

**SECTION E - MAYFIELD VILLAGE RECORDS RETENTION SCHEDULE (RC-2 / Part 2) - Approved November 9, 2021**

(1) Schedule #	(2) Record Title	Record Description ["ER Policy" refers to Employee Records Policy]	(3) Retention Period [UNLAN = Until No Longer Administratively Necessary]	(4) Media Type	Responsible Dept /Position	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS-LGRP
001	911 Printouts		1 year	Paper	Police		<input type="checkbox"/>
002	911 System Documentation Logs	Searchable data on 911 system.	3 years	Electronic	Police		<input type="checkbox"/>
003	911 System Documents/Data	Records and data stored on computer hard drive.	Life of system	Electronic	Police		<input type="checkbox"/>
004	911 System Recordings	Emergency recordings stored on computer hard drive.	90 days and no longer administratively necessary	Electronic	Police		<input type="checkbox"/>
005	Accident Reports	Police reports regarding property damage, bodily injury and traffic accidents.	3 years	Paper	Police		<input type="checkbox"/>
006	Accident/Injury Reports	Form completed if injury occurs during a Parks & Recreation event or at recreation facility.	3 years, provided no claim pending	Paper	Parks & Rec		<input type="checkbox"/>
007	Accident/Injury Reports - Minor	Form completed if injury occurs involving an individual under the age of 18 during a Parks & Recreation event or at recreation facility.	3 years after minor turns 18, provided no action pending	Paper	Parks & Rec		<input type="checkbox"/>
008	Accounts Ledger		5 years after last entry, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
009	ADA Documents	Requests and documents pertaining to accommodations under the Americans with Disabilities Act. Per ER Policy.	Place in Medical File	Paper	Finance		<input type="checkbox"/>
010	Aerial Photos	Photos of land, landmarks, etc. taken from the air.	10 years, then review for historical significance	Paper & Electronic	Engineer		<input checked="" type="checkbox"/>
011	Agendas	Record documenting items to be discussed during a meeting.	1 year after meeting or until minutes of meeting are approved	Paper & Electronic	All		<input type="checkbox"/>
012	Alcohol Breath Test Records / Results	Results received after administering an alcohol breath test.	3 years or until case is closed	Paper & Electronic	Police		<input type="checkbox"/>
013	Alcohol Breath Testing Operator Permits	Permits acquired by officers after completing operator training to administer alcohol breath tests.	Until renewed	Paper	Police		<input type="checkbox"/>
014	Animal Complaints/Reports	Documents pertaining to animal complaints, including calls to animal warden, animal bite reports.	2 years	Paper & Electronic	Police		<input type="checkbox"/>
015	Annexation Records	Property annexation records, including case files	Permanent	Paper	Building		<input checked="" type="checkbox"/>
016	Annual Appropriation Ordinance (copies)		5 years	Paper	Finance		<input type="checkbox"/>
017	Annual Budget		Permanent	Paper & Electronic	Finance		<input checked="" type="checkbox"/>

018	Annual Certificate of Estimated Resources (copies)		5 years	Paper	Finance		<input type="checkbox"/>
019	Annual Report		Permanent	Paper & Electronic	Finance		<input checked="" type="checkbox"/>
020	Annual Wage Sheet	Includes changes to wages, vacation information. Per ER Policy.	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
021	Appeals on Interpretation	Appeal of Bldg Commissioner's Interpretation/Decision of Application	Permanent	Paper & Electronic	Building		<input checked="" type="checkbox"/>
022	Appropriation Ledger		5 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
023	Arrest Sheets	AKA Booking sheets.	25 years	Paper & Electronic	Police		<input type="checkbox"/>
024	Assessment Record		Until paid and audited	Paper & Electronic	Finance		<input type="checkbox"/>
025	Attendance Records / Timesheets		3 years	Paper & Electronic	Finance		<input type="checkbox"/>
026	Audio Recordings of Meetings	Audio recordings made of a Council, Board, Commission or Committee Meeting.	1 year	Electronic	Multiple		<input type="checkbox"/>
027	Auditor of State - Receipt and Expenditures Report		3 years	Paper & Electronic	Finance		<input type="checkbox"/>
028	Backflow Preventer Test Results	Reports on annual tests of municipal backflow preventers.	2 years	Paper	Service		<input type="checkbox"/>
029	Background Verification	Report generated for employment or volunteer purposes for individuals 18 years of age or older.	Permanent	Electronic	Parks & Rec		<input type="checkbox"/>
030	Badges and IDS	Police badges and identification.	Given to Officer upon retirement	Paper	Police		<input type="checkbox"/>
031	Balance Sheets		3 years	Paper & Electronic	Finance		<input type="checkbox"/>
032	Bank Deposits	Includes receipts, reconciliation, slips and statements.	3 years provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
033	Bicycle License Receipts	Copies of receipts issued for a bicycle license.	2 years provided audited	Paper	Police		<input type="checkbox"/>
034	Bids (Successful)	Records documenting the publication and award of bids for services and/or purchases, including requests for proposal, invitations to bid, legal notices, bid specifications, requests for qualifications and statements of qualifications.	8 years after contract signed (ORC 2305.06)	Paper & Electronic	Council Clerk		<input type="checkbox"/>

035	Bids (Unsuccessful)	Records documenting the publication and award of unsuccessful bids for services and/or purchases, including requests for proposal, invitations to bid, legal notices, bid specifications, requests for qualifications and statements of qualifications.	2 years	Paper & Electronic	Council Clerk		<input type="checkbox"/>
036	Blank/Unused Forms	Forms that have not been completed.	Until obsolete or superseded	Paper & Electronic	All		
037	Blueprints, Maps and Plans	Blueprints, maps and plans generated as part of the installation of infrastructure within the municipality.	Life of the infrastructure, then appraise for historic value	Paper & Electronic	Multiple		<input checked="" type="checkbox"/>
038	Blueprints/Vellums	Site Plan/Mylar	Until updated, superseded or obsolete, then appraise for historic value	Paper & Electronic	Building		<input checked="" type="checkbox"/>
039	Board of Building Standards & Appeals Case Files	BBS Documentation of Applicant Request to Appeal BZA Decision	10 years	Paper	Building		<input type="checkbox"/>
040	Board of Zoning Adjustments - Case Files	Record of Appeal to decision rendered by Zoning Administrator	10 years	Paper	Building		<input type="checkbox"/>
041	Board of Zoning Adjustments - Cases Files Index	Record of Appeal to decision rendered by Zoning Administrator	25 years	Paper	Building		<input type="checkbox"/>
042	Board of Zoning Adjustments - Journal	Record of Appeal to decision rendered by Zoning Administrator	Permanent	Paper	Building		<input type="checkbox"/>
043	Board of Zoning Appeals Case Files	Record Minutes of BZA decision governing exceptions to zoning & building codes	Permanent	Paper & Electronic	Building		<input checked="" type="checkbox"/>
044	Body Cam Video	Video taken from a police officer's body camera.	30 days provided no action pending	Electronic	Police		<input type="checkbox"/>
045	Bridge Inspection Reports	Reports generated each time a bridge within the municipality is inspected.	Life of structure	Paper & Electronic	Engineer		<input checked="" type="checkbox"/>
046	Bridge Plans	Designs and specifications for any bridges built in the municipality.	Life of structure, then review for historical significance	Paper & Electronic	Engineer		<input checked="" type="checkbox"/>
047	Building Applications	Completed form required to obtain a Building Permit	Until occupancy permit is issued	Paper & Electronic	Building		<input type="checkbox"/>
048	Building Code Violations Notice	Notice to property owner to correct code violation within a set timeframe	Until corrected or adjudicated by a Court	Paper & Electronic	Building		<input type="checkbox"/>
049	Building Folders	Property Folders containing applications, permits & correspondence	5 years	Paper & Electronic	Building		<input type="checkbox"/>
050	Building Inspection Reports	Inspection report by Bldg Commissioner of work performed on issued permits	5 years	Paper & Electronic	Building		<input type="checkbox"/>
051	Building Permit	Approval by Bldg Commissioner for Contractor/Homeowner to perform work	Permanent	Paper & Electronic	Building		<input checked="" type="checkbox"/>
052	Building Plans - Commercial	Drawings and documentaion of scope of work	5 years	Paper & Electronic	Building		<input type="checkbox"/>
053	Building Plans - Municipal Owned	Drawings that define the construction specifications of a building	Life of structure, then appraise for historic value	Paper & Electronic	Building		<input checked="" type="checkbox"/>

