



# CITY OF RAVENNA

Telephone: 330-297-2155 • Fax: 330-297-2164  
210 Park Way, Ravenna, OH 44266

## RECORDS COMMISSION MEETING RAVENNA CITY COUNCIL CHAMBERS Tuesday, September 2, 2025, at 5:30 P.M.

**MEMBERS:** Mayor Seman – Chair, Law Director, Frank Cimino; Finance Director, Tami Lorence; Resident, Dirk Remley

### DISCUSSION ITEMS:

- Finance Department RC-3
- Fire Department RC-2
- IT Department RC-2
- Law Department RC-2
- Parks & Recreation Department RC-2
- Police Department RC-2
- Street Department RC-2
- Wastewater Department RC-2
- Water Department RC-2

**Note:** Once the items are approved the forms will be sent to the Ohio History Connection to review prior to disposal.

**Posted: 8/28/2025**



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

For State Archives – LGRP Use Only			
Date Received:			
Date Reviewed:			
Items requested for transfer:	YES	NO	
If YES, attach copy of transfer form			

### CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

CITY OF RAVENNA	FINANCE	TAMI LORENCE	330-297-2152	CITY HALL
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
210 PARK WAY	RAVENNA	44266	PORTAGE	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	FINANCE DIRECTOR	330-297-2152
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: tami.lorence@ravennaoh.gov

**Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.**



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
 See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title		(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
						From	To		
AP Checks and ACH		Schedule Number FIN 2, FIN3	Date the RC-2 was approved by the Records Commission 12/5/2022	PAPER		2021			
Bank Statements and Month End Reports		FIN 5	12/5/2022	PAPER		2011 2021 2020			
Finance Year End Reports		FIN 12	12/5/2022	PAPER		2019			
Hospital Claims		PR4	12/5/2022	PAPER		2014-2017			
Receipt Files,		FIN 8, FIN11	12/5/2022	PAPER		2021			
Receipt Books		FIN 7	12/5/2022	PAPER		2021			
Ordinance worksheets, transfers		FIN 10	12/5/2022	PAPER		2021			
Water Office Interface		FIN 8	12/5/2022	PAPER		2021			
Payroll Deduction Files		PR6	12/5/2022	PAPER		2018			
Lake Hodgson Receipts		LH1, LH2	12/5/2022	PAPER		2021			



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
 See instructions before completing this form. Must be submitted with Part 1

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Payroll Interface	FIN10	12/5/2022	PAPER		2021			
Purchase Orders	FIN1, FIN10	12/5/2022	PAPER		2021			
ActiveNet Files	FIN8, FIN10, FIN11	12/5/2022	PAPER		2021			
RITA Files	FIN 8, FIN11	12/5/2022	PAPER		2021			



**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

City of Ravenna	Fire Department	
(Local Government Entity)	(Unit)	
	Mark Chapple	Fire Chief
(Signature of Responsible Official)	(Name)	(Title)
		(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Ravenna	Records Commission	<b>330-297-5738</b>	
			(Telephone Number)
<b>214 Park Way</b>	<b>Ravenna</b>	<b>44266</b>	<b>Portage</b>
(Address)	(City)	(Zip Code)	(County)

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

**Mark.Chapple@ravennaoh.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.

Records Commission Chair Signature	Date
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**Section C: Ohio History Connection - State Archives**

Signature	Title	Date
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**Section D: Auditor of State**

Signature	Title	Date
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**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.*Ravenna City Fire 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
RFD1	Fire/EMS Grant Files	5 years after grant closes			<input type="checkbox"/>
RFD2	Personnel Files	Permanent	Paper		<input type="checkbox"/>
RFD3	EMS Run Reports	5 Years	Electronic		<input type="checkbox"/>
RFD4	Fire Incident Reports	5 Years	Paper/ Electronic		<input type="checkbox"/>
RFD5	Fire/EMS Dept Records	3 Years	Paper/ Electronic		<input type="checkbox"/>
RFD6	Public Records Requests	2 Years	Paper/ Electronic		<input type="checkbox"/>
RFD7	Payroll/OT Logs	2 Years	Paper		<input type="checkbox"/>
RFD8	Hydrant Maintenance Record		Electronic		<input type="checkbox"/>
RFD9	Inspection Reports		Electronic		<input type="checkbox"/>
RFD10	Daily Alarm Log		Paper		<input type="checkbox"/>
RFD11	Daily Check Sheets		Electronic		<input type="checkbox"/>
RFD12	Weekly Check Sheets		Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

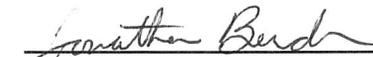
**Section A: Local Government Unit**

City of Ravenna

IT Department

(Local Government Entity)

(Unit)

  
 (Signature of Responsible Official)

Jonathan Bender

(Name)

IT Director

(Title)

9/19/2025

(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission

330-298-1811

220 Park Way

Ravenna

44266

(Telephone Number)

Portage

(Address)

(City)

(Zip Code)

(County)

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

[Jonathan.bender@ravennaoh.gov](mailto:Jonathan.bender@ravennaoh.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.

