

City of Westlake

RC-2



Revised: July 31, 2013

City of Westlake

RC-2

Revised by the Westlake Records Commission July 31, 2013

Table of Contents:

	Page
Section 1. General Administrative Records	4 - 9
Section 2. Building, Planning and Zoning Records	9 - 13
Section 3. Cemetery Records	13
Section 4. Council Records	13 - 14
Section 5. Engineering and Street Records	
A. Engineering Records	14
B. Street Records	15
Section 6. Financial Records	
A. General Finance Records	15 - 19
B. Municipal Income Tax Records	19 - 20
C. Sinking Fund Records	20
Section 7. Fire records	21 – 22
Section 8. Legal Records	22
Section 9. Parks and Recreation Records	22 - 23
Section 10. Payroll & Personnel Records	
A. Payroll Records	23 - 24
B. Personnel Records	24 - 27
Section 11. Civil Service Records	27
Section 12. Water and Sewer Records	27
Section 13 Health Records	28
Section 14 Police Records	28 - 31
General Index	32 – 38

Note relative to "permanent" records: Since electronic records and the technology surrounding them are in a continuous state of change, any record in an electronic format cannot be considered stable and capable of remaining reliable, authentic and accessible over any long-term or permanent retention period. Therefore, it is the recommendation of the State Archives that any digitally imaged records of **permanent value** also be maintained in either paper or microfilm format.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205



For State Archives - LGRP Use Only

Date Received:
Date Reviewed:
Items requested for transfer: YES NO
If YES, attach copy of transfer form

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 Westlake	entire city		
(local government entity)	(unit)		
	Nicolette Sackman, MMC Clerk of Commissions	4/9/14	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Westlake Records Commission	440-617-4310		
	(telephone number)		
27700 Hilliard Blvd.	Westlake	44145	Cuyahoga
(address)	(city)	(zip code)	(county)

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

	4/9/14
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	Archivist	4/22/14
Signature	Title	Date

Section D: Auditor of State

	4-28-14
Signature	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.**



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of Westlake

addition to existing RC-2

(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 OHS-LGRP
10410	Record of Disciplinary Action (Formal)	As provided in applicable Collective Bargaining Agreement or 4 years, whichever date is earlier	Paper/Digital	



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43205

OCT 05 2016

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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 Westlake

entire city

(local government entity)

(unit)

Nicolette Sackman, MMC Clerk of Commissions

10/5/16

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Westlake Records Commission

440-617-4310

(telephone number)

27700 Hilliard Blvd.
(address)Westlake
(city)44145
(zip code)Cuyahoga
(county)

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

10-5-2016

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Local Government Records Archivist

10/14/16

Signature

Title

Date

Section D: Auditor of State

10-27-16

Signature

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.



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of Westlake

addition to existing RC-2

(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 OHS-LGRP
10303	Health Insurance Claims	5 years	Paper/Digital	



**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

1982 Velma Avenue
Columbus, Ohio 43205

For State Archives - LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
<i>If YES, attach copy of transfer form</i>		

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 Westlake	entire city		
(local government entity)		(unit)	
	Nicolette Sackman, MMC	Clerk of Commissions	7/31/2013
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Westlake Records Commission		440-617-4310	
		(telephone number)	
27700 Hilliard Blvd.	Westlake	44145	Cuyahoga
(address)	(city)	(zip code)	(county)

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

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.

7/31/2013

Records Commission Chair Signature Mayor Dennis M. Clough	Date
--	------

Section C: Ohio Historical Society - State Archives

Signature	Title	Date
-----------	-------	------

Section D: Auditor of State

Signature	Date
-----------	------

Signatures on
file in the Clerk
of Commissions
Office

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.



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
Section 1. - General Administrative Records				
	Accident Reports \ Files:			
01000	Employee Injury Report	Place in personnel file	Paper	
01010	Bodily Injury to non-employee	6 years provided no action pending	Paper	
01020	Damage to Municipal Vehicle or Property	6 years provided no action pending	Paper	
01030	Activity Reports - All types	2 years	Paper/Digital	
01040	Agendas	6 years	Paper/Digital	
01050	Annual Departmental Budget	5 years	Paper/Digital	
01060	Annual Departmental Report	Permanent - at 50 years appraise for historical value	Paper	RC-3 Required by OHS
01070	Annual Municipal Budget	Permanent - at 50 years appraise for historical value	Paper	RC-3 Required by OHS
01080	Annual Municipal Report	Permanent – at 50 years appraise for historical value	Paper	RC-3 Required by OHS
01090	Attendance Reports \ Records	3 years	Paper/Digital	
01100	Audiovisual, PR & Training Materials	Until information is superseded, obsolete, or replaced, then appraise for historical value	Paper	
01110	Badges and ID's	Turn in upon termination	Paper/Digital	
01120	Blank Forms	Until obsolete or superseded – No RC-3 required	Paper/Digital	
01130	Blueprints \ Vellums	Until updated, superseded or obsolete, appraise for historical value	Paper/Digital	RC-3 Required by OHS
01131	Budget Preparation Documents (Working Papers)	4 years	Paper/Digital	
01132	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary, no RC-3 required	Paper/Digital	
01133	Calendars	Until no longer administratively necessary, no RC-3 required	Paper/Digital	
01140	Calibration Records - All types	5 years	Paper/Digital	
01150	City Manager's / Mayor's Journal	Permanent	Paper	RC-3 Required by OHS



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
01160	Compliance Reports - All Types	5 years	Paper/Digital	
01165	Computer Back Ups	Until updated, superseded, failed or obsolete, may erase and reuse disc, hard drive or other media the back up was saved on – no RC-3 required	Digital	
01167	Computer Access forms	2 years after employee retires	Paper	
01170	Continuing Education Certifications \ Class \ Seminar \ Training Attendance Records	Place in personnel file	Paper	
01180	Contracts and Agreements	15 years after expiration or termination	Paper	
	Copies - All media: Official File copy	Use applicable records series retention period	Paper/Digital	
01200	Reading \ Informational \ Reference Copy	Until no longer administratively necessary, no RC-3 required	Paper/Digital	
	Correspondence:			
01210	Routine Form Letters	1 year	Paper/Digital	
01220	General	2 years	Paper/Digital	
01230	With Legislative Branch	3 years	Paper/Digital	
01240	Executive	5 years	Paper/Digital	
01250	Delivery Slips \ Packing Slips	2 years	Paper/Digital	
01260	Disaster Plans	Until updated or superseded	Paper	
01270	Dispatcher Radio/Phone Calls Audio Recordings	30 days erase and reuse provided no action pending	Audio	
01280	Drafts - All Media	Until no longer administratively needed, no RC-3 required	All media types	
01290	Drawings, Tracings, Mylars	Until updated, superseded or obsolete, appraise for historical value	Paper	RC-3 Required by OHS
01292	Equipment Inventories	3 years	Paper/Digital	
01300	Equipment Maintenance Records	Life of the equipment	Paper	
01310	Equipment Records - Personal Use Items (E.g. tools weapons, clothing etc.)	Until equipment returned by employee	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
01320	Executive Orders	Until superseded, obsolete, or replaced; then appraise for historical value	Paper	
01330	Expense Records	3 years	Paper/Digital	
01340	Facsimile (FAX): Logs	1 year	Paper/Digital	
	Messages	Use correspondence retention periods	Paper/Digital	
01360	Flow Charts – Operations	2 years	Paper/Digital	
01370	Fuel Usage Records	3 years	Paper/Digital	
01380	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain one copy until audited	Paper/Digital	
01390	Grant Files \ Records - Federal \ State	5 years provided audited and disputes resolved	Paper	
01400	Hearings (Not Employee Related): Audio Recordings	1 year	Audio	
	Video Recordings	1 year	Video	
01420	Report of Proceedings	Permanent	Paper	RC-3 Required by OHS
01430	Transcripts	5 years	Paper/Digital	
01440	Leases: Equipment	2 years after expiration	Paper/Digital	
	Real Estate	5 years after expiration	Paper/Digital	
01450	Licenses, Permits, Certifications	1 year after expiration	Paper/Digital	
01465	Logs / schedules	2 years	Paper	
01470	Mail: Unsolicited Mail (e.g. anonymous \ slanderous letters, groundless complaints, sales materials transitory messages, informational brochures, etc.)	Until no longer administratively necessary – no RC-3 required	Paper/Digital	
	Postal Records (e.g. Registered \ Certified \ Insured Logs or Receipts \ Postal Meter Documents)	2 years	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
-	Electronic Mail (E-Mail)	Retain according to content, or treat as Correspondence, copies or mail	Electronic	
01500	Mailing Lists	Until updated, superseded or obsolete	Paper/Digital	
01510	Management \ Operations Reports: Monthly \ Quarterly \ Semiannual	Until incorporated into an annual report	Paper/Digital	
01520	Annual	5 years	Paper/Digital	
01530	Consultant	5 years	Paper/Digital	
01540	Manuals, Handbooks and Directives	Until superseded, obsolete, or replaced. Retain one file copy 5 years	Paper	
01550	Maps \ Plats	Until updated, superseded or obsolete, then appraise for historical value	Paper	RC-3 Required by OHS
01560	Material Safety Sheets	Until superseded	Paper	
01570	Meeting Notices (Sec. 121.22 ORC)	1 year	Paper/Digital	
	Memoranda	Use correspondence retention periods	Paper/Digital	
01590	Minutes of Meetings: Approved Hardcopy	Permanent	Paper/ Microfilm	RC-3 Required by OHS
01600	Audio Recordings of Meetings	1 year provided the hardcopy of the minutes have been approved	Audio	
01610	Video Recordings	1 year provided the hardcopy of the minutes have been approved	Video	
01620	Drafts \ Notes	Until hardcopy of minutes approved, no RC-3 required	Paper/Digital	
01630	Municipal Publications	Until superseded or obsolete, retain one copy	Paper	RC-3 Required by OHS
01670	Oaths of Office	10 years after leaving office	Paper	
01680	Photo File (includes prints, slides, negatives, Transparencies and related	Until information is no longer current, then appraise for	Paper	RC-3 Required by OHS