054	Building Plans - Residential	Drawings that define the construction specifications of a house	3 years	Paper & Electronic	Building		<input type="checkbox"/>
055	Burial Fee Receipts		3 years provided audited	Paper & Electronic	Cemetery		<input type="checkbox"/>
056	Burial Permit		Permanent	Paper	Cemetery		<input checked="" type="checkbox"/>
057	Burial Transmit Permits		5 years	Paper	Cemetery		<input type="checkbox"/>
058	Business Security Records	Emergency contact information received from local businesses.	Paper copy - UNLAN. Electronic copy updated annually, until obsolete or superseded	Paper & Electronic	Police		<input type="checkbox"/>
059	CAD System (Computer Aided Dispatch)	Includes Alarm Records (Testing/Accidental/Active); Condition Reports (for equipment and facilities); Dispatch Sheets/Radio Logs; Vacation House Check Records, etc.	See 911 System Record Titles	Electronic	Police		<input type="checkbox"/>
060	Calendars (Desk/Appointment)	Calendars used to track municipal meetings, events or deadlines.	UNLAN	Paper & Electronic	All		<input type="checkbox"/>
061	Calibration Records	Records of calibration of speed monitoring and breath test equipment.	3 years	Paper & Electronic	Police		<input type="checkbox"/>
062	Capital Improvement Bonds		Until paid and audited. Appraise for historic value.	Paper & Electronic	Finance		<input checked="" type="checkbox"/>
063	Capital Project Files	Records of projects within the municipality including contracts, specifications, change orders, construction journals, daily reports, progress reports, project inspection records, prevailing wage reports, etc.	10 years after completion of project	Paper & Electronic	Engineer		<input type="checkbox"/>
064	Car Seat Program Form	Documentation of car seat installation for residents.	10 years	Paper & Electronic	Fire		<input type="checkbox"/>
065	Case Files (Child Abuse)	Records pertaining to reports/investigations of child abuse within jurisdiction of municipality.	7 years after case closed	Paper & Electronic	Police		<input type="checkbox"/>
066	Case Files (Criminal)	Records regarding any criminal matters involving the municipality, its elected or appointed officials and/or employees.	20 years, provided no action pending	Paper & Electronic	Law		<input type="checkbox"/>
067	Case Files (Felonies)	Records pertaining to reports/investigations of felonies within jurisdiction of municipality. Does not include homicides.	6 years provided no action pending	Paper & Electronic	Police		<input type="checkbox"/>
068	Case Files (Homicide and Rape)	Records pertaining to reports/investigations of homicide or rape within jurisdiction of municipality.	10 years after case closed and appeals exhausted	Paper & Electronic	Police		<input type="checkbox"/>
069	Case Files (Legal)	Records regarding all legal matters involving the municipality.	10 years, provided no action pending	Paper & Electronic	Law		<input type="checkbox"/>
070	Case Files (Misdemeanors)	Records pertaining to reports/investigations of misdemeanors within jurisdiction of municipality.	2 years provided no action pending	Paper & Electronic	Police		<input type="checkbox"/>

071	Cemetery Rules and Bylaws	Rules and Bylaws of the Mayfield Union Cemetery Committee	Under superseded or obsolete	Paper & Electronic	Cemetery		<input type="checkbox"/>
072	CERT Records	Documents of all CERT activities, including registratons, volunteer lists, activation and exercise documents.	3 years	Paper & Electronic	Fire		<input type="checkbox"/>
073	Certificate of Result of Election (Bond Issue)		Until expiration of bond issue	Paper	Finance		<input type="checkbox"/>
074	Chargeback Reports		3 years	Paper & Electronic	Finance		<input type="checkbox"/>
075	Charter	Charter of the Municipality and any amendments made thereto.	Permanent	Paper & Electronic	Council Clerk		<input checked="" type="checkbox"/>
076	Checking Acounts	Includes register, stub/carbon, voided checks, statements, deposit tickets	3 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
077	Citizen Complaints	Records pertaining to miscellaneous complaints filed by or against residents.	2 years	Paper & Electronic	Police		<input type="checkbox"/>
078	City Building Code	Collection of regulations adopted to govern construction of buildings	Until superseded, retain 1 copy permanently	Paper & Electronic	Building		<input checked="" type="checkbox"/>
079	City Property Files	Records regarding purchase, sale or transfer of property, including easements, deeds, etc.	Permanent	Paper & Electronic	Law		<input checked="" type="checkbox"/>
080	Civil Service Examination Applications	Applications completed by candidates who desire to take an upcoming Civil Service Examination.	2 years after position eligibility list expires	Paper	Civil Service		<input type="checkbox"/>
081	Civil Service Examination Documents	Includes exam forms, answer sheets, test booklets, score sheets, etc.	Upon expiration of eligibility list	Paper & Electronic	Civil Service		<input type="checkbox"/>
082	Commendations	Commendations provided to employees recognizing exceptional service.	Place in Departmental Employee File and/or Personnel File	Paper	Finance		<input type="checkbox"/>
083	Compost Facility Report	Annual report provided to Ohio EPA regarding maintenance of mulch pile at Service site.	10 years	Paper	Service		<input type="checkbox"/>
084	Condemnation & Demolition Permits	Permits to approve demolition of structures	Permanent	Paper & Electronic	Building		<input checked="" type="checkbox"/>
085	Continuing Education Records	All records pertaining to employee continuing education, including attendance records, certifications, etc.	Place in Departmental Employee File or Personnel File	Paper	Finance		<input type="checkbox"/>
086	Contractor's Registration	Certificate allowing Licensed Contractors to perform work for the municipality.	2 years	Paper & Electronic	Building		<input type="checkbox"/>
087	Contracts/Agreements/Leases/Easements	Legal agreements with individuals, organizations or entities to procure goods and/or services or document future conduct.	15 years after expiration (ORC 2305.06)	Paper & Electronic	Council Clerk		<input type="checkbox"/>
088	Copies	Internally duplicated records created for administrative convenience or reference that are no longer required or serve no useful purpose.	UNLAN	Paper & Electronic	All		<input type="checkbox"/>