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Signature

Title

Date

**Section D: Auditor of State**

Signature

Title

Date

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(Local Government Entity)

(Unit)

*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
IT – 100	Electronic Records: auxiliary or supportive process for data preservation	Continuously updated & Maintained	Electronic Optical Magnetic		<input type="checkbox"/>
IT – 101	Backup of electronic media	1 year or until no administrative use	Electronic Optical Magnetic		<input type="checkbox"/>
IT – 102	Website content / Social Media Records / Systems logs / Metadata, etc.	Continually, updated, revised or erased and/or no longer of admin value	Electronic		<input type="checkbox"/>
IT – 103	Vocemails	retain until no longer of administrative value	Electronic		<input type="checkbox"/>
IT - 104	Email system - Messages that are records per ORC 149.011(G) and 149.43)	Based on departmental requirements and standards	Electronic		<input type="checkbox"/>
IT - 105	Email - standard, written memo, miscellaneous	retain until no longer of administrative value	Electronic		<input type="checkbox"/>
IT – 106	Email with legal attachments	retain for as long as the retention period for a hard copy	Electronic		<input type="checkbox"/>
IT – 107	Technology Use Policy	Retain until employee leaves or new copy is released and signed.	Physical Electronic		<input type="checkbox"/>

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

*See instructions before completing this form.*

(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
IT – 108	Misc. Content (CD/Tape/DVD)	Per departmental requirements or no longer of admin value.	Mixed		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>



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**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

City of Ravenna

Law Department

(Local Government Entity)

(Unit)

Frank Cimino

Law Director

7/3/2025

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

**Records Commission**

210 Park Way

Ravenna

44266

(Telephone Number)

Portage

(Address)

(City)

(Zip Code)

(County)

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

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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.

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Signature

Title

Date

**Section D: Auditor of State**

Signature

Title

Date

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

See instructions before completing this form.

(Local Government Entity)

(Unit)

*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
LAW-001	Contracts & Agreements- All contracts to which the municipality is a party	7 years after expiration			<input type="checkbox"/>
LAW-002	Litigation Files- Case files for civil, criminal, and administrative matters	7 years after final disposition, unless of precedential or ongoing value			<input type="checkbox"/>
LAW-003	Legal Opinions- Formal written legal opinions issued by the Law Director	Permanent			<input type="checkbox"/>
LAW-004	Correspondence (Legal)- Formal written legal opinions issued by the Law Director	7 years			<input type="checkbox"/>
LAW-005	Public Records Requests- Requests and responses, including redaction logs	7 years			<input type="checkbox"/>
LAW-006	Real Estate Transactions- Deeds, title documents, closing statements	Permanent			<input type="checkbox"/>
LAW-007	Open Meeting Law Compliance- Notices, minutes reviewed by legal, public hearing records	7 years			<input type="checkbox"/>
LAW-008	Prosecutor Case Files- Misdemeanor or municipal court prosecutions	7 years after final disposition (longer for felonies or appeals)			<input type="checkbox"/>
LAW-009	Municipal Code Drafts/Updates- Working copies, drafts of codified ordinances	3 years after adoption			<input type="checkbox"/>

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

*See instructions before completing this form.*

(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
<b>LAW-010</b>	<b>Claims Against Municipality- Claims filed, legal analysis, settlement records</b>	<b>7 years after closure</b>			<input type="checkbox"/>
					<input type="checkbox"/>
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**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

Section A and Section B must be filled out and signed by local government before submission to the State Archives

**Section A: Local Government Unit**

City of Ravenna

Parks and Recreation

(Local Government Entity)

(Unit)

*Judy Watkins*  
 (Signature of Responsible Official)

Judy Watkins  
 (Name)

Director, Parks and Recreation  
 (Title)

05/19/2025  
 (Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission

(Telephone Number)

(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.