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
	photographic items)	historical value		
01690	Press \ News Releases	3 years	Paper/Digital	RC-3 Required by OHS
01700	Printing Orders	3 years	Paper/Digital	
01705	Proclamations	2 years	Paper/Digital	RC-3 Required by OHS
01710	Project Plans \ Drawings \ As Built	Life of project or obsolete then appraise for historical value	Paper	
01720	Receipts/Receipt Books	2 years provided audited	Paper/Digital	
01730	Receiving Documents	3 years	Paper/Digital	
01740	Record Retention Documents RC 1, RC 2, RC 3	25 years	Paper	
01750	Records Requests	2 years	Paper/Digital	
01760	Reference \ Library Materials	Until superseded, obsolete or replaced	Paper/Digital	
01770	Requisitions	3 years	Paper/Digital	
01780	Research Files	5 years	Paper/Digital	
01790	Rosters \ Directories	1 year after superseded or obsolete	Paper/Digital	
01800	Scrapbooks, Yearbooks	Appraise for historical value	Paper	RC-3 Required by OHS
01810	Speeches \ Presentations	3 years	Paper/Digital	RC-3 Required by OHS
01820	Statistical Reports: Monthly \ Quarterly \Semiannual	Until incorporated into yearly compilation	Paper/Digital	
01830	Annual	5 years	Paper/Digital	
01840	Consultant produced	5 Years	Paper/Digital	
01850	Surveying - Field Notes	Permanent	Paper	RC-3 Required by OHS
01860	Surveillance Tapes	30 days then reuse provided no action pending	Audio	
01861	Surveillance Videos	30 days then reuse provided no action pending	Video	
01870	Table of Organization \ Organizational Charts	Until superseded	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
Telephone Messages - Telephone Records:				
01880	Charges \ Bills \ Call Detail Records	2 years provided audited	Paper/Digital	
01890	Documentation	Life of system	Paper	
01900	Messages	Until no longer administratively necessary, no RC-3 required	Paper/Digital /Audio	
01910	Service Records	2 years	Paper/Digital	
01920	System Equipment Inventory	Continually updated, retain superseded data 1 year	Paper	
01930	Training Material \ Lesson Plans	Until superseded	Paper	
01935	Transient Documents: Includes telephone messages, post-it notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication	Retain until no administratively necessary, no RC-3 required	Paper/Digital /Audio	
01940	Uniform Record	3 years, provided audited	Paper/Digital	
01950	Vehicle Maintenance Records	Until vehicle sold	Paper	
01960	Vehicle Mileage Records	Until vehicle sold	Paper	
01970	Visitors' Log or Sign-in Sheets	1 year	Paper/Digital	
Voice Mail:				
01980	Messages	Until no longer administratively necessary, no RC-3 required	Digital/Audio	
01990	System Documentation	Life of system	Paper	
011000	Warranties	2 years after expiration	Paper/Digital	
011010	Work Orders	2 years	Paper/Digital	
011020	Work Schedules	1 year after schedule changed	Paper/Digital	
Section 2 - Building, Planning and Zoning Records				
02010	Annexation Case Files	Permanent	Paper	RC-3 Required by OHS
02020	Annexation Record	Permanent	Paper	RC-3 Required by OHS
02030	Appeals on Interpretation of Code	Permanent	Paper	RC-3 Required by OHS
02070	Building Applications	Until occupancy permit issued	Paper	
02080	Building Cards	Permanent	Paper	RC-3 Required by OHS



