

**RECORDS COMMISSION MEETING AGENDA (*Revised*)**  
**OCTOBER 7, 2016**  
**1:30 P.M.**

**ROLL CALL** Justin Harris, Hank Solowiej, Dan Poggiali,  
Eric Wobser & Kelly Kresser

**APPROVAL OF MINUTES** **April 7, 2016**

**CURRENT BUSINESS** 1) Approval - new RC-3, Certificate of Records Disposal

- Police Department
- Finance Department
- Public Works Department

**OLD BUSINESS**

**NEW BUSINESS**

**NEXT MEETING**

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**ADJOURN**

**CITY OF SANDUSKY  
RECORDS COMMISSION MEETING  
THURSDAY, APRIL 7, 2016**

**MEMBERS PRESENT:** Hank Solowiej, Eric Wobser - Chairman, Trevor Hayberger & Kelly Kresser

**MEMBERS ABSENT:** Dave Danhoff

**APPROVAL OF MINUTES**

**Upon motion of Hank Solowiej and second of Kelly Kresser, the members voted to approve the minutes of the October 22, 2015, Records Commission meeting. The Chairman declared the motion passed.**

**CURRENT BUSINESS**

**Upon motion of Trevor Hayberger and second of Hank Solowiej, the members voted to approve the RC-2, Records Retention Schedule, for the Public Works Department.**

*Discussion:* Kelly Kresser said this schedule was updated by Megan Stookey, Records Custodian for Public Works, and records were added which were not previously on the schedule; others were updated. Eric Wobser was provided a brief refresher of the process for creation of RC-2's and their purpose, as well as for the records destruction process.

**The Chairman declared the motion passed.**

**Upon motion of Hank Solowiej and second of Trevor Hayberger, the members voted to approved the RC-3, Records Destruction Schedules, for the Public Works and Building Departments.**

*Discussion:* Hank Solowiej suggested adding the destruction date of July 1, 2016 to the forms from Public Works prior to submitting them to the Ohio History Connection offices.

**The Chairman declared the motion passed.**

**OLD BUSINESS**

Kelly Kresser said **several city employees are registered to attend the upcoming Ohio Public Records training session on April 22 at the Perkins Township offices.**

**NEW BUSINESS**

Trevor Hayberger suggested circulating the required **Public Records Policy Public Notice** to each of the records custodians and remind them this notice must be posted in each city office where records are kept.

**ADJOURNMENT**

Upon motion of Hank Solowiej and second of Kelly Kresser, the members voted to adjourn at 9:25 a.m.

The next meeting is scheduled for October 6, 2016 at 9 a.m.

**APPROVED:**

**ATTEST:**

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Eric Wobser/Chairperson

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Kelly Kresser, Clerk/Member



## INSTRUCTIONS - FORM RC-3

- USE OF FORM: Serves as a notification to your local records commission and to The Ohio Historical Society/State Archives, Local Government Records Program (OHS-LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-2 form. It also provides an opportunity for the OHS-LGRP to select for historical records, or to provide for other disposition under Section 149.31ORC.
- WHEN TO USE: Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.
- CERTIFICATION: This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.
- SUBMISSION: Send the original RC-3 to: [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) **or** The Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2497
- Retain a permanent copy for your office files and send an additional copy to your records commission.

NOTE: You office or records commission will **not** receive a copy of the RC-3 back. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

### Page 2

- (1) RECORD SERIES TITLE: Record series title as shown on your retention schedule (RC-2). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process.
- (2) AUTHORIZATION FOR DISPOSAL: Schedule number marked as needing review by OHS-LGRP as shown on your approved RC-2 and the date it was approved *by your local records commission*.
- (3) MEDIA TYPE (DESTROYED): Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.
- (4) OTHER MEDIA TYPE (RETAINED) If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.
- (5) INCLUSIVE DATES OF RECORDS Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.
- (6) PROPOSED DATE OF DISPOSAL Enter the proposed disposal date; the OHS-LGRP has *fifteen business days* to review the disposal form. It is recommended that a few extra days for mail delivery be included.
- (7) FOR USE BY OHS-LGRP OHS-LGRP may write clarifying notes or notes about possible records transfers.

### NOTICE CONCERNING MEDIA AND FORMAT CHANGES

The Local Government Records Program strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit <http://www.ohiohistory.org/ohiojunction/erc/>.

