

## **AGENDA**

**City of Troy, Records Commission Meeting  
Thursday, March 20, 2025  
Mayor's Office, City Hall  
2:00 p.m.**

Call Meeting to order

Approval of November 19, 2024 Minutes

Approval of Retention Schedule/Disposition Schedules:

- Records Retention Schedule (RC-2) – Template to be used city wide
- Records Retention Schedule (RC-2) – Service Directors Office
- Records Retention Schedule (RC-2) – City Council
- Records Retention Schedule (RC-2) – Board of Park Commissioners
- Records Retention Schedule (RC-2) – Planning Commission

Old Business:

Any comments from those present:

Schedule next meeting: April 22, 2025 at 3:00 p.m.

Adjourn meeting.

TROY CITY RECORDS COMMISSION

November 19, 2024

MINUTES

The Troy City Records Commission met Tuesday, November 19, 2024, at 3:00 p.m. in the Mayor's Office, City Hall.

Members present: Mayor Oda, Mark Douglas, Sue Knight, Ronni Showalter, Captain Ryan Ormberg, and Kristi Quinn

All members received a copy of the minutes from the April 23, 2024 meeting. A motion was made by Mr. Douglas, seconded by Mr. Ormberg to approve the minutes, with the motion passing.

**NEW BUSINESS:**

Consideration of RC-3 Form from the Mayor's Office -

The form submitted by the Mayor's Office was request of disposal of electronic and paper Board Interest Forms Upon motion of Mr. Kerber, seconded by Mrs. Quinn, the disposal request was approved as submitted by unanimous vote.

**DISCUSSION:**

Mayor Oda thanked Mr. Mark Douglas for his years of service to the Records Commission and the City of Troy and wished him the best of luck in his future endeavors.

**NEXT MEETING:** The next meeting is scheduled for April 22, 2025, at 3:00 p.m. in the Mayor's Office.

The meeting adjourned at 3:10 p.m., following a motion from Mayor Oda, seconded by Mr. Kerber.

Respectfully submitted,

Abby Bixler





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

## RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

### Section A: Local Government Unit

\*\*\*Template\*\*\*

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

Records Commission

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

\_\_\_\_\_

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Title

Date

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**

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

See instructions before completing this form.

\*\*\*Template\*\*\*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	Correspondence - * Transient (until further notice) * General (3 years) * Executive (10 years)	* Until further notice * 3 years *10 years	Paper and/or Electronic		<input type="checkbox"/>
	Messages - Phone, Cell Phone & Paper	Until of no admin value	Paper and/or Electronic		<input type="checkbox"/>
	Email - Transient Convenience Copies	Until of no admin value	Electronic		<input type="checkbox"/>
	Mail - * Unsolicited Mail (e.g. anonymous/slandorous letter, groundless complaints, sales materials transitory messages, informational brochures, etc.) * Postal Records (e.g. Registered Certified, Insured, Logs or Receipts/Postal Meter Documents) * Mailing List	* Until of no admin value * 2 years	Paper		<input type="checkbox"/>
	Contracts/Agreements	Paper - 5 years after completed Electronic - Permanent	Paper and/or Electronic		<input type="checkbox"/>
	Invoices/P-Card Reports	Until Processed	Paper		<input type="checkbox"/>
	Tickler Files	Until Processed or until no admin value	Paper		<input type="checkbox"/>
	Payment and Expense Reports	3 years	Electronic		<input type="checkbox"/>
	Records Commission Files	Until superseded or until no admin value	Paper		<input type="checkbox"/>
	Capital Improvement Spreadsheets and paperwork (CIP)	10 years	Electronic		<input type="checkbox"/>
	Master Plans	Paper - Until Superseded Electronic - Permanent	Paper and/or Electronic		<input type="checkbox"/>
	Agenda, Meeting Notices, and Meeting Packets	Paper - 1 year Electronic - Permanent	Paper and/or Electronic		<input type="checkbox"/>
	Annual Departmental Budget	5 years	Paper and/or Electronic		<input type="checkbox"/>
	Annual Departmental Report	Paper - 5 Years Electronic - Permanent	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

