



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

Section A: Local Government Unit

City of Franklin

Public Works Department

(Local Government Entity)

(Unit)

Steve Inman

Public Works Director

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

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

1/28/2023

Records Commission Chair Signature

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

Public Works 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
PW-001	Accident Reports/Files	5 years	Paper/Electronic		<input type="checkbox"/>
PW-002	Attendance Reports/Records	3 years	Paper/Electronic		<input type="checkbox"/>
PW-003	Blank Forms	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
PW-004	Blueprints/Vellums	Until updated, superseded, or obsolete, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)
PW-005	Budget (Preparation Documents)	1 year	Paper/Electronic		<input type="checkbox"/>
PW-006	CE Certifications/Class/Training/ Seminar Attendance Records & Certifications	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
PW-007	City Properties File	For life or building/property	Paper/Electronic		<input type="checkbox"/>
PW-008	Drawings/Tracing/Mylars	Until updated, superseded, or obsolete, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)
PW-009A PW-009B PW-009C PW-009D PW-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"/>
PW-010	Disaster Plan	Until updated or superseded	Paper/Electronic		<input type="checkbox"/>
PW-011	EPA Records	10 years	Paper/Electronic		<input type="checkbox"/>
PW-012A PW-012B PW-012C PW-012D	Equipment - Annual safety inspection - Inventories - Maintenance Records - Personal Use Items Records	Life of equipment 3 years Life of equipment Until equipment returned	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>

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

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City of Franklin

Public Works 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
PW-013	General Orders/Directives/Policies	Until superseded, retain 1 copy until audited	Paper/Electronic		<input type="checkbox"/>
PW-014A PW-014B	Hydrants - Location Record - Maintenance/Testing Records	Permanent Permanent	Paper/Electronic Paper/Electronic		<input checked="" type="checkbox"/>
PW-015	Invoices – Abatement & Mowing	3 years	Paper/Electronic		<input type="checkbox"/>
PW-016	Manuals/Handbooks/Rules, Regulations, & Procedures	Until superseded, obsolete, or replaced. Retain 1 copy permanently.	Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
PW-017	Maps	Until updated, superseded, or obsolete, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)
PW-018	Material Safety Data Sheets	Until superseded	Paper/Electronic		<input type="checkbox"/>
PW-019	Meter & Valve Location Records	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
PW-020	Meter Repair Sheets/Records	Until meter replaced	Paper/Electronic		<input type="checkbox"/>
PW-021	Miscellaneous Files	Until no longer admin. necessary	Paper/Electronic		<input type="checkbox"/>
PW-023A PW-023B PW-023C PW-023D PW-023E PW-023F	Park & Recreation Board - Agendas - Correspondence - Dial Trust Documents - Meeting Notices - Minutes - Receipts/Receipt Books	6 years Treat as correspondence Permanent 1 year Permanent 2 years, provided audited	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
PW-024A PW-024B PW-024C PW-024D PW-024E	Parks & Recreation Records - Plans of park property - Playground maintenance records - Permits - Swimming pool records - Use agreements	Permanent 10 years 2 years 2 years Life of agreement, plus 5 years	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)

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

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City of Franklin

Public Works Department

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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
PW-025	PR & Training/Audiovisual Materials	Until superseded, obsolete, or replaced, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)
PW-026	Project Files (Plans and Drawings)	15 years after completion of project	Paper/Electronic		<input type="checkbox"/>
PW-028	Purchase Orders/Requisitions	1 year, provided audited	Paper/Electronic		<input type="checkbox"/>
PW-029	Rate Schedules	Until updated or superseded	Paper/Electronic		<input type="checkbox"/>
PW-030	Receipts/Receipt Book	2 years, provided audited	Paper/Electronic		<input type="checkbox"/>
PW-031	Records Retention Documents (RC-1, RC-2, RC-3)	Permanent	Paper/Electronic		<input type="checkbox"/>
PW-032	Records (Public) Requests	2 years	Paper/Electronic		<input type="checkbox"/>
PW-033	Rosters/Directories	Until superseded	Paper/Electronic		<input type="checkbox"/>
PW-034A PW-034B PW-034C	Sanitary Sewer Records - Location/Map - Repair records - Testing records	Permanent 10 years 5 years	Paper/Electronic Paper/Electronic Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
PW-035A PW-035B PW-035C	Street Records - Opening Permits - Repair/Maintenance Records - Traffic studies	3 years 5 years Until superseded	Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
PW-036	Telephone Messages/Voice Mail	Until no longer admin. necessary	Paper/Electronic		<input type="checkbox"/>
PW-037	Time Cards/Time Sheets	3 years	Paper/Electronic		<input type="checkbox"/>
PW-038	Uniform Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
PW-039A PW-039B PW-039C PW-039D	Vehicle Records - Fuel Usage Records - Maintenance Records - Mileage Records - Safety Checks	3 years Until vehicle sold Until vehicle sold 3 years	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Franklin****Public Works 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
PW-040	Warranties	2 years provided no claims pending	Paper/Electronic		<input type="checkbox"/>
PW-042	Water Main Location Records	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
PW-043A PW-043B PW-043C PW-043D PW-043E PW-043F PW-043G PW-043H PW-043I PW-043J	Water Plant Records - Analytical Data - Chemical analyses - EPA reports - Flow charts - Laboratory testing records - Monitoring records - Monthly lab testing summaries - Monthly reports – all types - Operating logs - Water quality reports	10 years 10 years 10 years 5 years 5 years 10 years 25 years 10 years 10 years 10 years	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
PW-044	Well Maintenance & Field Logs	10 years after well is capped	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