Never use a microfilm master negative except to create a use copy from it.





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

| (1)<br>Records Series Title       | (2)<br>Authorization for Disposal |  | (3)<br>Media Type To be destroyed | (4)<br>Media Type To be retained (if any) | (5)<br>Inclusive Dates of Records |    | (6)<br>Proposed date of destruction<br><br>(15 business days from receipt by LGRP) | (7)<br>For LGRP use |
|-----------------------------------|-----------------------------------|--|-----------------------------------|---|-----------------------------------|----|--|---------------------|
|                                   | Schedule Number                   | Date the RC-2 was approved by the Records Commission |                                   |   | From                              | To |  |                     |
| Monthly Reports (Stat Sheets)     | 00-00038                          | 9/2/2015   | Paper                             |   | July 2014 to September 2014       |    |  |                     |
| Off-duty employment               | 00-00035                          | 9/2/2015   | Paper                             |   | June 2013 to September 2014       |    |  |                     |
| Monthly Reports notes             | 00-00038                          | 9/2/2015   | Paper                             |   | 2012 and 2013                     |    |  |                     |
| State and Federal Grants unfunded | 00-00033                          | 9/2/2015   | Paper                             |   | 2011 and 2015                     |    |  |                     |
| Citizen Police Academy files      | 00-00081                          | 9/2/2015   | Paper                             |   | 2013                              |    |  |                     |
| Investigative Case files          | 00-00047                          | 9/2/2015   | Paper                             |   | 8/95 to 10/96                     |    |  |                     |
| Investigative Internal Affairs    | 13-00004                          | 9/2/2015   | Multi                             |   | 2011 and 2012                     |    |  |                     |
| Jail logs                         | 15-00003                          | 9/2/2015   | Paper                             |   | 9/14 to 9/15                      |    |  |                     |
| Taxi Applications                 | 15-00005                          | 9/2/2015   | Paper                             |   | 2013 and 2014                     |    |  |                     |
| BAC Datamaster                    | 00-00064                          | 9/2/2015   | Paper                             |   | 2012 to 9/20/13                   |    |  |                     |
| Purchase Req's                    | 00-00031                          | 9/2/2015   | Paper                             |   | 2012                              |    |  |                     |
| Personnel Files                   | 15-00002                          | 9/2/2015   | Paper                             |   | 1956 to 2011                      |    |  |                     |
| Civilian Waivers ride-along       | 00-00065                          | 9/2/2015   | Paper                             |   | 9/14 to 10/15                     |    |  |                     |



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

| (1)<br>Records Series Title          | (2)<br>Authorization for Disposal |  | (3)<br>Media Type To be destroyed | (4)<br>Media Type To be retained (if any) | (5)<br>Inclusive Dates of Records |    | (6)<br>Proposed date of destruction<br><br>(15 business days from receipt by LGRP) | (7)<br>For LGRP use |
|--------------------------------------|-----------------------------------|--|-----------------------------------|---|-----------------------------------|----|--|---------------------|
|                                      | Schedule Number                   | Date the RC-2 was approved by the Records Commission |                                   |   | From                              | To |  |                     |
| Liquor Permits                       | 13-00009                          | 9/2/2015   | Paper                             |   | 8/12 to 10/13                     |    |  |                     |
| Alarm Billing                        | 13-00003                          | 9/2/2015   | Paper                             |   | 2014                              |    |  |                     |
| Work Schedules                       | 13-00007                          | 9/2/2015   | Multi                             |   | 2010 to 2014                      |    |  |                     |
| Receipt books and receipts           | 00-00032                          | 9/2/2015   | Paper                             |   | 7/18/12 to 9/30/13                |    |  |                     |
| Public Records Request               | 00-00037                          | 9/2/2015   | Paper                             |   | 7/18/12 to 9/30/15                |    |  |                     |
| Arrest Cards                         | 00-00062                          | 9/2/2015   | Paper                             |   | 7/18/90 to 9/30/91                |    |  |                     |
| Complaint reports non-criminal       | 00-00042                          | 9/2/2015   | CD Disk                           |   | 7/18/95 to 9/30/96                |    |  |                     |
| Complaint reports misdemeanor        | 00-00043                          | 9/2/2015   | CD Disk                           |   | 7/18/95 to 9/30/96                |    |  |                     |
| Complaint report felony              | 00-00044                          | 9/2/2015   | CD Disk                           |   | 7/18/95 to 9/30/96                |    |  |                     |
| Accident Reports                     | 00-00052                          | 9/2/2015   | CD Disk                           |   | 2013 to 9/30/2014                 |    |  |                     |
| Investigative case files misdemeanor | 00-00046                          | 9/2/2015   | Paper                             |   | 8/95 to 10/96                     |    |  |                     |
| Resistance Management Reports        | 00-00040                          | 9/2/2015   | Paper                             |   | 1/2010 to 12/2011                 |    |  |                     |
|                                      |                                   |  |                                   |   |                                   |    |  |                     |
|                                      |                                   |  |                                   |   |                                   |    |  |                     |