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
02090	Building Folders	Review at 5 years	Paper	
02100	Building Inspection Reports	5 years	Paper/Digital	
02110	Building Permit Record	Permanent	Paper	RC-3 Required by OHS
	Building Plans:			
02120	Residential	3 years	Paper/Digital	
02130	Commercial	5 years	Paper/Digital	
02140	Municipal owned	Life of structure, appraise for historical value	Paper	
02150	Building Sign Inspection Files	Permanent	Paper	
02160	Case Files - Board of Building Standards and Appeals	10 years	Paper	RC-3 Required by OHS
02170	Case Files - Board of Zoning Appeals	10 years	Paper	RC-3 Required by OHS
02180	Certificates of Insurance	2 years after expiration, provided no claims pending	Paper/Digital	
02190	City Building Code	Until superseded; retain 1 copy permanently	Paper	
02200	Community Development Reports	Until no longer of administrative value	Paper/Digital	
	Community Reinvestment Area:			
02204	Applications: All companies with approved CRA agreements	2 years, after expiration of agreement terms	Paper/Digital	
02205	Applications: All companies that applied for CRA tax abatement status	2 years, after expiration of agreement terms	Paper/Digital	
02210	Complaints	2 years, provided no action pending	Paper/Digital	
02220	Condemnation and Demolition Records	Permanent	Paper	RC-3 Required by OHS
02230	Contractor's Registration	2 years	Paper/Digital	
02240	Demolition Permits	Permanent	Paper	RC-3 Required by OHS
	Enterprise Zone:			
02244	Applications: All companies with approved EZ agreements	2 years, after expiration of agreement terms	Paper/Digital	
02245	Applications: All companies	2 years, after expiration of	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
	that applied for EZ status	agreement terms		
02248	Hospital & Health Care Campus Master Plan	Until superseded	Paper	
02250	House Number Record	Permanent	Paper	RC-3 Required by OHS
02260	Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value; appraise for historical value	Paper	
02265	Inactive Plans/Drawings	6 months from the date of filing, as long as inactive and no action pending	Paper/Digital	
02270	Index to Board of Zoning Appeals Case Files	25 years	Paper	RC-3 Required by OHS
02280	Index to Variance Record	25 years	Paper	RC-3 Required by OHS
02290	Index to Zoning Case Record	25 years	Paper	RC-3 Required by OHS
02300	Industrial Use Permit Reviews	Permanent	Paper	RC-3 Required by OHS
02310	Legislative Research Files \ Drafts	Until no longer of administrative value	Paper/Digital	
02320	Loan and Grant Applications (copies)	3 years, provided audited	Paper/Digital	
02325	Material sample boards: i.e. building material chips, color chips, samples of building or sign materials	Until no longer of administrative value and then can be returned to developer or disposed – No RC-3 required	Display boards, material samples	
02330	Occupancy Permit Record	Permanent	Paper	
02340	Performance Bonds – Contractors	10 years after expiration	Paper	
02350	Permits All types	3 years provided audited	Paper/Digital	
02360	Planning Briefs	25 years	Paper	
02370	Planning Commission Case Files: Development Plans	10 years, provided no action pending	Paper	
02371	Landscape Plans	10 years, provided no action pending	Paper	
02372	Lot Splits & Assemblies	10 years, provided no action pending	Paper	
02373	Preliminary Plans:	2 years or until superseded	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
-	Development Plans			
	Preliminary Plans: Subdivisions	See Subdivisions		
02375	Relief from fencing	10 years, provided no action pending	Paper	
02376	Satellite Dishes	10 years, provided no action pending	Paper	
02377	Sign Plans	5 years or until superseded	Paper/Digital	
02378	Site Improvement Plans	10 years, provided no action pending	Paper	
02380	Project Planning Files	5 years after completion of final project report	Paper/Digital	
02390	Project Reports	25 years, appraise for historical value	Paper	RC-3 Required by OHS
02395	PUD (Chapter 1212) Preliminary Development Plans (part of rezoning approval form)	Until superseded	Paper	
02400	Quadrant Files	5 years	Paper/Digital	
02410	Rezoning Applications	Until final action taken and recorded	Paper	
02420	Rezoning Case Files	5 years after final decision rendered	Paper/Digital	
02430	Street Name Change Record	Permanent	Paper	RC-3 Required by OHS
02440	Street \ Alley Vacation Case Files	Permanent	Paper	RC-3 Required by OHS
02450	Subdivision Files	Permanent	Paper	RC-3 Required by OHS
02460	Transportation Research Files	10 years; appraise for historical value	Paper	RC-3 Required by OHS
02470	Urban Renewal Files	Obsolete; appraise for historical value	Paper	RC-3 Required by OHS
02480	Violations	Until corrected or adjudicated by a Court	Paper	
02490	Zoning Case Log	25 years	Paper	
02500	Zoning Certificate for Occupancy and	Permanent	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
02510	Use of Land and Buildings Zoning Change Request	5 years, provided no action pending	Paper/Digital	
02520	Zoning Permit Applications	1 year after final decision rendered	Paper/Digital	
02530	Zoning Permit Record	Permanent	Paper	RC-3 Required by OHS
Section 3 - Cemetery Records				
03010	Burial Fee Receipts	3 years, provided audited	Paper/Digital	
03020	Burial Transit Permits	5 years	Paper/Digital	
03030	Burial Permit	Permanent	Paper	RC-3 Required by OHS
03040	Deposit Record - Perpetual Care	Permanent	Paper	RC-3 Required by OHS
03050	Deed Book	Permanent	Paper	RC-3 Required by OHS
03060	Index to Burial Plots	Permanent	Paper	RC-3 Required by OHS
03080	Plat Maps	Permanent	Paper	RC-3 Required by OHS
03090	Record of Lot Sales	Permanent	Paper	
03100	Register of Interments	Permanent	Paper	RC-3 Required by OHS
03110	Rules and Regulations	Permanent	Paper	
Section 4 – Council Records				
04005	Certificate of result of election: Council members	10 years after leaving office	Paper	
04006	Issues	3 years after election	Paper/Digital	
04010	Charter and Amendments	Permanent	Paper	
04015	CIC Bonds	Keep until mature and audited	Paper	
04020	Council Member's Files	Term of office then appraise for historical value	Paper	
04030	Index to Council Minutes	Permanent	Paper	
04040	Index to Ordinances \ Resolutions	Permanent	Paper	
04050	Liquor License Requests: Approved	3 years	Paper/Digital	
04060	Denied	1 year	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
04070	Ordinances	Permanent	Paper	RC-3 Required by OHS
04080	Petitions (Miscellaneous not filed elsewhere)	5 years	Paper/Digital	
04100	Reports to Council	5 years	Paper/Digital	
04110	Resolutions	Permanent	Paper	RC-3 Required by OHS
04120	Subject and Administrative Files	5 years	Paper/Digital	
Section 5 – Engineering and Street Records				
A. ENGINEERING RECORDS				
05000	Aerial Photographs	Until superseded then appraise for historical value	Paper	RC-3 Required by OHS
05010	Bridge Plans	Life of bridge	Paper	RC-3 Required by OHS
05020	Bridge Inspection Reports	10 years	Paper	
05030	Change Orders	Place in Project File	Paper	
05040	City Properties File	Permanent	Paper	RC-3 Required by OHS
05050	City Zoning Maps	Permanent	Paper	RC-3 Required by OHS
05060	Contractors' Prevailing Wage Records	5 years	Paper/Digital	
05070	Day Books	3 years	Paper/Digital	
05080	Federal Project Files	5 years after completion of project provided audited	Paper/Digital	RC-3 Required by OHS
05090	House Number Record	Permanent	Paper	RC-3 Required by OHS
05100	Job Orders	3 years	Paper/Digital	
05110	Maintenance Orders	2 years	Paper/Digital	
05120	Project Files (Contracts, specifications change orders, progress reports etc.)	15 years after completion of project	Paper	
05130	Project Inspection Records	Include in project files	Paper	
05140	Sanitary Sewer Records	Permanent	Paper	RC-3 Required by OHS
05150	Sewer Testing Records	5 years	Paper/Digital	
05160	Special Assessments Record	3 years after final payment, provided audited	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
B. STREET RECORDS				
05170	Blueprints, Maps and Plans	Life of Infrastructure then appraise for historical value	Paper	RC-3 Required by OHS
05180	Haul Tickets	2 years, provided audited	Paper/Digital	
05190	Pesticide Application Records	5 years	Paper/Digital	
05200	Proposals for Street Improvement	Until approved or proposal rejected	Paper	
05210	Sewer Repair Sheets	10 years	Paper	
05220	Street Lighting: Assessment Records	Until paid off	Paper	
05222	Petitions	3 years	Paper/Digital	
05223	Pole Locations	Until updated	Paper	
05230	Street Opening Permits	3 years	Paper/Digital	
05240	Street Repair Cost Summary Record	3 years, provided audited	Paper/Digital	
05250	Street Repair Record	3 years	Paper/Digital	
05260	Traffic Study Files	Until superseded then appraise for historical value	Paper	RC-3 Required by OHS
Section 6. - Financial Records				
A. GENERAL FINANCIAL RECORDS				
06000	Acceptance of Utility Rate Ordinance Notices	Permanent	Paper	
06010	Accounts Ledger	5 years after last entry, provided audited	Paper/Digital	
06020	Accounts Payable Record	3 years, provided audited	Paper/Digital	
06030	Accounts Receivable Ledger, General	3 years, provided audited	Paper/Digital	
06040	Accounts Receivable Ledger, Income Tax	6 years	Paper	
06050	Annual Appropriation Ordinances (copies)	5 years	Paper/Digital	
06060	Annual Certificate of Estimated Resources	7 years	Paper	
06070	Annual Municipal Financial Report	Permanent	Paper	RC-3 Required by OHS
06080	Annual Report to Auditor of State	5 years	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