089	Correspondence	Communications from external and internal sources (includes letters, memos, e-mails, faxes, etc. that document the business of the Village).	5 years	Paper & Electronic	All		<input type="checkbox"/>
090	Correspondence (Transient)	Communications from external and internal sources (includes letters, memos, e-mails, faxes, etc. that are of temporary importance).	UNLAN	Paper & Electronic	All		<input type="checkbox"/>
091	Court Dockets	Copies of Court dockets	UNLAN	Paper & Electronic	Police		<input type="checkbox"/>
092	Court Orders for Payroll Deductions		Until employee terminates or order rescinded	Paper & Electronic	Finance		<input type="checkbox"/>
093	CPR Records	Records of individuals taking and completing courses in cardiopulmonary resuscitation, given by Fire Dept. personnel.	3 years	Paper & Electronic	Fire		<input type="checkbox"/>
094	Damage Claims - All non-municipal vehicle or property		Until settled and all appeals exhausted	Paper & Electronic	Finance		<input type="checkbox"/>
095	Damage Claims - municipal vehicle or property		5 years provided no action pending	Paper & Electronic	Finance		<input type="checkbox"/>
096	Damage Waiver / Notification	A document signed to waive responsibility for unintentional damage caused by the Police Department.	2 years	Paper	Police		<input type="checkbox"/>
097	Dash Cam Video	Video taken from a police officer's patrol vehicle.	30 days provided no action pending	Electronic	Police		<input type="checkbox"/>
098	Day Books	Daily notes kept by Engineer's inspectors overseeing a particular project.	3 years	Paper	Engineer		<input type="checkbox"/>
099	Departmental Policy Acknowledgement	A form signed by an employee acknowledging receipt of a Departmental rule or policy. Per ER Policy.	Place in Departmental Employee File	Paper	Multiple		<input type="checkbox"/>
100	Deposit Record - Perpetual Care		Permanent	Paper	Cemetery		<input checked="" type="checkbox"/>
101	Deposit Refund Requests		Until refunded and audited	Paper	Finance		<input type="checkbox"/>
102	Direct Deposit Information	Bank information provided by employees to facilitate direct deposit. Per ER Policy.	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
103	Directories	Listing of municipal personnel and resident Boards, Commissions, Committees.	Until obsolete or superseded; appraise for historic value	Paper & Electronic	Admin		<input checked="" type="checkbox"/>
104	Disaster Plans	Plans prepared by safety forces to respond to anticipated emergencies.	Until obsolete or superseded	Electronic	Fire		<input type="checkbox"/>
105	Dispatch Audio Recordings	Audio recordings of phone calls and radio traffic.	30 days provided no action pending	Electronic	Police		<input type="checkbox"/>
106	Drafts	Working drafts of documents, any media, prepared prior to final version.	UNLAN	Paper & Electronic	All		<input type="checkbox"/>
107	Drug License Documents	License to possess and distribute controlled substances and oxygen logs/invoices.	2 years or until superseded	Paper & Electronic	Fire		<input type="checkbox"/>
108	Drug Screens	Per ER Policy	Place in Medical File	Paper	Finance		<input type="checkbox"/>

109	Economic Development Incentives	Applications and other documentation regarding requests for economic development incentives, including evaluation documents.	5 years	Paper & Electronic	Econ Dev		<input type="checkbox"/>
110	Eligibility List	List of applicants who pass a civil service examination. This list is used to select candidates to fill position vacancies.	1 year after list expires	Paper & Electronic	Civil Service		<input type="checkbox"/>
111	Email	Electronic messages sent via the internet.	Retain according to content and corresponding retention period	Electronic	All		<input type="checkbox"/>
112	Emergency Contact Form	Form completed by new employees to provide emergency contact information. Per ER Policy	Place in Departmental Employee File	Paper	Finance		<input type="checkbox"/>
113	Emergency Medical Services Records/Run Reports	Reports generated after the provision of emergency medical services.	7 years; minors until 20th birthday	Paper & Electronic	Fire		<input type="checkbox"/>
114	Employee Accident and Injury Reports	Form required by Bureau of Workers Compensation to open claim.	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
115	Employee Assistance Program Referrals	Formal referral of employee to EAP by superior. Per ER Policy	Place in Medical File	Paper	Finance		<input type="checkbox"/>
116	Employee Background Investigation/Checks	Background investigation materials obtained during or prior to hire with the municipality. Per ER Policy.	Place in Departmental Employee File	Paper	Multiple		<input type="checkbox"/>
117	Employee Evaluations	Written valuations of an employee's performance by a superior. Per ER Policy.	Place in Departmental Employee File	Paper	Multiple		<input type="checkbox"/>
118	<b>Employee Files (Departmental)</b>	Records maintained by Department Heads for each employee in their Department which may include items listed in the ER Policy.	Place in Personnel File after separation from employment	Paper	Multiple		<input type="checkbox"/>
119	<b>Employee Files (Medical)</b>	Files maintained by the Finance Department containing employee medical records related to workers' compensation claims, disability, fitness for duty, etc. and may include health and life insurance information. Medical files are not public records. Per ER Policy.	20 years after separation from employment	Paper & Electronic	Finance		<input type="checkbox"/>
120	<b>Employee Files (Personnel)</b>	Records kept by the Finance Department for each employee of the municipality per the Mayfield Village Employee Records Policy.	Permanent (Purge 5 years after employee terminates, retaining permanent records of service time, salary history, leave balances, taxes paid, resignation letter, retirement information and waivers.)	Paper & Electronic	Finance		<input type="checkbox"/>
121	Employee Income Tax Withholding Certificate		3 years after termination provided audited	Paper & Electronic	Finance		