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

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

**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 Sandusky          | Finance Division | Hank Solowiej    | 419-627-5776       | Service Ctr/City Bldg. |
| (local government entity) | (unit)           | (contact person) | (telephone number) | (location of records)  |
| 222 Meigs Street          | Sandusky, OH     | 44870            | Erie               |                        |
| (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 | 419-627-5776       |
| (signature of responsible official) | (title)          | (telephone number) |

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

**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.**





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### CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with PART 1.

**City of Sandusky**

**Finance Division**

(political subdivision name)

(unit)

| (1)<br>Records Series Title                            | (2)<br>Authorization for Disposal |   | (3)<br>Media Type<br>To be<br>destroyed | (4)<br>Media Type<br>To be retained<br>(if any) | (5)<br>Inclusive Dates<br>of Records |            | (6)<br>Proposed date<br>of destruction<br><br>(15 business<br>days from receipt<br>by OHS-LGRP) | (7)<br>For OHS-<br>LGRP use |
|--|-----------------------------------|---|---|---|--------------------------------------|------------|---|-----------------------------|
|  | Schedule<br>Number                | Date the RC-2<br>was approved by<br>the Records<br>Commission |   |   | From                                 | To         |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 1/3 – 3/15/12                        | 11/01/2016 |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 3/16 – 5/15/12                       | 11/01/16   |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 5/15 – 7/24/12                       | 11/01/16   |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 7/25 – 10/2/12                       | 11/01/16   |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 10/3 – 11/26/12                      | 11/01/16   |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 11/27 – 12/31/12                     | 11/01/16   |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 1/1 – 3/31/13                        | 11/01/16   |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 4/1 – 5/16/13                        | 11/01/16   |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 5/17 – 7/31/13                       | 11/01/16   |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 8/1 – 9/30/13                        | 11/01/16   |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 10/1 – 11/22/13                      | 11/01/16   |   |                             |
| Water & Utility Billing Stubs-<br><b>Payment Stubs</b> | 00-00203                          | 9/8/2000  | Paper                                   |   | 11/25 – 12/31/13                     | 11/01/16   |   |                             |



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|  |          |          |       |  |                  |          |  |
|--|----------|----------|-------|--|------------------|----------|--|
| Water & Utility Billing Stubs-<br><b>Night Drop</b>  | 00-00203 | 9/8/2000 | Paper |  | 1/3 – 2/9/12     | 11/01/16 |  |
| Water & Utility Billing Stubs-<br><b>Night Drop</b>  | 00-00203 | 9/8/2000 | Paper |  | 2/10 – 3/20/12   | 11/01/16 |  |
| Water & Utility Billing Stubs-<br><b>Night Drop</b>  | 00-00203 | 9/8/2000 | Paper |  | 3/21 – 5/3/12    | 11/01/16 |  |
| Water & Utility Billing Stubs-<br><b>Night Drop</b>  | 00-00203 | 9/8/2000 | Paper |  | 5/4 – 6/22/12    | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 6/25 – 7/10/12   | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 8/13 – 9/28/12   | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 10/1 – 11/14/12  | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 11/15 – 12/31/12 | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 1/2 – 2/21/13    | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 2/22 – 4/9/13    | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 4/10 – 5/23/13   | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 5/24 – 7/10/13   | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 7/11 – 9/10/13   | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 9/11 – 10/24/13  | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 10/25 – 11/27/13 | 11/01/16 |  |
| Water & Utility Billing Stubs –<br><b>Night Drop</b> | 00-00203 | 9/8/2000 | Paper |  | 12/2 – 12/31/13  | 11/01/16 |  |
| <b>Work Orders</b>                                   | 00-00113 | 9/8/2000 | Paper |  | 2010-Zone 1 & 2  | 11/01/16 |  |
| Register Tapes (Pink)                                | 00-00202 | 9/8/2000 | Paper |  | 1/1 – 3/31/13    | 11/01/16 |  |
| Register Tapes (Pink)                                | 00-00202 | 9/8/2000 | Paper |  | 4/1 – 12/31/13   | 11/01/16 |  |
| Register Tapes (Pink)                                | 00-00202 | 9/8/2000 | Paper |  | 1/1 – 10/13/12   | 11/01/16 |  |
| Register Tapes (Pink)                                | 00-00202 | 9/8/2000 | Paper |  | 10/19 – 12/31/12 | 11/01/16 |  |