06090	Appropriation Ledger	5 years, provided audited	Paper/Digital	
06100	Assessment Record	Until paid and audited	Paper	
	Audit Reports:			
06110	Internal	5 years	Electronic Paper/Digital	
06120	Federal \ Auditor of State	5 years	Paper/Digital	
06130	Bad Check or Bad Debt Records	2 years after payment or settlement	Paper/Digital	
06140	Balance Sheets	3 years	Paper/Digital	
06150	Bank Deposit Records (Receipts, Reconciliation, Slips, Statements etc.)	3 years provided audited	Paper/Digital	
	Bid Bonds			
06160	Successful bidder	Retain until acceptance of project performance bond	Paper	
06170	Unsuccessful bidder	Return after projected awarded	Paper/Digital	
06180	Bids – Successful	15 years after completion of project	Paper	
06190	Bids - Unsuccessful	2 years after letting of the contract	Paper/Digital	
06200	Block Grant Documentation	5 years	Paper/Digital	
06210	Bond Register	Permanent	Paper	RC-3 Required by OHS
06220	Canceled Checks	3 years provided audited	Paper/Digital	
06230	Canceled Warrants	3 years, provided audited	Paper/Digital	
06240	Capital Improvement Bonds	Until paid off and audited, appraise for historical value	Paper	
06250	Cash Books \ Cash Reports	3 years	Paper/Digital	
06260	Cash Receipts and Disbursements	3 years, provided audited	Paper/Digital	
06270	Cash Register Tapes \ Records	2 years provided internal control established	Paper/Digital	
06280	Certificate of Result of Election (Bond Issues)	Until expiration of bond issue	Paper	
06290	Chargeback Reports \ Records	3 years	Paper/Digital	
06300	Check Registers \ Stubs \ Carbons	3 years, provided audited	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
06310	Checking Account Statement	3 years, provided audited	Paper/Digital	
06320	Checks – Voided	Until audited	Paper	
06330	Client Payment Files	3 years	Paper/Digital	
	Computer Generated Financial Reports:			
06340	Monthly, Quarterly, Semiannual	Until replaced by next printout or annual report printed out	Paper	
06350	Annual	5 years	Paper/Digital	
	Computer Records	Use applicable records series retention period	Electronic	
06455	Cost Control Reports	3 years	Paper/Digital	
06460	Report of Cash Received	3 years, provided audited	Paper/Digital	
06470	Damage Claims	Until settled and all appeals exhausted	Paper	
06480	Deposit Refund Requests	Until deposit is refunded and account audited	Paper	
06490	Encumbrance Documents	3 years	Paper/Digital	
06500	Encumbrance and Expenditure Journal	7 years, provided audited	Paper	
06510	Federal Revenue Sharing Account	7 years, provided audited	Paper	
06520	Fixed Assets Record	10 years	Paper	
06530	General Ledger	25 years	Paper	
06540	Indebtedness Statement	Permanent	Paper	
06550	Insurance Policies	2 years after expiration, provided all claims settled	Paper	
06560	Intergovernmental Tax Receipts	3 years provided audited	Paper/Digital	
06570	Investment Records	3 years provided audited	Paper/Digital	
06580	Invitation to Bid (ITB)	2 years	Paper/Digital	
06590	Invoices and Supporting documents	3 years	Paper/Digital	
06600	Licenses	Term of license plus 1 year	Paper	
06610	Monthly Report of Municipal Court	3 years, provided audited	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
06620	Monthly Statement of Balances	3 years, provided audited	Paper/Digital	
06630	Mortgages	Until paid and canceled, provided audited	Paper	
06640	Oil and Gas Drilling Permit	Permanent	Paper	RC-3 Required by OHS
06650	Pay-In Records	3 years, provided audited	Paper/Digital	
06660	Performance Bonds	After project successfully completed and accepted	Paper	
06670	Permits	3 years, provided audited	Paper/Digital	
	Personal or Professional Services:			
06680	Invoice or Statement of Services	3 years	Paper/Digital	
06690	Petty Cash Record	3 years provided audited	Paper/Digital	
06700	Phone Quotes \ Confirmations	2 years	Paper/Digital	
06710	Posting Sheets and Cards for Paid Bills	3 years, provided audited	Paper/Digital	
06730	Property Inventories	3 years	Paper/Digital	
	Purchase Orders:			
06740	Original	3 years	Paper/Digital	
06750	Copies	Until no longer administratively necessary, no RC-3 required	Paper/Digital	
06751	Logs	3 years (retain with purchase orders and dispose at same time)	Paper/Digital	
06760	Receipts and Expenditures Report to Auditor of State	3 years	Paper/Digital	
06770	Receiving Documents	3 years	Paper/Digital	
06780	Reconciliation Sheets, Bank Accounts	3 years, provided audited	Paper/Digital	
06790	Record of Funds Received	3 years, provided audited	Paper/Digital	
06795	Refund Check Ledger	5 years provided audited	Paper/Digital	
06800	Remittance Advice	3 years	Paper/Digital	
06810	Request for Proposals (RFPs)	2 years	Paper/Digital	
06820	Retirement System Payments \ Records	Permanent	Paper	
06825	Retirement System Exemption Record	Permanent	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
	(Waiver)			
06830	Sales Tax Records	4 years	Paper/Digital	
06840	Settlement Sheet or Tax Distribution from County Auditor	10 years	Paper	
06850	Solicitor's or Peddler's Permit	1 year after expiration	Paper/Digital	
06860	Special Assessments	Until paid off and audited	Paper	
06870	Surety Bonds – Special	10 years after expiration	Paper	
06880	Surety Bonds of Officials or Employees	10 years after termination of officer or employee	Paper	
06890	Tax Abatement Records	Duration of the abatement plus 1-year	Paper	
06900	Tax Settlement Reports	3 years, provided audited	Paper/Digital	
06910	Trial Balance Records	3 years	Paper/Digital	
06920	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited	Paper	
06930	Travel Expense Records	3 years	Paper/Digital	
06940	Treasury Investment Board Report	10 years	Paper	
06950	Unemployment Compensation Records	3 years, provided audited Paper/Digital	Paper	
06960	Uniform Allowance Record	3 years, provided audited	Paper/Digital	
	Vouchers:			
06970	Original	3 years, provided audited	Paper/Digital	
06980	Copies	Until no longer administratively necessary, no RC-3 required	Paper/Digital	
	B. MUNICIPAL INCOME TAX RECORDS:			
06990	Accounts Receivable	6 years	Paper	
061000	Annual Summary of Cash Collected	3 years, provided audited	Paper/Digital	
061010	Business Income Tax Reconciliation Form	6 years	Paper	
061020	Closed Account	6 years	Paper	
061030	Control Sheet	6 years	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
061040	Corporate Partnership Fiduciary Income Tax Return	6 years	Paper	
061050	Daily Posting Recapitulation	3 years, provided audited	Paper/Digital	
061060	Detailed Cash Receipt Record	6 years	Paper	
061070	Delinquent Account Records	Until paid and audited	Paper	
061080	Declaration of Estimated Income Tax Business and Individual	6 years	Paper	
061090	Final Return for the Year	6 years	Paper	
061100	Individual's Tax Return	6 years	Paper	
061110	Quarterly Notice of Installment Due	6 years	Paper	
061120	Quarterly Payment Statement	6 years	Paper	
061130	Refund Voucher	6 years	Paper	
061140	Uncollectible Income Tax Accounts	6 years	Paper	
C. SINKING FUND RECORDS				
061150	Bond Issue Ledger	Permanent	Paper	RC-3 Required by OHS
061160	Bond Transcripts	10 years after issue redeemed	Paper	
061170	Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value	Paper	RC-3 Required by OHS
061180	Call Notices – Securities	10 years after call	Paper	
061190	Cash Journal	10 years, provided audited	Paper	
061200	Coupons (Redeemed)	4 years after audited then appraise for historical value	Paper	RC-3 Required by OHS
061210	Electronic Fund Transfer Records	10 years	Paper	
061220	Monthly Financial Statement	Until incorporated in annual report	Paper/Digital	
061230	Record of Registered Bonds	Permanent	Paper	RC-3 Required by OHS
061240	Sinking Fund Ledger or Journal	Permanent	Paper	RC-3 Required by OHS
Section 7. – Fire Records				
07000	Above and Underground Storage Tank	10 years after tank is out of	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
	Records	service or removed		
07010	Alarm Response Reports	5 years	Paper/Digital	
07020	Annexation Files	Until superseded	Paper	
07030	Arson Reports	50 years appraise for historical value	Paper	RC-3 Required by OHS
07040	Burning Complaint File	1 year	Paper/Digital	
07050	Daily Alarm Log	5 years	Paper/Digital	
07060	Dispatch Sheets \ Logs	3 years	Paper/Digital	
07070	Disaster Plan	Until Superseded	Paper	
07080	Emergency Medical Services Records	7 Years	Paper	
07090	EPA Burning Violation Record	5 years after violation corrected	Paper/Digital	
07100	Fire Code	Until superseded	Paper	
07110	Fire Incident Reports	10 years	Paper	
07120	Fire Investigation Files and Index	50 years appraise for historical value	Paper	RC-3 Required by OHS
07130	Fire and Loss Record	Permanent	Paper	RC-3 Required by OHS
07140	Fireworks Application and Permits	1 year after expiration	Paper/Digital	
07150	Gas and Oil Disbursement Record	1 year, provided audited	Paper/Digital	
07160	Hydrant Location Record	Permanent	Paper	RC-3 Required by OHS
07170	Hydrant Maintenance Record	2 years after test date	Paper/Digital	
07180	Inspection Reports \ Cards - all types	3 years	Paper/Digital	
07190	Insurance Claim File	10 years after final settlement	Paper	
07200	Master Run Reports	3 years	Paper/Digital	
07210	Mutual Aid Agreements	10 years after superseded	Paper	
07220	Radio/Phone Calls Audio Recordings	30 days then erase and reuse provided no action pending	Digital/Audio	
07230	Standpipe Test	3 years	Paper/Digital	
07240	Station House Daily Logs	10 years appraise for historical value	Paper	RC-3 Required by OHS



