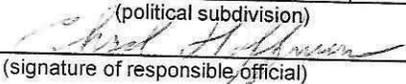


SCHEDULE OF RECORDS RETENTION AND DISPOSITION

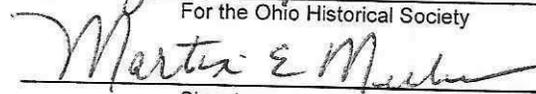
(1) To: Grand Rapids Records Commission (419) 832-5305 Telephone Number
Box 309 Grand Rapids 43522 Wood
(address) (city) (zip code) (county)

(2) From: Village of Grand Rapids Administrator
(political subdivision) (unit)
 Chad Hoffman Administrator July 15, 2005
(signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record on this schedule will conform to ANSI standards. This RC-2 was approved on July 13, 2005 as reflected by the minutes kept by this commission.

Chairman, Records Commission:  7/13/2005
Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Pamela Swift 7-25-05
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:  8-15-05
Signature Date

*** SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|---|--|-------------------|--|
| AD-04-1 | Annual Municipal Budget | Permanent- at 50 years appraise for historical value | Paper | |
| AD-04-2 | Annual Municipal Budget | Permanent - at 50 years appraise for historical value | Electronic | |
| AD-04-2 | Attendance Reports/Records | Permanent - at 50 years appraise for historical value | Paper | |
| AD-04-3 | Attendance Reports/Records | 3 years | Paper | |
| AD-04-4 | Blueprints/Vellum | Until updated, superseded or obsolete, appraise for historical value | Paper | |
| AD-04-5 | Calibration Records - All types | 5 years | Paper | |
| AD-04-6 | Continuing Education Certifications/Class/Seminar/Training Attendance Records | Place in Personnel Files | Paper | |
| AD-04-7 | Contracts and Agreements | 15 years after expiration or termination | Paper | JUL 25 2005 |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
(political subdivision)

Administrator
(unit)

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|---|---|---------------------------------|--|
| AD-04-8 | Correspondence Routine Form Letters General With Legislative Branch Executive | 1 Year 2 Years 3 Years 5 Years | Paper | |
| AD-04-9 | Delivery/Packing Slips | 2 years | Paper | |
| AD-04-10 | Drawings, Tracings, Mylars | Until updated, superseded or obsolete, appraise for historical value | Paper | |
| AD-04-11 | Equipment Maintenance Records | Life of Equipment | Paper | |
| AD-04-12 | Flow Charts - Operations | 2 years | Paper | |
| AD-04-13 | Audio and Video Recordings | 1 year | Cassette Tapes | |
| AD-04-14 | Licenses, Permits, Certifications | 1 year after expiration | Paper | |
| AD-04-15 | Mail Unsolicited Mail (eg Anonymous/slandorous letters, groundless complaints, sales materials, transitory messages, information brochures, etc) Postal Records (eg. Registered/ Certified/Insured Logs or Receipts/Postal Meter Documents) Electronic Mail | Until no longer administratively necessary 2 years Retain according to content - see Correspondence | Paper Paper Paper | |
| AD-04-16 | Manuals, Handbooks, and Directives | Until superseded, obsolete or replaced. Retain one file copy 5 years | Paper | |
| AD-04-17 | Maps/Plats | Until updated, superseded or obsolete, then appraise for historical value | Paper | |
| AD-04-18 | Materials Safety Sheets | Until superseded | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
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Administrator
(unit)

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|--|--|---|--|
| AD-04-19 | Minutes of Meetings Approved Hardcopy Audio Recordings of Meetings Drafts/Notes | Permanent 1 year provided information concerning the meeting is substantially transcribed to hard copy Until Hard copy of minutes is approved | Paper Paper Paper | |
| AD-04-20 | Municipal Publications | Until superseded or obsolete, retain one copy | Paper | |
| AD-04-21 | Photo File (includes prints, slides, negatives, transparencies and related photographic items) Photo File (includes prints, slides, negatives, transparencies and related photographic items) | Until information is no longer current, then appraise for historical value Until information is no longer current, then appraise for historical value. | Paper Electronic | |
| AD-04-22 | Project Plans/Drawings/As built | Life of project of absolute than appraise for historical value | Paper | |
| AD-04-23 | Receipts/Receipts Books | 2 years, provided audited | Paper | <i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i> |
| AD-04-24 | 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 administratively necessary 2 years Continually updated, retain superseded data 1 year | Paper Paper Paper Paper Paper | |
| AD-04-25 | Visitors' Log or Sign-in Sheets | 1 year | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
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Administrator
(unit)