\*\*\*Template\*\*\*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	Employee Records • Copies of leave forms • Attendance Spreadsheet • Change of Status Forms • Other	5 years or other wise stated on document	Paper and/or Electronic		<input type="checkbox"/>
	Audiovisual, PR & Training Materials	Until info is superseded obsolete, or replaced, then appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
	Blank Forms	Until obsolete or superseded	Paper		<input type="checkbox"/>
	Blue Prints / Vellums	Until updated, superseded or obsolete, appraise for historical value	Paper		<input type="checkbox"/>
	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary	Paper and/or Electronic		<input type="checkbox"/>
	Calibration Records	5 years	Paper and/or Electronic		<input type="checkbox"/>
	Compliance Reports - All Types	5 years	Paper and/or Electronic		<input type="checkbox"/>
	Continuing Education Certifications/Class/Seminar/ Training Attendance Records	Place in personnel file	Paper and/or Electronic		<input type="checkbox"/>
	Copies - All Media Official File Copy Reading/Informational/Reference Copy	Until no longer administratively necessary	Paper and/or Electronic		<input type="checkbox"/>
	Disaster Plans	Until updated or Superseded	Paper and/or Electronic		<input type="checkbox"/>
	Drafts - All Media	Until no longer administratively needed	Paper and/or Electronic		<input type="checkbox"/>
	Drawings, Tracings, Mylars	Until updated, superseded or obsolete, appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
	Equipment Inventories	3 years	Paper and/or Electronic		<input type="checkbox"/>
	Equipment Maintenance Records	Life of Equipment	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

\*\*\*Template\*\*\*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	Expense Records	3 years	Paper and/or Electronic		<input type="checkbox"/>
	Facsimile (FAX) * Logs * Messages	1 year	Paper		<input type="checkbox"/>
	Work Orders \ Flow Charts	2 years	Paper		<input type="checkbox"/>
	Fuel Usage Records	3 years	Paper and/or Electronic		<input type="checkbox"/>
	Rules, Regulations, or Procedures	Until superseded (Evaluate prior copy for historic reference)	Paper and/or Electronic		<input type="checkbox"/>
	Grant Files \ Records - Federal \ State	5 years provided audited and disputes resolved	Paper and/or Electronic		<input type="checkbox"/>
	* Hearings (Not Employee Related) Audio and Video Recordings * Report of Proceedings * Transcripts	* 1 year * Permanent * 5 Years			<input type="checkbox"/>
	* Leases of Equipment * Real Estate	* 2 years after expiration * 5 years after expiration	Paper and/or Electronic		<input type="checkbox"/>
	Licenses, Permits, Certifications	1 year after expiration	Paper and/or Electronic		<input type="checkbox"/>
	Management \ Operations Reports Monthly \ Quarterly \ Semi-annual Annual Consultant	Until incorporated into an annual report 5 years 5 years	Paper and/or Electronic		<input type="checkbox"/>
	Manuals, Handbooks, and Directives	Until superseded, obsolete, or replaced. Retain one file copy for 5 years	Paper and/or Electronic		<input type="checkbox"/>
	Maps \ Plats	Until updated, superseded or obsolete, then appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
	Material Safety Sheets	Until superseded	Paper and/or Electronic		<input type="checkbox"/>
	Meeting Minutes Approved Hardcopy Audio and Video Recordings of Meetings	Permanent 1 year provided information concerning the meeting is substantially transcribed to hard copy Until hardcopy of minutes	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

\*\*\*Template\*\*\*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	Signed Oaths of Office	10 years after leaving office	Paper and/or Electronic		<input type="checkbox"/>
	Photo File (includes prints, slides, negatives, transparencies and related photographic items)	Until information is no longer current, then appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
	News Releases	3 years	Paper and/or Electronic		<input type="checkbox"/>
	Project Plans \ Drawings \ As Built	Life of project or obsolete then appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
	Receipts \ Receipt Books	2 years provided audited	Paper and/or Electronic		<input type="checkbox"/>
	Records Retention Documents	Paper - Until superseded or until no admin value Electronic - Permanent	Paper and/or Electronic		<input type="checkbox"/>
	Records Requests	2 years	Paper and/or Electronic		<input type="checkbox"/>
	Reference \ Library Material	Until superseded, obsolete or replaced	Paper and/or Electronic		<input type="checkbox"/>
	Research Files	3 years or until no admin value	Paper and/or Electronic		<input type="checkbox"/>
	Rosters	Paper - 1 year after superseded or obsolete Electronic - Permanent	Paper and/or Electronic		<input type="checkbox"/>
	Scrapbooks \ Yearbooks	Appraise for historical value	Paper		<input type="checkbox"/>
	Speeches \ Presentations	3 years	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

