

RESOLUTION NO. R24-17

A RESOLUTION AMENDING THE RECORDS RETENSION POLICY
AND SCHEDULE FOR THE VILLAGE OF COVINGTON

WHEREAS, The Village of Covington Council passed Resolution R18-11 on November 21, 2011 establishing a records retention schedule for the Village of Covington and;

WHEREAS, The Village of Covington Records Commission met to review the Records Retention Schedule and has recommended modifications to the existing records retention schedule;

WHEREAS, the Village of Covington Council approves of the modifications to the Records Retention Schedule and deems it necessary to adopt the revised schedule;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF COVINGTON, STATE OF OHIO:

SECTION 1: Resolution R18-11 is hereby repealed;

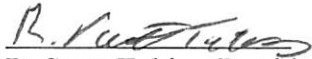
SECTION 2: Now therefor the Village of Covington Council adopts the revised records retention policy attached as exhibit A.

SECTION 3: this resolution shall take effect at the earliest time provided by law.

Adopted this 21 day of August, 2017.



Edward L. McCord, Mayor



R. Scott Tobias, President of Council



Brenda Carroll, Fiscal Officer

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
1000 COUNCIL AND ADMINISTRATIVE RECORDS					
1101	Minutes	Fiscal Officer	Permanent	Paper	
1102	Security - Audio/Video Tapes	Fiscal Officer	Recorded over every 60 days	Electronic	
1103	Blueprints, Plans, Maps	Zoning Officer or Village Administrator	Permanent	Paper/Electronic	
1104	Deeds, Easements, Lease Abstracts	Fiscal Officer	Permanent	Paper	
1105	Policy Books and Other Adopted Policies	Village Administrator and Fiscal Officer	Permanent	Paper	
1106	Administrative Regulations	Village Administrator and Fiscal Officer	Permanent	Paper	
1107	Court Decisions	Fiscal Officer	Permanent	Paper	
1108	Claims and Litigation	Fiscal Officer	Permanent	Paper	
1201	Elections	Fiscal Officer	25 Years	Paper	
1202	Records Commission (Records Disposal)	Fiscal Officer	20 Years	Paper	
1301	Budget Policy Files	Fiscal Officer	5 Years	Paper	
1301	Workers Compensation Claims	Fiscal Officer	10 Years**	Paper	
1302	Bank Depository Agreements	Fiscal Officer	4 Years**	Paper	
			After Completion		
1303	Organization Reports	Dept. Head	2 Years**	Paper	
1304	Council Meeting Minutes	Fiscal Officer	Permanent	Paper	
1305	Agendas	Fiscal Officer	1 Calendar Year**	Paper	
1306	Ordinances/Resolutions	Village Administrator or Fiscal Officer	Until suspended or rescinded	Paper	

*After end of fiscal year** Provided Audited***Hard copy maintained for 3 years after audit-then transferred to electronic medium.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
1401	Emails – Non-Record	Individual Employee	Until they no longer have any administrative value.	Electronic	
1402	Emails – Transient Value Telephone messages, drafts and other limited documents that serve to convey information of temporary importance.	Individual Employee	Until they no longer have any administrative value.	Electronic	
1403	Emails–Intermediate Retention More significant fiscal and legal value but not scheduled as Transient or Permanent	Individual Employee			
1403.1	General Correspondence – Letters/memos	Individual Employee	1 Year	Electronic	
1403.2	Routine Correspondence - Requests for information.	Individual Employee	6 months	Electronic	
1403.3	Monthly weekly reports	Individual Employee	1 Year	Electronic	
1404	Emails- Significant Legal or Administrative Value	Individual Employee	Permanent or until they no longer have any legal or administrative value.	Electronic/Paper	
1405	Emails – Policies or Procedures	Individual Employee	Until superseded, obsolete or replaced	Electronic/Paper	
1500	Voice Mails	Individual Employee	Until they no longer have any administrative value.	Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
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2000 EMPLOYEE RECORDS

(Employee Files include employment applications, resumes, contracts/salary notices, evaluations, personal actions, absence certification, transcripts and any other documents which became part of the official personnel files.)

Note: All employee files, active or inactive, are the responsibility of the Village Administrator And Fiscal Officer.