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
07250	Violation Notices	1 year after violation corrected	Paper/Digital	
07260	Water Surveys	3 years	Paper/Digital	
Section 8. – Legal Records				
08000	Case Files Civil	10 years, provided no action pending	Paper	RC-3 Required by OHS
08010	Case Files, Criminal	20 years, provided no action pending	Paper	RC-3 Required by OHS
08020	City Property Files	Permanent	Paper	RC-3 Required by OHS
08030	Claims for Damages	2 years after case settled and all appeals exhausted	Paper	
08040	Court Transcripts	3 years after case settled	Paper	
08050	Deeds	Permanent	Paper	RC-3 Required by OHS
08060	Easements	Permanent	Paper	RC-3 Required by OHS
08070	Legal Notices: Tear Sheets	2 years	Paper/Digital	
08075	Proof of Publication	5 years	Paper/Digital	
08080	Legal Opinions from Municipal Legal Counsel	Permanent	Paper	
08090	Liability Waivers	3 years provided no action pending	Paper/Digital	
08100	Settlements	3 years	Paper/Digital	
08110	Worker's Compensation Claims	10 years after date of final payment	Paper	
Section 9. - Parks and Recreation Records				
09000	Fee Books	3 years, provided audited	Paper/Digital	
09010	Golf Course Membership Cards	2 years	Paper/Digital	
09020	Golf Course Use Records	3 years	Paper/Digital	
09025	Park and Recreation Membership Forms – expired	2 years after membership expires	Paper/Digital	
09030	Plans of Park Property	Permanent	Paper	RC-3 Required by OHS
09040	Permission Slips	2 years provided no action pending	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
(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 OHS-LGRP
09050	Shelter House Permits	2 years	Paper/Digital	
09060	Swimming Pool Records	2 years	Paper/Digital	
09070	Team Rosters and Score Books	1 year	Paper/Digital	
Section 10. – Payroll \ Personnel Records				
A. PAYROLL RECORDS				
10000	Application for PERS Refund or Waiver	Permanent	Paper	
10010	Court Orders for Payroll Deduction	Until employee terminates or Order rescinded	Paper	
10020	Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly.	Paper	
10030	Employee Income Tax Withholding Certificate	3 years after termination of employment, provided audited	Paper	
10040	Employee Income Tax Withholding Payment Record	6 years, provided audited	Paper	
10050	Employee Pay Records	Continually updated until termination then place into personnel file or enter data onto Employee History Card	Paper	
10060	Employee Withholding Requests	Until replaced or revoked by employee	Paper	
10070	Employer Quarterly Federal Tax Return	4 years, provided audited	Paper/Digital	
10075	Family Medical Leave documents	Place in personnel file	Paper	
10080	Garnishment Orders	Until employee terminates or Order rescinded	Paper	
10085	I-9s	1 year after termination	Paper	
10090	Leave Balances \ Reports: BI-weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report	Paper	
10100	Annual Employee Leave Use \ Balances Report	5 years	Paper/Digital	
10110	Annual Leave Use and Balances by Muni Unit	25 years	Paper	
10120	Individual Employee	Continually maintained and updated in personnel file. Purge	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
		2 years after termination provided no outstanding balances		
10130	Notification of Pay \ Pay Step Increase	Until superseded. Copy in personnel file	Paper	
10140	Overtime authorization	2 years provided audited	Paper/Digital	
10150	Overtime Reports	2 years, provided audited	Paper/Digital	
	Payroll Journal \ Record:			
10160	Annual Cumulative Printout	50 years	Paper	
10170	Weekly \ Monthly Payroll Journal	3 years, provided audited and cumulative employee payroll data retained in personnel file	Paper/Digital	
10180	Reports to Retirement Systems	50 years	Paper	
10190	State Income Tax Report	25 years	Paper	
10200	Tax Withholding Reports	6 years, provided audited	Paper	
10210	W-2 Forms	6 years, provided audited	Paper	
10220	W-4 Forms	Until superseded or employee terminates	Paper	
	B. PERSONNEL RECORDS			
	Application for Employment:			
10230	Person Hired	Place in Personnel File	Paper	
10240	Person not hired	Destroy after 2 years	Paper/Digital	
	Background Checks:			
10245	If hired	Place in personnel file	Paper	
10246	Not hired	Retain w/ employment application	Paper	
10248	Commendations, Promotions	Place in personnel file	Paper	
	Drug/Alcohol:			
10231	Pre-placement tests – Negative	Place in employee medical file	Paper	
10232	Pre-placement tests – positive	Retain w/ application for employment	Paper	
	Drug/Alcohol Test Results:			
10233	Documents relating to Random selection testing	Place in employee medical file	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
10234	Documents related to reasonable suspicion testing, post accident testing, records of refusal to take test, inability to take test, random testing	Place in employee medical	Paper	
	Drug Free Workplace Program: (DFWP)			
10235	Applications	2 years	Paper/Digital	
10236	General Correspondence	2 years	Paper/Digital	
10237	Progress Reports	2 years	Paper/Digital	
10238	Reimbursements / Grants	2 years	Paper/Digital	
10239	Employee Assistance Program (EAP) Records	Place in personnel file	Paper	
10255	Employee Exposure to Hazardous Chemicals \ Biological Hazards or Infectious Diseases Reports	Place in employee medical file	Paper	
10250	Employee Performance Evaluation	Place in personnel file	Paper	
10270	Employee Time Cards \ Sheets	3 years	Paper/Digital	
10280	Employee Training Records	Place in Personnel file	Paper	
10290	Employment History Record Card	Permanent, in lieu of personnel file	Paper	
10292	Employee Medical File	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.	Paper	
10300	Grievance Hearing Records	1 year after resolved	Paper/Digital	
10305	Health Insurance Privacy Protection Act (HIPA) related documents	Place in Employee Medical File	Paper	
10310	Insurance Enrollment Record	1 year after employee leaves municipal employment	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
(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 OHS-LGRP
10315	Insurance – COBRA documents	Place in Employee Medical File	Paper	
10320	Job \ Position Descriptions	1 year after superseded	Paper/Digital	
10330	Labor Union Agreements	15 years after termination	Paper	
10340	Leave Requests - All Types Sick, Vacation, Overtime etc.	3 years provided balances journalized	Paper	
10350	Letter of Appointment	Place in personnel file	Paper	
10360	Letters of Reference	2 years after hired	Paper/Digital	
10370	Letter of Resignation	Place in Personnel file	Paper	
10375	OSHA Records	5 years	Paper/Digital	
10380	Personnel Actions	Place in Personnel File	Paper	
10390	Personnel File \ Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.	Paper	
10395	Polygraph: If hired	Until probationary period ends	Paper/Digital	
10396	Not hired	Until probationary period for position ends -	Paper/Digital	
10400	Promotion Action	Place in Personnel File	Paper	
10405	Psychological Exams If hired	Until probationary period ends	Paper/Digital	
10406	Not hired	Until probationary period for position ends	Paper/Digital	
10410	Record of Disciplinary Action (Formal)	4-years 	Paper/Digital	
10420	Reports to Bureau of Employment Services	2 years	Paper/Digital	
10421	Resumes: Person hired	Place in Personnel File	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
10422	Person not hired	Destroy after 2 years	Paper/Digital	
10425	Sign off on Policies	Place in Personnel file	Paper	
10430	Unemployment Compensation Case Files	4 years after date of final payment	Paper/Digital	
10440	Worker's Compensation Case Files	10 years after date of final payment	Paper	
Section 11. – Civil Service Records				
11000	Background Investigations	2 years after position eligibility lists expires	Paper/Digital	
11010	Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets etc.	2 years after position eligibility lists expires	Paper/Digital	
11020	Classified Employees List	Until superseded	Paper	
11030	Eligibility List	Until list expires	Paper	
11040	Employment Information Files	Until superseded	Paper	
11050	Hearing Case Files	10 years	Paper	
11060	Job Classification List	Until superseded	Paper	
11070	Job \ Position Descriptions	1 year after superseded	Paper/Digital	
11075	Past Employee File	2 years after cease employment	Paper/Digital	
11090	Substance Reports	2 years after the eligibility list expires	Paper/Digital	
Section 12. – Water and Sewer Records				
BILLING AND ADMINISTRATIVE RECORDS:				
12010	Application for Water or Sewer Tap Permits	1 year after final decision rendered	Paper/Digital	
12020	Billing Adjustment Books	Until audited	Paper	
12030	Billing Ledger Cards	3 years after date of final entry, provided audited	Paper/Digital	
12040	Cost Control Data	Until no longer of administrative value	Paper/Digital	
12035	Customer Meter Reader Cards	2 years	Paper/Digital	
12100	Dam Inspection Reports	Permanent	Paper	
12160	Monthly Account Register	10 years	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
12170	Monthly Collection Report	3 years, provided audited	Paper/Digital	
12190	Project Final Reports	Permanent	Paper	RC-3 Required by OHS
12200	Property Records (Deeds, Rights-of-Way, Annexations, Vacations, Easements)	Permanent	Paper	RC-3 Required by OHS
12210	Rate Schedules	Until superseded	Paper	
12250	Sewer \ Water Billing Stubs	3 years provided audited	Paper/Digital	
12260	Shut-Off Lists	3 years	Paper/Digital	
12270	Special Sewer Authorizations or Hookups	Permanent	Paper	RC-3 Required by OHS
12290	Test Boring Record	Permanent	Paper	
12300	Water and Sewer Receipt Books	2 years, provided audited	Paper/Digital	
12310	Water and Sewer Tap Record	Permanent	Paper	RC-3 Required by OHS
12320	Water Main Location Record	Permanent	Paper	RC-3 Required by OHS
SECTION 13. – HEALTH RECORDS				
13000	Family Case Files	5 years after last contact	Paper/Digital	
SECTION 14. – POLICE RECORDS				
14000	Accident Reports: Property Damage, Bodily Injury and Traffic	3 years	Paper/Digital	
14005	Alcohol Breath Testing Records: Operator Permits	Until renewed	Paper	
14010	Breath Test Result Forms	3 Years	Paper/Digital	
14015	Calibration Records	3 Years	Paper/Digital	
14020	Radio Frequency Interference Survey	Until the machine is moved	Paper	
14025	Animal Complaints	2 Years	Paper/Digital	
14030	Arrest Cards (booking)\ Records (Non - Traffic)	15 Years	Paper	
14040	Arrest Cards (booking) \ Reports (Juvenile)	Until person turns 18 years of age or when Expungement order received from a Court	Paper	
14045	Arrest Reports (Adult) (aka ID Jackets)	50 Years	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
14050	Assignment Schedules \ Sheets	3 Years	Paper/Digital	
14055	Bicycle License Receipts	3 years, provided audited	Paper/Digital	
14060	Bicycle License Register	7 Years	Paper	
14070	Business Security Records	Until superseded, review annually	Paper	
14075	Citizen Complaints	4 years provided no action pending	Paper/Digital	
14080	Criminal Case Files - Felonies Except Homicide	6 years provided no action pending	Paper	
14085	Criminal Case files - Misdemeanors	2 years provided no action pending	Paper/Digital	
14087	Dash Cam Videos	1 year then erase daily	Video	
14090	Dispatch Sheet \ Log (Record of Runs)	3 Years	Paper/Digital	
14095	Expunged Records per Expungement Orders	Destroy all files, records and computer references when Expungement order received from a Court	Paper	
14100	FBI \ BCI Investigation Reports	3 Years	Paper/Digital	
14105	Field Interrogation Cards	6 months	Paper/Digital	
14110	Fingerprints	50 Years	Paper	
14115	Firearm Records and Inventories	3 years, provided audited	Paper/Digital	
14120	Homicide Reports & Evidence (Closed cases)	30 years after all appeals exhausted	Paper	
14125	House \ Business Alarm Records	90 Days	Paper/Digital	
14135	Investigations: Homicide & Rape including evidence (Pending)	Permanent	Paper	
14139	Internal Affairs	4 Years	Paper/Digital	
14145	Jail Daily Book - In Records	3 Years	Paper/Digital	
14150	Jail Inmate Records: Intake \ Discharge Records	6 Years	Paper	
14152	Medical Records	6 Years	Paper	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
14154	Personal Property Returned	2 Years	Paper/Digital	
14160	Jail Register \ Log Book	25 Years	Paper	RC-3 Required by OHS
14165	Junk Vehicle Records	2 years after sale or other disposition	Paper/Digital	
14170	Juvenile Records (ID Jackets)	Until person turns 18 year old or when Expungement order received from a Court	Paper	
	Law Enforcement Automatic Data System Records (LEADS), CRIS, OHLEG & LEXIS-NEXIS:			
14175	Logs	2 years	Paper/Digital	
14177	Printouts	Destroy when no longer administratively necessary	Paper	
14180	Liquor Permit Records	3 Years	Paper/Digital	
14185	Master Name Index	Permanent	Paper	RC-3 Required by OHS
14190	Missing Person Reports	20 years, or until found	Paper	
14195	MDT Messages (Mobile Data Terminal)	30 days, provided no action pending	Paper/Digital	
	911 System:			
14200	Documentation / manuals	Life of System	Paper	
14201	Logs	3 Years	Paper/Digital	
14202	Printouts	1 Year	Paper	
14203	Recording Tapes	30 days then reuse provided no action pending	Audio	
14205	Offense Reports, Except Homicide	5 years, provided no action pending	Paper/Digital	
14210	Parking Citations \ Infractions	3 years	Paper/Digital	
14215	Prisoner Booking Video Recording Tape	30 days, erase and reuse provided no action pending	Video	
	Property / Evidence Room			
14220	Log	25 years	Paper	
14221	Records (Releases, Transfers, Disposals etc.)	5 years	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (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 OHS-LGRP
14225	Radio \ Phone Calls Audio Recordings	30 days erase and reuse, provided no action pending	Audio	
14230	Radio and Telephone Log (Courier System)	2 Years	Paper/Digital	
14235	Recovered Property Record	2 years after disposal of property	Paper/Digital	
14240	Ride Along Forms	3 years	Paper/Digital	
14245	Seizure Log \ Record	6 years	Paper	
14250	State of Ohio Traffic Crash Reports (OH-1)	3 years	Paper/Digital	
14255	Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn	Paper	
14260	Tow Logs	3 years	Paper/Digital	
14265	Traffic Citations	3 years, provided audited	Paper/Digital	
14270	Uniform Crime Reports (UCR)	3 years	Paper/Digital	
14275	Vacation House Check Records	30 days after owners return	Paper/Digital	
14280	Wanted Posters	Until person apprehended - or keep until no longer administratively needed (No RC-3 Required)	Paper/Digital	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (local government entity) (unit)

