



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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FEBRUARY 2 2023

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

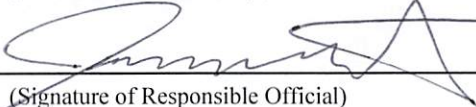
Section A: Local Government Unit

City of Franklin

City Manager's Office

(Local Government Entity)

(Unit)



Jonathan Westendorf

City Manager

11/27/23

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-746-9921

(Telephone Number)

1 Benjamin Franklin Way

Franklin

45005

Warren

(Address)

(City)

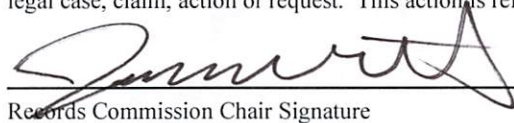
(Zip Code)

(County)

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

kdunn@franklinohio.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.



Date

11/28/2023

Section C: Ohio History Connection - State Archives

Government Records Archivist

2/6/2023

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

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

See instructions before completing this form.

City of Franklin

City Manager's Office

(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
CM-001A CM-001B CM-001C	Accident Reports/Files - Employee injury report - Bodily injury to non-employee - Property damage to City property	Place in personnel file 6 years, provided no action pending 6 years, provided no action pending	Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
CM-002	Administrative Directives	Until superseded, obsolete or replaced, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)
CM-003A CM-003B CM-003C CM-003D	Budget - Annual municipal budget - Annual department budget - Preparation documents (municipal budget) - Preparation documents (dept. budget)	5 years 5 years 4 years 1 year	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
CM-004	Cable Negotiation Documents	15 years after termination of agreement	Paper/Electronic		<input type="checkbox"/>
CM-005	City Manager Reports	5 years	Paper/Electronic		<input type="checkbox"/>
CM-006	Comprehensive Land Use Plan	Until superseded, obsolete, or replaced. Retain 1 copy permanently	Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
CM-007	Continuing Ed Certifications/ Class/Seminar/Training Attendance Records	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
CM-008	Copies - Official File copy	Use applicable records series retention period	Paper/Electronic		<input type="checkbox"/>
CM-009A CM-009B CM-009C CM-009D CM-009E	Correspondence (including email) - Routine letters/communications - General - w/ legislative branch (Council) - w/ executive branch - junk mail/fliers/catalogs/spam	1 year 2 years 3 years 3 years Until no longer admin. necessary	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
CM-010	Delivery slips/packing slips	Until no longer admin. necessary	Paper/Electronic		<input type="checkbox"/>

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

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City of Franklin

City Manager's Office

(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
CM-011	Disaster Plan	Until updated or superseded	Paper/Electronic		<input type="checkbox"/>
CM-012	Drafts – all media	Until no longer admin. necessary	Paper/Electronic		<input type="checkbox"/>
CM-013	Economic Development Files	15 years after project completion, provided no action pending, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)
CM-014	General Orders/Directives/Policies	Until superseded, retain one copy until audited	Paper/Electronic		<input type="checkbox"/>
CM-015	Grant Files/Records - Federal/State	5 years, provided audited and disputes resolved	Paper/Electronic		<input type="checkbox"/>
CM-016	Instruction Manuals	Life of equipment	Paper/Electronic		<input type="checkbox"/>
CM-017	Insurance Claims/Accident Reports	6 years, provided no action pending	Paper/Electronic		<input type="checkbox"/>
CM-018A CM-018B CM-018C	Management/Operations Reports - Monthly/Quarterly/Semi-Annual - Annual - Consultant Reports	Until incorporated into annual report 5 years 5 years	Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
CM-019	Manuals/Handbooks/ Rules, Regulations & Procedures	Until superseded, obsolete, or replaced. Retain 1 copy permanently	Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
CM-020	Memoranda	Treat as correspondence	Paper/Electronic		<input type="checkbox"/>
CM-021	Miscellaneous Files	Until no longer admin. necessary	Paper/Electronic		<input type="checkbox"/>
CM-022	Municipal Publications	Until superseded or obsolete, retain 1 copy permanently	Paper/Electronic		<input type="checkbox"/>
CM-023	Photo File (includes prints, slides, negatives, transparencies, etc.)	Until info is no longer current, then appraise for historical value	Paper/Electronic /Digital		<input checked="" type="checkbox"/> (Historical)
CM-024	Press/News Releases	3 years	Paper/Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Franklin****City Manager's Office**

(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
CM-025	PR & Training Materials	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
CM-026	Records Retention Documents (RC-1, RC-2, RC-3)	Permanent	Paper/Electronic		<input type="checkbox"/>
CM-027	Records (Public) Requests	2 years	Paper/Electronic		<input type="checkbox"/>
CM-028	Rosters/Directories	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
CM-029	Speeches/Presentations	2 years	Paper/Electronic		<input type="checkbox"/>
CM-030A CM-030B	Statistical Reports - Annual - Consultant Reports	5 years 5 years	Paper/Electronic Paper/Electronic		<input type="checkbox"/>
CM-031	Subject & Administrative Files	5 years	Paper/Electronic		<input type="checkbox"/>
CM-032	Telephone Messages/Voice Mail	Until no longer admin. necessary	Paper/Electronic		<input type="checkbox"/>
CM-033A CM-033B CM-033C CM-033D	Union Documents - Contract - Correspondence - Grievances - Fact-Finding Reports - Arbitration	Treat as Copies Treat as Correspondence 1 year after resolved 15 years after contract terminated 10 years	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
CM-033	Warranties	2 years, provided no claims pending	Paper/Electronic		<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