

**Village of Genoa
Public Records Policy**

I. PURPOSE

The Village of Genoa acknowledges that it maintains many records that are used in the administration and operation of the Village. In accordance with state law and the Village of Genoa's Records Commission, the Village of Genoa has adopted Schedules of Records Retention and Disposition (RC-2) that identify these records. These schedules identify records that are stored on a fixed medium (paper, computer, film, etc.) that are created, received, or sent under the jurisdiction of the Village of Genoa and document the organization, functions, policies, decisions, procedures, operations, or other activities of the Village of Genoa. (R.C. 149.011(G); R.C. 149.43 (A)(1)). The records maintained by the Village of Genoa and the ability to access them are a means to provide trust between the public and the Village of Genoa.

II SCOPE

- A. Each office, department or function that maintains records has a designated employee who serves as the custodian of all records maintained by the office, department or function.
 - 1. Each record custodian has a copy of the Village of Genoa's Public Records Policy. (R.C. 149.43 (E)(2)).
- B. The Village of Genoa's public records policy, as well as, the Village of Genoa's Schedules of Records Retention and Disposition (RC-2) are located at every location in which the public may access the Village of Genoa records.
- C. The Village of Genoa's Public Records Policy is located in the Village of Genoa's Policies and Procedures Manual.
- D. The Village of Genoa displays a copy of the Village's Public Records Policy at every location in which the public may access the Village of Genoa records.

III. FEES

- A. The Village of Genoa, in accordance with Section 149.43 of the Revised Code, has established the following fees for providing copies or reproductions of public records maintained by the Village:
1. For photocopies of either letter or legal size documents, the fees shall be as noted on Form A per photocopy calculated from the first photocopy. Advanced payment is required before any copies are prepared. Two sided photocopies shall be charged at a rate of as noted on Form A (actual cost) per sheet.
 2. For video tapes, cassette tapes or for any other type of media, the fee shall be the replacement cost or the reproduction or copying cost. Reproduction costs shall only be charged if commercial or professional services are contracted to provide the copy.
 3. Established costs/fees under this policy shall be clearly posted and visible to the public at all locations authorized to provide copies of public records.

IV. AVAILABILITY/INSPECTION

- A. All public records maintained by the Village of Genoa shall be promptly prepared and made available for inspection to any person during regular business hours as well as a copy of the Village's current records retention schedule(s). (R.C. 149.43 (B)(1)). Promptness is determined by the facts and circumstances of each public records request. Regular business hours for the Village of Genoa are Monday through Friday (except holidays), from 8:00 a.m. to 5:00 p.m.
- B. For the purpose of enhancing the ability of the Village of Genoa to identify, provide for prompt inspection as well as, provide copies of the requested items in a reasonable period of time, the Village shall provide to the requester Form A for the requester to complete.
1. Prompt inspection and copies of records within a reasonable amount of time contemplates the opportunity for legal review.
 2. Although the Village of Genoa may ask the requestor to make the request in writing, for the requestor's identity, and may inquire about the intended use of the information requested, the requestor

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

shall be advised that **the requests are not mandatory; and the requestor's refusal to complete Form A does not impair the requestor's right to inspect and/or receive copies of the public record.** (R.C. 149.43 (B)(5)).

3. Any person, including corporations, individuals, and even governmental agencies, may request public records, and will be allowed prompt inspection of public records and copies within a reasonable amount of time upon request.
- C. In the event a request is made to inspect and/or obtain a copy of a record maintained by the Village of Genoa whose release may be prohibited or exempted by either State or Federal law, the request shall be forwarded to the Village of Genoa's Solicitor for review. The person submitting the request shall be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempted information is not improperly released by the Village of Genoa.
- D. Records, whose release is prohibited or exempted by either State or Federal law, or not considered public records as defined by R.C. 149.43 (A)(1), shall **NOT** be subject to public inspection. The following represents a **partial** list of records maintained by the Village of Genoa that may not be inspected or copied:
1. Medical Records as defined in R.C. 149.43(A)(3);
 2. Trial preparation records as defined in R.C. 149.43 (A)(4);
 3. Confidential law enforcement investigatory records as defined in R.C. 149.43 (A)(2);
 4. Police officers residential and familial information as defined in R.C. 149.43 (7);
 5. Information pertaining to the recreational activities of a person under the age of eighteen as defined in R.C. 149.43(8);
 6. Records the release of which is prohibited by State or Federal law;
 7. Any other exceptions set forth in R.C. 149.43.

Public Records Requests

A. Mailed Request for Public Records:

1. Upon receiving a written request for copies of a public record made in accordance with Section 149.43 of the Ohio Revised Code via the United States Postal Service, the Village of Genoa Fiscal Officer shall promptly respond to the request.
2. An authorized employee of the Village of Genoa shall, by any means practical, contact the requestor and advise them that advance payment is required prior to providing copies of public records, and in addition, the fee shall also include the cost of postage and the envelope.
3. When practical, the Village of Genoa may forward copied records by any other means reasonably acceptable to the requestor.
 - (a) If a person requests a copy of a public record, the Village of Genoa shall permit the requestor to choose to have the public record duplicated on paper or upon the same medium upon which the Village of Genoa maintains the public record or upon any other medium upon which the record can reasonably be duplicated as an integral part of the normal operations of the Village of Genoa, or the responsible Village of Genoa employee for the public record. (R.C. 149.43(B)(6)(7)).
 - (b) Persons seeking copies of public records are not permitted to make their own copies of the requested records by any means. (R.C. 149.43(B)(6)).
4. In accordance with R.C. 149.43(B)(7) of the Ohio Revised Code, the Village of Genoa limits the number or requested public records, to be transmitted through the U.S. Mail, to a maximum of ten records per month, unless the requestor certifies that the records or information in them will not be used for commercial purposes.
 - (a) "Commercial Purposes" shall be narrowly construed and does not include reporting or

gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit education research.

