



March 27, 2017

Dear Local Government Records Commission:

Enclosed is a copy of the Application for One-Time Disposal (RC-1) and/or the Schedule of Records Retention and Disposition (RC-2).

Please be aware that the Ohio General Assembly changed some of the records management procedures as part of House Bill 153 (the FY2012-2013 state budget). These changes, which took effect on September 29, 2011, include:

- Application for One-Time Disposal (RC-1): Records listed on RC-1 forms will not need to be listed on separate Certificates of Records Disposal (RC-3) forms. Instead these records may be disposed upon receipt of the RC-1 form signed by the State Archives and the State Auditor's Office.
- Schedule of Records Retention and Disposition (RC-2): Records listed on RC-2 forms may be disposed without submitting a Certificate of Records Disposal (RC-3) to the State Archives unless the State Archives has indicated on the RC-2 form that an RC-3 form should be submitted for that particular record series. The State Archives will be noting on the RC-2 form which record series will need to be included on Certificates of Records Disposal and submitted to the State Archives.

Please note that these changes took effect on September 29, 2011 and are therefore only for RC-1 and RC-2 forms approved by records commissions after September 29, 2011. Records that will be disposed according to RC-1 or RC-2 forms approved by records commissions before September 29, 2011 should continue to submit the Certificates of Records Disposal (RC-3 form) to the State Archives.

The State Archives has the following recommendations for local governments as the new procedures are implemented:

- Including a description of the record series on the RC-2 form will assist the State Archives with determining the potential historical value of the records and the need to submit an RC-3 for the records. The description should not only include what type of information is included in the records but also how the records are used by the office.

- If you wish to dispose of a record that is more than 50 years old, please contact the State Archives, even if the retention schedule does not require a Certificate of Records Disposal. While the age of a record is not the only factor that determines historical value, in general records that are 50 years old or older are more likely to have historical value.
- Local governments should still document internally the disposal of their records, even for those series that are not required by the State Archives to be listed on Certificates of Records Disposal (RC-3 forms). Maintaining documentation on the destruction of records will assist in complying with public records requests by showing that records have been legally disposed.

More information on the changes in procedures is available on our website at <http://www.ohiohistory.org/lgrintro>.

NOW AVAILABLE:

The State Archives also offers training workshops on the local government records management forms and disposal process, including the new procedures.

- One-hour information session ***“Just the Basics for Ohio Local Governments”*** - \$200.00 plus mileage reimbursement
- Two-hour workshop on ***“Just the Basics for Ohio Local Governments”*** - \$400.00 plus mileage reimbursement

Please check the State Archives Local Government Records website at <http://www.ohiohistory.org/lgrtraining> for other training opportunities.

If you have any questions please do not hesitate to contact the Local Government Records Program at 614-297-2553 or localrecs@ohiohistory.org.

The Ohio Historical Society is now the Ohio History Connection.

Amanda Rindler
State Archives – Local Government Records Archivist
Local Government Records Program
Ohio History Connection
800 E. 17th Avenue
Columbus, OH 43211-2474



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

FEB 17 2017

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: Local Government Unit

City of Brooklyn

All City Departments

(Local government entity)	Katherine A. Gallagher	(unit)	Mayor	2/10/17
(Signature of responsible official)	(name)	(title)		(date)

Section B: Records Commission

City of Brooklyn Records Commission (216) 351-2133
 (Telephone number)

7619 Memphis Avenue	Brooklyn	44144	Cuyahoga
(Address)	(City)	(Zip code)	(County)

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

mbanish@brooklynohio.gov

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.

<i>Katherine A. Gallagher</i>	2/15/17
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>Amanda D. Rindler</i>	Local Government Records Archivist	2/22/17
Signature	Title	Date

Section D: Auditor of State

<i>Nathan E. Meub</i>	Records Mgr	3-9-17
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

(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 Req uire d by LG RP
COB 17-01	Annual Reports: Reports of duties, goals, staffing, completed and ongoing projects; used as a means of updating Council and other administrative staff.	Permanent – paper copy can be destroyed if converted to a digital file	Various paper, digital		<input checked="" type="checkbox"/>
COB 17-02	Agendas and dockets: Lists agenda and docket items to be discussed at various meetings of City Council, boards and commissions, etc. Used as a means of notifying the public of open public meetings and what will be discussed.	5 years	Various Paper, digital		<input type="checkbox"/>
COB 17-03	Bids, RFP responses and RFQ responses: Bids and responses to RFPs and RFQs for various professional services. Used to maintain competitive bidding and a qualification process. Successful bids and responses Unsuccessful bids and responses	8 years after completion of project 2 years after award of contract	Various Paper, digital		<input type="checkbox"/>
COB 17-04	City Blueprints, Plans & Maps: Used by several different divisions and boards or commissions to evaluate plans for approval to improvements, rebuilds, new buildings, etc.	Life of Infrastructure	Various Paper, digital		<input checked="" type="checkbox"/>
COB 17-05	Budget Preparation documents: Used by all departments to submit a budget that is then incorporated into the final annual comprehensive budget document to City Council. Copies of record kept with each department until budget passed. Final copy with Finance Department.	Until final budget is approved by Council	Various Paper, digital		<input type="checkbox"/>
COB 17-06	City Events and Contests: all information related to special city events such as Home Days, Fall Festival, Recycling, City Calendar, etc.	2 years	Various Paper, digital		<input type="checkbox"/>
COB 17-07	Contracts & Agreements: includes waivers and releases	8 years after expiration	Various Paper, digital		<input type="checkbox"/>

(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 Req- uire d by LG RP
COB 17-08	Copies of purchase orders and supporting documents: Invoices, shipping and packing lists, etc.; used as a reference for departments; originals are sent and kept by the Finance Department	1 years	Various Paper, digital		<input type="checkbox"/>
COB 17-09	Copies and drafts: Used by various departments until final version of document approved.	Until no longer of administrative value	Various Paper, digital		<input type="checkbox"/>
COB 17-10	<p>Correspondence: Electronic mail, routine letters, general, inner office memos, faxes, used for various reasons.</p> <p>Transient: Does not set policy, establish guidelines or procedures, serves to convey information of temporary importance in lieu of oral communication.</p> <p>Routine: Does not set policy; internal correspondence, or correspondences from various individuals, companies or organizations requesting information or other misc. inquires.</p> <p>Administrative: Deals with significant aspects of the administration of the city or individual departments. Includes information that sets policy, programs, fiscal, legal or personal matters.</p>	<p>Until no longer of administrative value</p> <p>1 year or until no longer of administrative value</p> <p>2 years or until no longer of administrative value, whichever is longer</p>	Various Paper, digital	<p>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.</p>	<input type="checkbox"/>
COB 17-11	Damage to public property reports: Includes date damage was reported, location of damage, type of damage, etc. Used for repairs and restitution to the city if appropriate.	3 years provided no legal action pending	Various Paper, digital		<input type="checkbox"/>
COB 17-12	Disaster Plans: Self-explanatory	Until updated or superseded	Various Paper, digital		<input type="checkbox"/>
COB 17-13	Donations: All documentation relating to donations made to the city.	2 years provided audited	Various (paper, digital)		

