



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

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**

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### Section A: Local Government Unit

City of Franklin

Council/Clerk of Council

(Local Government Entity)

(Unit)

*Khristi Dunn*

Khristi Dunn

Clerk of Council

*1-27-23*

(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](mailto: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.

*[Signature]*

*1/28/2023*

Records Commission Chair Signature

Date

### 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**

**Clerk of Council**

(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
CC-001	<b>Administrative Directives</b>	Until superseded, obsolete or replaced, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> <i>(Historical)</i>
CC-002	<b>Agendas</b>	6 years	Paper/Electronic		<input type="checkbox"/>
CC-003	<b>Annual Municipal Report</b>	Permanent; at 50 years appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
CC-004	<b>Budget (Preparation Documents)</b>	1 year	Paper/Electronic		<input type="checkbox"/>
CC-005	<b>Charter &amp; Amendments</b>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
CC-006A CC-006B	<b>Committee Minutes</b> - Clerk's Journal - Audio recording	Permanent Permanent	Paper/Electronic Digital		<input checked="" type="checkbox"/>
CC-007	<b>Continuing Ed Certifications/ Class/Seminar/Training Attendance Records</b>	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
CC-008A CC-008B CC-008C CC-008D CC-008E	<b>Correspondence (including email)</b> - 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"/>
CC-009	<b>Council Member's Files</b>	Term of office, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> <i>(Historical)</i>
CC-010A CC-010B	<b>Council Minutes/Journal</b> - Clerk's Journal - Audio recording	Permanent Permanent	Paper/Electronic Digital		<input checked="" type="checkbox"/>
CC-011	<b>Council Packets</b>	5 years; then appraise for historical value	Paper/Electronic		<input type="checkbox"/>
CC-012	<b>Deeds &amp; Easements</b>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>

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

See instructions before completing this form.

**City of Franklin**

**Clerk of Council**

(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
CC-013	<b>Franklin Homeowners' Association</b> - Agendas - Applications (approved) - Applications (denied) - Bank Statements - Blank Forms <b>Franklin Homeowners' Association (continued)</b> - Board Member Files - Cash Flow Folder - Client Folder - Contracts & Agreements - Correspondence - Financial Statements - Meeting Notices - Meeting Minutes - Audio Recording	6 years Until loan paid & cancelled 2 years 3 years, provided audited Until updated or superseded  Term of office 3 years, provided audited Until loan paid/canceled, audited Until loan paid/canceled, audited See correspondence 3 years, provided audited 1 year Permanent Permanent			<input checked="" type="checkbox"/> (Permanent)
CC-014	<b>Index to Ordinance/Resolutions</b>	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
CC-015	<b>Indigent Disposition Applications</b>	5 years	Paper/Electronic		<input type="checkbox"/>
CC-016	<b>Leases</b>	2 years after expiration for equipment; 5 years after expiration for real estate	Paper/Electronic		<input type="checkbox"/>
CC-017	<b>Legal Notices (Proof of Publication)</b>	5 years	Paper/Electronic		<input type="checkbox"/>
CC-018A CC-018B	<b>Liquor License Permits</b> - Approved - Denied	3 years 1 year	Paper/Electronic		<input type="checkbox"/>
CC-019	<b>Manuals/Handbooks/ Rules, Regulations &amp; Procedures</b>	Until superseded, obsolete, or replaced. Retain 1 copy permanently	Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
CC-020	<b>Meeting Notices</b>	1 year	Paper/Electronic		<input type="checkbox"/>
CC-021	<b>Miscellaneous Files</b>	Treat as Correspondence	Paper/Electronic		<input type="checkbox"/>
CC-022	<b>Oath of Office (Elected &amp; Employee)</b>	10 years after leaving office or employment	Paper/Electronic		<input type="checkbox"/>

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**City of Franklin**

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(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
CC-023	Ordinances & Resolutions	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
CC-024	Permits, Licenses & Certifications	1 year after expiration	Paper/Electronic		<input type="checkbox"/>
CC-025	Petitions	5 years	Paper/Electronic		<input type="checkbox"/>
CC-026	Press/News Releases	3 years	Paper/Electronic		<input type="checkbox"/>
CC-027	Proclamations	2 years	Paper/Electronic		<input type="checkbox"/>
CC-028A CC-028B CC-028C CC-028D	Records Commission - Agendas - Meeting Notices - Meeting Minutes - Audio Recordings	6 years 1 year Permanent Permanent	Paper/Electronic Paper/Electronic Paper/Electronic Digital		<input checked="" type="checkbox"/> (Permanent)
CC-029	Records Retention Documents (RC 1, RC 2, RC-3)	Permanent	Paper/Electronic		<input type="checkbox"/>
CC-030	Records (Public) Requests	2 years	Paper/Electronic		<input type="checkbox"/>
CC-031	Rosters/Directories	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
CC-032A CC-032B	Special Events Committee - Agendas - Minutes	6 years Permanent	Paper/Electronic Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
CC-033	Telephone Messages/Voice Mail	Until no longer admin. necessary	Paper/Electronic		<input type="checkbox"/>
CC-034	Vehicle Titles & Registration	Until vehicle sold or disposed of	Paper/Electronic		<input type="checkbox"/>