5. Authorized Village of Genoa employees shall comply with the following procedures upon receiving a valid public record request through the U.S. Postal System:
 - (a) Fiscal Officer shall promptly process requests.
 - (b) Requestors shall be charged the postage fees and the cost of the envelope required to properly send the requested records through the mail.
- B. Written or verbal requests for copies made by the public records requester or their designee shall be processed in the same manner as mailed requests.

Response and Denials

- A. Requests for inspection and/or copies of public records, which are not maintained by the Village of Genoa shall be processed in the following manner:
1. If the Village of Genoa receives a request for a record that it does not maintain or the request is for a record which is no longer maintained, the requestor shall be so notified in writing that one of the following applies:
 - (a) The request involves records that have never been maintained by the Village of Genoa;
 - (b) The request involves records that are no longer maintained or have been disposed of or transferred pursuant to applicable Village of Genoa Schedules of Record Retention and Disposition (RC-2);
 - (c) The request involves a record that has been disposed of pursuant to an Application of the One-Time Records Disposal (RC-1);
 - (d) If the record that is requested is not a record used or maintained by the Village of Genoa, the requestor shall be notified that in accordance with R.C. 149.40, that the Village of Genoa is under no

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

obligation to create records to meet public record requests.

B. Ambiguous or Overly Broad Request for Public Records:

If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the Fiscal Officer cannot reasonably identify what public records are being requested:

1. The Village of Genoa may deny the request.
2. However, the Village of Genoa shall provide the requester with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the Village of Genoa in the ordinary course of business.
(R.C. 149.43(13)(2)).

C. Denial of a Record Maintained by the Village of Genoa:

The Village of Genoa may deny a request for a record maintained by the Village of Genoa if:

1. The record that is requested is prohibited from release due to applicable State or Federal law.
 - (a) Employees of the Village of Genoa shall consult the Village Solicitor if they are unsure of whether the record requested should be withheld from disclosure.
 - (i) Fiscal Officer shall notify the requester, in writing, if the request is prohibited by statutory exclusion.
 - (ii) Otherwise, the Solicitor will respond with the legal authority for a denial.
2. As governed by R.C. 149.43(B)(3), if a request is ultimately denied, in part or in whole, the Village of Genoa shall provide the requestor with an explanation, including legal authority, setting forth why the request was denied.
 - (a) If the initial request was provided in writing then the explanation shall also be provided in writing.

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

- (b) The explanation shall not preclude the Village of Genoa from relying upon additional reasons or legal authority in defending an action commenced pursuant to R.C. 149.43.

D. Redacting Exempted Records/Procedure

1. "Redaction" means obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a "record" in Section 149.011 of the Ohio Revised Code. (R.C. 149.43(A)(11)).
 - (a) A redaction shall be deemed a denial of a request to inspect or copy the redacted information, except if Federal or State law authorizes or requires a public office to make the redaction. (R.C. 149.43(B)(1)).
 - (b) If a request is ultimately denied, in part or in whole, the Village of Genoa shall provide the requester with an explanation, including legal authority, setting forth why the request was denied. (R.C. 149.43(B)(3)).
2. If a public record contains certain information that is exempt from the duty to permit public inspection or to copy the public record, the Village of Genoa shall make available of the information within the public record that is not exempt.
3. When making that public record available for public inspection or copying that public record, the Village of Genoa shall notify the requester of any redaction or make the redaction plainly visible. (R.C. 149.43(B)(1)).
4. The releasing employee shall then reproduce a copy of the page with the redactions; the resulting copy shall be the page that is released to the requester.
5. The first reproduction page with the original redaction made by the employee is the work sheet. It shall be attached to the original record, and maintained in accordance with the retention period established for the original document.

A. Grievances

1. If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person shall be advised that they may:
 - (a) Contact the Village Administrator.

- (b) If the person is not satisfied after contacting the Village Administrator they shall be advised that Ohio Revised Code Section 149.43 provides a legal means for addressing their complaint in these disputes. (R.C. 149.43(C)(1)(2)).

V. **TRAINING AND EDUCATION**

The Village of Genoa continues to update and address all education, training, disclosure, and policy requirements mandated by Ohio Revised Code Section 109.43 and Ohio Revised Code Section 149.43 (E)(1)(2).

VILLAGE OF GENOA

Public Records Policy

The Village of Genoa (Village) acknowledges that it maintains many records that are used in the administration and operation of the Village.

The records maintained by the Village and the ability to access them are a means to provide trust between the public and the Village.

The Village maintains its records in a manner which allows the Village to provide the general public prompt inspection of the Village's public records.

Copies of records are available within a reasonable amount of time during the regular business hours (8:00 a.m. to 5:00 p.m.).

The Village maintains a public records policy and a Schedule of Records Retention (RC-2). If you can not find either of these documents, please consult an employee for assistance.