\*\*\*Template\*\*\*

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	Statistical Reports * Monthly \ Quaterly \ Semi-annual * Annual * Consultant produced	* Until incorporated into yearly complication * 5 years * 5 years			<input type="checkbox"/>
	Surveying - Field Notes	Permanent			<input type="checkbox"/>
	Surveillance Tapes \ Videos	30 days then reuse provided no action pending			<input type="checkbox"/>
	Organizational Charts	Until superseded			<input type="checkbox"/>
	Telephone Messages - Telephone Records * Charges \ Bills \ Call Detail Records * Documentation * Messages * Service Records * System Equipment Inventory	* 2 years provided audited * Life of system * Until no longer admin. necessary * 2 years * Continually updated, retain superseded data 1 year			<input type="checkbox"/>
	Training Material \ Lesson Plans	Until Superseded			<input type="checkbox"/>
	Uniform Records	3 years, provided audited			<input type="checkbox"/>
	Vehicle Mileage Records	Until vehicle sold			<input type="checkbox"/>
	Vehicle Maintenance Records	Until vehicle sold			<input type="checkbox"/>
	Warranties	2 years after expiration			<input type="checkbox"/>
	Work Orders	2 years			<input type="checkbox"/>
	Work Schedules	1 year after schedule changed			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>





## RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

### Section A: Local Government Unit

City of Troy, Ohio

Service Directors Office

(Local Government Entity)

(Unit)

Patrick E. J. Titterington

Director of Public Service and Safety

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

Records Commission

937-335-1725

(Telephone Number)

100 S. Market Street

Troy

45373

Miami

(Address)

(City)

(Zip Code)

(County)

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Title

Date

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**

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

See instructions before completing this form.

City of Troy

Service Directors Office

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
01-2025	Correspondence - * Transient (until further notice) * General (3 years) * Executive (10 years)	* Until Further Notice * 3 years * 10 years	Paper & Electronic		<input type="checkbox"/>
02-2025	Messages - Phone, Cell Phone & Paper	Until of no admin value	Paper & Electronic		<input type="checkbox"/>
03-2025	Email - Transient Convenience Copies	Until of no admin value	Electronic		<input type="checkbox"/>
04-2025	Mail - * Unsolicited Mail (e.g. anonymous/slandorous letter, groundless complaints, sales materials transitory messages, informational brochures, etc.) * Postal Records (e.g. Registered/Certified, Insured, Logs or Receipts/Postal Meter Documents)	* Until of no admin value * 2 years	Paper		<input type="checkbox"/>
05-2025	Special Event Listings and Corresponding Files	Paper - 5 years Electronic - 10 years and evaluate for historical purposes	Paper & Electronic		<input type="checkbox"/>
06-2025	Employee Birthday and Address Listings	Until of no admin value	Paper & Electronic		<input type="checkbox"/>
07-2025	Rosters	Paper - 5 years Electronic - Permanent	Paper & Electronic		<input type="checkbox"/>
08-2025	Contracts/Agreements	Paper - 5 years after completed Electronic - 15 years	Paper & Electronic		<input type="checkbox"/>
09-2025	Accident Reports/Claims	5 years	Paper & Electronic		<input type="checkbox"/>
10-2025	Service Director Regulations	Until replaced or no longer applicable	Paper & Electronic		<input type="checkbox"/>
11-2025	Office copies of Personnel Related Documents	Until of no admin value	Paper & Electronic		<input type="checkbox"/>