(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 Req- uire d by LG RP
COB 17-14	Grant Files and Records: included the RFP, application, any legislation, contracts, purchase orders, programmatic and fiscal reports, close out report and correspondence if any grantor agency. Used for tracking and reporting out on the grant.	5 years provided audited and any disputes resolved or equipment out of service	Various Paper, digital		<input type="checkbox"/>
COB 17-15	Insurance Claim information: Information on any insurance claims made by the city or outside party.	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		
COB 17-16	Legal Notices: Includes publication in newspaper for various charter changes, bidding, purchasing, abandoned property, Boards and Commissions notices. Used to notify public of pending changes or procurement matters.	5 years	Various Paper, digital		<input type="checkbox"/>
COB 17-17	Master Data Sheets: Lists that includes all employees in various departments or city wide	60 years	Various Paper, digital		<input type="checkbox"/>
COB 17-18	Manuals, handbooks and directives: Used by departments to inform employees. Includes general and special orders.	5 years until superseded, obsolete or replaced whichever is shorter	Various Paper, digital		<input type="checkbox"/>
COB 17-19	Meeting Notices: Self-explanatory	1 year	Various Paper, digital		<input type="checkbox"/>
COB 17-20	Minutes of Council Meetings, various committees, boards, and commissions. Recordings of meetings Drafts and notes	Permanent – paper copy can be destroyed if converted to a digital file 1 year provided information has been substantially transcribed Until minutes are approved	Various Paper, digital Audio, video, CD Various Paper, digital		<input checked="" type="checkbox"/> <i>(minutes)</i>

(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 Req uire d by LG RP
COB 17-21	Municipal Publications: Used for various reasons to keep citizens informed	Until superseded or obsolete retain one copy	Various Paper, digital		<input type="checkbox"/>
COB 17-22	Permits: Includes block party, parking, pavement opening permits, parade, special event, etc. Used by various departments for purposes of unusual circumstances.	3 years	Various Paper, digital		<input type="checkbox"/>
COB 17-23	Press Releases: Used to keep media and public informed of various city events, changes in refused pick-up, special collections, snow bans, etc.	Until no longer of administrative value	Various Paper, digital		<input type="checkbox"/>
COB 17-24	Real property files: includes purchase agreements, deeds, leases, easements, and other evidence of real property conveyances.	Permanent	Various Paper, digital		<input checked="" type="checkbox"/>
COB 17-25	Receipts and receipt books: Self-explanatory	2 years or until audited whichever is longer	Various Paper, digital		<input type="checkbox"/>
COB 17-26	Record Requests: self-explanatory	2 years	Various Paper, digital		<input type="checkbox"/>
COB 17-27	Record Retention documents: RC1, RC2, RC3 forms	25 years	Various Paper, digital		
COB 17-28	Reference Materials: self-explanatory	Until superseded, obsolete or replaced	Various Paper, digital		<input type="checkbox"/>
COB 17-29	Rental Agreements: for used of city property such as senior center, recreation center and fire department.	1 year provided audited	Various Paper, digital		<input type="checkbox"/>
COB 17-30	Studies, Plans & Reports: Used by various departments may include land use, traffic, water-flow surveys, statistical reports for various programs, etc.	Until no longer of administrative value	Various Paper, digital		<input type="checkbox"/>
COB 17-31	Time cards, vacation, shift changes, employee schedules and sick records: Used in specific departments for proof of hours worked. The information is then input to the finance payroll sheets and set to the finance department for payroll.	3 years provided audited	Various Paper, digital		<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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or LGRP	(6) RC- 3 Req uire d by LG RP
COB 17-32	Transient records: Voicemails, post-its notes, phone messages, appointment books, calendars, drafts and other documents that serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value	Various Paper, digital		<input type="checkbox"/>
COB 17-33	Blank forms	Until obsolete, or superseded.	Various Paper, digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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

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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: Local Government Unit

City of Brooklyn

Building Department

(local government entity)

[Signature]

Dave Kulcsar

(unit)

Building Commissioner

2/10/17

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Brooklyn Records Commission

(216) 351-2133

(telephone number)

7619 Memphis Avenue

Brooklyn

44144

Cuyahoga County

(address)

(city)

(zip code)

(county)

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mbanish@brooklynohio.gov

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[Signature]

2/15/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Signature]

Local Government Records Archivist

2/22/17

Signature

Title

Date

Section D: Auditor of State

[Signature]

Records Mgr

3-9-17

Signature

Title

Date

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

See instructions before completing this form.

City of Brooklyn

Building 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 Requir ed by LGRP
BLD 17-01	1% and 3% report annual: state tax report sent to Board of Building Standards	25 years appraise for historical value	Various: paper, digital		<input type="checkbox"/>
BLD 17-02	1% and 3% report monthly: state tax report sent to Board of Building Standards	3 years provided audited	Various: paper, digital		<input type="checkbox"/>
BLD 17-03	Assessments: records relevant residential, commercial and industrial property information	2 years after paid	Various: paper, digital		<input type="checkbox"/>
BLD 17-04	Certificates of Occupancy, Use: self-explanatory	Permanent	Paper originals are scanned then kept digital file. Once quality control is checked paper original are then destroyed		<input checked="" type="checkbox"/>
BLD 17-05	Code Books: self-explanatory	1 year after revised or obsolete. (RC-3 Not Required)	Various: paper, digital		<input type="checkbox"/>
BLD 17-06	Complaints, Violations and Notices: Contains name, date, address, nature of violations/complaint, inspections and remarks, name of inspector, reference to code violation, re-inspection information, condition found, and recommendations	5 years after issue resolved and no claims or legal action pending	Paper originals are scanned in then kept digital file. Once quality control is checked paper original are then destroyed		<input type="checkbox"/>
BLD 17-07	Contractor Registration: Includes copies of certificate of insurance and state licenses held.	3 years	Various: paper, digital		<input type="checkbox"/>
BLD 17-08	Development Agreements	20 years after the end of the fiscal year. Appraise for historical value	Various: paper, digital		<input type="checkbox"/>
BLD 17-09	Incomplete/abandoned permit applications and plans: self-explanatory	2 years	Various: paper, digital		<input type="checkbox"/>
BLD 17-10	Maps: self-explanatory	Retain until updated or revised. (RC-3 Not Required)	Various: paper, digital		<input checked="" type="checkbox"/>
BLD 17-11	Permit Applications: includes competed application and permits issued for all building, vacant property, rental dwelling and foreclosure permits	5 years	Paper originals are scanned then kept in digital file. Once quality control is checked paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Brooklyn