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Table of Contents

General Administrative Records	Section 1
Airport Records (Not Applicable)	Section 2
Building Planning and Zoning Records	Section 3
Cemetery Records (Not Applicable)	Section 4
Council Records	Section 5
Court Records (Not Applicable)	Section 6
Engineering and Street Records	Section 7
Financial Records	Section 8
Fire (Not Applicable) & Police Records (see Police Dept)	Section 9
Health Records (Not Applicable)	Section 10
Legal Records	Section 11
Parks & Recreation Records	Section 12
Payroll & Personnel Records	Section 13
Water, Sanitary Sewer & Electric Records	Section 14
Transient Records	Section 15
Form A; Records Request Form	Section 16

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 1. General Administrative Records

Record Series Title	Suggested Retention Period	RC - 1	RC - 2	RC - 3
1 Accident Reports \ Files		Application for One Time Disposal		
Employee Injury Report	Place in personnel file			
Bodily Injury to non-employee	6 years provided no action pending			
Damage to Municipal Vehicle or Property	6 years provided no action pending			
2 Activity Reports - All types	2 years			
3 Agendas	6 years			
4 Annual Department Budget	5 years			
5 Annual Department Report	Permanent			
6 Annual Village Budget	Permanent			
7 Annual Village Report	Permanent			
8 Attendance Report\Records	3 years			
9 Audiovisual, PR & Training Materials	Until info is superseded, obsolete, replaced			
10 Badges & ID's	Turn in at termination			
11 Bland Forms	Until obsolete or superseded			
12 Blueprints\Veliums	Until updated, superseded or obsolete			
13 Budget (Working Papers)	4 years			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 1. General Administrative Records

Record Series Title	Suggested Retention Period	Application for One Time Disposal	RC - 1	Schedule of Records Retention & Disposition	RC - 2	RC - 3
14	Bulletins, Posters Notices to employees	Until no longer admin. Necessary				
15	Calibration Records - All Types	5 years				
16	Village Manager's/Mayor's Journal	Permanent				
17	Compliance Records -All Types	5 years				
18	Cont.Ed.Certif(Class\Sem. Training Rec.	Place in Personnel File				
19	Contracts & Agreements	15yrs.after expiration or termination				
20	Copies -All media Official File copy Reading\Informational\Reference Copy	Use applicable records series ret. Period Until no longer administratively needed				
21	Correspondence Routine Form letters General With legislative Branch Executive	1 year 2 years 3 years 5 years				
22	Delivery slips\Packing slips	2 years				
23	Disaster Plans	Until updated or superseded				
24	Dispatcher Radio/Phone Calls Audio Rec.	30 days erase and reuse no action pending				

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 1. General Administrative Records

Record Series Title	Suggested Retention Period	RC - 1	RC - 2	RC - 3
25 Drafts - All Media	Until no longer administratively needed	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
26 Drawings, Tracings, Mylars	Until updated, superseded or obsolete, appraise for historical value			
27 Equipment Inventories	3 years			
28 Equipment Maintenance Records	Life of equipment			
29 Equipment Records - Personal Use Items (Eg. Tools weapons, clothing etc.)	Until equipment returned by employee			
30 Executive Orders	Until superseded, obsolete or replaced; then appraise for historical value			
31 Expense records	3 years			
32 Facsimile (FAX) Logs Messages	1 year Treat as correspondence			
33 Flow Charts - Operations	2 years			
34 Fuel Usage Records	3 years			
35 General Orders, Directives, Policies, Rules Regulations or Procedures	Until superseded, retain 1 copy until audited			

**Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)**

Fiscal Officer

**Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO**

Section 1. General Administrative Records

Record Series Title	Suggested Retention Period	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
36 Grant Files\Records-Federal\State	5 yrs. Provided audited and disputes resolv.			
37 Hearings (Not Employee Related) Audio and Video Recordings	1 year			
Report of Proceedings	Permanent			
Transcripts	5 years			
38 Leases				
Equipment	2 years after expiration			
Real estate	5 years after expiration			
39 Licenses, Permits, Certifications	1 year after expiration			
40 Mail				
Unsolicited Mail (e.g. anonymous)				
slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer administratively necessary			
Postal Records (e.g. Registered/Certified)				
Insured Logs or Receipts\Postal Meter				
Documents	2 years			
Electronic Mail (E-Mail)	Retain according to content, Correspondence			
41 Mailing Lissts	Until updated, superseded, or obsolete			
42 Management\Operations Reports				
Monthly\Quarterly\Semianual	Until incorporated into an annual report			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 1. General Administrative Records

Record Series Title	Suggested Retention Period	RC - 1	RC - 2	RC - 3
Annual	5 years			
Consultant	5 years			
43 Manuals, handbooks and Directives	Until superseded, obsolete, or replaced Retain one file copy 5 years			
44 Maps\Plats	Until updated, superseded or obsolete, then appraise for historical value			
45 Material Safety Sheets	Until superseded			
46 Meeting Notices (Sec.121.22 ORC)	1 year			
47 Memoranda	Use correspondence retention periods			
48 Minutes of Meetings	Permanent			
Approved Hardcopy				
Audio & Video Recordings of Meetings	1 year provided info. concerning the meeting is substantially transcribed to hard copy			
Drafts\Notes	Until hardcopy of minutes approved			
49 Village Publications	Until superseded or obsolete, retain 1 copy			
50 911 System				
Documentation	Life of system			
Logs	3 years			
Printouts	1 year			
Recording Tapes	30 days then reuse provided no action pend.			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 1. General Administrative Records