122	Employee Investigation, Disciplinary Action and/or Grievance Files	Records documenting the investigation of employees for violations of laws, rules and/or policies or other misconduct that may result in disciplinary action. Grievance records include grievances filed by union employees, responses, and arbitration records. Final disposition of any investigation, disciplinary action or arbitration will be included in the employee's Personnel File as set forth in the ER Policy.	Place in Employee Departmental File upon separation from employment	Paper & Electronic	Multiple		<input type="checkbox"/>
123	Employee Leave Requests	Include sick, vacation, overtime, etc.	3 years provided balances journalized	Paper & Electronic	Finance		
124	Employee Leave/Use Balance Report - Annual		5 years	Paper & Electronic	Finance		<input type="checkbox"/>
125	Employee Leave/Use Balance Reports - Bi-Weekly		Until incorporated into annual report	Paper & Electronic	Finance		<input type="checkbox"/>
126	Employee Letters of Appointment, Reference, Resignation		Place in Personnel File	Paper & Electronic	Finance		<input type="checkbox"/>
127	Employee Pay or Earning Record	Continually compiled and updated	Until employee is terminated; placed in personnel file annually	Paper & Electronic	Finance		<input type="checkbox"/>
128	Employee Quarterly Federal Tax Return		4 years provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
129	Employee Records (I-9 Files)	I-9 forms maintained pursuant to Federal Law to prove citizenship of employees. I-9 forms are not public records. Per ER Policy.	20 years after separation	Paper & Electronic	Finance		<input type="checkbox"/>
130	Employee Status Departmental Correspondence	Memo from Department Heads informing Finance Dept. of changes to employee status. Per ER Policy.	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
131	Employee Uniform Record	Records pertaining to the purchase and/or maintenance of employee uniforms.	2 years provided audited	Paper & Electronic	Multiple		<input type="checkbox"/>
132	Employee Withholding Exemption Certificate (State of Ohio IT-4)	Form completed by employees regarding tax withholding. Per ER Policy	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
133	Employer Policy Acknowledgement	Document signed by employees acknowledging receipt of new or revised employer policies. Per ER Policy.	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
134	Employment Applications or Resumes - Hired	Completed application forms or resumes provided to the municipality during the hiring process documenting qualification for the position. Per ER Policy.	Place in Departmental Employee File and/or Personnel File	Paper	Multiple		<input type="checkbox"/>
135	Employment Applications or Resumes - Not Hired	Completed application forms or resumes provided to the municipality during the hiring process documenting qualification for the position.	1 year	Paper	Multiple		<input type="checkbox"/>
136	Employment History Record Card		Permanent	Paper	Finance		<input type="checkbox"/>



137	Employment Information Files		Until superseded	Paper & Electronic	Civil Service		<input type="checkbox"/>
138	EMS Billing Records	Records documenting all EMS billing, including monthly and closure reports.	3 years	Paper & Electronic	Fire		<input type="checkbox"/>
139	Encumbrance and Expenditure Journal	Annual report of requisitions and purchase orders.	3 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
140	Encumbrance Documents	Approved requisitions and purchase orders.	3 years	Paper & Electronic	Finance		<input type="checkbox"/>
141	EPA E-Check Report	Report of e-check results of all municipal vehicles (includes vehicles sold and purchased)	6 years	Paper & Electronic	Service		<input type="checkbox"/>
142	Equipment Inventories	Make, model, VIN, ID#, or other pertinent information for vehicles and equipment.	3 years	Paper & Electronic	All		<input type="checkbox"/>
143	Equipment Maintenance Records	Records of all maintenance performed on vehicles and equipment.	For the life of the vehicle/equipment	Paper & Electronic	All		<input type="checkbox"/>
144	Event & Program Documents	Includes registrations, permission slips, and waivers, for all youth, adult and senior activities sponsored by the Parks & Recreation Department.	3 years provided no claim pending	Paper & Electronic	Parks & Rec		<input type="checkbox"/>
145	Executive or General Orders, Rules, Regulations, Standard Operating Procedures (SOP)	Orders, rules, regulations, SOPs issued to employees of the Police Department.	Until superceded, suspended or updated	Paper & Electronic	Police		<input type="checkbox"/>
146	Expunged/Sealed Records	Records regarding arrests that have been expunged or sealed by a Court of competent jurisdiction	Destroy immediately upon Court order	Paper & Electronic	Police		<input type="checkbox"/>
147	Federal Project Files	Records of projects within the municipality receiving federal funds.	5 years after completion of project	Paper & Electronic	Engineer		<input type="checkbox"/>
148	Federal Revenue Sharing Account		7 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
149	Fee Books/Receipt Books		3 years, provided audited	Paper	Multiple		<input type="checkbox"/>
150	Final Disposition of Disciplinary Investigation or Action	Records regarding the final disposition of any disciplinary investigation or action that affects payroll. Per ER Policy.	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
151	Fingerprint Records		25 years	Paper & Electronic	Police		<input type="checkbox"/>
152	Fire Incident Reports	Reports generated at the conclusion of a fire incident if responded to by municipal Fire Dept.	20 years	Electronic	Fire		<input type="checkbox"/>
153	Fire Prevention Records	Includes above and underground storage tank records, arson reports, fire investigation files, fire and loss record, inspection reports, fire protection systems, violation notices.	Permanent	Paper & Electronic Paper document may be destroyed upon building	Fire		<input checked="" type="checkbox"/>

154	Firearms Records	Inventories and other records for firearms issued to officers in the Police Department.	3 years	Paper & Electronic	Police		<input type="checkbox"/>
155	Fireworks Application and Permits	Applications and permits for possession and display of fireworks.	3 years	Paper & Electronic	Fire		<input type="checkbox"/>
156	Fixed Assets Record		10 years	Paper & Electronic	Finance		<input type="checkbox"/>
157	Flood Records	Documented reports of past flooding within municipality.	Permanent	Paper & Electronic	Service		<input checked="" type="checkbox"/>
158	Flyers, Posters, Bulletins, & Notices	Announcements and informational notices related to or promoting municipal events or functions.	Until obsolete or superseded	Paper & Electronic	All		<input type="checkbox"/>
159	FMLA Requests	Per ER Policy	Place in Medical File	Paper	Finance		<input type="checkbox"/>
160	Garnishment Orders	Order from a Court to the municipality to garnish an employee's wages.	Until employee terminates or order rescinded	Paper & Electronic	Finance		<input type="checkbox"/>
161	Gasoline Invoices	Invoices to Mayfield School District for fuel usage.	3 years	Paper & Electronic	Service		<input type="checkbox"/>
162	Gasoline Records	Records of fuel usage by municipal and School District vehicles. Includes gallons, vehicle, Dept and employee name.	3 years	Paper & Electronic	Multiple		<input type="checkbox"/>
163	Gasoline Tax Refund Report	Report of on and off-road equipment fuel usage and gasoline tax refund.	3 years	Paper	Service		<input type="checkbox"/>
164	General Ledger		25 years	Paper & Electronic	Finance		<input type="checkbox"/>
165	General Orders, Directives, Policies, Rules, Handbooks, Regulations or Procedures	Documents generated internally and provided to employees to direct employment activities.	Until obsolete or superseded	Paper & Electronic	Admin		<input type="checkbox"/>
166	Grant Applications (Economic Development)	Grant applications from local businesses seeking loans or incentives from the municipality.	5 years	Paper & Electronic	Econ Dev		<input type="checkbox"/>
167	Grant Files/Records - Federal and State	Records pertaining to successful applications for grant funding.	5 years if audited and disputes resolved	Paper & Electronic	Finance		<input type="checkbox"/>
168	Grant Files/Records - Federal and State (Unsuccessful)	Records pertaining to unsuccessful applications for grant funding.	UNLAN	Paper & Electronic	Multiple		<input type="checkbox"/>
169	Grove Leaf Application	Application to purchase a leaf permanently placed on the wall at The Grove Amphitheatre.	UNLAN	Paper	Admin		<input type="checkbox"/>
170	Haul Tickets	Records of the delivery of various products	UNLAN	Paper	Service		<input type="checkbox"/>
171	Health Inspection Reports	Reports of inspections performed by the Cuyahoga County Health Department on municipal facilities.	5 years	Paper & Electronic	Parks & Rec		<input type="checkbox"/>
172	Hearing Case Files	Records of hearings before the Civil Service Commission, including disposition.	10 years	Paper & Electronic	Civil Service		<input type="checkbox"/>
173	House Number Record	Address assigned to a parcel by Cuyahoga County Fiscal Office	Permanent	Paper & Electronic	Building		<input checked="" type="checkbox"/>

