paper		1994 - 1995			
General Correspondence	00-00004	8-14-15	Paper		1998 - 1999			
Executive Correspondence	00-00003	8-14-15	Paper		1994 - 1998			
Executive Correspondence	00-00003	8-14-15	Paper		1999			
Executive Correspondence	00-00003	8-14-15	Paper		1998 - 1999			
Receipt Books and Receipts	00-00032	8-14-15	Paper		1976 - 2001			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2002			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2006 – 2007			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2010 - 2011			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2009 - 2011			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2010			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2011-2012			



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2005 – 2006			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2005			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2006			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2008			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2003 - 2005			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2007 - 2008			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2003 - 2009			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2003 - 2009			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2008			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2008 - 2009			
Bids Unsuccessful (not awarded)	00-000—	8-14-15	Paper		2007 - 2008			



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(political subdivision name)

(unit)



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

CITY OF SANDUSKY	DIVISION OF BUILDING INSPECTION	ALICIA SCHRENK	419/627-5940	
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
222 MEIGS STREET	SANDUSKY	44870	ERIE	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

<u>Matthew Lasko</u>	<u>Chief Development Officer</u>	<u>419-627-5707</u>
(signature of responsible official)	(title)	(telephone number)

To have this form returned to the Records Commission electronically, include an email address: **KKRESSER@CISANDUSKY.OH.US**

*Please Note: The State Archives retains RC-3 forms for seven years.
 It is strongly recommended that the Records Commission retain a permanent copy of this form.*

CITY OF SANDUSKY

DIVISION OF BUILDING INSPECTION



(political subdivision name)

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

(unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Executive Correspondence	00-00003	8/14/15	PAPER	N/A	1973, 2000 - 2011		07/01/2016	
General Correspondence	00-00004	8/14/15	PAPER	N/A	1973, 1999 - 2013		07/01/2016	
Routine Correspondence	00-00005	8/14/15	PAPER	N/A	1973, 2000 - 2011		07/01/2016	
Transient Documents	00-00006	8/14/15	MULTI	N/A	1973, 1984 - 2014		07/01/2016	
Unsolicited Correspondence	15-00007	8/14/15	MULTI	N/A	1984 - 2014		07/01/2016	
Copies – (Reading, Informational, and Reference)	00-00008	8/14/15	PAPER	N/A	1984 - 2014		07/01/2016	
Bulletins, Posters, Notices and Displays	15-00010	8/14/15	PAPER	N/A	1984 - 2014		07/01/2016	
Blank Forms	00-00011	8/14/15	PAPER	N/A	1970 - 1979		07/01/2016	
Professional Magazines & Publications	15-00013	8/14/15	PAPER	N/A	1984 - 2014		07/01/2016	
Public Works (Engineering) Applications & Permits	15-00025	8/14/15	PAPER	N/A	1936 - 2012		07/01/2016	



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, schedules, organizer and planner	15-00029	8/14/15	MULTI	N/A	1984 - 2015		07/01/2016	
Receipt Books and Receipts	15-00032	8/14/15	MULTI	N/A	1997 - 2010		07/01/2016	
Residential Construction Plans & Master File	15-00040	8/14/15	PAPER	Years 2010 – 2012, some electronic copies kept	1992 – 2012		07/01/2016	
Commercial Construction Plans & Master File	15-00041	8/14/15	PAPER <i>Please note: Cedar Point Projects will be gifted back to them</i>	Years 2010 – 2012, some electronic copies kept	1992 - 2010		07/01/2016	



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Licenses/Registrations: Contractor, Apprentice, and Journeyman Files – Includes annual Registration, Certificate of Liability Insurance, Copy of Bureau of Worker's Compensation Certificate, State License, Proof of Education, Violations, Suspensions, Exemptions, Penalties, Fees, Renewals & Receipts.	15-00044	8/14/15	MULTI	N/A	1993 - 2013	07/01/2016		
Residential Applications & Permits: Building, Electrical, Mechanical & Plumbing	15-00045	8/14/15	MULTI	Years 2008 – 2012, some electronic copies kept	1992 - 2012	07/01/2016		
Inspection Reports & Records: Residential & Commercial	15-00046	8/14/15	MULTI	Years 1999 – 2010, some electronic copies kept	1984 - 2010	07/01/2016		



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Monthly Reports(Including 1% & 3% Fee to State Board of Building Standards)	15-00048	8/14/15	MULTI	ELECTRONIC	2010 - 2014		07/01/2016	
Commercial Applications & Permits: Building, Electrical, Mechanical & Plumbing	15-00051	8/14/15	PAPER <i>Please note: Cedar Point Projects will be gifted back to them</i>	Years 2010 – 2012, some electronic copies kept	1992 - 2010		07/01/2016	
Complaints	15-00052	8/14/15	PAPER	N/A	2004 - 2008		07/01/2016	
Accounts Payable & Accounts Receivable Records & Documents (Department Copy)	15-00054	8/14/15	PAPER	N/A	1994 - 2012		07/01/2016	
Zoning Applications & Permits	15-00061	8/14/15	PAPER	N/A	1992 - 2012		07/01/2016	

CITY OF SANDUSKY

DIVISION OF BUILDING INSPECTION

(political subdivision name)

(unit)