Record Series Title	Suggested Retention Period	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
51 Oaths of Office of Elected Officials	10 years after leaving office			
52 Photo File (includes prints, slides, negatives, transparencies and related photographic items)	Until information is no longer current, then appraise for historical value			
53 Press/Newss Releases	3 years			
54 Printing Orders	3 years			
55 Project Plans/Drawings/Vs Built	Life of project or obsolete then appraise for historical value			
56 Receipts/Receipt Books	2 years provided audited			
57 Receiving Documents	3 years			
58 Records Retention Documents RC1, RC 2, RC 3	25 years			
59 Records Requests	2 years			
60 Reference/Library Materials	Until superseded, obsolete or replaced			
61 Requisitions	3 years			
62 Research Files	5 years			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 1. General Administrative Records

Record Series Title	Suggested Retention Period	RC - 1	RC - 2	RC - 3
63 Rosters\Directoris	1 year after superseded or obsolete			
64 Scrapbooks, Yearbooks	Appraise for historical value			
65 Speeches\Presentations	3 years			
66 Statistical Reports				
Monthly\Quarterly\Semianual	Until incorporated into yearly compilation			
Annual	5 years			
Consulatant produced	5 years			
67 Surveying - Field Notes	Permanent			
68 Surveillance Tapes\Videos	30 days then reuse provided no ation pending			
69 Table of Organization\Organizational Charts	Until superseded			
70 Telephone Messges - Telephone Records				
Charges\Bills\Call Detail Records	2 years provided audited			
Documentation	Life of System			
Messages	until no longer adminstratively necessary			
Service Records	2 years provided audited			
System Equipment Inventory	Continually updated, retain superseded data			
	1 year			
71 Training Material\Lesson Plans	Until superseded			
72 Uniform Record	3 years, provided audited			

Attachment A

Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A

Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 1. General Administrative Records

Fiscal Officer

Record Series Title	Suggested Retention Period	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
73 Vehicle Maintenance Records	Until vehicle sold			
74 Vehicle Mileage records	Until vehicle sold			
75 Visitors' Log or Sign-in Sheets	1 year			
76 Voice Mail Messages System Documentation	Until no longer administratively necessary Life of system			
77 Warranties	2 years after expiration			
78 Work Orders	2 years			
79 Work Schedules	1 year after schedule changed			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 2. Airport Records (Not Applicable)

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 3. Building, Planning and Zoning Records

Records Series Title	Suggested Retention Record	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
1 Annexation Case Files	Permanent			
2 Annexation Record	Permanent			
3 Appeals on Interpretation of Code	Permanent			
4 Area Commission Files	25 years			
5 Board of Zoning Adjustments Case Files	10 years			
6 Board of Zoning Adjustments Journal	Permanent			
7 Building Applications	Until occupancy permit issued			
8 Building Cards	Permanent			
9 Building Folders	Review at 5 years			
10 Building Inspection Reports	5 years			
11 Building Permit Record	Permanent			
12 Building Plans				
Residential	3 years			
Commercial	5 years			
Municipal owned	Life of structure, appraise for historical value			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Village Administrator

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 3. Building, Planning and Zoning Records

Records Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
13 Building Sign Inspection Files	Permanent	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
14 Case Files - Board of Building Standards and Appeals	10 years			
15 Case Files - Board of Zoning Appeals	10 years			
16 Certificates of Insurance	2 years after expiration, provide no claims pending			
17 City Building Code	Until superseded; retain 1 copy permanently			
18 Community Development Reports	Until no longer of administrative value			
19 Complaints	2 years, provided no action pending			
20 Condemnation and Demolition Records	Permanent			
21 Contractor's Registration	2 years			
22 Demolition Permits	Permanent			
23 House Number Record	Permanent			
24 Housing, Land Use, Population, and Other Special Studies	Until no longer administrative value; appraise for historical value			
25 Index to Board of Zoning Adjustments	25 years			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 3. Building, Planning and Zoning Records

Records Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
Case Files		Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
26 Index to Variance Record	25 years			
27 Index to Zoning Case Record	25 years			
28 Industrial use Permit Reviews	Permanent			
29 Legislative research Files\ Drafts	Until no longer of administrative value			
30 Loan and Grant Application (copies)	3 years, provided audited			
31 Occupancy Permit Record	Permanent			
32 Performance Bonds - Contractors	10 years after expiration			
33 Permits - All types	3 years provided audited			
34 Planning Briefs	25 years			
35 Planning Commission Case Files	10 years, provided no action pending			
36 Project Planning Files	5 years after completion of final project report			
37 Project Reports	25 years, appraise for historical value			
38 Quadrant Files	5 years			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Village Administrator

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 3. Building, Planning and Zoning Records

Records Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
39 Rezoning Applications	Until final action taken and recorded	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
40 rezoning case Files	5 years after final decision rendered			
41 Street Name Change Record	Permanent			
42 Street/Alley Vacation case Files	Permanent			
43 Subdivision Files	Permanent			
44 Transportation research Files	10 years; appraise for historical value			
45 Urban renewal Files	Obsolete; appraise for historical value			
46 Violations	Until corrected or adjudicated by a court			
47 Zoning Case Log	25 years			
48 Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent			
49 Zoning Change Request	5 years, provided no action pending			
50 Zoning Permit Applications	1 year after final decision rendered			
51 Zoning Permit Record	Permanent			
52 Zoning Variance case Files	5 years after final decision made			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 4. Cemetery Records (Not Applicable)