12-2025	Budget Books	Electronic - Permanent/ Paper - 20 years or Permanent until electronic copy on file/ Website	Paper & Electronic		<input type="checkbox"/>
13-2025	Budget Files	4 years or until no admin value	Paper & Electronic		<input type="checkbox"/>
14-2025	Blank Forms	Until obsolete or superseded	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Troy (Local Government Entity)		Service Directors Office (Unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
15-2025	Invoices/P-card Reports	Until Processed	Paper		<input type="checkbox"/>
16-2025	News Releases	Paper - Until no admin value Electronic - 5 years and review	Paper & Electronic		<input type="checkbox"/>
17-2025	Calendars	Until of no admin value	Paper & Electronic		<input type="checkbox"/>
18-2025	Tickler Files	Until processed or until no admin value	Paper		<input type="checkbox"/>
19-2025	Newspaper Clippings	5 years & review	Paper		<input type="checkbox"/>
20-2025	Directories (RL Polk)	Until Replaced	Paper		<input type="checkbox"/>
21-2025	Insurance Renewal	3 years & review	Paper & Electronic		<input type="checkbox"/>
22-2025	Vehicle and Equipment Report	3 years & review	Paper & Electronic		<input type="checkbox"/>
23-2025	Leases	15 years after lease expires	Paper		<input type="checkbox"/>
24-2025	Permits/Licenses	Paper - Current Year Electronic - 5 years	Paper & Electronic		<input type="checkbox"/>
25-2025	Contract for Services	5 years & review	Electronic		<input type="checkbox"/>
26-2025	Account code information from Auditors Office	Until replaced	Paper		<input type="checkbox"/>
27-2025	Public Documents provided by other agencies and entites	Until replaced	Paper		<input type="checkbox"/>
28-2025	Electronic Copies of Ordinances and Resolutions	Permenant	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
29-2025	City Council Packets	Paper - 3 years Electronic - Permanent	Paper & Electronic		<input type="checkbox"/>
30-2025	Items of Interest	Paper - 3 years Electronic - Permanent	Paper & Electronic		<input type="checkbox"/>
31-2025	Board of Control				<input type="checkbox"/>
32-2025	Sample documents	Until of no admin value	Paper & Electronic		<input type="checkbox"/>
33-2025	Labor Contracts & files	20 years & review	Paper & Electronic		<input type="checkbox"/>
34-2025	Personnel records of temporary employees	Until of no admin value	Electronic		<input type="checkbox"/>
35-2025	Payment and expense reports	3 years	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
37-2025	Record Commission Files	Until superseded or until no admin value	Paper		<input type="checkbox"/>
38-2025	Tax Exempt Forms	1 year	Electronic		<input type="checkbox"/>
39-2025	Social Media Policy	Until superseded or until no admin value	Paper & Electronic		<input type="checkbox"/>
40-2025	Social Media Post Transient Documents	Until no admin value	Electronic		<input type="checkbox"/>
41-2025	Capital Improvement Spreadsheets and paperwork (CIP)	10 years	Electronic		<input type="checkbox"/>
42-2025	Master Plans	Electronic - Pemanent Paper - Until superseded	Paper & Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Troy (Local Government Entity) Service Directors Office (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
43-2025	Rebranding Documentation	Permanent	Electronic		<input type="checkbox"/>
44-2025	Copies of Vehicle Titles	2 years after no longer city owned	Paper & Electronic		<input type="checkbox"/>
45-2025	Vehicle Maintenance Paperwork		Paper & Electronic		<input type="checkbox"/>
46-2025	Vehicle Registration Applications	1 year after completed	Paper		<input type="checkbox"/>
47-2025	Public Records Request	2 years	Paper & Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>





## RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

### Section A: Local Government Unit

<b>City of Troy</b>	<b>City Council</b>		
(Local Government Entity)	(Unit)		
<b>Sue Knight</b>	<b>Clerk of Council</b>		
(Signature of Responsible Official)	(Name)	(Title)	(Date)

### Section B: Records Commission

Records Commission	<b>937-335-1725</b>		
	(Telephone Number)		
<b>100 S. Market Street</b>	<b>Troy</b>	<b>45373</b>	<b>Miami</b>
(Address)	(City)	(Zip Code)	(County)

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

\_\_\_\_\_

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

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

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

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

### Section D: Auditor of State

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

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**

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

See instructions before completing this form.

City of Troy

City Council

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
1-2025	Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
2-2025	Zoning Files and DR-O Files	10 years	Paper		<input checked="" type="checkbox"/>
3-2025	Annexation Files	Permanent	Paper		<input checked="" type="checkbox"/>
4-2025	Committee Reports (also serve as minutes of Committee Meetings)	5 years and evaluate	Paper		<input type="checkbox"/>
5-2025	Correspondence	Until of no adm value	Paper and/or Electronic		<input type="checkbox"/>
6-2025	Email - Transient Convenience	Until of no adm value	Electronic		<input type="checkbox"/>
7-2025	Messages - Phone, Cell Phone, & Paper	Until no adm value	Paper and/or Electronic		<input type="checkbox"/>
8-2025	Council Rules	5 years after use	Paper and/or Electronic		<input type="checkbox"/>
9-2025	City Council Packets	Paper - 3 years Electronic - Permanent	Paper and/or Electronic		<input type="checkbox"/>
10-2025	Council Committee Packets	Paper - 3 years Electronic - Permanent	Paper and/or Electronic		<input type="checkbox"/>
11-2025	Council Brochures	Until replaced or of no adm value	Paper		<input type="checkbox"/>
12-2025	Listing of possible activities	Until of no adm value	Electronic		<input type="checkbox"/>
13-2025	Copies of Legislation	5 years	Paper		<input type="checkbox"/>
14-2025	Listing of Elected Officials, including email add lists, Committee Listings	Until of no adm value	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Troy (Local Government Entity)		City Council (Unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
15-2025	Legislation Tracking Forms and Numbers	5 years	Electronic		<input type="checkbox"/>
16-2025	Agendas	7 years	Electronic		<input type="checkbox"/>
17-2025	Mail	Until given to Council	Paper		<input type="checkbox"/>
18-2025	Junk and unsigned mail	Until of no adm value	Paper		<input type="checkbox"/>
19-2025	Voting Check Off	Until minutes approved	Paper		<input type="checkbox"/>
20-2025	Draft notes for minutes	Until minutes approved	Paper and/or Electronic		<input type="checkbox"/>
21-2025	Misc. petitions	Until of no adm value	Paper		<input type="checkbox"/>
22-2025	Agriculture District Applications	Permanent unless not renewed / 5 years after nonrenewal	Paper and/or Electronic		<input type="checkbox"/>
23-2025	Liquor Application Notices	Approved - 3 years / Denied - 5 years	Paper		<input type="checkbox"/>
24-2025	Ohio Ethics Communication	10 years	Paper		<input type="checkbox"/>
25-2025	Disposition Form	Until minutes approved	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
27-2025	Subject and Administrative Files	5 years	Paper and/or Electronic		<input type="checkbox"/>
28-2025	City Council Meeting Recordings	Permanent unless technology failed	Electronic		<input type="checkbox"/>





## RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

**Section A: Local Government Unit**

<b>City of Troy, Ohio</b>	<b>Board of Park Commissioners</b>
(Local Government Entity)	(Unit)
	<b>R. Jordan Emerick</b>
(Signature of Responsible Official)	(Name)
	<b>President</b>
	(Title)
	(Date)

**Section B: Records Commission**

	<b>937-335-1725</b>		
	(Telephone Number)		
<b>100 S. Market Street</b>	<b>Troy</b>	<b>45373</b>	<b>Miami</b>
(Address)	(City)	(Zip Code)	(County)

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

\_\_\_\_\_

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

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

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

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

**Section D: Auditor of State**

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

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**

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

See instructions before completing this form.

City of Troy

Board of Park Commissioners

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
1-2025	Correspondence - *Transient (until further notice) *General (3 years) *Executive (10 years)	* Until further notice * 3 years * 10 years	Paper and/or Electronic		<input type="checkbox"/>
2-2025	Messages - Phone, Cell Phone, & Paper	Until of no adm value	Paper and/or Electronic		<input type="checkbox"/>
3-2025	Email - Transient Convenience	Until of no adm value	Electronic		<input type="checkbox"/>
4-2025	Draft notes for minutes	Until minutes are approved	Paper and/or Electronic		<input type="checkbox"/>
5-2025	Agendas and Board of Park Commissioners Meeting Packets, which includes minutes	Paper - 1 year Electronic - Permanent	Paper and/or Electronic		<input type="checkbox"/>
6-2025	Junk and unsigned mail	Until of no adm value	Paper		<input type="checkbox"/>
7-2025	Mail	Until of no adm value	Paper		<input type="checkbox"/>
8-2025	Board of Park Commissioners Meeting Recordings	Permanent unless technology failed	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>





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

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

### Section A: Local Government Unit

**City of Troy, Ohio**

(Local Government Entity)

**Troy Planning Commission**

(Unit)

**Sue Knight**

(Name)

**Secretary**

(Title)

(Signature of Responsible Official)

(Date)

### Section B: Records Commission

Records Commission

**937-335-1725**

(Telephone Number)

**100 S. Market Street**

(Address)

**Troy**

(City)

**45373**

(Zip Code)

**Miami**

(County)

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

\_\_\_\_\_

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Title

Date

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**

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

See instructions before completing this form.

City of Troy

Planning Commission

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
1-2025	Minutes	Permanent	Paper		<input type="checkbox"/>
2-2025	Agenda and Meeting Packets	Paper - 1 year Electronic - Permanent	Paper and/or Electronic		<input type="checkbox"/>
3-2025	Emails - Transient Convenience	Until of no adm value	Electronic		<input type="checkbox"/>
4-2025	Draft Minutes	Until minutes approved	Paper		<input type="checkbox"/>
5-2025	Reports of the Commission	Until of no adm value	Paper		<input type="checkbox"/>
6-2025	Planning Commission Meeting Recordings	Permanent unless technology failed	Electronic		<input type="checkbox"/>
7-2025	Zoning Files and DR-O Files	10 years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>