2101	Active Full-time Employees	Village Administrator and Fiscal Officer	Permanent	Paper	
2102	Part-time/Auxiliary Employees	Village Administrator and Fiscal Officer	Permanent	Paper	
2103	Inactive Full-time Employees	Village Administrator and Fiscal Officer	Permanent	Paper	
2104	Inactive Part-time/Auxiliary Employees	Village Administrator and Fiscal Officer	Permanent	Paper	
2105	Civil Rights, and Disciplinary Reports	Village Administrator and Fiscal Officer	Permanent	Paper	
2106	Retirement Letters	Village Administrator and Fiscal Officer	Permanent	Paper	
2107	Temporary Employees	Village Administrator and Fiscal Officer	Permanent	Paper	
2201	Employee Contracts and Salary Notices termination from employment	Fiscal Officer	4 Years after	Paper	
2202	Professional Conferences	Fiscal Officer	2 Years**	Paper	
2203	Unemployment Claims	Fiscal Officer after final claim	5 Years**	Paper	
2204	Unemployment Records	Fiscal Officer	5 Years**	Paper	
2205	Applications (not hired)	Dept. Head	2 Years	Paper	
2206	Schedules of Employees	Dept. Head	3 Years	Paper	
2208	Personnel Reports (internal)	Dept. Head	Fiscal Year plus 1 yr	Paper	
2301	Job Descriptions	Village Administrator and Fiscal Officer	Until Superseded	Paper	
2302	Training Certificates	Department Head	Until Terminated	Paper	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
3000	Police Department				
3001	Accident reports (property Damage, Bodily injury, and Traffic)	Chief of Police	3 years	Paper Electronic	
3002	Alcohol breath testing records operator permits	Chief of Police	Until Renewed	Paper	
3003	Alcohol breath testing Breath test result forms	Chief of Police	3 years	Paper	
3004	Alcohol breath testing Calibration records and solution affidavits	Chief of Police	3 years	Paper	
3005	Alcohol breath testing Radio frequency interference survey	Chief of Police	Until machine is moved	Paper	
3006	Annual Police Department Budget-working copy	Chief of Police	2 years	Paper Electronic	
3007	Annual report	Chief of Police	Until no longer of legal or admin value	Paper Electronic	
3008	Arrest records-traffic	Chief of Police	7 years	Paper Electronic	
3009	Arrest records-Adult	Chief of Police	7 years	Paper Electronic	
3010	Arrest records-Adult	Chief of Police	Until subject turns 18 or when an expungement order is received from court	Paper Electronic	
3011	Blank forms-Transient	Chief of Police	3 years Electronic	Paper	
3012	Bicycle License Registration	Chief of Police	7 years	Paper Electronic	
3013	Business check sheets	Chief of Police	2 years	Paper Electronic	
3014	Calendars and planners Transient	Chief of Police	Until no longer of admin value	Paper Electronic	
3015	Citizen complaints	Chief of Police	4 years provided no legal action is pending	Paper Electronic	
3016	Civil protection orders	Chief of Police	1 year	Paper Electronic	
3017	Confidential informant Records Investigative buy records	Chief of Police	3 years provided case is closed	Paper Electronic	
3018	Case files- routine	Chief of Police	7 years	Paper Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
3019	Case files-Homicide and rape	Chief of Police	permanent	Paper Electronic	
3020	Case files-Missing persons	Chief of Police	20 years or until found	Paper Electronic	
3021	Correspondence and mail	Chief of Police	Until no longer of admin value	Paper Electronic	
3022	Domestic violence summary reports	Chief of Police	3 years	Paper Electronic	
3023	Emergency Management Plan	Chief of Police	Until updated or superseded	Paper Electronic	
3024	Employee personnel files general information	Chief of Police	7 years after termination of employment	Paper Electronic	
3025	Employee disciplinary action records Written reprimands	Chief of Police	2 years	Paper Electronic	
3026	Employee disciplinary action records Suspensions	Chief of Police	5 years	Paper Electronic	
3027	Employee ID cards and Badges	Chief of Police	Turned in upon termination of employment or expiration	Paper Electronic	
3028	Equipment manuals	Chief of Police	Life of equipment or until revised	Paper Electronic	
3029	Expungement records per court order	Chief of Police	Destroyed upon receipt of court order	Paper Electronic	
3030	Fax messages	Chief of Police	Until no longer of admin value	Paper Electronic	
3031	Field interview entry	Chief of Police	Until no longer of admin value	Paper Electronic	
3032	Field training manuals	Chief of Police	3 years after termination of employment	Paper Electronic	
3033	Fingerprints-criminal	Chief of Police	50 years or deceased	Paper Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
3034	Fingerprint disposition cards	Chief of Police	Sent to court	Paper Electronic	
3035	Fingerprints-civilian	Chief of Police	cards given to individual	Paper Electronic	
3036	Firearms records and inventory	Chief of Police	3 Years	Paper Electronic	
3037	Fuel usage reports	Chief of Police	3 Years	Paper Electronic	
3038	Grant paperwork	Chief of Police	5 Years or end of grant terms	Paper Electronic	
3039	Inventory records	Chief of Police	2 Years after revised	Paper Electronic	
3039	Inventory records	Chief of Police	2 Years after revised	Paper Electronic	
3040	LEADS prinouts	Chief of Police	until no longer Of admin value	Paper Electronic	