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|   |                      |          |       |  |                |            |  |
|---|----------------------|----------|-------|--|----------------|------------|--|
| Receipts-PCSO Receipts<br>Billing Registers-PCSO Billing<br>Registers   | 00-00114<br>00-00206 | 9/8/2000 | Paper |  | 2011           | 11/01/16   |  |
| Utility Edits/Payments- 2012 Edits  | 00-00214             | 9/8/2000 | Paper |  | 2012           | 11/01/16   |  |
| General Correspondence-<br>Returned Mail  | 00-00004             | 9/8/2000 | Paper |  | 2012           | 11/01/16   |  |
| Bad Check Files-Paid NSF Checks   | 00-00215             | 9/8/2000 | Paper |  | 2011-2012      | 11/01/16   |  |
| Journal Entries-RJ Journal Entries<br>Cancelled Checks/Voided<br>Checks/Bank<br>Deposits/Reconciliations-Check<br>Registers | 00-00609<br>00-00606 | 9/8/2000 | Paper |  | 2011           | 11/01/16   |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | January 2012   | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | February 2012  | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | March 2012     | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | April 2012     | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | May 2012       | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | June 2012      | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | July 2012      | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | August 2012    | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | September 2012 | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | October 2012   | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | November 2012  | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | December 2012  | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | March 2013     | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | June 2013      | 11/01/2016 |  |
| Daily Cash Proof Statements   | 00-00209             | 9/8/2000 | Paper |  | August 2013    | 11/01/2016 |  |



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|--|----------|----------|-------|--|----------------|------------|--|
| Daily <b>Cash Proof</b> Statements   | 00-00209 | 9/8/2000 | Paper |  | September 2013 | 11/01/2016 |  |
| Daily <b>Cash Proof</b> Statements   | 00-00209 | 9/8/2000 | Paper |  | October 2013   | 11/01/2016 |  |
| Daily <b>Cash Proof</b> Statements   | 00-00209 | 9/8/2000 | Paper |  | December 2013  | 11/01/2016 |  |
| Cancelled Checks/Voiced Checks/Bank Deposits/Reconciliations/ <b>Bank Statements/Check Registers</b> | 00-00606 | 9/8/2000 | Paper |  | 2011           | 11/01/2016 |  |
| Accounts Payable/Invoices/Bills/Statements- <b>Vouchers</b>  | 00-00620 | 9/8/2000 | Paper |  | 2010           | 11/01/2016 |  |
| Accounts Payable/Invoices/Bills/Statements- <b>Vouchers</b>  | 00-00620 | 9/8/2000 | Paper |  | 2010           | 11/01/2016 |  |
| Accounts Payable/Invoices/Bills/Statements- <b>Vouchers</b>  | 00-00620 | 9/8/2000 | Paper |  | 2010           | 11/01/2016 |  |
| Accounts Payable/Invoices/Bills/Statements- <b>Vouchers</b>  | 00-00620 | 9/8/2000 | Paper |  | 2010           | 11/01/2016 |  |
| Accounts Payable/Invoices/Bills/Statements- <b>Vouchers</b>  | 00-00620 | 9/8/2000 | Paper |  | 2010           | 11/01/2016 |  |
| Accounts Payable/Invoices/Bills/Statements- <b>Vouchers</b>  | 00-00620 | 9/8/2000 | Paper |  | 2010           | 11/01/2016 |  |
| Utility Edits/Payments- <b>2010 Edits</b>  | 00-00214 | 9/8/2000 | Paper |  | Jan-Mar 2010   | 11/01/16   |  |
| Utility Edits/Payments- <b>2010 Edits</b>  | 00-00214 | 9/8/2000 | Paper |  | Apr-Jun 2010   | 11/01/16   |  |
| Utility Edits/Payments- <b>2010 Edits</b>  | 00-00214 | 9/8/2000 | Paper |  | Jul-Sept 2010  | 11/01/16   |  |
| Utility Edits/Payments- <b>2010 Edits</b>  | 00-00214 | 9/8/2000 | Paper |  | Oct-Dec 2010   | 11/01/16   |  |
| License, Permit, Invoicing, Account, Ledgers-Misc Control Ledgers- <b>Nuisance Billing</b>           | 00-00111 | 9/8/2000 | Paper |  | 2009           | 11/01/16   |  |