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 5. Council Records

Records Series Title	Suggested Retention	Record	RC - 1	RC - 2	RC - 3
1 Charter and Amendments	Permanent		Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
2 Council member's Files	Term of Office; appraise for historical value				
3 Index to Council Minutes	Permanent				
4 Index to Ordinances/Resolutions	Permanent				
5 Liquor License Requests	Approved 3 years Denied 1 year				
6 Ordinances	Permanent				
7 Petitions (miscellaneous not filed elsewhere)	5 years				
8 Proclamations	2 years				
9 Reports to Council	5 years				
10 Resolutions	Permanent				
11 Subject and Administrative Files	5 years				

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 6. Court Records (Not Applicable)

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Village Administrator

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 7. Engineering and Street Records

Records Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
A. Engineering Records				
1	Aerial Photographs	Until superseded then appraise for historical value		
2	Bridge Plans	Life of Bridge		
3	Bridge Inspection reports	10 years		
4	Change Orders	Place in project file		
5	Village Properties File	Permanent		
6	Village Zoning Maps	Permanent		
7	Contractors' prevailing Wage Records	5 years		
8	Day Books	3 years		
9	Federal Project Files	5 years after project completed & audited		
10	House Number Record	Permanent		
11	Job Orders	3 years		
12	Maintenance Orders	2 years		

**Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)**

**Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO**

Section 7. Engineering and Street Records

Records Series Title	Suggested Retention Record	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
13 Project Files (contract, specifications, change orders, progress reports etc.)	15 years after completion of project			
14 Project Inspection Records	Include in project files			
15 Sanitary Sewer Records	Permanent			
16 Sewer Testing Records	5 years			
17 Special Assessments Record	3 years after final payment, audited			
B. Street Records				
1 Blueprints, Maps & Plans	Life of infrastructure, appraise historical value			
2 Haul Tickets	2 years provided audited			
3 Pesticide Application records	5 years			
4 Proposals for Street Improvement	Until approved or proposal rejected			
5 Sewer Repair Sheets	10 years			
6 Street Lighting Assessment Records	Until paid off			
Petitions	3 years			
Pole locations	Until updated			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Village Administrator

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 7. Engineering and Street Records

Records Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
7 Street Opening Permits	3 years	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
8 Street Repair Cost Summary Record	3 years, provided audited			
9 Street Repair Record	3 years			
10 Traffic Study Files	Until superseded, appraise historical value			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 8. Financial Records

Records Series Title	Suggested Retention Record	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
A. General Financial Records				
1 Acceptance of Utility Rate Ordinance Notice	Permanent			
2 Accounts Ledger	5 years after last entry, and audited			
3 Accounts payable Record	3 years, & audited			
4 Accounts Receivable Ledger, General	3 years, & audited			
5 Accounts receivable Ledger, Income Tax	6 years			
6 Annual Appropriations Ordinances (copies)	5 years			
7 Annual Certificate of Estimated Resources	7 years			
8 Annual Municipal Financial Report	Permanent			
9 Annual Report to Auditor of State	5 years			
10 Appropriation Ledger	5 years, & audited			
11 Assessment Record	Until paid & audited			
12 Audit Reports - Internal Federal Auditor of State	5 years 5 years			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 8. Financial Records

Records Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
13	Bad Check or Bad Debt Records			
		Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
	2 years after payment or settlement			
14	Balance Sheets			
	3 years			
15	Bank Deposit Records (Receipts, Reconciliation slips, statements)			
	3 years provided audited			
16	Bid Bonds			
	Successful bidder			
	Retain until accepted project perform bond			
	Unsuccessful bidder			
	Return after project awarded			
17	Bids - Successful			
	15 years after completion of project			
18	Bids - Unsuccessful			
	2 years after letting of the contract			
19	Block Grant Documentation			
	5 years			
20	Bond Register			
	Permanent			
21	Canceled Checks			
	3 years provided audit			
22	Canceled Warrants			
	3 years, provided audit			
23	Capital Improvement Bonds			
	Paid off, audited, appraise for historical value			
24	Cash Books/Cash Reports			
	3 years			
25	Cash Receipts and Disbursements			
	3 years, & audited			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 8. Financial Records

Records Series Title	Suggested Retention Record	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
26 Cash Register Tapes \ Records	2 years provided internal control established			
27 Certificate of Result of Election (Bond Issues)	Until expiration of bond issue			
28 Chargeback Reports\Records	3 years			
29 Check Registers\Stubs\Carbons	3 years, provided audited			
30 Checking Account Statement	3 years, provided audited			
31 Checks - Voided	Until audited			
32 Client Payment Files	3 years			
33 Computer Generated Financial Reports Monthly, Quarterly, Semiannual Annual	Until replaced by next printout or annual report printed out 5 years			
34 Computer Records	Create Separate Schedule			
35 Cost Control Reports	3 years			
36 Report of cash Received	3 years, provided audited			
37 Damage Claims	Until settled and all appeals exhausted			
38 Deposit Refund Requests	Until deposit is refunded and account audited			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 8. Financial Records