3041	LEADS audit reports	Chief of Police	3 years	Paper Electronic	
3042	LEADS records entries	Chief of Police	until no longer of admin value	Paper Electronic	
3043	LEADS messages	Chief of Police	until no longer of admin value	Paper Electronic	
3044	LEADS news letters	Chief of Police	3 years	Paper Electronic	
3045	LEADS policy manual	Chief of Police	Until Superseded	Paper Electronic	
3046	LEADS system validations	Chief of Police	2 years	Paper Electronic	
3047	Liquor licenses, permits	Chief of Police	Until superseded Or of no admin value	Paper Electronic	
3048	Master name file	Chief of Police	Permanent	Paper Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
3049	Mobil video recording Routine	Chief of Police	30 days	Electronic	
3050	Mobil video recording Marked for criminal case Officer complaint or training	Chief of Police	1 year or until no longer needed	Electronic	
3051	Mobil video recording Officer involved shooting	Chief of Police	Permanent	Electronic	
3052	Mobil video recording Officer involved crash	Chief of Police	3 years provided there is no pending action	Electronic	
3053	Mobil video recording Used for internal investigation	Chief of Police	4 years provided there is no pending action	Electronic	
3054	Monthly reports	Chief of Police	Until no longer of admin Value	Paper Electronic	
3055	Officers field notes	Chief of Police	Until no longer of admin Value	Paper Electronic	
3056	Organizational chart	Chief of Police	Until no longer of admin Value	Paper Electronic	
3057	Vacation request form	Chief of Police	3 years	Paper Electronic	
3058	Parking tickets	Chief of Police	1 year	Paper	
3059	Personnel Schedules	Chief of Police	Until no longer of admin Value	Paper Electronic	
3060	Body camera recordings Routine	Chief of Police	30 days	Electronic	
3061	Body camera recordings Marked for criminal Case, officer complaint, or training	Chief of Police	1 year or until no longer needed	Electronic	
3062	Body camera recordings Officer involved shooting	Chief of Police	permanent	Electronic	
3063	Body camera recordings Used for internal investigations	Chief of Police	4 years provided there is no pending court action	Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
3064	Property evidence Room records	Chief of Police	5 years after disposition of case	Paper Electronic	
3065	Property evidence Room records	Chief of Police	5 years after disposition of case	Paper Electronic	
3066	Radar and laser certifications	Chief of Police	2 years	Paper Electronic	
3067	Receipt books For parking tickets	Chief of Police	5 years	Paper	
3068	Social media Includes all electronic media Web Site, Facebook, instagram, etc.	Chief of Police	Until content is updated	Electronic	
3069	Subpoenas, summons Warrants	Chief of Police	Until served, discharged, answered, or withdrawn	Paper	
3070	Temporary holding facility Logs	Chief of Police	3 years	Paper Electronic	
3071	Temporary protection orders	Chief of Police	1 year	Paper	
3072	Covington Police Policy Manual	Chief of Police	2 years after revised	Paper Electronic	
3073	Traffic citations	Chief of Police	until entered and sent to court	Paper Electronic	
3074	Traffic citation ledger	Chief of Police	2 years	Paper	
3075	Training manuals transient	Chief of Police	until superseded or obsolete	Paper Electronic	
3076	Training records	Chief of Police	3 years after termination of employment	Paper Electronic	
3077	Trespass letter	Chief of Police	3 years	Paper Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
3078	Uniform crime reports	Chief of Police	3 years	Paper Electronic	
3079	Use of force reports	Chief of Police	6 years providing no legal action is pending	Paper Electronic	
3080	Vacation house checks	Chief of Police	30 days after Return of homeowner	Paper Electronic	
3080	Vehicle lock out Waiver forms	Chief of Police	2 years	Paper	
3081	Vehicle lock out Waiver forms	Chief of Police	2 years	Paper	
3082	Voice mail messages	Chief of Police	until no longer of admin value	Electronic	
3083	Wanted posters	Chief of Police	until no longer of admin value	Paper	
3084	Emails – Non-Record	Individual Employee	Until they no longer have any administrative value.	Electronic	
3085	Emails – Transient Value Telephone messages, drafts and other limited documents that serve to convey information of temporary importance.	Individual Employee	Until they no longer have any administrative value.	Electronic	
3086	Emails–Intermediate Retention More significant fiscal and legal value but not scheduled as Transient or Permanent.	Individual Employee			
3087.1	General Correspondence – Letters/memos	Individual Employee	1 Year	Electronic	
3087.2	Routine Correspondence - Requests for information.	Individual Employee	6 months	Electronic	
3087.3	Monthly weekly reports	Individual Employee	1 Year	Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
3088	Emails- Significant Legal or Administrative Value	Individual Employee	Permanent or until they no longer have any legal or administrative value.	Electronic/Paper	
3089	Emails – Policies or Procedures	Individual Employee	Until superseded, obsolete or replaced	Electronic/Paper	
3090	Voice Mails	Individual Employee	Until they no longer have any administrative value.	Electronic	