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|   |                                  |          |       |  |                      |          |  |
|---|----------------------------------|----------|-------|--|----------------------|----------|--|
| License, Permit, Invoicing,<br>Account, Ledgers-Misc Control<br>Ledgers-Nuisance Billing<br>Water/Utility Billing Stubbs-Drug<br>Mart/First Federal/Parking Meter | 00-00111<br>00-00203             | 9/8/2000 | Paper |  | 2010<br>2011         | 11/01/16 |  |
| Water & Sewer Shut Off List –<br>Delinquent Turn Offs   | 00-00221                         | 9/8/2000 | Paper |  | 2011                 | 11/01/16 |  |
| Purchase Orders – PO (green<br>copy)  | 00-00210                         | 9/8/2000 | Paper |  | 2010                 | 11/01/16 |  |
| Purchase Orders – PO (green<br>copy)  | 00-00210                         | 9/8/2000 | Paper |  | 2010                 | 11/01/16 |  |
| Receipts-Misc Receipts by Acct  | 00-00607                         | 9/8/2000 | Paper |  | 2010                 | 11/01/16 |  |
| Monthly Finl Stmt-M/E Reports<br>Receipts-Receipt Journals<br>Purchase Orders-PO Edits  | 00-00907<br>00-00114<br>00-00211 | 9/8/2000 | Paper |  | 2008<br>2011<br>2011 | 11/01/16 |  |
| Utility Edits/Update of Payments-<br>Trans/MR/CC  | 00-00214                         | 9/8/2000 | Paper |  | Jan – June 2011      | 11/01/16 |  |
| Utility Edits/Update of Payments-<br>Trans/MR/CC  | 00-00214                         | 9/8/2000 | Paper |  | July-Dec 2011        | 11/01/16 |  |
| Annual Summary of Taxes<br>Received – Boat Dock Receipts  | 00-00035                         | 9/8/2000 | Paper |  | 2011                 | 11/01/16 |  |
| Annual Summary of Taxes<br>Received – Boat Dock Receipts  | 00-00035                         | 9/8/2000 | Paper |  | 2012                 | 11/01/16 |  |
| Receipts-Golf Receipts  | 00-00607                         | 9/8/2000 | Paper |  | 2011                 | 11/01/16 |  |
| Receipts-Golf Receipts  | 00-00607                         | 9/8/2000 | Paper |  | 2012                 | 11/01/16 |  |
| Receipts-Boat Ramp/Marina<br>Receipts   | 00-00607                         | 9/8/2000 | Paper |  | 2011                 | 11/01/16 |  |
| Receipts-Boat Ramp Receipts   | 00-00607                         | 9/8/2000 | Paper |  | 2012                 | 11/01/16 |  |
| Receipts-Golf Marina Receipts   | 00-00607                         | 9/8/2000 | Paper |  | 2012                 | 11/01/16 |  |
| Billing Adjustment Ledgers-Back<br>Bill Adjustments   | 00-00216                         | 9/8/2000 | Paper |  | 2009                 | 11/01/16 |  |
| Billing Adjustment Ledgers-Back<br>Bill Adjustments   | 00-00216                         | 9/8/2000 | Paper |  | 2010                 | 11/01/16 |  |