174	Hydrant Permits	Permits for hydrant use	3 years	Paper & Electronic	Fire		<input type="checkbox"/>
175	Hydrant Repair Requests	Reports of hydrants needing repair	Until repaired or UNLAN	Paper & Electronic	Fire		<input type="checkbox"/>
176	Incident Report Form	Form used to document incidents of improper conduct by employees or patrons.	3 years provided no claim pending or 3 years after patron reaches the age of 18	Paper & Electronic	Parks & Rec		<input type="checkbox"/>
177	Independent Contractor Agreements	Incidental agreements for support services, entertainment, vendors, etc. that do not require Council approval.	3 years	Paper & Electronic	Parks & Rec		<input type="checkbox"/>
178	Index to Burial Plots		Permanent	Paper	Cemetery		<input checked="" type="checkbox"/>
179	Inspection Reports	Reports of inspection of buildings, grounds, parks or other facilities.	7 years from date of inspection	Paper	Multiple		<input type="checkbox"/>
180	Insurance Certificates	Certificate of Liability required for approval of Contractor Registration Certificate	2 years after expiration, provided no claims pending	Paper & Electronic	Building		<input type="checkbox"/>
181	Insurance Enrollment Record	Information regarding employee enrollment in health or other insurance plan.	Place in Medical File	Paper	Finance		<input type="checkbox"/>
182	Insurance Policies		2 years after expiration, provided no claims pending	Paper & Electronic	Finance		<input type="checkbox"/>
183	Intergovernmental Tax Receipts		3 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
184	Internal Fire Department Forms	Misc. documents including daily check sheets (WT/Squad), shift/hours coverage forms, overtime tracking log, gas disbursement records, rider waivers, station visitor sign-in sheets, etc.	2 years	Paper & Electronic	Fire		<input type="checkbox"/>
185	Investment Records		3 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
186	Invoices and Supporting Documents		3 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
187	Jail/Prisoner Records	All records pertaining to prisoners held or transported to another location by the Police Department.	3 years	Paper & Electronic	Police		<input type="checkbox"/>
188	Job Classification List	List of positions in the classified service.	Until superseded	Paper & Electronic	Civil Service		<input type="checkbox"/>
189	Job Descriptions	Descriptions of duties and responsibilities for each classification or position with the municipality.	1 year after superseded	Paper & Electronic	Admin		<input type="checkbox"/>
190	Junk Vehicle Records	Records of all junk vehicles handled by the Police Department, including unclaimed and abandoned vehicles and BMV Affidavit 4204E.	3 years after sale or other disposition	Paper & Electronic	Police		<input type="checkbox"/>

191	Juvenile Records	Records pertaining to the arrest of a juvenile.	Until juvenile reached 18 years of age or if an expungement order received from Court	Paper & Electronic	Police		<input type="checkbox"/>
192	Knox Box Record	Documentation of installation of Knox Box at residential property.	20 years Until box is removed from property.	Paper & Electronic	Fire		<input type="checkbox"/>
193	Labor Union Agreements	Police and Fire Collective Bargaining Agreements.	15 years after termination	Paper & Electronic	Finance		<input type="checkbox"/>
194	LEADS Printouts	Reports or printouts generated through the Law Enforcement Agencies Data System (LEADS).	UNLAN	Paper & Electronic	Police		<input type="checkbox"/>
195	Leaf Pickup	Annual list showing leaf pickup schedule.	1 year	Paper	Service		<input type="checkbox"/>
196	Legal Opinions	Letters or memoranda from the Law Department or other counsel providing a legal opinion to the municipality.	5 years	Paper & Electronic	Law		<input type="checkbox"/>
197	Licenses/Permits	Document issued to an applicant seeking permission for a particular purpose.	1 year after expiration	Paper & Electronic	Multiple		<input type="checkbox"/>
198	Life Insurance Beneficiary Designation	Per ER Policy	Place in Medical File	Paper	Finance		<input type="checkbox"/>
199	Liquor License Requests - Approved	Application for a liquor license to be issued by the State of Ohio that is approved by the municipality and the State.	3 years	Paper & Electronic	Council Clerk		<input type="checkbox"/>
200	Liquor License Requests - Denied	Application for a liquor license to be issued by the State of Ohio that is denied by the municipality or the State.	1 year	Paper & Electronic	Council Clerk		<input type="checkbox"/>
201	Maintenance Records	Records documenting preventive maintenance work done on equipment.	Life of equipment	Paper	Multiple		<input type="checkbox"/>
202	Manuals & Handbooks	Documents generated to assist seasonal Parks & Recreation employees with understanding rules and expectations.	Until superseded	Paper & Electronic	Parks & Rec		<input type="checkbox"/>
203	MARCS Electricity Invoices	Billing records for MARCS Electricity usage.	3 years	Paper & Electronic	Fire		<input type="checkbox"/>
204	Marriage Certificate	Copy of certificate signed by the Mayor when performing a marriage ceremony. Original is sent to the Court.	5 years provided audited	Paper & Electronic	Admin		<input type="checkbox"/>
205	Material Safety Data Sheets	Detailed information prepared by the manufacturer of a hazardous chemical	Until obsolete or superseded	Paper & Electronic	All		<input type="checkbox"/>
206	Medical Leave of Absence Forms	Per ER Policy	Place in Medical File	Paper	Finance		<input type="checkbox"/>
207	Medical Return to Work Slips	Documents provided to an employee by a doctor certifying that the employee is medically able to return to work. Per ER Policy.	Place in Departmental Employee File	Paper	Multiple		<input type="checkbox"/>
208	Meeting Minutes	Official record of the proceedings of a meeting; approved original.	Permanent	Paper & Electronic	All		<input checked="" type="checkbox"/>