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Signature

Title

Date

**Section D: Auditor of State**

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 Ravenna  
(Local Government Entity)Parks and Recreation  
(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
PARK-1	Park Advisory Board Minutes	Permanent	Electronic		<input type="checkbox"/>
PARK-2	Park Advisory Board Agenda	Permanent	Electronic		<input type="checkbox"/>
PARK-3	Activity Registration and Waivers	7 years	Electronic and paper		<input type="checkbox"/>
PARK-4	Membership Registration	7 years	Electronic and paper		<input type="checkbox"/>
PARK-5	Incident Reports	7 years	Paper		<input type="checkbox"/>
PARK-6	Staff Schedules	4 years	Electronic		<input type="checkbox"/>
PARK-7	Independent Contractor Agreements	7 years	Electronic and paper		<input type="checkbox"/>
PARK-8	Employee Timesheets	2 years after audit	Paper		<input type="checkbox"/>
PARK-9	Deposit Receipts	3 years after audit	Paper		<input type="checkbox"/>
PARK-10	Invoices	3 years after audit	Paper		<input type="checkbox"/>
PARK-11	Grants Awarded	Permanent	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

City of Ravenna	Police Department
(Local Government Entity)	(Unit)
	Ron Fields
(Signature of Responsible Official)	(Name)
	Administrative Assistant
	28 May 2025
(Title)	(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Ravenna Records Commission	330-297-2155
(Address)	(Telephone Number)
210 S Park Way	Portage
(City)	(County)
Ravenna	44266
(Zip Code)	(County)

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

Ron.Fields@ravennaoh.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.

Records Commission Chair Signature	Date
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**Section C: Ohio History Connection - State Archives**

Signature	Title	Date
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**Section D: Auditor of State**

Signature	Title	Date
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**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(Local Government Entity)

(Unit)