Building Department

(local government entity)

(unit)

			original are then destroyed		
BLD 17-12	Permit Inspection Reports: self-explanatory	5 years	Paper originals are scanned then kept in digital file. Once quality control is checked paper original are then destroyed		<input type="checkbox"/>
BLD 17-13	Permit Records: self-explanatory	20 years after the end of the fiscal year. Appraise for historical value	Paper originals are scanned then kept in digital file. Once quality control is checked paper original are then destroyed		<input type="checkbox"/>
BLD 17-14	Planning Commission and Board of Zoning Appeals Applications: Self-explanatory	5 years	Paper originals are scanned then kept in digital file. Once quality control is checked paper original are then destroyed		<input type="checkbox"/>
BLD 17-15	Planning Commission and Board of Zoning Records: includes all supportive documentation for the application for the Planning Commission and Board of Zoning Appeals	20 years after the end of the fiscal year. Appraise for historical value	Various: paper, digital		<input checked="" type="checkbox"/>
BLD 17-16	Plans, Drawings and Specifications: used to evaluate approval for all remodeling or new construction work being done	5 years - If identified for historical value, offered to Brooklyn Historical Society.	Various: paper, digital		<input checked="" type="checkbox"/>
BLD 17-17	Tax Abatements	1 years provided audited	Various: paper, digital		<input type="checkbox"/>
BLD 17-18	Video and Amusement Tax: Includes application and permit on each registered machine	3 years	Paper originals are scanned then kept in digital file. Once quality control is checked paper original are then destroyed		<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.



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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: Local Government Unit

City of Brooklyn		Office of City Council	
(Local Government Entity)		(Unit)	
<i>Mary Jo Banish</i>	MaryJo Banish	Clerk of Council	<i>2/10/17</i>
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

City of Brooklyn Records Commission			(216) 351-2133
			(Telephone Number)
7619 Memphis Avenue	Brooklyn	44144	Cuyahoga
(Address)	(City)	(Zip Code)	(County)

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<i>Kathleen Gallagher</i>	<i>2/15/17</i>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>Amanda P. Rindler</i>	Local Government Records Archivist	<i>2/22/17</i>
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Murr</i>	Records Mgr	<i>3-9-17</i>
Signature	Title	Date

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SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Brooklyn

Office of City Council

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or LGRP	(6) RC-3 Required by LGRP
City Council 17-01	Charter and Amendments: Self-explanatory	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
City Council 17-02	Index to Ordinances and Resolutions: Self-explanatory	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
City Council 17-03	Liquor License Requests: Self-explanatory	3 years	Various (paper, digital)		<input type="checkbox"/>
City Council 17-04	Oaths of Office: Self-explanatory	3 years after leaving office	Paper		<input type="checkbox"/>
City Council 17-05	Original Reports and Communications to Council Docket: Used to convey the necessity of docket matters	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
City Council 17-06	Ordinances: Self-explanatory	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
City Council 17-07	Petitions: Received in Clerks of Courts Office	5 years	Paper		<input type="checkbox"/>
City Council 17-08	Resolutions: Self-explanatory	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
					<input type="checkbox"/>



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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: Local Government Unit

City of Brooklyn

Civil Service Commission

(Local Government Entity)

(Unit)

Kevin Butler

Kevin Butler

Law Director

2/13/17

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Brooklyn Records Commission

(216) 351-2133

(Telephone Number)

7619 Memphis Avenue

Brooklyn

441444

Cuyahoga

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(City)

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Kathleen Spallone

2/15/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda P. Renaldi

Local Government Records Archivist

2/22/17

Signature

Title

Date

Section D: Auditor of State

Martin E. Murr

Records Mgr

3-9-17

Signature

Title

Date

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

See instructions before completing this form.

City of Brooklyn

Civil Service Commission

(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
CSC 17-01	Application for examinations: Includes application, all required enclosures, all documentation for extra credit. Used for all competitive and non-competitive examinations	Life of the eligible list or 2 years whichever is shorter	Various (paper, digital)		<input type="checkbox"/>
CSC 17-02	Class specifications: Used as job description that includes classification and grade for salary	1 year after superseded	Various (paper, digital)		<input type="checkbox"/>
CSC 17-03	Eligible lists: Produced and certified after scores are verified and commission sets date of expiration	Until list expires	Various (paper, digital)		<input type="checkbox"/>
CSC 17-04	Hearing case files: Appeals from suspensions, removals, reductions or abolishment of positions, and by those removed or disqualified from an eligible list	Life of eligible list or 2 years whichever is shorter	Various (paper, digital)		<input type="checkbox"/>
CSC 17-05	Examination forms: sign-in sheets, test number material, score sheets, protests for exam questions, random number list, release forms to use Social Security numbers; forms used to finalize exam scores and track extra credit, among other things.	2 years	Various (paper, digital)		<input type="checkbox"/>
CSC 17-06	Test company reports: Job analysis information, type of testing, exam recommendations, et. All used to develop exams	1 year after expiration of eligible list	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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OHIO HISTORY CONNECTION

FEB 17 2017

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: Local Government Unit

City of Brooklyn

Finance Department

(Local Government Entity)

(Unit)


 (Signature of Responsible Official)

Dave Schaeffer
 (Name)

Finance Director
 (Title)

2/10/17
 (Date)

Section B: Records Commission

City of Brooklyn Records Commission

(216) 351-2133

7619 Memphis Avenue

Brooklyn

44144

(Telephone Number)

Cuyahoga

(Address)

(City)

(Zip Code)

(County)