209	Meeting Minutes - Audio or Video	Official record of the proceedings of a meeting; audio or video recording.	1 year	Electronic	All		<input type="checkbox"/>
210	Meeting Notices	Notices of upcoming meeting dates and times provided to the media.	1 year	Paper & Electronic	All		<input type="checkbox"/>
211	Membership/Visitor Suspension and Termination	Record of incidents/infractions that cause a patron of a recreational or other municipal facility to no longer be admitted for a specified amount of time.	5 years	Paper	Parks & Rec		<input type="checkbox"/>
212	Memorial Bench Plaque Application	Application to purchase a memorial plaque placed on a municipal bench for a period of 10 years.	2 years after plaque is removed from bench	Paper	Admin		<input type="checkbox"/>
213	MIPOD Records	Documents of all MIPOD activities, including registratons, volunteer lists, activation and exercise documents.	3 years or UNLAN	Paper & Electronic	Fire		<input type="checkbox"/>
214	Missing Person Report	Report of a missing person within the jurisdiction of the Police Department.	2 years after case closed	Paper & Electronic	Police		<input type="checkbox"/>
215	Monthly Statement of Balances		3 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
216	Mulch Deliveries	Annual list of residents who request and receive a delivery of leaf mulch from the Service Dept.	1 year	Paper & Electronic	Service		<input checked="" type="checkbox"/>
217	<b>Municipal Financial Report - Annual</b>	Annual	Permanent	Paper & Electronic	Finance		<input type="checkbox"/>
218	Municipal Financial Report - Monthly, Quarterly, Semiannual		UNLAN	Paper & Electronic	Finance		<input type="checkbox"/>
219	Negotiation File	Records concerning the negotiation of contracts and/or agreements.	UNLAN	Paper & Electronic	All		<input type="checkbox"/>
220	Negotiation File (Collective Bargaining Agreements)	Records concerning the negotiation of contracts and/or agreements between the Village and employee unions.	10 years	Paper & Electronic	Multiple		<input type="checkbox"/>
221	Notification of Pay Step Increase		Until superseded, copy in Personnel file	Paper & Electronic	Finance		<input type="checkbox"/>
222	Oath of Office (Appointed Employees)	Form signed by appointed employees after administration of the oath of office. Per ER Policy	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
223	Oaths of Office - Committee Members	Documents signed by committee, commission or board members required to take an oath of office.	6 months after expiration of term	Paper	Council Clerk		<input type="checkbox"/>
224	Oaths of Office - Elected Officials	Document signed by elected or appointed officials required to take an oath of office.	10 years after leaving office	Paper & Electronic	Council Clerk		<input type="checkbox"/>
225	<b>Occupancy Permit</b>	Building Official approval permit to occupy a structure for business or residential purposes.	Permanent	Paper & Electronic	Building		<input checked="" type="checkbox"/>
226	Occupancy Plan Review/Submitted Plans/Documents	Occupancy plans and documents for commercial buildings.	UNLAN	Paper & Electronic	Fire		<input type="checkbox"/>

227	Ohio New Hire Reporting Form (JFS07048)	Per ER Policy	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
228	Ohio Utilities Protection Service Reports	Requests to mark utilities prior to digging.	3 years	Electronic	Service		<input type="checkbox"/>
229	Ohio Wage and Tax Statement Transmittal		6 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
230	OPERS Independent Contractor Acknowledgement Form		6 years, provided audited	Paper	Finance		<input type="checkbox"/>
231	OPERS Personal History Record (Form A)	Per ER Policy	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
232	Ordinances	Ordinances or laws voted upon by the Council of the municipality.	Permanent	Paper & Electronic	Council Clerk		<input checked="" type="checkbox"/>
233	Organizational Charts	Charts documenting the structure or hierarchy of a municipal department.	Until obsolete or superseded	Paper & Electronic	All		<input type="checkbox"/>
234	OSHA Related Records		20 years	Paper & Electronic	Finance		<input type="checkbox"/>
235	Packing Slips /Delivery Slips	Information documenting shipments or deliveries.	UNLAN	Paper	All		<input type="checkbox"/>
236	Parking Citations	Records documenting parking infractions.	3 years	Paper & Electronic	Police		<input type="checkbox"/>
237	Parks & Recreation Brochure	Brochure documenting programs and events sponsored by the Parks & Recreation Department.	Until obsolete or superseded	Electronic	Parks & Rec		<input type="checkbox"/>
238	Pay-in Records		3 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
239	Payroll Journal	Includes records and annual cumulative printout	50 years	Paper & Electronic	Finance		<input type="checkbox"/>
240	Payroll Journal - Weekly/Monthly		3 years provided audited and cumulative employee payroll retained.	Paper & Electronic	Finance		<input type="checkbox"/>
241	Performance Bonds		Until project successfully completed and accepted	Paper	Finance		<input type="checkbox"/>
242	Permits - All types	Consent to permit holder to perform work	3 years provided audited	Paper & Electronic	Building		<input type="checkbox"/>
243	PERS Refund or Waiver Application		Permanent	Paper & Electronic	Finance		<input type="checkbox"/>
244	Personal Notes	Handwritten or electronic notes taken for personal use.	UNLAN	Paper & Electronic	All		<input type="checkbox"/>
245	Pesticide Application Records	Records that document the types of pesticides sprayed on municipal property	5 years	Paper	Service		<input type="checkbox"/>
246	Petitions	Petitions signed by residents of the municipality and presented to Council for action.	5 years	Paper & Electronic	Council Clerk		<input type="checkbox"/>

247	Petty Cash Record		3 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
248	Photos (include prints, slides, digital copies)	Photos of events, projects, properties, etc.	6 months, then appraise for historic value	Paper & Electronic	All		<input checked="" type="checkbox"/>
249	Planning Commission Case Files	Agenda & Approved Minutes of Planning Commission Hearings	10 years provided no action pending	Paper & Electronic	Building		<input type="checkbox"/>
250	Plat Maps		Permanent	Paper	Cemetery		<input checked="" type="checkbox"/>
251	Police Incident Reports	Written reports of all incidents involving action by the Police Department.	2 years	Paper & Electronic	Police		<input type="checkbox"/>
252	Pool Facility Documents	In-service sign-in sheets; American Red Cross record Sheets; Infraction forms, sanitation and safety reports, operation reports.	5 years after pool ceases operation	Paper & Electronic	Parks & Rec		<input type="checkbox"/>
253	Postal Mailing Lists	Mailing lists generated to send mail to specific groups	Until obsolete or superseded	Paper & Electronic	Admin		<input type="checkbox"/>
254	Postal Records	Logs of registered/certified/insured mail; postage meter documents	2 years	Paper & Electronic	Admin		<input type="checkbox"/>
255	Powerpoint Presentations	Presentations used for meetings, internally or to the public.	3 years; appraise for historic value	Paper & Electronic	All		<input type="checkbox"/>
256	Pre-Plans	Documentation of floor plans of commercial properties located in municipality, used to identify ingress/egress in case of emergency.	Until obsolete or superseded	Paper & Electronic	Fire		<input type="checkbox"/>
257	Press/News Releases	Announcements sent to the media to inform the public about actions, events or programs.	3 years	Paper & Electronic	Admin		<input type="checkbox"/>
258	Prevailing Wage Records		3 years	Paper & Electronic	Finance		<input type="checkbox"/>
259	Prisoner Booking Video	Recordings of prisoner bookings.	30 days provided no action pending	Electronic	Police		<input type="checkbox"/>
260	Proclamations	Proclamations issued by the Mayor to congratulate or recognize events, businesses or individuals.	10 years	Paper & Electronic	Admin		<input type="checkbox"/>
261	Program Brochures	Brochures or programs prepared to describe scheduled events.	Until obsolete or superseded	Paper & Electronic	All		<input type="checkbox"/>
262	Program Registrations	Registration information for all Parks & Recreation programs and special events.	3 years	Electronic	Parks & Rec		<input type="checkbox"/>
263	Project Planning Files	Project schedule, work & management plan documents and up-to-date status reports	5 years after final project report	Paper & Electronic	Building		<input type="checkbox"/>
264	Project Reports	Formal record of the state of the Project	25 years then appraise for historic value	Paper & Electronic	Building		<input type="checkbox"/>
265	Property Complaints	Concerns received requesting Bldg Commissioner to investigate properties for possible violation of building/zoning code related to maintenance and/or safety issues	2 years provided no action pending	Paper & Electronic	Building		<input type="checkbox"/>

