



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

OHIO HISTORY CONNECTION

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FEB 17 2022

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

Personnel Department (City Manager's Office)

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

Jonathan Westendorf

(Name)

City Manager

(Title)

02/09/2022

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-746-9921

1 Benjamin Franklin Way

Franklin

45005

(Telephone Number)

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.

Records Commission Chair Signature

Date

2/9/22

Section C: Ohio History Connection - State Archives

Government Records Archivist

8/10/2022

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

Personnel Department

(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
PER-001A PER-001B PER-001C	Application for Employment - Person hired - Person not hired - Copies	Place in personnel file 1 year Until no longer admin. necessary	Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
PER-002	Background Investigations	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-003	Benefit Plans	Until superseded	Paper/Electronic		
PER-004	Collective Bargaining Agreements	Until superseded. Retain 1 copy permanently	Paper/Electronic		
PER-005	Commendations	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-006	Employee Exposure to Hazardous Chemicals/Biological Hazards or Infectious Disease Reports	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-007	Employee Incident and Injury Report	Place in personnel file	Paper/Electronic		
PER-008	Employee Medical Records	Purge 2 years after employee leaves municipal service	Paper/Electronic		
PER-009	Employee Performance Evaluation	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-010	Employee Time Cards/Time Sheets	3 years	Paper/Electronic		<input type="checkbox"/>
PER-011	Employee Training Records	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-012	Disciplinary Action Records	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-013	Grievance Records	1 year after resolved	Paper/Electronic		<input type="checkbox"/>
PER-014A PER-014B PER-014C	Insurance - Applications - Enrollment Record - Waivers	1 year after leaving employment 1 year after leaving employment 1 year after leaving employment	Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
PER-015	Job/Position Descriptions	Until updated or superseded	Paper/Electronic		<input type="checkbox"/>

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City of Franklin

Personnel Department

(Local Government Entity)

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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
PER-016	Leave (Unpaid) Requests	3 years	Paper/Electronic		<input type="checkbox"/>
PER-017	Letter of Appointment	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-018	Letters of Reference	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-019	Letter of Resignation	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-020	Manuals and Policies	Until superseded	Paper/Electronic		
PER-021	Personnel Actions	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-022	Personnel File/Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leave balances, taxed paid, resignation letter, retirement information and waivers. Retain OSHA-related records 20 years.	Paper/Electronic		<input type="checkbox"/>
PER-023	Polygraph/Voice Analysis Exams	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-024	Promotions/Step Increases	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-025	Retirement System Applications	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-026	Sick Leave Bank Records	Place in personnel file	Paper/Electronic		
PER-027	Substance Reports	Place in medical file	Paper/Electronic		<input type="checkbox"/>
PER-028	Tuition Reimbursement	Place in personnel file	Paper/Electronic		
PER-029	Unemployment Compensation Case Files	4 years after final payment	Paper/Electronic		<input type="checkbox"/>
PER-030	Union Membership Forms	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PER-031	Workers' Comp Case Files	10 years after final payment	Paper/Electronic		<input type="checkbox"/>

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