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2/15/17
 Date

Records Commission Chair Signature

Section C: Ohio History Connection - State Archives

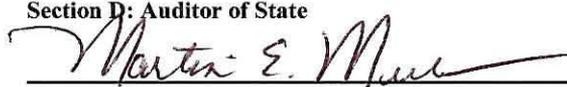
 Local Government Records Archivist

Signature

Title

2/22/17
 Date

Section D: Auditor of State

 Records Mgr

Signature

Title

3-9-17
 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 Brooklyn

Finance 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
Fin 17-01	<p>Accounts Received Records includes:</p> <p>City issued invoices: for fees, fines, reimbursements, assessments for money owed to the city for various matters</p> <p>Special Assessment Search: the city receives a request from title agency or person inquiring about money owed to city or any pending assessments</p> <p>County Assessments: assessment certified to the County for non-payment of services rendered by the City for placement on homeowners property tax bill</p>	<p>3 years after final payment</p> <p>2 years</p> <p>3 years after certifying to the county auditor</p>	Various (paper, digital)		<input type="checkbox"/>
Fin 17-02	<p>Accounts Payment Records includes:</p> <p>Department purchase orders includes back up payment information such as invoices, requests for payments, direct payment requests and copies of checks</p> <p>Expenditure approved list report (EAL report): vendor and account distributions</p> <p>Check Register</p> <p>Annual run report: includes deal of annual check runs</p>	<p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p>	Various (paper, digital)		<input type="checkbox"/>
Fin 17-03	Audit Documents: including but not limited to account receivable, account payable, accrued payroll and fixed assets	3 years, provided audited	Various (paper, digital)	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.	<input type="checkbox"/>
Fin 17-04	Bank Statements: Reconciliation statements and balance sheets	3 years, provided audited	Various (paper, digital)		<input type="checkbox"/>
Fin 17-05	Budget Documents: to include the tax budget, estimate of expenses, monthly finance reports, etc. Also includes goals, accomplishments, strategic plan, capital plan, etc.	5 years then appraise for historical value	Various (paper, digital)		<input type="checkbox"/>

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

See instructions before completing this form.

City of Brooklyn

Finance 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
Fin 17-06	CAFR (Comprehensive Annual Financial Report): includes balance of all city accounts or funds (general, special, capita and enterprise), expenditures, and revenues. Used for annual reporting to city, auditor and council.	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
Fin 17-07	Capital Lease Program: includes all property and equipment leased by the city.	2 years after expiration of lease	Various (paper, digital)		<input type="checkbox"/>
Fin 17-08	Debt Documents: including but not limited to rating agency presentations, amortization schedules, continuing disclosures, transcripts, etc. Official Debt Statement	3 years, provided audited 3 years, provided audited	Various (paper, digital)	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.	<input type="checkbox"/>
Fin 17-09	General Ledger: Includes monthly reports (trial balance, detailed ledger report, detail journal entry report), monthly expenditure and revenue reports (detail and non-detail)	3 years	Various (paper, digital)		<input type="checkbox"/>
Fin 17-10	Fixed Asset Log: includes an inventory of all city owned equipment, property, and assets. Department and division inventory completed annually.	3 years	Various (paper, digital)		<input type="checkbox"/>
Fin 17-11	Municipal Liability Insurance: Self-explanatory.	8 years after expiration	Various (paper, digital)		<input type="checkbox"/>
Fin 17-12	Payroll employee files: includes new hire paperwork, W-4, change in tax withholdings to include insurance, deferred compensation, credit union, etc.	2 years after retirement	Various (paper, digital)		<input type="checkbox"/>
Fin 17-13	Payroll deduction records: includes W-2's (printable) – report of wages, taxes and withholdings to include insurance, deferred compensation, credit union, etc.	6 years	Various (paper, digital)		<input type="checkbox"/>
Fin 17-14	Payroll records: original signed time sheets (sorted by pay period and then year), employee reimbursements, (i.e. mileage, incidental travel, etc.) employee	3 years	Various (paper, digital)		<input type="checkbox"/>

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

See instructions before completing this form.

City of Brooklyn

Finance 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
	deduction register, earnings, pension hospitalization and other insurance deductions.				
Fin 17-15	Quarterly Payroll Reports: includes all bi-weekly payroll information referred to in Fin 17-14	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input type="checkbox"/>
Fin 17-16	Retirement System Reports: earnings and withholdings reported to OPERS and Ohio Police and Fire Pension Fund.	50 years	Various (paper, digital)		<input type="checkbox"/>
Fin 17-17	Tax Records prior to 2009 R.I.T.A. conversion: All tax records including quarterly withholding accounts, reconciliations, refunds, state listings and transaction edits and updates.	8 years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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

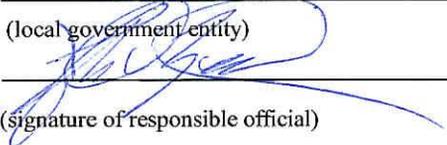
FEB 17 2017

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: Local Government Unit

City of Brooklyn		Fire Department	
(local government entity)	(unit)		
	Joseph Zemek	Fire Chief	2/10/17
(signature of responsible official)	(name)	(title)	(date)

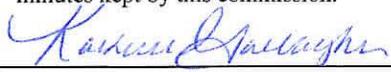
Section B: Records Commission

City of Brooklyn Records Commission		(216) 351-2133	
		(telephone number)	
7619 Memphis Avenue	Brooklyn	44144	Cuyahoga
(address)	(city)	(zip code)	(county)

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

mbanish@brooklynohio.gov

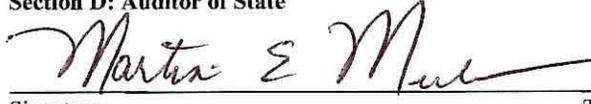
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	2/15/17
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	2/22/17
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	3-9-17
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

(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
BFD 17-01	Ambulance Run Reports – includes EMS run reports, electronic patient care records used for tracking medical responses and care administered	7 years	Various (paper, digital)		<input type="checkbox"/>
BFD 17-02	Alarm Log Book – tracks all emergency calls daily, responses and repairs.	7 years	Paper		<input type="checkbox"/>
BFD 17-03	Alarm Response Reports – includes fire alarm reports, incident report, lockouts, etc. Contains information on who, what, when, where, and why the response.	2 years	Various (paper, digital)		<input type="checkbox"/>
BFD 17-04	Arson reports – Self-explanatory	Permeant	Various (paper, digital)		<input checked="" type="checkbox"/>
BFD 17-05	Dispatch sheets/logs: Self-explanatory	3 years	Various (paper, digital)		<input type="checkbox"/>
BFD 17-06	EPA burning violation record: Self-explanatory	5 years after violation corrected	Various (paper, digital)		<input type="checkbox"/>
BFD 17-07	Equipment Record files: includes maintenance and testing records on vehicles, pumps, ladders, SCBA equipment, O2 tanks, Life Paks, Defibrillators and other apparatus except hydrants and hoses	Life of the equipment	Various (paper, digital)		<input type="checkbox"/>
BFD 17-08	Fire Investigation Files – includes any reports, communication, interviews, etc. regarding a fire investigation	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
BFD 17-09	Fire Loss Records: Self-explanatory	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
BFD 17-10	Fire Safety Inspection Reports – record of inspection of all commercial property or residential property with 5 suites or larger for fire extinguishers, smoke detectors, standpipes, etc. includes any violation notices.	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
BFD 17-11	Firework Permits – self-explanatory	2 years	Various (paper, digital)		<input type="checkbox"/>