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

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

|  |                                  |          |       |  |                      |          |  |
|--|----------------------------------|----------|-------|--|----------------------|----------|--|
| Billing Adjustment Ledgers-<br>Posting & Adjustments   | 00-00216                         | 9/8/2000 | Paper |  | Jan-Mar 2010         | 11/01/16 |  |
| Billing Adjustment Ledgers-<br>Posting & Adjustments   | 00-00216                         | 9/8/2000 | Paper |  | Apr-June 2010        | 11/01/16 |  |
| Billing Adjustment Ledgers-<br>Posting & Adjustments   | 00-00216                         | 9/8/2000 | Paper |  | Jul-Sept 2010        | 11/01/16 |  |
| Journal Entries-CJ/GJ/RJ Entries<br>Accts Payable-Inv/Stmts/Bills-<br>Cemetery Checks<br>Journal Entries-Error Corrections | 00-00609<br>00-00620<br>00-00609 | 9/8/2000 | Paper |  | 2010<br>2010<br>2010 | 11/01/16 |  |
| Meter Reading Reports (RMMS)<br>from Meter Reading System-Z1<br>RMMS/Upload/Hi-Lo  | 00-00205                         | 9/8/2000 | Paper |  | Jan-Mar 2012         | 11/01/16 |  |
| Meter Reading Reports (RMMS)<br>from Meter Reading System-Z1<br>RMMS/Upload/Hi-Lo  | 00-00205                         | 9/8/2000 | Paper |  | Apr-May 2012         | 11/01/16 |  |
| Meter Reading Reports (RMMS)<br>from Meter Reading System-Z2<br>RMMS/Upload/Hi-Lo  | 00-00205                         | 9/8/2000 | Paper |  | 2012                 | 11/01/16 |  |
| Req fro PO/PO/Inv/Stmts (Dept<br>Copy)-Purchase Orders (Blue<br>Copy)  | 00-00031                         | 9/8/2000 | Paper |  | 2011                 | 11/01/16 |  |
| Req fro PO/PO/Inv/Stmts (Dept<br>Copy)-Purchase Orders (Blue<br>Copy)  | 00-00031                         | 9/8/2000 | Paper |  | 2011                 | 11/01/16 |  |
|  |                                  |          |       |  |                      |          |  |





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

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 Sandusky          | Department of Public Works | Aaron M. Klein   | 419-627-5829       | 222 Meigs St & 1024 Cement Ave |
| (local government entity) | (unit)                     | (contact person) | (telephone number) | (location of records)          |
| 222 Meigs St              | Sandusky                   | 44870            | Erie               |                                |
| (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.

Aaron M. Klein  
 (signature of responsible official)

Aaron M. Klein, Director of Public Works 419-627-5829  
 (title) (telephone number)

To have this form returned to the Records Commission electronically, include an email address: mstookey@ci.sandusky.oh.us

**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)<br>Records Series Title   | (2)<br>Authorization for Disposal |  | (3)<br>Media Type To be destroyed | (4)<br>Media Type To be retained (if any) | (5)<br>Inclusive Dates of Records |    | (6)<br>Proposed date of destruction<br><br>(15 business days from receipt by LGRP) | (7)<br>For LGRP use |
|---|-----------------------------------|--|-----------------------------------|---|-----------------------------------|----|--|---------------------|
|   | Schedule Number                   | Date the RC-2 was approved by the Records Commission |                                   |   | From                              | To |  |                     |
| Requisition for Purchase Orders/Invoices and Statements (Department Copy) Box 1 | 00-00031                          |  | Paper                             |   | 1998                              |    |  |                     |
| Inter Department Chargeback Reports Box 1                                       | 00-00031                          |  | Paper                             |   | 2006 - 2008                       |    |  |                     |
| Postage Log for Inter Department Chargeback Box 1                               | 00-00031                          |  | Paper                             |   | 2005-2007                         |    |  |                     |
| Bids Unsuccessful (not awarded) Box 1   | 00-00059                          |  | Paper                             |   | 2007                              |    |  |                     |
| Bids Unsuccessful (not awarded) Box 2   | 00-00059                          |  | Paper                             |   | 2004 & 2007                       |    |  |                     |
| Sales Tax Received Reports Box 2  | 00-00031                          |  | Paper                             |   | 2008 - 2011                       |    |  |                     |
| General Correspondence Box 3  | 00-00031                          |  | Paper                             |   | 1993 - 1995                       |    |  |                     |
| Qualifications Box 3  | 00-00067                          |  | Paper                             |   | 2006 & 2013                       |    |  |                     |
| Bids Unsuccessful (not awarded) Box 3   | 00-00059                          |  | Paper                             |   | 2006                              |    |  |                     |
| Qualifications Box 4  | 00-00067                          |  | Paper                             |   | 2006                              |    |  |                     |