266	Property Inventories		3 years	Paper & Electronic	Finance		<input type="checkbox"/>
267	Property Room Records	Includes releases, transfers, disposals.	3 years	Paper & Electronic	Police		<input type="checkbox"/>
268	Public Records Request	Requests made by individuals for records of the municipality (can be made in any form).	2 years	Paper & Electronic	Council Clerk		<input type="checkbox"/>
269	Public Records Request Log	Log of public records requests received, includes date request was received, date response was provided, etc.	5 years	Paper & Electronic	Council Clerk		<input type="checkbox"/>
270	Publications	Publications distributed to the public documenting activities of the municipality.	Permanent	Electronic	Admin		<input checked="" type="checkbox"/>
271	Purchase Orders	Purchase Orders issued by the Finance Department.	3 years provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
272	RC-1 One-Time Disposal of Obsolete Records	Form used to list one-time disposal of obsolete records pursuant to municipality's Records Retention Schedule (RC-2).	Permanent	Paper	Multiple		<input type="checkbox"/>
273	RC-2 Records Retention Schedule	A schedule approved by the Ohio History Connection and Auditor of State setting forth the retention period for various records kept by the municipality.	Until superceded or updated	Paper & Electronic	Admin		<input type="checkbox"/>
274	RC-3 Certificate of Records Disposal	Form used to list records being disposed of according to the time periods contained in the municipality's Records Retention Schedule (RC-2).	Permanent	Paper	Multiple		<input type="checkbox"/>
275	Receipts/Receipt Books	Records of payments made to the municipality.	2 years provided audited	Paper & Electronic	All		<input type="checkbox"/>
276	Receiving Documents		3 years	Paper & Electronic	Finance		<input type="checkbox"/>
277	Record of Funds Received		3 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
278	Records Check Requests	Local records check requests from other law enforcement agencies.	2 years	Paper	Police		<input type="checkbox"/>
279	Records Requests	Documentation of requested records made to the municipality by the public.	3 years	Paper & Electronic	All		<input type="checkbox"/>
280	Recovered Property Record	Recovered property records.	2 years after disposal of property	Paper & Electronic	Police		<input type="checkbox"/>
281	Recycling Reports	Reports regarding the amount of recycleables picked up by refuse company	5 years	Paper	Service		<input type="checkbox"/>
282	Reference/Library Materials	Sheets provided to update reference books.	Until obsolete or superseded.	Paper	All		<input type="checkbox"/>
283	Refund Requests	Information regarding requests for refunds for Parks & Recreation programs provided to the Finance Dept. for processing.	5 years, provided audited	Paper & Electronic	Parks & Rec		<input type="checkbox"/>



284	Rental Applications	Completed forms for the rental of any Village facilities or equipment (Includes Community Room, pavilions, tools, etc.)	3 years	Paper & Electronic	All		<input type="checkbox"/>
285	Report of Cash Received	Includes cash books, reports, receipts and disbursements	3 years, provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
286	Report to Auditor of State	Annual	5 years	Paper & Electronic	Finance		<input type="checkbox"/>
287	Report to Bureau of Employment Services		Place in Personnel File	Paper	Finance		<input type="checkbox"/>
288	Reports	Documents generated internally or by an outside consultant that provide information regarding a particular topic or investigation.	5 years, then appraise for historic value	Paper & Electronic	All		<input type="checkbox"/>
289	Requisitions	Forms submitted to Finance Department requesting issuance of a Purchase Order Number for expenditures.	3 years, provided audited	Paper	All		<input type="checkbox"/>
290	Resolutions	Resolutions voted upon by the Council of the municipality.	Permanent	Paper & Electronic	Council Clerk		<input checked="" type="checkbox"/>
291	Retirement System Records		Place in Personnel File	Paper & Electronic	Finance		<input type="checkbox"/>
292	Rezoning Applications	Application to appear before the Planning Commission to change the zoning of a site	Until final action taken and recorded	Paper & Electronic	Building		<input type="checkbox"/>
293	Rezoning Case Files	Minute records decision on rezoning request	5 years after decision	Paper & Electronic	Building		<input type="checkbox"/>
294	Ride Along Forms	Documents completed by non-police personnel who accompany police officers in a police car.	UNLAN	Paper	Police		<input checked="" type="checkbox"/>
295	Sanitary Sewer Records	Records of the installation of sanitary sewers within the municipality.	Permanent	Paper & Electronic	Engineer		<input type="checkbox"/>
296	Scholarship Applications	Application forms completed to receive awards from the Debbie Hudacko Scholarship Fund.	3 years	Paper & Electronic	Parks & Rec		<input type="checkbox"/>
297	Senior Services Newsletter	Newsletter mailed to senior residents describing programs and events of interest to them.	Until obsolete or superseded	Paper & Electronic	Parks & Rec		<input type="checkbox"/>
298	Senior Snow Removal Program Documents	Includes registrations, complaints, spreadsheets, opt-outs.	3 years	Paper & Electronic	Parks & Rec		<input type="checkbox"/>
299	Settlement Sheet or Tax Distribution from County Auditor		10 years	Paper & Electronic	Finance		<input type="checkbox"/>
300	Sewer Cleaning Requests	Requests to County to clean residential sewers from street to house.	3 years	Electronic	Service		<input type="checkbox"/>
301	Sewer Repair Sheets		10 years	Paper	Engineer		<input type="checkbox"/>
302	Sewer Repair Sheets	Documents received from County documenting sewer repairs within the municipality.	10 years	Electronic	Service		<input type="checkbox"/>