**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
2025-1	Accident report (City). Employee Injury report to non-employee	3 Years	Paper		<input type="checkbox"/>
2025-2	Alcohol Breath Testing Records: Operator Permits Breath Test Result Forms Calibration Records RFI Survey	Active + 3 Years	Paper		<input type="checkbox"/>
2025-3	Annual Reports – Reports covering a calendar year outlining activities and statistical accomplishments of the police department	Permanent	Paper		<input type="checkbox"/>
2025-4	Arrest records & Reports (Traffic) Arrest records, citations and associated documents held as paper hard copies	Active + 10 years unless digitized;	Paper		<input type="checkbox"/>
2025-5	Arrest records & Reports (Traffic) Arrest records, citations and associated documents held as digital documents	50 Years	Digital Cloud- Based Storage		<input type="checkbox"/>
2025-6	Arrest records & Reports (Non-Traffic) Arrest records, citations and associated documents held as paper hard copies	Active + 20 years unless digitized	Paper		<input type="checkbox"/>
2025-7	Arrest records & Reports (Non-Traffic) Arrest records, citations and associated documents held as digital documents	50 Years	Digital Cloud Based Storage		<input type="checkbox"/>
2025-8	Blank Forms – Outdated or superceded by department	Destroy if deemed of no useful value	Paper		<input type="checkbox"/>
2025-9	Bulletins, Posters and Notices – Informational postings on bulletin boards within the police department	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
2025-10	Bulletins, Posters and Notices – Informational postings within the police department computer system	Retain until no longer of an administrative value, then destroy	Digital		<input type="checkbox"/>
2025-11	Camera, Car – digital footage from patrol cars stored on a cloud-based platform	Active + 45 days at minimum	Digital Cloud Based Storage		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
2025-12	Camera, Digital Security—A computer-based security camera system covering the police department	Store to limit of disk capacity then reuse, approximately 30 days	Disk or Cloud-Based Digital Storage		<input type="checkbox"/>
2025-13	Case Assignment Record, Detective Bureau—A log used by the detective bureau to record case assignments.	Permanent	Paper		<input type="checkbox"/>
2025-14	Case Files—Investigators—Case files kept by officers involving their investigations	Active + 20 years	Paper		<input type="checkbox"/>
2025-15	Case Files – Investigators—Case files kept by officers involving their investigations	Active + 20 years	Disk or Cloud-Based Digital Storage		<input type="checkbox"/>
2025-16	Cash Receipt Book – used to record receipts for cash received by police department for parking tickets, etc	3 Years	Paper		<input type="checkbox"/>
2025-17	Certified Driving Records – Records received from BMV related to drivers license status	Retain record with traffic case; destroy in accordance with traffic offense	Paper		<input type="checkbox"/>
2025-18	Certified Driving Records – Records received from BMV related to drivers license status	Retain record with traffic case; destroy in accordance with traffic offense	Disk or Cloud-Based Digital Storage		<input type="checkbox"/>
2025-19	Citizen Complaint Forms – A department form filed by citizens wishing to lodge a complaint related to an officer	Permanent	Paper		<input type="checkbox"/>
2025-20	Correspondence, Executive – Correspondence from the Chief of Police and his/her executive staff dealing with significant aspects of department administration, such as policies, programs, or personnel matters.	2 years and when no longer of an administrative value	Disk		<input type="checkbox"/>
2025-21	Correspondence, Executive – Correspondence from the Chief of Police and his/her executive staff dealing with significant aspects of department administration, such as policies, programs, or personnel matters.	2 years and when no longer of an administrative value	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
2025-22	Correspondence, General – Correspondence both internal and external to or from various individuals, companies and organization requesting information pertaining to the agency and other miscellaneous inquiries.	1 year and when no longer of an administrative value	Disk		<input type="checkbox"/>
2025-23	Correspondence, General – Correspondence both internal and external to or from various individuals, companies and organization requesting information pertaining to the agency and other miscellaneous inquiries.	1 year and when no longer of an administrative value	Paper		<input type="checkbox"/>
2025-24	Correspondence, Routine – To include referral letters, requests for routine information or publications provided to the public by the police department that are answered by standard form letters.	6 months and when no longer of an administrative value	Disk		<input type="checkbox"/>
2025-25	Correspondence, Routine – To include referral letters, requests for routine information or publications provided to the public by the police department that are answered by standard form letters.	6 months and when no longer of an administrative value	Paper		<input type="checkbox"/>
2025-26	Correspondence, Unsolicited or Periodicals – mail received containing CD or DVD formatted material, or email of similar type.	Retain until no longer of administrative value, then destroy	Disk		<input type="checkbox"/>
2025-27	Correspondence, Unsolicited or Periodicals – Mail received	Retain until no longer of administrative value, then destroy	Paper		<input type="checkbox"/>
2025-28	Council Reports, Monthly – Report generated on a monthly basis by the police department for city council showing a variety of statistics	3 Years	Paper or Digital Cloud-Based Storage		<input type="checkbox"/>
2025-29	Crossing Guard Log – Contact information for crossing guard personnel and substitutes. Includes date/time of assignments and other schedule-related information	3 years	Paper		<input type="checkbox"/>
2025-30	Department copy of BCI Domestic Violence Reporting Form—Mandatory form filed by investigating officer in DV cases	3 years	Paper or Digital Cloud-Based storage		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