(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
BFD 17-12	Gasoline and Oil Disbursement Record – information on gas ordered for fire vehicles	10 years	Various (paper, digital)		<input type="checkbox"/>
BFD 17-13	Hose records: Includes regard of condition of hoses that are inspected yearly	3 years	Various (paper, digital)		
BFD 17-14	Hydrant Location Record: Self-explanatory	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
BFD 17-15	Hydrant Testing and Maintenance records: Self-explanatory	3 years	Various (paper, digital)		<input type="checkbox"/>
BFD 17-16	Master Run Reports: including run reports and fire reports: Self-explanatory	7 years	Various (paper, digital)		<input type="checkbox"/>
BFD 17-17	Mutual Aid Agreements/MABA: Self-explanatory	5 years after superseded	Various (paper, digital)		<input type="checkbox"/>
BFD 17-18	Standpipe testing records: Self-explanatory	3 years	Various (paper, digital)		<input type="checkbox"/>
BFD 17-19	Storage Tank Records – included above and underground	3 years	Various (paper, digital)		<input type="checkbox"/>
BFD 17-20	Training Records: includes seminars, in house, off site and continuing education	Place in personnel file	Various (paper, digital)		<input type="checkbox"/>
BFD 17-21	Violation Notices: Correction notice of fire code violations	2 years after violation correction	Various (paper, digital)		<input type="checkbox"/>



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OHIO HISTORY CONNECTION

FEB 17 2017

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: Local Government Unit

City of Brooklyn

Human Resources

(Local Government Entity)

(Unit)

Dave Schaeffer

Dave Schaeffer

Finance Director

2/10/17

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Brooklyn Records Commission

(216) 351-2133

7619 Memphis Avenue

Brooklyn

44144

(Telephone Number)

Cuyahoga

(Address)

(City)

(Zip Code)

(County)

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

mbanish@brooklynohio.gov

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.

Kathleen E. Gallagher

2/15/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda P. Rudden

Local Government Records Archivist

2/28/17

Signature

Title

Date

Section D: Auditor of State

Martin E. Mue

Records Mgr

3-9-17

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 Brooklyn

Human Resources

(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
HR 17-01	Government Compliance Forms and Reports: Includes EEO-4, VETS-001 forms and OSHA annual reports	5 years	Various (paper, digital)		<input type="checkbox"/>
HR 17-02	Grievance Hearing Files: includes notice of grievance, correspondence regarding hearing, any exhibits presented at the hearing and the decision of the hearing officer. Used to keep a record of the complaint and proceedings.	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input type="checkbox"/>
HR 17-03	Health insurance enrollment records: includes application/change form, election form. Used to keep record of enrollment and any dependence status changes.	2 years after employee leaves municipal employment	Various (paper, digital)		<input type="checkbox"/>
HR 17-04	Injury Reports: includes internal incident report. Used to report any on the job injury or accident where no immediate need of medical care beyond first aid is identified.	2 years	Various (paper, digital)		<input type="checkbox"/>
HR 17-05	Job Descriptions: used to provide a job summary, essential job functions, minimum qualifications required, equipment used for the position, required experience.	Until Superseded	Various (paper, digital)		<input type="checkbox"/>
HR 17-06	Job Posting per Collective Bargaining Agreement: Self-explanatory	5 years	Various (paper, digital)		<input type="checkbox"/>
HR 17-07	Job Recruitment Files: includes the job posting, copy of the signed requisition for personnel, correspondence with civil service commission if applicable.	1 year	Various (paper, digital)		<input type="checkbox"/>
HR 17-08	Mediation/Arbitration Files: may include copies of arbitrator decision, fact finding reports, mediation reports, 3 rd party opinions on contract negotiations, grievance matters, etc.	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input type="checkbox"/>
HR 17-09	Monthly Medical Claims Statements: Used to verify current employee/dependent prior to payment of insurance invoice.	5 years	Various (paper, digital)		<input type="checkbox"/>

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

See instructions before completing this form.

City of Brooklyn

Human Resources

(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
HR 17-10	Personnel Files: includes application for employment, letters of appointment, insurance enrollment cards (life, accident, deferred comp, beneficiary forms), disciplinary forms, training, performance evaluation forms, employment and termination cards, changes in rate of pay, copy of PERS personal history form, certification of other public service in Ohio, application for life insurance, application for membership in Police and Fire pension fund, application for members from elected official, etc.	10 years after employee leaves municipal employment Permanent record as to employment card, salary history and resignation letter.	Various (paper, digital)		<input type="checkbox"/>
HR 17-11	Worker's Compensation files: to include the injury report, witness statements, medical record, vouchers for payment, BWC/ICO hearing notices and final orders.	10 years after date of final payment	Various (paper, digital)		<input type="checkbox"/>
HR 17-12	Worker's Compensation quarterly reports from Managed Care Organization	2 years	Various (paper, digital)		<input type="checkbox"/>
HR 17-13	Unemployment claim files: self-explanatory	4 years after date of final payment	Various (paper, digital)		<input type="checkbox"/>
HR 17-14	Union Negotiation files: includes notes from negotiation meetings, may include city reports on various matters such as salaries of other employees, healthcare costs, total compensation information for individual positions, etc.	Until no longer of administrative value	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>



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localrecs@ohiohistory.org
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OHIO HISTORY CONNECTION

FEB 17 2017

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: Local Government Unit

City of Brooklyn

Law Department

(Local Government Entity)

(Unit)

Kevin Butler

Kevin Butler

Law Director

2/13/17

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Brooklyn Records Commission

(216) 351-2133

7619 Memphis Avenue

Brooklyn

44144

(Telephone Number)

Cuyahoga

(Address)

(City)

(Zip Code)

(County)

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Kathleen Spillay

2/15/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda P. Finley

Local Government Records Activist

2/28/17

Signature

Title

Date

Section D: Auditor of State

Martin E. Murr

Records Mgr

3-9-17

Signature

Title

Date

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

See instructions before completing this form.