303	Sewer Testing Records	Records of any sanitary or stormwater sewer testing performed within the municipality.	10 years	Paper & Electronic	Engineer		<input type="checkbox"/>
304	Sidewalk Repair Reimbursement Requests	Resident requests for reimbursement to replace sidewalk blocks damaged by tree lawn trees.	10 years	Paper	Service		<input type="checkbox"/>
305	Sign-In Sheets	Sheets used to document attendance at a meeting.	UNLAN	Paper	Multiple		<input type="checkbox"/>
306	Social Media Posts	Information or messages posted on municipal social media platforms.	Until obsolete or superseded	Electronic	IT Coordinator		<input type="checkbox"/>
307	Solicitation Permits	Permits issued to applicants seeking to solicit in municipal neighborhoods.	1 year after expiration	Paper & Electronic	Police		<input type="checkbox"/>
308	Special Assessments		Until paid and audited	Paper & Electronic	Finance		<input type="checkbox"/>
309	Special Event Permit Application	Form completed to request use of municipal facility.	2 years after event	Paper	Parks & Rec		<input type="checkbox"/>
310	Speeches	Written, formal speeches presented to the public by elected or appointed officials.	3 years; appraise for historic value	Paper & Electronic	Multiple		<input checked="" type="checkbox"/>
311	SSA Form 1945	Statement Concerning Employment in a Job Not Covered by Social Security. Per ER Policy	Place in Personnel File	Paper	Finance		<input type="checkbox"/>
312	State Income Tax Reports		25 years	Paper & Electronic	Finance		<input type="checkbox"/>
313	Station House Daily Logs	Logs of daily activity within the fire department	Permanent	Electronic; paper records prior to 2014	Fire		<input checked="" type="checkbox"/>
314	Stormwater Reports	Phase II stormwater reports mandated by the Ohio EPA (including Good Housekeeping Records)	Permanent	Paper & Electronic	Service		<input checked="" type="checkbox"/>
315	Street Name Change Record	Submittal of Application to Village Engineer & County	Permanent	Paper	Building		<input checked="" type="checkbox"/>
316	Street Repair Records	Records regarding any street repairs completed, including cost summary. Part of Project Files?	3 years, provided audited	Paper & Electronic	Engineer		<input type="checkbox"/>
317	Street/Alley Vacation Case Files - Obsolete	Approved Mylar & Updated Parcel map of street vacation	Permanent	Paper & Electronic	Building		<input checked="" type="checkbox"/>
318	Subdivision Files	Documentation regarding an area of land being divided into plots	Permanent	Paper & Electronic	Building		<input checked="" type="checkbox"/>
319	Survey Results	Tabulated results of a resident or other survey.	10 years	Paper & Electronic	Multiple		<input type="checkbox"/>
320	Surveys	Surveys completed and returned to the municipality.	1 year after tabulated	Paper & Electronic	Multiple		<input type="checkbox"/>
321	Tax Abatement Records		Duration of abatement plus 1 year	Paper & Electronic	Finance		<input type="checkbox"/>
322	Tax Settlement Reports		3 years provided audited	Paper & Electronic	Finance		<input type="checkbox"/>

323	Tax Withholding Reports		6 years provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
324	Term Expiration List	A list of all elected and appointed public officials indicating the duration of their term in office.	Permanent	Paper & Electronic	Council Clerk		<input checked="" type="checkbox"/>
325	Text Messages	Messages received or sent on Village-owned cell phones. May include personal cell phones if messages are related to Village business.	30 days	Electronic	All		<input type="checkbox"/>
326	Ticket Ledgers	Ledger of traffic tickets or misdemeanor citations.	UNLAN	Paper	Police		<input type="checkbox"/>
327	Timesheets	Bi-weekly sheets tracking employee work hours, forwarded to Finance Dept. for payroll purposes.	UNLAN	Paper & Electronic	All		<input type="checkbox"/>
328	Tool Lending Program records	Records documenting the lending of tools to residents of the municipality.	3 years	Paper	Service		<input type="checkbox"/>
329	Tow Slips	Records documenting a vehicle being towed at the request of the Police Dept.	3 years	Paper & Electronic	Police		<input type="checkbox"/>
330	Traffic Citations	All traffic tickets issued by the Police Department, including those voided, issued or withdrawn. Includes tickets issued as part of a program authorizing the use of Officer-Operated Handheld Traffic Law Enforcement Devices.	3 years	Paper	Police		<input type="checkbox"/>
331	Traffic Speed Images	Laser speed measurements and photographic images used to determine the speed of a moving vehicle used as part of a program authorizing the use of Officer-Operated Handheld Traffic Law Enforcement Devices. Includes images resulting in a ticket and images not resulting in a ticket.	1 year	Electronic	Police		<input type="checkbox"/>
332	Traffic Studies	Reports generated by a traffic engineer after completing a study of a particular street or area.	Until superceded, then appraise for historic value	Paper & Electronic	Multiple		<input checked="" type="checkbox"/>
333	Travel Expense Records		3 years	Paper & Electronic	Finance		<input type="checkbox"/>
334	Trial Balance Records		3 years	Paper & Electronic	Finance		<input type="checkbox"/>
335	Unemployment Compensation Records		Place in Personnel File	Paper & Electronic	Finance		<input type="checkbox"/>
336	Variance Record Index	Index record of variances & conditional use permits granted	25 years	Paper & Electronic	Building		<input type="checkbox"/>
337	Vehicle Records	Purchase order/Documents/Maintenance Records	Until vehicle is sold or disposed of	Paper & Electronic	All		<input type="checkbox"/>

338	Vehicle Repair Records	Records of repairs made to municipal vehicles.	Until vehicle is sold or disposed of	Paper & Electronic	Service		<input type="checkbox"/>
339	Voicemail	Voice messages recorded on a telephone.	UNLAN	Electronic	All		<input type="checkbox"/>
340	W-2 Forms		6 years provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
341	W-4 Employee Withholding Allowance Certificate		Until superseded or revoked by employee	Paper & Electronic	Finance		<input type="checkbox"/>
342	W-9 Forms	Form completed by contracted entities or individuals in order to receive compensation.	6 years	Paper	Finance		<input type="checkbox"/>
343	Warranties (Vehicles or Equipment)	Documentation of any warranty provided with the purchase of vehicles or equipment.	For the life of the vehicle/equipment	Paper & Electronic	All		<input type="checkbox"/>
344	Warrants for Arrest	Warrants for arrest issued by a Court.	Until served, discharged, answered or withdrawn	Paper	Police		<input type="checkbox"/>
345	Water Permit	Cleveland Water application/permit to use hydrant to water sports fields.	3 years	Paper	Service		<input type="checkbox"/>
346	Website Content	Information or records provided to IT Coordinator for posting on municipal website.	Until obsolete or superseded	Electronic	IT Coordinator		<input type="checkbox"/>
347	Withholding Payment Record		6 years provided audited	Paper & Electronic	Finance		<input type="checkbox"/>
348	Work / Assignment Schedules	Documentation regarding full and part-time scheduling of employees.	3 years	Paper & Electronic	Multiple		<input type="checkbox"/>
349	Work Orders	Requests for Service Dept employees to perform a certain task	UNLAN	Paper & Electronic	Service		<input type="checkbox"/>
350	Workers Compensation Case Files		Place in Personnel File	Paper & Electronic	Finance		<input type="checkbox"/>
351	Zoning Case Record Index	Litigation record of a zoning case	25 years	Paper	Building		<input checked="" type="checkbox"/>
352	Zoning Certificate	Zoning Compliant Certificate issued by Building Commissioner	Permanent	Paper & Electronic	Building		<input checked="" type="checkbox"/>
353	Zoning Change Request	Application to the Board of Zoning Appeals justifying the zoning change request & proposed use	5 years provided no action pending	Paper & Electronic	Building		<input type="checkbox"/>
354	Zoning Maps	Maps of the municipality prepared by the Engineer showing current zoning designations.	Permanent	Paper & Electronic	Engineer		<input checked="" type="checkbox"/>
355	Zoning Permit Applications	Application requesting approval to perform work	1 year after final decision rendered	Paper & Electronic	Building		<input type="checkbox"/>
356	Zoning Permit Record	Permit approval for applicant to proceed with project	Permanent	Paper & Electronic	Building		<input checked="" type="checkbox"/>
357	Zoning Variance Case Files	Records documenting BZA variance request & approval or denial.	5 years after final decision provided no action pending	Paper & Electronic	Building		<input type="checkbox"/>