Records Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
39	Encumbrance Documents	3 years		
40	Encumbrance and Expenditure Journal	7 years, provided audited		
41	Federal Revenue Sharing Account	7 years, provided audited		
42	Fixed Assets Record	10 years		
43	General Ledger	25 years		
44	Indebtedness Statement	Permanent		
45	Insurance Policies	2 years after expiration, all claims settled		
46	Intergovernmental tax Receipts	3 years, provided audited		
47	Investment Records	3 years, provided audited		
48	Invitation to Bid (ITB)	2 years		
49	Invoices and Supporting Documents	3 years		
50	Licenses	Term of license plus 1 year		
51	Monthly Report of Municipal Court	3 years, provided audited		
52	Monthly Statement of Balances	3 years, provided audited		

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 8. Financial Records

Records Series Title	Suggested Retention Record	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
53 Mortgages	Until paid and canceled, provided audited			
54 Oil and Gas Drilling Permit	Permanent			
55 Pay-In-Records	3 years, provided audited			
56 Performance Bonds	After project completed and accepted			
57 Permits	3 years, provided audited			
58 Personal or Professional Services Invoice or Statement of Services	3 years			
59 Petty Cash Record	3 years, provided audited			
60 Phone Quotes/Confirmations	2 years			
61 Posting Sheets and Cards for Paid Bills	3 years, provided audited			
62 Prevailing Wage Records	3 years			
63 Property Inventories	3 years			
64 Purchase Orders	3 years			
Original	Until no longer admin. Necessary			
Copies				

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 8. Financial Records

Records Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
65 Receipts and Expenditures Report - Auditor	3 years	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
66 Receiving Documents	3 years			
67 Reconciliation Sheets, Bank Accounts	3 years, provided audited			
68 Record of Funds Received	3 years, provided audited			
69 Refund Check Ledger	5 years, provided audited			
70 Remittance Advice	3 years			
71 Request for Proposals (RFPs)	2 years			
72 Retirement System payments/Records	Permanent			
73 Retirement System Exemp. Record (Waiver)	Permanent			
74 Sales Tax Records	4 years			
75 Settlement Sheet or Tax Distribution from County Auditor	10 years			
76 Solicitor's or Peddler's Permit	1 year after expiration			
77 Special Assessments	Until paid off and audited			
78 Surety Bonds - Special	10 years after expiration			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 8. Financial Records

Records Series Title	Suggested Retention Record	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
79 Surety Bonds of Officials or Employees	10 years after termination of officer /employee			
80 Tax Abatement Records	Duration of abatement plus 1 year			
81 Tax Settlement Reports	3 years, provided audited			
82 Trial Balance Records	3 years			
83 Transmittal of Oho Wage & Tax Settlement	6 years, provided audited			
84 Travel Expense Records	3 years			
85 Treasury Investment Board Report	10 years			
86 Unemployment Compensation Records	3 years, provided audited			
87 Uniform Allowance Record	3 years, provided audited			
88 Vouchers				
Original	3 years, provided audited			
Copies	Until no longer administratively necessary			
B. Municipal Income Tax Records				
1 Accounts Receivable	6 years			
2 Annual Summary Cash Collected	3 years, provided audited			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 8. Financial Records

Records Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
3 Business Income tax Reconciliation Form	6 years	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
4 Closed Account	6 years			
5 Control Sheet	6 years			
6 Corporate partnership Fiduciary Income Tax Return	6 years			
7 Daily Posting Recapitulation	3 years, provided audited			
8 Detailed Cash Receipt Record	6 years			
9 Delinquent Account Records	Until paid and audited			
10 Declaration of Estimated Income Tax, Business and Individual	6 years			
11 Final Return for the Year	6 years			
12 Individual's Tax Return	6 years			
13 Quarterly Notice of Installment Due	6 years			
14 Quarterly Payment Statement	6 years			
15 Refund Voucher	6 years			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 8. Financial Records

Records Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
16 Uncollectible Income tax Accounts	6 years			Certificate of Records Disposal
C. Sinking Fund Records				
1 Bond Issue Ledger	Permanent			
2 Bond Transcripts	10 years after issue redeemed			
3 Bonds Redeemed	2 years after issue is paid off, then appraised for historical value			
4 Call Notices - Securities	10 years after call			
5 Cash Journal	10 years, provided audited			
6 Coupons (Redeemed)	4 years after audited, appraise for historical value			
7 Electronic Fund Transfer Records	10 years			
8 Monthly Financial Statement	Until incorporated in annual report			
9 Record of Registered Bonds	Permanent			
10 Sinking Fund Ledger or Journal	Permanent			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A

Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 9. Fire and Police Records (Not Applicable)

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 10. Health Records (Not Applicable)

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Solicitor

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 11. Legal Records

Records Series Title	Suggested Retention Period	RC - 1	RC - 2	RC - 3
1 Case Files, Civil	10 years provided no action pending	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
2 Case Files, Criminal	20 years provided no action pending			
3 Village Property Files	Permanent			
4 Claims for Damages	2 years after case settled, appeals exhausted			
5 Court Transcripts	3 years after case settled			
6 Deeds	Permanent			
7 Easements	Permanent			
8 Legal Notices	2 years			
Tear Sheets	2 years			
Proof of Publication	5 years			
9 Legal Opinions from Village Legal Counsel	Permanent			
10 Liability Waivers	3 years provided no action pending			
11 Settlements	3 years			
12 Worker's Compensation Claims	10 years after date of final payment			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 13. Payroll \ Personnel Records