4000 BUILDING MAINTENANCE RECORDS

4101	Renovations Records	Fiscal Officer	5 Years*	Paper	
4102	Building Inspections	Fiscal Officer	2 Years*	Paper/Electronic	
4201	Asset Inventories	Fiscal Officer	2 Years*	Paper/Electronic	
4202	Supplies Inventories	Fiscal Officer	Until Suspended	Paper/Electronic	

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January 2017**

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(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
5000 CENTRAL DEPARTMENTAL RECORDS					
Administrative Offices					
5201	Calendars	Village Administrator and Fiscal Officer	5 Years	Paper/Electronic	
5301	Repair, Installation and Maintenance Records	Fiscal Officer	4 Years**	Paper/Electronic	
5302	Prevailing Wage Records	Fiscal Officer	4 Years**	Paper	
5303	Rental Information (Use of Facilities/Community Room)	Fiscal Officer	4 Years**	Paper	
5304	Work Orders	Fiscal Officer	4 Years**	Paper	
5305	Environmental Reports and Data (Asbestos, etc.)	Fiscal Officer	4 Years**	Paper	
5307	Bids and Specifications (Unsuccessful)	Fiscal Officer	1 Year**	Paper	
5308	Bids and Specifications (Successful)	Fiscal Officer	4 Years after**	Paper	
5309	Contractor Files (Resolutions, Additions drawings, etc.)	Fiscal Officer	Until Project Comp. if no Action Pending**	Paper	
5310	Boiler License	Fiscal Officer	Until Terminated plus 1 year	Paper	
5401	Preventative Maintenance Reports	Fiscal Officer	Fiscal Year Plus 2 Years	Paper	
5402	Warranty/Guarantee	Fiscal Officer	Life/Warranty of Equipment	Paper	
5403	Plant and Equipment Inventory	Fiscal Officer	Until Suspended**	Paper	
5340	Physicals	Fiscal Officer	Permanent	Paper	
5342	Transportation Records	Dept. Head	4 Years**	Paper	
5441	Accident Reports	Fiscal Officer	3 Years Provided No Action Pending	Paper	
5442	Vehicle Registration	Fiscal Officer	Life of the Vehicle	Paper	
5443	Vehicle License	Village Administrator	1 Year after Termination	Paper	
5444	Abstracts	Dept. Head	1 Year	Paper/Electronic	
5445	Driver Certification	Dept. Head	1 Year after Termination	Paper	
5446	Capital Project Files	Fiscal Officer	10 Years after completion of Project	Paper	
5447	Vehicle Titles	Village Administrator	Life of the Vehicle	Paper	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
6000 FINANCIAL RECORDS					
6101	Annual Financial Reports Appropriation Ledgers, Budget Ledgers Revenue Journals, Vendor Listing, Check Registers, Purchase Order Listing, Invoice List, Accounts Reports	Fiscal Officer	5 Years**	Paper	
6102	Activity Fund Cash Journal and Ledger	Fiscal Officer	5 Years**	Paper	
6103	Bond Register	Fiscal Officer	20 Years after issue expires	Paper	
6104	Securities	Fiscal Officer	Permanent***	Paper	
6201	Investment Ledger	Fiscal Officer	5 Years**	Paper	
6202	Foundation Distribution	Fiscal Officer	25 Years**	Paper	
6203	Tax Settlements(Semi-Annual) And Advances	Fiscal Officer	10 Years**	Paper	
6204	Budgets (Annual)	Fiscal Officer	5 Years**	Paper	
6205	Insurance Policies	Fiscal Officer	15 Years After Expiration Provided All Claims Settled	Paper	
6206	Contracts	Fiscal Officer	15 Years After Expiration	Paper	
6207	Bonds and Coupons	Fiscal Officer	Until Bond Issues Redeemed**	Paper	
6208	Accounts Payable Ledgers	Fiscal Officer	5 Years**	Paper	
6209	Accounts Receivable Ledgers	Fiscal Officer	5 Years**	Paper	
6210	Budget Work Papers	Fiscal Officer	5 Years**	Paper	
6211	Voucher, Invoices And Purchase Orders	Fiscal Officer	10 Years**	Paper	
6214	Travel Expense Vouchers	Fiscal Officer	10 Years**	Paper	
6215	Tax Anticipation Notes (Records borrowing against Future tax collections)	Fiscal Officer	10 Years**	Paper	
6216	State Reimbursement Settlement Sheets	Fiscal Officer	10 Years**	Paper	
6217	Unemployment Claims	Fiscal Officer	5 Years	Paper	
6218	Employee Bonds	Fiscal Officer	5 Years	Paper	
6219	Certificate of Estimated Resources	Fiscal Officer	5 Years After Expiration	Paper	