City of Brooklyn

Law 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
Law 17-01	Civil Litigation Files: including pleadings and court filings, briefs, correspondence, transcripts and any other pertinent client information used in litigation, mediation, arbitration and administrative proceedings, not including settlement agreements.	3 years from final judgment or disposition including expiration of appeals or appeal time	Various (digital, paper)		<input type="checkbox"/>
Law 17-02	Civil Claims: including correspondence and enclosed documents (pre or non-lawsuit), not including settlement agreements.	3 years from the date of loss	Various (digital, paper)		<input type="checkbox"/>
Law 17-03	Joint entries, consent entries, mutual agreements, settlement agreements from civil claims and civil litigation: Self-explanatory	Permanent – paper copy can be destroyed if converted to a digital file	Various (digital, paper)		<input checked="" type="checkbox"/>
Law 17-04	Legal Billings: including any detailed fee bills from outside counsel	3 years	Various (digital, paper)		<input type="checkbox"/>
Law 17-05	Legal and Legislative Research: including research materials related to various legal and legislative matters coming before the department.	1 year or until no longer of administrative value	Various (digital, paper)		<input type="checkbox"/>
Law 17-06	Legal Opinions: including any formal memorandums of any in-house or outside counsel	Permanent – paper copy can be destroyed if converted to a digital file	Various (digital, paper)		<input checked="" type="checkbox"/>
Law 17-07	Union Contract Negotiation Records: not including signed collective bargaining agreements	1 year or until no longer of administrative value	Various (digital, paper)		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



FEB 17 2017

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: Local Government Unit

City of Brooklyn		Mayor's Court	
(Local Government Entity)		(Unit)	
	Vince Ruffa	Magistrate	2/14/17
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

City of Brooklyn Records Commission		(216) 351-2133	
		(Telephone Number)	
7619 Memphis Avenue	Brooklyn	44144	Cuyahoga
(Address)	(City)	(Zip Code)	(County)

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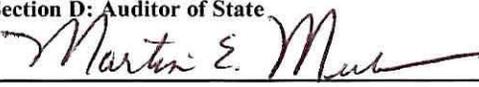
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	2/15/17
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	2/28/17
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	3-9-17
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 Brooklyn

Mayor's Court

(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
Court 17-01	Annual Statement and Yearly Report: Self-explanatory	Permanent – paper copy can be destroyed if converted to a digital file	Various (digital, paper)		<input checked="" type="checkbox"/>
Court 17-02	Case files (includes bonds, fines and free receipts): -Criminal -OMVI -Traffic	5 years provided audited 7 years provided audited 5 years provided audited	Various (digital, paper)	<i>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.</i>	<input type="checkbox"/>
Court 17-03	Case Transfers: includes case lists for Parma Municipal Court	Transfer all relevant records per O.R.C.	Various (digital, paper)		<input type="checkbox"/>
Court 17-04	Cash Payment Records and Refunds: Self-explanatory	4 years provided audited	Various (digital, paper)		<input type="checkbox"/>
Court 17-05	Citations: -Parking -Traffic	Until paid and audited 3 years	Various (digital, paper)		<input type="checkbox"/>
Court 17-06	Complaints and Warrants: Self-explanatory	In case files	Various (digital, paper)		<input type="checkbox"/>
Court 17-07	Docket, Index, Journal: Self-explanatory	15 years	Various (digital, paper)		<input checked="" type="checkbox"/>
Court 17-08	Expungements: Self-explanatory	Seal then destroy case file	Various (digital, paper)		<input type="checkbox"/>
Court 17-09	Monthly Statements and Reports: Self-explanatory	3 years provided audited	Various (digital, paper)		<input type="checkbox"/>
Court 17-10	Bank Statements: self-explanatory	3 years, provided audited	Various (digital, paper)		<input type="checkbox"/>



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OHIO HISTORY CONNECTION

FEB 17 2017

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: Local Government Unit

City of Brooklyn

Mayor's Office

(Local Government Entity)

(Unit)

Katherine Gallagher

Katherine Gallagher

Mayor

2/10/17

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Brooklyn Records Commission

(216) 351-2133

(Telephone Number)

7619 Memphis Avenue

Brooklyn

44144

Cuyahoga

(Address)

(City)

(Zip Code)

(County)

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Katherine Gallagher

2/15/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda D. Bondler

Local Government Records Archivist

2/28/17

Signature

Title

Date

Section D: Auditor of State

Martin E. Mans

Records Mgr

3-9-17

Signature

Title

Date

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

See instructions before completing this form.

City of Brooklyn

Mayor'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
Mayor 17-01	Community Reinvestment Agreements: Self-explanatory	10 years after agreement expires	Various (paper, digital)		<input type="checkbox"/>
Mayor 17-02	Executive Directives: Used to convey new policy or procedure to employees until incorporated into policy or procedure manual	Until no longer of administrative value	Various (paper, digital)		<input type="checkbox"/>
Mayor 17-03	Job Creation Agreements: Self-explanatory	10 years after agreement expires	Various (paper, digital)		<input type="checkbox"/>
Mayor 17-04	Marriage License copies: Kept as a record of marriages performed by the Mayor; original on file with Common Pleas Probate Court	Until no longer of administrative value	Various (paper, digital)		<input type="checkbox"/>
Mayor 17-05	Proclamations: Used to acknowledge persons, services, events, groups or awards	2 years	Various (paper, digital)		<input checked="" type="checkbox"/>
Mayor 17-06	Speeches: Self-explanatory	2 years	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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

FEB 17 2017

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: Local Government Unit

City of Brooklyn

Police Department

(local government entity)

(unit)

(signature of responsible official)

Scott Mielke

Police Chief

(name)

(title)

(date)

2/13/17

Section B: Records Commission

City of Brooklyn Records Commission

(216) 351-2133

(Telephone number)

7619 Memphis Avenue

Brooklyn

44144

Cuyahoga

(Address)

(City)

(Zip code)

(County)

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

mbanish@brooklynohio.gov

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.