9

911 System

- Documentation.....30
- Logs.....30
- Printouts.....30
- Recording Tapes30

A

- Above and Underground Storage Tank Records.....20
- Acceptance of Utility Rate Ordinance Notices15
- Accident Reports
 - Damage to Municipal Vehicle or.....4
- Accident Reports \ Files**
 - Employee Injury Report.....4
- Accident Reports:**
 - Property Damage, Bodily Injury and Traffic.....28
- Account Register27
- Accounts Ledger15
- Accounts Payable Record15
- Accounts Receivable.....19
- Accounts Receivable Ledger, General15
- Accounts Receivable Ledger, Income Tax15
- Activity Reports - All types.....4
- Administrative Files14
- Aerial Photographs.....14
- Agendas4
- Agreements5
- Alarm Response Reports21
- Alcohol Breath Testing Records**
 - Breath Test Result Forms28
 - Calabration Records28
 - Operator Permits28
 - Radio Frequency Interference Survey.....28
- Animal Complaints28
- Annexation Case Files9
- Annexation Files (fire Dept).....21
- Annexation Record.....9
- Annual Appropriation Ordinances.....15
- Annual Certificate of Estimated Resources15
- Annual Departmental Budget4
- Annual Departmental Report.....4
- Annual Municipal Budget.....4
- Annual Municipal Financial Report15
- Annual Municipal Report4
- Annual Report to Auditor of State.....15
- Annual Summary of Cash Collected.....19
- anonymous \ slanderous letters..... See Unsolicited Mail
- Appeals on Interpretation of Code.....9
- Application for Employment**.....24

- Application for PERS Refund or Waiver.....23
- Application for Water or Sewer Tap Permits27
- Appropriation Ledger.....16
- Arrest Cards \ Records (Non - Traffic).....28
- Arrest Cards \ Records \ Reports (Juvenile).....28
- Arrest Reports (Adult)28
- Arson Reports21
- As Built8
- Assessment Record.....16
- Assignment Schedules \ Sheets.....29
- Attendance Reports \ Records4
- Audio Recordings of.....7
- Audiovisual, PR & Training Materials4
- Audit Reports**16

B

- Background Checks**24
- Background Investigations27
- Bad Check or Bad Debt Records16
- Badges and ID's4
- Balance Sheets.....16
- Bank Deposit Records16
- Bicycle License Receipts29
- Bicycle License Register29
- Bid Bonds**16
- Bids - Unsuccessful.....16
- Bids – Successful16
- Billing Adjustment Books.....27
- Billing Ledger Cards.....27
- Blank Forms.....4
- Block Grant Documentation16
- Blueprints \ Vellums4
- Blueprints, Maps and Plans15
- Board of Building Standards and Appeals.....10
- Board of Zoning Appeals.....10
- Bodily Injury to non-employee..... See Accident Reports \ Files
- Bond Issue Ledger20
- Bond Register16
- Bond Transcripts20
- Bonds.....20
- Bridge Inspection Reports.....14
- Bridge Plans.....14
- Budget Preparation Documents4
- Building Applications.....9
- Building Cards.....9
- Building Code.....10
- Building Folders10
- Building Inspection Reports10
- Building Permit Record10
- Building Plans**10
- Building Sign Inspection Files10
- Bulletins, Posters and Notices to Employees.....4
- Burial Fee Receipts.....13



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (local government entity) (unit)