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January 2017

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
6220	Appropriation Resolutions	Fiscal Officer	5 Years	Paper	
6222	Tax Apportionments, Semi-Annual	Fiscal Officer	5 Years	Paper	
6301	Cancelled Checks and Bank Statements	Fiscal Officer	4 Years**	Paper	
6302	Publication Notice	Fiscal Officer	4 Years**	Paper	
6305	Investment Records (May include individual record of Investments, bank confirmation, Wire transfers, cop of CD etc.)	Fiscal Officer	5 Years**	Paper	
6306	Travel Expense Reports	Fiscal Officer	10 Years**	Paper	
6307	State Sales Tax Reports	Fiscal Officer	4 Years**	Paper	
6310	Check Registers	Fiscal Officer	5 Years**	Paper	
6311	Deposit Slips/Cash Proofs	Fiscal Officer	5 Years**	Paper	
6313	Receipt Books	Fiscal Officer	10 Years**	Paper	
6315	Monthly Financial Reports	Fiscal Officer	5 Years**	Paper	
6316	Accounting Data	Fiscal Officer	5 Years**	Paper	
6317	Contracts, Service	Fiscal Officer	4 Years**	Paper	
6319	Delivery /Packing Slips	Dept. Head	1 Year**	Paper	
6401	Requisitions	Dept. Head	1 Year**	Paper	
01	1099's	Fiscal Officer	6 Years	Paper	

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(5) Schedule	(6) Record Title and Description	PERSON Responsible	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State
7000	Utility Billing Records				
7001	Billing adjustments	Fiscal Officer	5 Years***	Paper/Electronic	
7002	Deposit Slips	Fiscal Officer	5 Years	Paper	
7003	Daily Collection Reports	Fiscal Officer	5 Years ***	Paper/Electronic	
7004	Meter Reading Records	Fiscal Officer	5 Years	Electronic	
7005	Monthly Acct. Register AR	Fiscal Officer	5 years	Electronic	
7006	Service Orders	Fiscal Officer	5 years	Electronic	
7007	Payment Stubs	Fiscal Officer	3 Years **	Paper	
7008	Utility Service Applications	Fiscal Officer	Until Service is terminated	Paper	
7009	Rate Schedules	Fiscal Officer	Until Superseded**	Paper	
7010	Deposit Records	Fiscal Officer	Until Refunded	Paper	
7011	Billing Records	Fiscal Officer	5 Years	Electronic	
7012	Penalty Posts	Fiscal Officer	5 Years	Electronic	
8000	Zoning Records				
8001	Zoning Permits	Zoning Officer	Permanente	Paper	
8002	Zoning Appeals	Zoning Officer	Permanente	Paper	
8003	Conditional Use Permits	Zoning Officer	Permanente	Paper	
8004	Denied Permits	Zoning Officer	5 Years	Paper	
8005	Zoning Meeting Minutes	Zoning Officer	Permanente	Paper/Electronic	
8006	Zoning Maps	Zoning Officer	Until Superseded Plus 5 years	Paper/Electronic	
8007	Zoning Regulations	Zoning Officer	Until Superseded	Paper/Electronic	

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