Kathleen Gallagher

2/15/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda P. Rindler
 Signature

Local Government Records Archivist
 Title

2/28/17
 Date

Section D: Auditor of State

Martin E. Mal
 Signature

Records Mgr
 Title

3-9-17
 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 Brooklyn
(local government entity)

Police Department
(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
BPD 17-01	Alcohol Breath Test Records – includes -Operator Permits -Breath Test Result Forms -Calibration Records -Radio Frequency Interference Survey	Until renewed 3 years 3 years Until machine moved	Various: paper, digital		<input type="checkbox"/>
BPD 17-02	Animal Control Reports: includes animal complaint calls, adoption records, lost/found records, etc.	2 years	Various: paper, digital		<input type="checkbox"/>
BPD 17-03	Arrest Cards- – self-explanatory -Adults -Juveniles	12 years As ordered by the court	Paper		<input type="checkbox"/>
BPD 17-04	Assignment Schedules – self-explanatory	3 years	Various: paper, digital		<input type="checkbox"/>
BPD 17-05	Body Worn Camera Video/Audio – self- explanatory	Until no longer administratively necessary	Digital		<input type="checkbox"/>
BPD 17-06	Bicycle License Register – self- explanatory	7 years	Paper		<input type="checkbox"/>
BPD 17-07	Citizen Complaints – self-explanatory	4 years provided no action pending	Various: paper, digital		<input type="checkbox"/>
BPD 17-08	Employee Training Records – self- explanatory	Place in personnel file	Paper		<input type="checkbox"/>
BPD 17-09	Evidence/Property Room Records – self- explanatory	25 years	Digital		<input type="checkbox"/>

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

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City of Brooklyn
(local government entity)

Police Department
(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
BPD 17-10	Expunged Records per Court Order – self-explanatory	Destroy all records upon court order	Various: paper, digital		<input type="checkbox"/>
BPD 17-11	Fingerprints – -Adults -Juveniles	99 years As ordered by court	Paper		<input type="checkbox"/>
BPD 17-12	Firearms Records and Inventories – self-explanatory	3 years provided audited	Various: paper, digital		<input type="checkbox"/>
BPD 17-13	In-Car Camera video/Audio Records– self-explanatory	Until no longer administratively necessary	Digital		<input type="checkbox"/>
BPD 17-14	Incident Reports – Includes all supplementary / ancillary case files -Non-Criminal -Misdemeanor -Missing persons -Felony -Homicide/Sexual Assault	5 years 10 years 30 years or until found 15 years permanent	Various: paper, digital		<input type="checkbox"/>
BPD 17-15	Internal Affairs Investigative Reports– self-explanatory	10 years	Various: paper, digital		<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.

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

See instructions before completing this form.

City of Brooklyn
(local government entity)

Police Department
(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
BPD 17-16	Jail Records – Inmate Log Inmate Property Register Booking Cover Form Commissary Records Medical Screening Form Inmate Medication Log Uniform/Bedding Laundry Log Cell Inspections/Cleaning Log Fire Drill Records Facility Inspection Reports Facility Plan of Action Reports	 6 years 3 years provided no action 3 years provided no action 2 years 6 years 6 years 120 days 1 year 2 years 3 years 3 years	Various: paper, digital		<input type="checkbox"/>
BPD 17-17	Junk Vehicle Records – self-explanatory	2 years after sale/disposition	Various: paper, digital		<input type="checkbox"/>
BPD 17-18	L.E.A.D.S. Records – -Logs -Printouts	 2 years Until no longer administratively necessary	Paper		<input type="checkbox"/>

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

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City of Brooklyn
(local government entity)

Police Department
(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
BPD 17-19	Liquor Permit Records – self-explanatory	3 years	Paper		<input type="checkbox"/>
BPD 17-20	Monthly Domestic Violence Reports – self-explanatory	2 years	Various: paper, digital		<input type="checkbox"/>
BPD 17-21	Monthly P.O.P.A.S. Reports – self-explanatory	2 years	Various: paper, digital		<input type="checkbox"/>
BPD 17-22	Parking Citations “Tickets” – self-explanatory	3 years	Paper		<input type="checkbox"/>
BPD 17-23	Personnel Disciplinary Records – Suspension, demotion, dismissal or reprimand of personnel.	Place in personnel file			
BPD 17-24	Police Department Financials, includes -Cash Books -Payroll Sheets -Overtime slips -Monthly Reports	10 years if audited 5 years if audited 1 year if audited 2 years	Various: paper, digital	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.	<input type="checkbox"/>
BPD 17-25	Prisoner Housing Invoices – self-explanatory	5 years	Paper		<input type="checkbox"/>
BPD 17-26	Records (Background) Check Request – self-explanatory	2 years	Various: paper, digital		<input type="checkbox"/>
BPD 17-27	Ride Along Forms (Waivers) – self-explanatory	3 years	Paper		<input type="checkbox"/>
BPD 17-28	Seizure/Forfeiture Records – self-explanatory	6 years	Paper		<input type="checkbox"/>
BPD 17-29	State of Ohio Traffic Crash Repots (OH-1) - Used to document traffic accidents	3 years	Various: paper, digital		<input type="checkbox"/>

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

See instructions before completing this form.

City of Brooklyn
(local government entity)

Police Department
(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
BPD 17-30	Station Video Recordings -Non-booking -Booking	30 days 30 days provided no action pending	Digital		<input type="checkbox"/>
BPD 17-31	Subpoenas, Summonses, or Warrants– self-explanatory	Until discharged, answered or withdrawn	Digital		<input type="checkbox"/>
BPD 17-32	Traffic Citations– self-explanatory	3 years, provided audited	Paper		<input type="checkbox"/>
BPD 17-33	Traffic Crash Reports (Non OH-1) – Used to document traffic accidents	3 years	Various: paper, digital		<input type="checkbox"/>
BPD 17-34	Tow and Vehicle Release Forms– self- explanatory	5 years	Paper		<input type="checkbox"/>
BPD 17-35	Uniform Crime Reports (UCR) – self- explanatory	3 years	Various: paper, digital		<input type="checkbox"/>
BPD 17-36	Vacation House Checks– self-explanatory	90 days after owner returns	Paper		<input type="checkbox"/>
BPD 17-37	Wanted Posters– self-explanatory	Until subject apprehended	Paper		<input type="checkbox"/>
BPD 17-38	Juvenile Diversion case files	Destroyed upon completion of case	Various: paper, digital		<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.**



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

FEB 17 2017

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: Local Government Unit

City of Brooklyn

Recreation Center

(Local Government Entity)

(Unit)



Maria McGinty

Recreation Manager

2/13/17

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Brooklyn Records Commission

(216) 351-2133

(Telephone Number)

7619 Memphis Avenue

Brooklyn

44144

Cuyahoga

(Address)

(City)

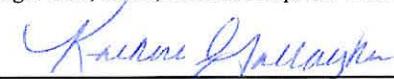
(Zip Code)

(County)

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mabanish@brooklynohio.gov

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.