Burial Permit.....13
 Burial Transit Permits13
 Burning Complaint File21
 Business Income Tax Reconciliation Form.....19
 Business Security Records.....29

Condemnation and Demolition Records..... 10
 Consultant produced Reports 8
 Continuing Education Certifications \ Class \ Seminar \ Training Attendance Records.....5
 Contractors' Prevailing Wage Records 14
 Contractor's Registration..... 10
 Contracts and Agreements 5
 Control Sheet 19
Copies - All media 5
 Corporate Partnership Fiduciary Income Tax Return 20
Correspondence..... 5
 Cost Control Data.....27
 Cost Control Reports..... 17
 Council Member's Files..... 13
 Coupons (Redeemed).....20
 Court Orders for Payroll Deduction 23
 Court Transcripts.....22
 Criminal Case Files - Felonies Except Homicide.....29
 Criminal Case files - Misdemeanors.....29
 Cumulative 24
 Customer Meter Reader Cards 27

C

Calendars4
 Calibration Records4
 Call Notices – Securities.....20
 Canceled Checks16
 Canceled Warrants.....16
 Capital Improvement Bonds16
 Case Files - Board of Building Standards and Appeals.....10
 Case Files - Board of Zoning Appeals.....10
 Case Files Civil.....22
 Case Files, Criminal22
 Cash Books \ Cash Reports16
 Cash Journal20
 Cash Receipts and Disbursements16
 Cash Register Tapes \ Records16
Certificate of result of election.....13
 Certificate of Result of Election (Bond Issues)16
 Certificates of Insurance.....10
 Certifications.....6
 Change Orders.....14
 Chargeback Reports \ Records16
 Charter and Amendments13
 Check Registers \ Stubs \ Carbons16
 Checking Account Statements17
 Checks – Voided17
 CIC Bonds13
 Citizen Complaints29
 City Building Code.....10
 City Manager's / Mayor's Journal4
 City Properties File14
 City Property Files22
 City Zoning Maps14
 Civil Service Examination Forms.....27
 Claims for Damages.....22
 Class5
 Classified Employees List.....27
 Client Payment Files17
 Closed Account19
 Collection Report.....28
 Commendations24
 Community Development Reports.....10
Community Reinvestment Area10
 Complaints10
 Compliance Reports - All Types5
 Computer Access forms5
 Computer Back Ups5
Computer Generated Financial Reports.....17
 Computer Records17

D

Daily Alarm Log.....21
 Daily Posting Recapitulation20
 Dam Inspection Reports.....27
 Damage Claims.....17
 Damage to Municipal Vehicle or Property See Accident Reports \ Files
 Dash Cam Videos29
 Day Books.....14
 Declaration of Estimated Income Tax Business and Individual20
 Deed Book13
 Deeds.....22
 Delinquent Account Records.....20
 Delivery Slips \ Packing Slips5
 Demolition Permits10
 Demolition Records.....10
 Deposit Record – Perpetual Care13
 Deposit Refund Requests17
 Detailed Cash Receipt Record20
 Development Plans11
 Directives6, 7
 Directories8
 Disaster Plan (fire dept.)21
 Disaster Plans5
 Disciplinary Action.....26
 Dispatch Sheet \ Log (Record of Runs).....29
 Dispatch Sheets \ Logs21
 Dispatcher Radio/Phone Calls Audio Recordings5
 Drafts - All Media.....5
 Drawings8, See: Project Plans
 Drawings, Tracings, Mylars5



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (local government entity) (unit)

Drug Free Workplace Program.....25
Drug/Alcohol.....24
Drug/Alcohol Test Results.....24

E

Easements22
 Electronic Fund Transfer Records20
 Eligibility List.....27
 E-Mail7
 Emergency Medical Services Records.....21
 Employee Assistance Program (EAP) Records.....25
 Employee Earning Record.....23
 Employee Exposure to Hazardous Chemicals \ Biological Hazards or Infectious Diseases Reports25
 Employee Income Tax Withholding Certificate23
 Employee Income Tax Withholding Payment Record23
 Employee Injury Report See Accident Reports
 Employee Medical File25
 Employee Pay Records23
 Employee Performance Evaluation25
 Employee Time Cards \ Sheets25
 Employee Training Records25
 Employee Withholding Requests.....23
 Employer Quarterly Federal Tax Return.....23
 Employment History Record Card25
 Employment Information Files27
 Encumbrance and Expenditure Journal17
 Encumbrance Documents17
Enterprise Zone10
 EPA Burning Violation Record.....21
 Equipment Inventories5
 Equipment Maintenance Records5
 Equipment Records - Personal Use Items.....5
 Executive Orders6
 Expense Records6
 Expunged Records per Expungement Orders.....29

F

Facsimile.....6
 Family Case Files28
 Family Medical Leave documents23
 FBI \ BCI Investigation Reports29
 Federal Project Files14
 Federal Revenue Sharing Account.....17
 Federal Tax Return23
 Fee Books22
 Field Interrogation Cards29
 Field Notes8
 Final Return for the Year20
 Fingerprints29
 Fire and Loss Record21

Fire Code21
 Fire Incident Reports.....21
 Fire Investigation Files and Index.....21
 Firearm Records and Inventories29
 Fireworks Application and Permits21
 Fixed Assets Record17
 Flow Charts – Operations6
 Fuel Usage Records6

G

Garnishment Orders.....23
 Gas and Oil Disbursement Record.....21
 General Ledger17
 General Orders, Directives, Policies, Rules, Regulations or Procedures.....6
 Golf Course Membership Cards.....22
 Golf Course Use Records22
 Grant Files \ Records - Federal \ State.....6
 Grievance Hearing Records.....25
 groundless complaints6

H

Handbooks7
 Haul Tickets15
 Hazardous Chemicals25
 Health Insurance Privacy Protection Act (HIPA) related documents25
 Hearing Case Files.....27
Hearings (Not Employee Related).....6
 Homicide Reports & Evidence (Closed cases).....29
 Hospital & Health Care Campus Master Plan11
 House \ Business Alarm Records.....29
 House Number Record 11, 14
 Housing, Land Use, Population, and Other Special Studies ..11
 Hydrant Location Record21
 Hydrant Maintenance Record21

I

I-9s23
 ID's4
 Inactive Plans/Drawings.....11
 Income Tax Withholding Certificate.....23
 Income Tax Withholding Payment Record23
 Indebtedness Statement17
 Index to Board of Zoning Appeals Case Files11
 Index to Burial Plots13
 Index to Council Minutes.....13
 Index to Ordinances \ Resolutions13
 Index to Variance Record.....11



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (local government entity) (unit)

Index to Zoning Case Record.....11
 Individual's Tax Return20
 Industrial Use Permit Reviews.....11
 informational brochures6
 Informational Copy See Copies All Media
 Inspection Reports \ Cards - all types.....21
 Insurance – COBRA documents26
 Insurance Claim File.....21
 Insurance Enrollment Record.....25
 Insurance Policies17
 Insured Logs or Receipts.....6
 Intergovernmental Tax Receipts.....17
 Interpretation of Code.....9
Investigations
 Homicide & Rape including evidence29
 Internal Affairs.....29
 Investment Records17
 Invitation to Bid.....17
 Invoices and Supporting documents17

J

Jail Daily Book - In Records29
 Jail Inmate Record
 Medical Records.....29
Jail Inmate Records
 Intake \ Discharge Records.....29
 Personal Property Returned30
 Jail Register \ Log Book.....30
 Job \ Position Descriptions26, 27
 Job Classification List.....27
 Job Orders.....14
 Junk Vehicle Records.....30
 Juvenile Records.....30

L

Labor Union Agreements.....26
 Landscape Plans.....11
Law Enforcement Automatic Data System Records
 (LEADS), CRIS, OHLEG & LEXIS-NEXIS:.....30
Leases:6
Leave Balances \ Reports23
 Leave Requests - All Types.....26
Legal Notices22
 Legal Opinions from Municipal Legal Counsel22
 Legislative Research Files \ Drafts11
 Lesson Plans.....9
 Letter of Appointment26
 Letter of Resignation26
 Letters of Reference26
 Letters/Correspondence See: Correspondence
 Liability Waivers22

Library Materials.....8
 Licenses.....17
 Licenses, Permits, Certifications6
Liquor License Requests13
 Liquor Permit Records30
 Loan and Grant Applications (copies)11
 Logs / schedules6
 Lot Splits & Assemblies.....11