2025-31	Documents, Transient—To include telephone messages and other limited documents that serve to convey information of temporary importance in lieu of oral communication	Retain until no longer of an administrative value, then destroy	Paper or Digital Cloud-Based Storage		<input type="checkbox"/>
2025-32	Email – All email messages maintained on department computers or an employee’s city email account that are not connected to an investigation	Retain until no longer of an administrative value, then destroy	Digital Cloud-Based storage		<input type="checkbox"/>
2025-33	Email – All email messages maintained on department computers or an employee’s city email account that are connected to an investigation	Retain according to arrest or investigation records schedule	Digital Cloud-Based storage		<input type="checkbox"/>
2025-34	Employee Attendance or Payroll Records— Paper hard copy of employee’s attendance record.	Active + 30 years	Paper		<input type="checkbox"/>
2025-35	Employee Attendance or Payroll Records – Digital records stored by personnel time-tracking software	Active + 30 years	Digital Cloud-Based Storage		<input type="checkbox"/>
2025-36	Employee Personnel Records – Documents contained within an employee’s personnel file, to include training courses, certificates, weapons proficiency and skills or abilities.	Maintain and update as needed until 45-days after employee separation, then records are archived for 20 years	Paper or Digital Cloud-Based Storage		<input type="checkbox"/>
2025-37	Equipment, Department Operator Manuals – Manuals associated with department equipment	Maintain while equipment is in service; transfer with equipment	Paper		<input type="checkbox"/>
2025-38	Equipment, Department Repair Records – Any logs or files related to the repair and maintenance of department equipment	Update and maintain while equipment is in service; transfer with equipment	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
2025-39	Evidence, Card File Record—A file storing the original evidence tag used to record information and which displays the tag number	Permanent	Paper		<input type="checkbox"/>
2025-40	Evidence, Ledger Book – Ledger recording the individual evidence tags submitted by officers	Permanent	Paper		<input type="checkbox"/>
2025-41	Expunged Records	Made irretrievable by name, SSN, OLN or date of birth search	Disk or Digital Cloud-Based Storage		<input type="checkbox"/>
2025-42	Expunged Records	Archived digitally according to schedule 2025-41, then destroyed.	Paper		<input type="checkbox"/>
2025-43	Extra or Carbon Copies – Any extra copies of a department record, or carbons associated with multi-page forms	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
2025-44	Fax Log, Communications Center	Until log book is full, plus 1 year	Paper		<input type="checkbox"/>
2025-45	FBI / BCI Reports	Digitized, then destroyed; file stored according to 2025-46	Paper		<input type="checkbox"/>
2025-46	FBI / BCI Reports	Kept with original incident as estorage	Digital Cloud Based Storage		<input type="checkbox"/>
2025-47	FBI / BCI Webcheck Request forms	3 Years	Paper		<input type="checkbox"/>
2025-48	Fingerprint Records (Adult or Juvenile) – The Hard copy of BCI, FBI or City fingerprint cards	50 Years	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
2025-49	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain one copy for reference	Paper		<input type="checkbox"/>
2025-50	General Orders, Directives, Policies, Rules, Regulations or Procedures	Updated via Lexipol	Disk or Digital Cloud-Based Storage		<input type="checkbox"/>
2025-51	Grants – State or Federal grant records involving the police department	Active + 3 Years	Paper or Digital Cloud-Based Storage		<input type="checkbox"/>
2025-52	Incident Reports, Criminal – Reports and supporting documents created by the police department regarding criminal activity, other than arrest reports	Active + 20 years	Paper		<input type="checkbox"/>
2025-53	Incident Reports, Criminal—Reports created by the police department regarding criminal activity other than arrest reports	50 years	Digital Cloud-Based Storage		<input type="checkbox"/>
2025-54	Incident Reports, Homicide, Rape – all open cases, including evidence	Open cases— Permanent; Closed cases, 10 years after exhausting all appeals	Paper		<input type="checkbox"/>
2025-55	Incident Reports, Homicide, Rape – all open cases, including evidence	Open cases— Permanent; Closed cases, 10 years after exhausting all appeals	Digital Cloud-Based Storage		<input type="checkbox"/>
2025-56	Internal Investigations	Permanent	Paper or digital cloud-based storage		<input type="checkbox"/>
2025-57	Labor Relations Records – Labor contracts, records relating to grievances, arbitrations, etc	Active + 10 years	Paper or digital cloud-based storage		<input type="checkbox"/>
2025-58	LEADS/NCIC—Format sheets, entry and cancellation forms, printouts, teletypes, newsletters, sign-off logs and other notices	Retain until no longer of administrative	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
		value or superseded, then destroy			
<b>2025-59</b>	LEADS/NCIC – Validation Records, Logs, fraudulent use letters or other documents related to LEADS standard operation	2 Years	Paper or digital cloud-based storage		<input type="checkbox"/>
<b>2025-60</b>	Ledgers (General)—A ledger or registry documenting any transactions affecting a fiscal account within the police department	3 years, if audited	Paper		<input type="checkbox"/>
<b>2025-61</b>	Liquor Permit Records	3 years	Paper or digital cloud-based storage		<input type="checkbox"/>
<b>2025-62</b>	Manuals—reference books and maps, training manuals, and instructional handbooks, systems operating manuals, books containing codes and laws, safety and disaster plans	Retain until no longer of an administrative value, then destroy	Paper, disk or digital cloud-based storage		<input type="checkbox"/>
<b>2025-63</b>	Master Name Index	Permanent	Paper, disk or digital cloud-based storage		<input type="checkbox"/>
<b>2025-64</b>	Minor Misdemeanor Ticket Log Book—holds record of which misdemeanor ticket book was issued to which officers. Utilizes ticket number range within each book.	Until log book is full, plus 1 year	Paper		<input type="checkbox"/>
<b>2025-65</b>	Monthly Emergency Warning Siren Test Documents—computer generated call card related to monthly testing of the emergency warning siren conducted from March to October of each year	50 years	Disk or digital cloud-based storage		<input type="checkbox"/>