2/15/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives



Local Government Records Archivist

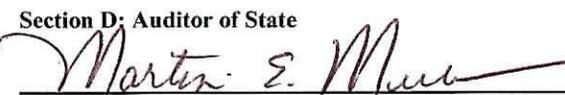
2/28/17

Signature

Title

Date

Section D: Auditor of State



Records Mgr

3-9-17

Signature

Title

Date

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

See instructions before completing this form.

City of Brooklyn

Recreation Center

(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
Rec 17-01	Cash Deposit Slips	5 years provided audited	Paper		<input type="checkbox"/>
Rec 17-02	Cash Statements	Original copy sent to Finance Department	Paper		<input type="checkbox"/>
Rec 17-03	Daily cash reports	3 years provided audited	Various (paper, digital)		<input type="checkbox"/>
Rec 17-04	Monthly financial report	Original copy sent to Finance Department	Various (paper, digital)		
Rec 17-05	Park Permits	3 years	Paper		<input type="checkbox"/>
Rec 17-06	Pass Applications and Registration Forms	5 years	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

*Audited means: the years
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have been audited by the
Auditor of State and the
audit report has been
released pursuant to
Sec. 117.26 O.R.C.*



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OHIO HISTORY CONNECTION

FEB 17 2017

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: Local Government Unit

City of Brooklyn

Service Department

(Local Government Entity)

(Unit)

[Handwritten Signature]

John Verba

Service Director

2/16/17

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Brooklyn Records Commission

(216) 351-2133

7619 Memphis Avenue

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[Handwritten Signature]

2/15/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Handwritten Signature]

Local Government Records Archivist

2/28/17

Signature

Title

Date

Section D: Auditor of State

[Handwritten Signature]

Records Mgr

3-9-17

Signature

Title

Date

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

See instructions before completing this form.

City of Brooklyn

Service 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
BSD 17-01	Aerial photographs: Self-explanatory	Until superseded evaluate for historical value	Various (paper, digital)		<input checked="" type="checkbox"/>
BSD 17-02	Bridge Inspection Reports: Self-explanatory	5 years	Various (paper, digital)		<input type="checkbox"/>
BSD 17-03	CDL Drug Test Quarterly Reports: Self-explanatory	5 years unless discipline	Various (paper, digital)		<input type="checkbox"/>
BSD 17-04	City Property Files: Kept as a record of plans, repairs and maintenance for all city owned property such as parks, buildings, lots etc.	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input checked="" type="checkbox"/>
BSD 17-05	Cuyahoga County Division of Public Works: includes agreements and annual reports	10 years	Various (paper, digital)		<input type="checkbox"/>
BSD 17-06	Cuyahoga County Soil & Water District: includes annual report card and agreements	8 years	Various (paper, digital)		<input type="checkbox"/>
BSD 17-07	EPA Reports: Includes Solid waste monthly reports, Leachate invoices, and landfill documentation	Permanent – paper copy can be destroyed if converted to a digital file	Various (paper, digital)		<input type="checkbox"/>
BSD 17-08	Fuel Reports: Used to track the amount of fuel use for each vehicle or piece of equipment. Each department and area has an individual card that registers the amount of fuel. Used to bill back to individual departments and outside entities. Original report sent to the Finance Department.	3 years provided audited	Various (paper, digital)	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	<input type="checkbox"/>
BSD 17-09	Northeast Ohio Regional Sewer District agreements: Self-explanatory	5 years	Various (paper, digital)	Sec. 117.25 O.R.C.	<input type="checkbox"/>

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

See instructions before completing this form.

City of Brooklyn

Service 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
BSD 17-10	Project & Design files: Both federal and municipal to include the bid book (plans, specifications, agreement, correspondence, prevailing wage reports, utility company drawings, field notes, etc.) used for all projects undertaken in the city for city improvements or projects.	8 years after project completion	Various (paper, digital)		<input type="checkbox"/>
BSD 17-11	Property High Grass Invoices: Self-explanatory	5 years	Various (paper, digital)		<input type="checkbox"/>
BSD 17-12	Recycle & Refuse Tracking: used to track all types of recycle and refuse including yard waste, curbside, hazardous materials collections, etc. Track based on tonnage and sales.	10 years	Various (paper, digital)		<input type="checkbox"/>
BSD 17-13	Refuse and Recycle Total Database: Used to track toters assigned to specific address. Tracks compliance with refuse regulations.	Life of Toter	Various (paper, digital)		<input type="checkbox"/>
BSD 17-14	Repair Orders: Kept as a record of repairs and maintenance for all fleet vehicles and equipment. Record includes parts used and time to repair. Tracks cost of repair to each piece of equipment.	Life of equipment	Various (paper, digital)		<input type="checkbox"/>
BSD 17-15	Snow Removal Program reports: Self-explanatory	5 years	Various (paper, digital)		<input type="checkbox"/>
BSD 17-16	Street Repair Records: Kept as a record of repairs and maintenance to streets where there was utility openings. Includes record of inspections before final closure of the street by an outside contractor for utility connects. Also record of street repair cost records.	3 years	Various (paper, digital)		<input type="checkbox"/>
BSD 17-17	Storm Street Maintenance Reports: Cost summary of each storm event. Includes record of number of trucks, amount of salt used, number of man hours. Used to track the approximate cost to maintain streets during storm event.	3 years	Various (paper, digital)		<input type="checkbox"/>

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City of Brooklyn

Service 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
BSD 17-18	Street Striping Records: Self-explanatory	5 years	Various (paper, digital)		<input type="checkbox"/>
BSD 17-19	Tree City Application: Self-explanatory	2 years	Various (paper, digital)		<input type="checkbox"/>
BSD 17-20	Tree Keeper: Used to track all public property trees that have been removed, stump removal has been done, new plantings with the type of tree, major trimmings and pruning.	Life of the tree	Various (paper, digital)		<input type="checkbox"/>
BSD 17-21	Vehicle and Equipment Inventory: Self-explanatory, but also includes all auction information.	3 years provided audited	Various (paper, digital)		<input type="checkbox"/>
BSD 17-22	Weight Slips for Refuse and Recycling Tonnage: Used to track all refuse and recycle taken to the solid waste facility. Kept to compare monthly report from facility and slips given to the driver when load is dropped off.	3 years provided audited	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<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. 117.25 O.R.C.