Records Series Title	Suggested Retention Period	RC - 1	RC - 2	RC - 3
A. Payroll Records				
1 Application for PERS Refund or Waiver	Permanent	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
2 Court Orders for Payroll Deduction	Until employee terminates, order rescinded			
3 Employee Earning Record	Continually compiled and updated until termination. Information placed in Personnel File yearly.			
4 Employee Income Tax Withholding Certificate Withholding Payment Record	3 years after terminated, provided audited 6 years, provided audited			
5 Employee Pay Records	Continually updated until termination then place into Personnel File.			
6 Employee Withholding Requests	Until replaced or revoked by employee			
7 Employer Quarterly Federal Tax Return	4 years, provided audited			
8 Garnishment Orders	Until employee terminates or order rescinded			
9 Leave Balances/Reports				
Bi-weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report			
Annual Employee Leave Use/Balances Report	5 years			
Annual Leave Use and balances by Village	25 years			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 13. Payroll \ Personnel Records

Records Series Title	Suggested Retention Period	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
Individual Employee	Continually updated in Personnel File			
10 Notification of Pay/Pay Step Increase	Until superseded. Copy in Personnel File			
11 Overtime Authorization	2 years provided audited			
12 Overtime Reports	2 years provided audited			
13 Payroll Journal \ Record				
Annual Cumulative Printout	50 years			
Weekly\Monthly Payroll Journal	3 years, provided audited & cumulative employee payroll data retained in Personnel File			
14 Reports to Retirement Systems	50 years			
15 State Income Tax Report	25 years			
16 Tax Withholding Reports	6 years, provided audited			
17 W-2 Forms	6 years, provided audited			
18 W-4 Forms	Until superseded or employee terminates			
B Personnel Records				
1 Application for Employment Person Hired	Place in Personnel File			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 13. Payroll \ Personnel Records

Records Series Title	Suggested Retention Period	RC - 1	RC - 2	RC - 3
Person Not Hired Copies	Destroy after 2 years Until no longer administratively needed			
2 Commendations, Promotions	Place in Personnel File			
3 Employee Exposure to Hazardous Chemicals\Biological Hazards or Infectious Diseases Reports	Place in Personnel File			
4 Employee Performance Evaluation	5 years			
5 Employee Sick Leave & Vacation Balances	Continually updated by Fiscal Office until employee terminates. Balances verified yearly and recorded in Personnel File			
6 Employee Time Cards\Sheets	3 years			
7 Employee Training Records	Place in Personnel File			
8 Employee History Record Card	Permanent, in lieu of Personnel File			
9 Grievance Hearing Records	1 year after resolved			
10 Insurance Enrollment Record	1 year after employee leave employment at Village.			
11 Job\Position Description	1 year after superseded			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 13. Payroll \ Personnel Records

Records Series Title	Suggested Retention Period	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
12 Labor Union Agreements	15 years after termination			
13 Leave Requests - All Types Sick, Vacation, Overtime etc.	3 years provided balances journalized			
14 Letter of Appointment	Place in Personnel File			
15 Letters of Reference	2 years after hired			
16 Letter of Resignation	Place in Personnel File			
17 Personnel Actions	Place in Personnel File			
18 Personnel File\Records	Purge 2 years after employee leave Village service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified employment card. Retain OSHA related records 20 years.			
19 Promotion Action	Place in Personnel File			
20 Record of Disciplinary Action	4 years			
21 Reports of Bureau of Employment Services	2 years			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Fiscal Officer

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 13. Payroll \ Personnel Records

Records Series Title	Suggested Retention Period	RC - 1	RC - 2	RC - 3
22 Unemployment Compensation Case Files	4 years after date of final payment	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
23 Worker's Compensation Case Files	10 years after date of final payment			

**Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)**

**Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO**

Section 14. Water and Sewer Records

Record Series Title	Suggested Retention Record	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
A. Billing and Administration Records				
1 Applications for Service	Until service terminated			
2 Application for Water or Sewer Tap Permits	1 year after final decision rendered			
3 Billing Adjustments Books	Until audited			
4 Billing Ledger Cards	3 years after date of final entry, audited			
5 Cost Control Data	Until no longer of administrative value			
6 Curb Box Location Record	Permanent			
7 Customer Meter Reader Cards	2 years			
8 Daily Meter Repair Sheets	3 years			
9 Daily Over and Short Reports	3 years, audited			
10 Daily Work Orders	3 years			
11 Dam Inspection Reports	Permanent			
12 House Service Cards	Permanent			
13 Industrial Waste Records	Permanent			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Public Works and Billing Dept.

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 14. Water and Sewer Records

Record Series Title	Suggested Retention Record	RC - 1	RC - 2	RC - 3
14 Meter & Valve Location Record	Permanent			
15 Meter Reading Records	4 years			
16 Meter Test Records	3 years			
17 Monthly Account Register	10 years			
18 Monthly Collection Report	3 years, audited			
19 Project Files	Until project completed, final report issued			
20 Project Final Reports	Permanent			
21 Property Records (Deeds Right-of-Way, Annexations, Vacations, Easements)	Permanent			
22 Rate Schedules	Until superseded			
23 Security Deposit Records	Until refunded to the depositor			
24 Security Deposit Refund Requests	Until audited			
25 Sewer Rent Record	3 years, provided audited			
26 Sewer/Water Billing Slubs	3 years, provided audited			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 14. Water and Sewer Records