M

Mail6
 Mailing Lists7
 Maintenance Orders.....14
Management \ Operations Reports7
 Manuals, Handbooks and Directives7
 Maps \ Plats7
 Master Name Index.....30
 Master Run Reports21
 Material Safety Sheets7
 Material sample boards.....11
 Mayor's Journal.....4
 MDT Messages (Mobile Data Terminal).....30
 Medical File.....25
 Meeting Notices7
 Memoranda7
 Meter Reader Cards.....27
Minutes of Meetings.....7
 Missing Person Reports30
 Monthly Account Register27
 Monthly Collection Report28
 Monthly Financial Statement.....20
 Monthly Report of Municipal Court17
 Monthly Statement of Balances.....18
 Mortgages18
MUNICIPAL INCOME TAX RECORDS.....19
 Municipal Publications.....7
 Mutual Aid Agreements.....21
 Mylars5

N

News Releases8
 Notices to Employees4
 Notification of Pay \ Pay Step Increase24

O

Oaths of Office7
 Occupancy Permit Record11
 Offense Reports, Felonies Except Homicide.....30
 Official File copy.....5, See Copies All Media



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (local government entity) (unit)

Oil and Gas Drilling Permit 18
Operations Reports 7
 Ordinances 14
 Organizational Charts 8
 OSHA Records 26
 Overtime authorization 24
 Overtime Reports 24

Project Files 14
 Project Final Reports 28
 Project Inspection Records 14
 Project Planning Files 12
 Project Plans \ Drawings \ As Built 8
 Project Reports 12
 Promotion Action 26
 Promotions 24
 Property / Evidence Room
 Records (Releases, Transfers, Disposals, etc.) 30
 Property / Evidence Room
 Log 30
 Property Inventories 18
 Property Records 28
 Proposals for Street Improvement 15
 Psychological Exams 26
 PUD 12
Purchase Orders 18

P

Packing Slips 5
 Park and Recreation Membership Forms – expired 22
 Parking Citations \ Infractions 30
 Past Employee File 27
 Pay Records 23
 Pay Step Increase 24
 Pay-In Records 18
 Payroll Deduction, court orders 23
Payroll Journal \ Record 24
 Performance Bonds 18
 Performance Bonds – Contractors 11
 Performance Evaluation 25
 Permission Slips 22
 Permits 6, 18
 Permits All types 11
 PERS Refund or Waiver 23
Personal or Professional Services 18
 Personnel Actions 26
 Personnel File \ Records 26
 Pesticide Application Records 15
 Petitions (Miscellaneous not filed elsewhere) 14
 Petty Cash Record 18
 Phone Calls Audio Recordings 21
 Phone Quotes \ Confirmations 18
 Photo File 7
 Planning Briefs 11
Planning Commission Case Files 11
 Plans of Park Property 22
 Plat Maps 13
 Plats 7
 Policies 6
Polygraph 26
 Postal Meter Documents 6
 Postal Records 6
 Posters 4
 Posting Sheets and Cards for Paid Bills 18
 Preliminary Plans - Development Plans 11
 Preliminary Plans - Subdivisions 12
 Presentation 8
 Press \ News Releases 8
 Prevailing Wage Records 14
 Printing Orders 8
 Prisoner Booking Video Recording Tape 30
 Procedure 6
 Proclamations 8

Q

Quadrant Files 12
 Quarterly Notice of Installment Due 20
 Quarterly Payment 20

R

Radio \ Phone Calls Audio Recordings 31
 Radio and Telephone Log (Currier System) 31
 Radio/Phone Calls Audio Recordings 21
 Rate Schedules 28
 Reading \ Informational \ Reference Copy 5
 Receipts and Expenditures Report to Auditor of State 18
 Receipts/Receipt Books 8
 Receiving Documents 8, 18
 Reconciliation Sheets, Bank Accounts 18
 Record of Disciplinary Action 26
 Record of Funds Received 18
 Record of Lot Sales 13
 Record of Registered Bonds 20
 Records Requests 8
 Records Retention Documents 8
 Recovered Property Record 31
 Reference \ Library Materials 8
 Reference Copy See Copies All Media
 Refund Check Ledger 18
 Refund Voucher 20
 Register of Interments 13
 Regulations 6
 Relief from fencing 12
 Remittance Advice 18
 Report of Cash Received 17
 Reports to Bureau of Employment Services 26



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (local government entity) (unit)

Reports to Council.....14
 Reports to Retirement Systems.....24
 Request for Proposals.....18
 Requisitions.....8
 Research Files.....8
 Resolutions.....14
 Resumes.....26
 Retirement System Exemption Record.....18
 Retirement System Payments \ Records.....18
 Rezoning Applications.....12
 Rezoning Case Files.....12
 Ride Along Forms.....31
 Rosters \ Directories.....8
 Routine Form Letters..... See Correspondence
 Rules.....6
 Rules and Regulations.....13

Street Opening Permits.....15
 Street Repair Cost Summary Record.....15
 Street Repair Record.....15
 Subdivision Files.....12
 Subject and Administrative Files.....14
 Subpoenas, Summonses, or Warrants.....31
 Substance Reports.....27
 Surety Bonds – Special.....19
 Surety Bonds of Officials or Employees.....19
 Surveillance Tapes \ Videos.....8
 Surveying - Field Notes.....8
 Swimming Pool Records.....23

S

Sales Tax Records.....19
 Sanitary Sewer Records.....14
 Satellite Dishes.....12
 Scrapbooks, Yearbooks.....8
 Seizure Log \ Record.....31
 Seminar.....5
 Settlement Sheet or Tax Distribution from County Auditor.....19
 Settlements.....22
 Sewer \ Water Billing Stubs.....28
 Sewer Authorizations or Hookups.....28
 Sewer Receipt Books.....28
 Sewer Repair Sheets.....15
 Sewer Tap Permits.....27
 Sewer Tap Record.....28
 Sewer Testing Records.....14
 Shelter House Permits.....23
 Shut-Off Lists.....28
 Sign off on Policies.....27
 Sign Plans.....12
 Sinking Fund Ledger or Journal.....20
SINKING FUND RECORDS.....20
 Site Improvement Plans.....12
 Solicitor's or Peddler's Permit.....19
 Special Assessments.....19
 Special Assessments Record.....14
 Special Sewer Authorizations or Hookups.....28
 Speeches \ Presentations.....8
 Standpipe Test.....21
 State Income Tax Report.....24
 State of Ohio Traffic Crash Reports (OH-1).....31
 Station House Daily Logs.....21
Statistical Reports.....8
 Street \ Alley Vacation Case Files.....12
Street Lighting
 Assessment Records, Petitions, Pole locations.....15
 Street Name Change Record.....12

T

Table of Organization \ Organizational Charts.....8
 Tax Abatement Records.....19
 Tax Distribution.....19
 Tax Settlement Reports.....19
 Tax Withholding Reports.....24
 Team Rosters and Score Books.....23
Telephone Messages.....9
Telephone Records.....9
 Test Boring Record.....28
 Time Cards.....25
 Tow Logs.....31
 Tracings.....5
 Traffic Citations.....31
 Traffic Study Files.....15
 Training.....25
 Training Attendance Records.....5
 Training Material \ Lesson Plans.....9
 Training Materials.....4
 Transient Documents.....9
 Transmittal of Ohio Wage and Tax Statement.....19
 Transportation Research Files.....12
 Travel Expense Records.....19
 Treasury Investment Board Report.....19
 Trial Balance Records.....19

U

Uncollectible Income Tax Accounts.....20
 Unemployment Compensation Case Files.....27
 Unemployment Compensation Records.....19
 Uniform Allowance Record.....19
 Uniform Crime Reports (UCR).....31
 Uniform Record.....9
 Unsolicited Mail.....6
 Urban Renewal Files.....12



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

FROM: City of Westlake citywide
 (local government entity) (unit)

V

Vacation - street12
 Vacation House Check Records.....31
 Vehicle Maintenance Records.....9
 Vehicle Mileage Records.....9
 Vellums.....4
 Video Recordings7
 Videos8
 Violation Notices (fire)22
 Violations.....12
 Visitors' Log or Sign-in Sheets9
Voice Mail.....9
Vouchers.....19

W

W-2 Forms.....24
 W-4 Forms.....24
 Wanted Posters.....31
 Warranties9
 Water and Sewer Receipt Books.....28
 Water and Sewer Tap Record.....28

Water Billing Stubs.....28
 Water Main Location Record.....28
 Water or Sewer Tap Permits.....27
 Water Surveys.....22
 Withholding Requests23
 Work Orders.....9
 Work Schedules9
 Worker's Compensation Case Files27
 Worker's Compensation Claims22

Y

Yearbooks8

Z

Zoning Case Log.....12
 Zoning Certificate for Occupancy and Use.....12
 Zoning Change Request13
 Zoning Permit Applications13
 Zoning Permit Record13