<b>2025-66</b>	Notebooks, Traffic Ticket – copies of documents retained for convenience of reference such as information or follow-up copies; official copies have been retained for records purposes	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
<b>2025-67</b>	Notes, Miscellaneous – Notes such as Post-it notes, scrap paper, etc that serve only as a convenience for reference and do not serve direct operational value	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
2025-68	OH1 Traffic Crash Reports, Bodily Injury or Property Damage	3 years	Paper or digital cloud-based storage		<input type="checkbox"/>
2025-69	OH1 Traffic crash reports, Fatal	Permanent	Paper or Digital Cloud-based storage		<input type="checkbox"/>
2025-70	Parking Ticket Log Book – holds record of which parking ticket book was issued to which officers. Utilizes ticket number range within each book	Until log book is full, plus 1 year	Paper		<input type="checkbox"/>
2025-71	Parking Ticket Records – Records stored as paper hard copies related to tickets issued and ticket disposition	Active + 2 Years	Paper		<input type="checkbox"/>
2025-72	Parking Ticket Records – Records stored on computer disk or cloud-based storage related to tickets issued and ticket disposition	10 Years	Disk or Digital Cloud-based storage		<input type="checkbox"/>
2025-73	Parking Tickets – the ticket issued by the police department	Active + 2 Years	Paper		<input type="checkbox"/>
2025-74	Patrol Officer Court Copies – Copies of reports or other documents retained by officers from Records Division for preparation for court cases and testimony	Retain copies until case is disposed; destroy when determined of no value	Paper, Disk, or Digital Cloud-based storage		<input type="checkbox"/>
2025-75	Petty Cash Records	3 Years, if audited	Paper		<input type="checkbox"/>
2025-76	Photographs, Booking and Index	50 Years	Digital Cloud-Based storage		<input type="checkbox"/>
2025-77	Photographs, Booking and Index	25 Years	Film		<input type="checkbox"/>
2025-78	Photographs, Evidence – Crime Scene Traffic Crashes	Retained concurrent with the	Film or Digital Cloud-		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
		written report record	Based storage		
<b>2025-79</b>	Photographs, Special Events – Photos taken during special events such as parades, festivals, or other community activity	50 years	Disk		<input type="checkbox"/>
<b>2025-80</b>	Police Pension Fund – Trustees Minutes	Permanent	Paper		<input type="checkbox"/>
<b>2025-81</b>	Preliminary Drafts, Worksheets and Informal Notes	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
<b>2025-82</b>	Prisoner Booking Video Recording	Retain until case is disposed, then delete	Disk or Cloud-Based Storage System		<input type="checkbox"/>
<b>2025-83</b>	Property Room Log; Release, transfers, disposals, etc	Permanent	Paper		<input type="checkbox"/>
<b>2025-84</b>	Pursuit Administrative Review— Administrative review of pursuit incidents involving department members	Active case + 10 years	Paper		<input type="checkbox"/>
<b>2025-85</b>	Radio / Telephone Audio Recordings	1 year	Cloud-Based storage system		<input type="checkbox"/>
<b>2025-86</b>	Radio Logs	10 years	Paper		<input type="checkbox"/>
<b>2025-87</b>	Radio Logs, CAD – Computer aided dispatch logs	50 years	Cloud-Based storage system		<input type="checkbox"/>
<b>2025-88</b>	Receipt Books – Used to document records, BCI/FBI Webcheck and parking ticket transactions	3 Years, if audited	Paper		<input type="checkbox"/>
<b>2025-89</b>	Records Destruction Reports & Correspondence—Records associated with the disposal of police department records	Maintain indefinitely and update accordingly	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
2025-90	Records of Professional Associations— Records acquired for individual use or exhibition purposes	Retain until no longer of an administrative value, then destroy			<input type="checkbox"/>
2025-91	Records Room Log Book – sign in/out of records storage room in basement of police building	Permanent	Paper		<input type="checkbox"/>
2025-92	Request for Leave Forms – Forms submitted by employee requesting vacation, holiday, comp time, training time, sick leave or unpaid leave time	3 Years	Paper		<input type="checkbox"/>
2025-93	Resumes – Hired	Place in Personnel file and retain accordingly	Paper		<input type="checkbox"/>
2025-94	Ride Along Waiver Forms – Forms completed by citizens prior to doing ride-along	2 years	Paper		<input type="checkbox"/>
2025-95	Subpoenas and Court Notices – Notices received by department officers for Court appearances	Retain until no longer of an administrative value, then destroy	Paper or Digital cloud- based storage		<input type="checkbox"/>
2025-96	Surveillance Footage – Audio or Video obtained via drone, FLOCK camera, cell phone or other means intended for use in an active investigation	Retained as evidence unless no longer of administrative value	Disk or digital cloud-based storage		<input type="checkbox"/>
2025-97	Tickets, Warning – written warnings issued by officers to citizens	Record written information to disk format and store for 10 years	Disk or cloud- based digital storage system		<input type="checkbox"/>
2025-98	Time Books	Permanent	Paper		<input type="checkbox"/>
2025-99	Traffic Citation Ticket Log Book – holds record of which traffic ticket book was issued to which officers. Utilizes ticket number range within each book	Until log book is full, plus 1 year	Paper		<input type="checkbox"/>
2025-100	Vehicle Maintenance Records – Repair and other maintenance records for department vehicles	Update and maintain while equipment is in	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
		service; transfer with equipment			
<b>2025-101</b>	Voice Mail Messages	Retain until no longer of an administrative value, then destroy	Phone System Disk		<input type="checkbox"/>
<b>2025-102</b>	Wanted Person Posters	Until person is apprehended	Paper		<input type="checkbox"/>
<b>2025-103</b>	Warning Ticket Log Book – holds record of which warning ticket book was issued to which officers. Utilizes ticket number range within each book.	Until log book is full, plus 1 year	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