Record Series Title	Suggested Retention Record	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
27 Shut-Off Lists	3 years			
28 Special Sewer Authorizations or Hookups	Permanent			
29 Suspense Account Record	Until account settled, provided audited			
30 Test Boring Record	Permanent			
31 Water and Sewer Receipt Books	2 years, provided audited			
32 Water and Sewer Tap Record	Permanent			
33 Water Main Location Record	Permanent			
34 Water Usage Reports	3 years			
B Plant Operation Records				
1 Analytical Data\ Chemical Analysis\ Monitoring Records\EPA Reports\Water Reports\ Operating Logs\Monthly Reports- All Types	10 years			
2 Flow-Charts - Fluids	5 years			
3 Laboratory Testing Records	5 years			
4 Lime Sale Tickets	3 years, provided audited			

Attachment A
Ord. 53-08 (Passed Dec. 1, 2008)

Appendix A
Schedule of Records Retention and Disposition
VILLAGE OF GENOA, OHIO

Section 15. Transient Records

Records Series Title	Suggested Retention Period	Application for One Time Disposal	Schedule of Records Retention & Disposition	Certificate of Records Disposal
		RC - 1	RC - 2	RC - 3
1 Notes (general) - Paper Copies Electronic	1 year after Final Draft 1 year after Final Draft			
2 Drafts (memos, reports, etc) Paper Electronic	1 year after Final Draft 1 year after Final Draft			
3 Correspondence - Paper - Final Electronic	6 years 1 year after Final Draft			
4 Spreadsheets - Paper - Final Electronic	6 years after Final Draft 1 years after Final Draft			
5 Minutes of Meetings (Official) Paper Electronic	Permanent 1 month after Approved Official Minutes			
6 Contracts - Paper Copies Electronic	6 years after close out of Contract 1 year after Final Draft			
7 Agreements - Paper - Signed Electronic	6 years after close out of Contract 1 year after Final Draft			
8 Emails	1 year			
9 Telephone Voice Mails	1 month after receipt			
10 Cell Phone Voice Mails	1 week after receipt			
11 Telephone Message Notes	1 year			

FORM A: RECORDS REQUEST FORM
VILLAGE OF GENOA

Contact: Charles Brinkman, Fiscal Officer @ (419) 855-7791 or cbrinkman@genoaohio.org

Please check the box in front of the Section you are requesting records.
 On the lines under the section checked, briefly describe the records being requested.

Sections

- 1 **General Administrative Records**

- 3 **Building Planning & Zoning Records**

- 5 **Council Records**

- 7 **Engineering & Street Records**

- 9 **Fire (NA) & Police Records**

- 11 **Legal Records**

- 13 **Payroll & Personnel Records**

- 15 **Transient Rcordrs**

Sections

- 2 Airport Records (NA)
- 4 Cemetary Records (NA)
- 6 Court Records (NA)
- 8 **Financial Records**

- 10 Health Records (NA)
- 12 **Parks & Recreation Records**

- 14 **Water, Sanitary Sewer & Electric Records**

Items in "**bold**" are records maintained by the Village of Genoa.
 Items not not in "**bold**" are maintained by agencies other than the Village of Genoa.

Cost per Photocopy:	Single sided Copy	Two sided Copy	
No. Pages	\$ 0.10 ea.	\$ 0.15 ea.	Letter Size Paper
No. Pages	\$ 0.15 ea.	\$ 0.25 ea.	Legal Size Paper
No. Pages	\$ 0.25 ea.	\$ 0.40 ea.	11" x 17" Size Paper

Electronic (CD)

Tapes

RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

Ordinance No. 53 - 08

Passed December 1, 2008

AN ORDINANCE ESTABLISHING SECTION
151.04 OF THE CODIFIED ORDINANCES OF
THE VILLAGE OF GENOA ENTITLED
PUBLIC RECORDS POLICY.

WHEREAS, it is necessary for the Village of Genoa to adopt a Public Records Policy to satisfy the requirements of the Ohio Public Records Act, and

WHEREAS, the Council of the Village of Genoa wishes to promote open and accountable government by enacting Section 151.04 of the Codified Ordinances of the Village of Genoa entitled Public Records Policy, and

WHEREAS, the Public Records Policy is attached to and made a part of this Ordinance as Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF GENOA, OTTAWA COUNTY, OHIO: .

SECTION 1. That the Council of the Village of Genoa, does hereby establish Section 151.04 of the Codified Ordinances of the Village of Genoa entitled Public Records Policy, and said Public Records Policy is attached to and made a part of this Ordinance as Exhibit "A".

SECTION 2. That the Fiscal Officer is hereby directed to post in each departmental office of the Village of Genoa the Public Records Policy.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements of the Village of Genoa, and the State of Ohio.

SECTION 4. This Ordinance shall take effect at the earliest date allowed by law.

First Reading: November 3, 2007
Second Reading: November 17, 2008
Third Reading: December 1, 2008

Passed December 1, 2008 Yeas 5 Nays 0

ATTEST:

Charles E. Brubaker
Fiscal Officer

Christine Slotnick
President of Council

[Signature]
Mayor

FISCAL OFFICER'S CERTIFICATE AS TO PUBLICATION

This is to certify that publication of the foregoing was duly made as provided in Ordinance 52-07 adopted by the following method:

By posting certified copies thereof in the six (6) public places specified in Codified Ordinance No. 105-01 and by Ordinance No. 52-07, said posting having been accomplished on the following date:
December 2, 2008.

Charles E. Brubaker
Fiscal Officer