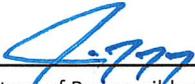


**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

City of Ravenna	Street Department		
(Local Government Entity)	(Unit)		
	Jason Lovejoy	Superintendent	6/4/2025
(Signature of Responsible Official)	(Name)	(Title)	(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

	Records	330-296-3114	
		(Telephone Number)	
701 Oakwood Street	Ravenna	44266	Portage
(Address)	(City)	(Zip Code)	(County)

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

Jason.lovejoy@ravennaoh.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.

Records Commission Chair Signature	Date
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**Section C: Ohio History Connection - State Archives**

Signature	Title	Date
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**Section D: Auditor of State**

Signature	Title	Date
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**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.***The City of Ravenna****Street 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
SD-1	Work Orders	1 Year	Electronic		<input type="checkbox"/>
SD-2	Equipment Records	Life of the Equipment	Paper		<input type="checkbox"/>
SD-3	Emails	Maintain the Retention Length of Content	Electronic		<input type="checkbox"/>
SD-3	Vehicle Maintenance Records	Until the Vehicle is Sold	Paper		<input type="checkbox"/>
SD-4	Motor Vehicle Registration forms	3 Years			<input type="checkbox"/>
SD-5	Maps	Until Updated, Suspended or Obsolete	Paper/Elec tronic		<input type="checkbox"/>
SD-6	Shop Equipment Records	3 Years	Paper		<input type="checkbox"/>
SD-7	Special event Files	Until Updated or Obsolete	Paper		<input type="checkbox"/>
SD-8	Planning, Scheduling, Calander, Training Info and Data	Continually updated and Revised	Paper/Elec tronic		<input type="checkbox"/>
SD-9	Rosters/Directories	Until Updated or Obsolete	Paper		<input type="checkbox"/>
SD-10	Vendors/Suppliers	Until Revised or Obsolete	Electronic		<input type="checkbox"/>

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

*See instructions before completing this form.*

**The City of Ravenna**

**Street 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
SD-10	Storm Water Complaints	5 Years	Paper		<input type="checkbox"/>
SD-11	Sanitary Complaints	5 years	Paper		<input type="checkbox"/>
SD-12	Street Sweeping Records	5 Years	Paper		<input type="checkbox"/>
SD-13	Water Distribution Repair Records	5 Years	Paper		<input type="checkbox"/>
SD-14	OOR Daily Logbook	10 Years	Book		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<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. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

<b>Section A: Local Government Unit</b>	City of Ravenna	Wastewater Treatment Plant	
<b>Ravenna Wastewater Treatment Plant</b> (Local Government Entity)		(Unit)	
	William Bregant	WWTP Superintendent	5/14/2025
(Signature of Responsible Official)	(Name)	(Title)	(Date)

**Section B: Records Commission** *See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Ravenna	Records Commission	<b>330 296-6326</b>
		(Telephone Number)
<b>210 Parkway</b>	<b>Ravenna, Ohio 44266</b>	
(Address)	(City)	(Zip Code)

To have this form returned to the Records Commission electronically, include an email address:  
**Frank.Seman@ravennaoh.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.

Records Commission Chair Signature	Date
------------------------------------	------

**Section C: Ohio History Connection - State Archives**

Signature	Title	Date
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**Section D: Auditor of State**

Signature	Title	Date
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**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.

(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Title and Description	Onsite Retention Period	Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
WWTP-1	Plant Monthly Reports  Monthly log books and maintenance reports	5 years On Site	Paper & Electronic		<input type="checkbox"/>
WWTP-2	Operations Project Files	5 years Off Site	Paper & Electronic		<input type="checkbox"/>
WWTP-3	Annual Reports (SSO, Sludge, WIB)	10 years Disposal	Paper & Electronic		<input type="checkbox"/>
WWTP-4	Daily Operating Reports	2 years	Paper & Electronic		<input type="checkbox"/>
WWTP-5	Drawings	Until Updated Obsolete or suspended	Paper & Electronic		<input type="checkbox"/>
WWTP-6	License Files	Until Expiration of License +1 year	Paper & Electronic		<input type="checkbox"/>
WWTP-7	Maintenance Records	3 years	Paper & Electronic		<input type="checkbox"/>
WWTP-8	Industrial Pretreatment Records/Reports	3 years	Paper & Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

**Section A: Local Government Unit**

<i>City of Ravenna</i>	<i>Water Treatment Plant</i>		
(Local Government Entity)	(Unit)		
<i>Amy L. Wilson</i>	Amy L. Wilson	Water Superintendent	5-13-2025
(Signature of Responsible Official)	(Name)	(Title)	(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission

(Telephone Number)

(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.

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Signature

Title

Date

**Section D: Auditor of State**

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.*

(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
WT-1	Use of Bottled water and point of use supplies for emergencies	OAC 3745-81-19: 3 years	Paper as needed		<input type="checkbox"/>
WT-2	Analytic Techniques or SOPs	OAC 3745-81-27: as long as method is used	Paper & Digital		<input type="checkbox"/>
WT-3	Records Maintenance- Microbiological Techniques, Turbidity analysis, copies of decisions, reports monitoring plans and certifications of the system	OAC 3745-81-33: 5 years	Paper & Digital		<input type="checkbox"/>
WT-4	Records Maintenance- Records of Actions Taken by the PWS to correct Violations	OAC 3745-81-33: 3 years after last action taken	Paper & Digital		<input type="checkbox"/>
WT-5	Records maintenance-Copies of Written Reports, summaries, or other communication relating to sanitary surveys	OAC 3745-81-33: 10 years after survey	Paper & Digital		<input type="checkbox"/>
WT-6	Records Maintenance- Keep copies of public notices and certifications demonstrating notices issued.	OAC 3745-81-33: 3 years after issue	Paper & Digital		<input type="checkbox"/>
WT-7	Keep results from initial and second round source water monitoring after bin classification for LT2	OAC 3745-81-69: 3 years after issue	Digital		<input type="checkbox"/>
WT-8	Disinfection profile, disinfection benchmarks, all data and analysis used to complete disinfection profile (what is used to build the plant)	OAC 3745-81-72, Indefinitely	Paper		<input type="checkbox"/>
WT-9	Reports and actionable items	OAC 3745-81-75:	Paper		

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
		3 years			<input type="checkbox"/>
WT-10	Treatment Techniques for control of DBPs and precursors	OAC 3745-81-77: 3 years	Paper & Digital		<input type="checkbox"/>
WT-11	Filter Backwash and recycling	OAC 3745-81-79: 10 years	Paper & Digital		<input type="checkbox"/>
WT-12	Lead and Copper reporting and results record keeping	OAC 3745-81-90: 12 years	Paper & Digital		<input type="checkbox"/>
WT-13	Fluoride compound records	OAC 3745-85-03: 10 years	Paper & Digital		<input type="checkbox"/>
WT-14	Contingency Plans	OAC 3745-85-01: Keep 3 copies at accessible locations	Paper & Digital		<input type="checkbox"/>
WT-15	Backflow Prevention devices initial surveys	OAC 3745-89-04: 10 years	Paper & Digital		<input type="checkbox"/>
WT-16	Consumer confidence reports	OAC 3745-89-04: 5 years	Paper & Digital		<input type="checkbox"/>
WT-17	Work Orders	OAC 3745-95-06: per device	Paper & Digital		<input type="checkbox"/>
WT-18	Work Schedules	OARC 3745-96-04: 3 years minimum online	Paper & Digital		<input type="checkbox"/>
WT-19	Material Safety Sheets	Keep 30 years	Paper & Digital		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
WT-20	Equipment Maintenance Records	Keep for life of equipment	Paper & Digital		<input type="checkbox"/>
WT-21	Vehicle Maintenance Records	Keep while vehicle is in service	Paper & Digital		<input type="checkbox"/>
WT-22	Instructions for Equipment	Keep for life of equipment	Paper & Digital		<input type="checkbox"/>
WT-23	Service Department Rules/Regulations	Until Superseded	Paper & Digital		<input type="checkbox"/>
WT-24	Project Files (Contracts, specifications, change orders, progress reports etc.)	Keep while projects are active or equipment is in service	Paper & Digital		<input type="checkbox"/>
WT-25	Public Records Retention Documents RC 1, RC 2, RC 3 documents	1 year after expiration	Paper & Digital		<input type="checkbox"/>
WT-26	Service Department General Correspondence	1 year after expiration	Digital		<input type="checkbox"/>
WT-27	Good House Keeping Reports/Asset Management	10 years	Paper & Digital		<input type="checkbox"/>
WT-28	Land easement contracts	Indefinitely	Paper & Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>