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|--|--|-------------------|---|
| BPZ-04-1 | Annexation Case Files | Permanent | Paper | |
| BPZ-04-2 | Building Plans Residential Commercial Municipal Owned | 3 years 5 years Life of structure, appraise for historical value | Paper | |
| BPZ-04-3 | House Number Record | Permanent | Paper | |
| BPZ-04-4 | Index to Variance Record | 25 years | Paper | |
| Z-04-5 | Loan and Grant Applications (copies) | 3 years, provided audited | Paper | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C. |
| BPZ-04-6 | Performance Bonds – Contractors | 10 years after expiration | Paper | |
| BPZ-04-7 | Permits – All Types | 3 years, provided audited | Paper | |
| BPZ-04-8 | Rezoning Applications | Until final action taken and recorded | Paper | |
| BPZ-04-9 | Rezoning Case Files | 5 years after final decision rendered | Paper | |
| BPZ-04-10 | Subdivision Files | Permanent | Paper | |
| BPZ-04-11 | Violations | Until corrected or adjudicated by a Court | Paper | |
| Z-04-12 | Zoning Change Request | 5 years, provided no action pending | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
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| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|--------------------------------------|---|-------------------|--|
| BPZ-04-13 | Zoning Permit Applications | 1 year after final decision rendered | Paper | |
| BPZ-04-14 | Zoning Permit Record | Permanent | Paper | |
| BPZ-04-15 | Zoning Variance Case Files | 5 years after final decision rendered, provided no action pending | Paper | |
| COU-04-1 | Index to Council Minutes | Permanent | Paper | |
| COU-04-2 | Index to Ordinances/Resolutions | Permanent | Paper | |
| COU-04-3 | Ordinances | Permanent | Paper | |
| COU-04-4 | Reports to Council | Permanent | Paper | |
| COU-04-5 | Resolutions | Permanent | Paper | |
| ST-04-A1 | Aerial Photographs | Until superseded, then appraise for historical value | Paper | |
| ST-04-A2 | City Zoning Maps | Permanent | Paper | |
| ST-04-A3 | Contractor's Prevailing Wage Records | 5 years | Paper | |
| ST-04-A4 | Day Books | 3 years | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
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(unit)

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|---|---|-------------------|---|
| ST-04-A5 | Project Files (Contracts, specifications, change orders, progress reports, etc.) | 15 years after completion of project | Paper | |
| ST-04-A6 | Sanitary Sewer Records | Permanent | Paper | |
| ST-04-A7 | Special Assessment Records | 3 years after final payment, provided audited | Paper | |
| ST-04-B1 | Blueprints, Maps, and Plans | Life of Infrastructure, then appraise for historical value | Paper | |
| ST-04-B2 | Pesticide Application Records | 5 years | Paper | |
| ST-04-B3 | Street Lighting Assessment Records Petitions Pole Locations | Until Paid off 3 years Until updated | Paper | |
| FIN-04-A1 | Accounts Ledger | 5 years after last entry, provided audited | Paper | |
| FIN-04-A2 | Accounts Payable Record | 3 years, provided audited | Paper | |
| FIN-04-A2 | Accounts Payable Record | 3 years, provided audited | Electronic | |
| FIN-04-A3 | Accounts Receivable Ledger - General | 3 years, provided audited | Paper | |
| FIN-04-A3 | Accounts Receivable Ledger - General | 3 years, provided audited | Electronic | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C. |
| FIN-04-A4 | Accounts Receivable Ledger - Income Tax | 6 years | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
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(unit)

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|--|---|-------------------|--|
| FIN-04-A5 | Annual Appropriation Ordinances (copies) | 5 years | Paper | |
| FIN-04-A5 | Annual Appropriation Ordinances (copies) | 5 years | Electronic | |
| FIN-04-A6 | Annual Certificate of Estimated Resources | 7 years | Paper | |
| FIN-04-A7 | Annual Municipal Financial Report | Permanent | Paper | |
| FIN-04-A8 | Appropriation Ledger | 5 years, provided audited | Paper | <i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i> |
| FIN-04-A8 | Appropriation Ledger | 5 years, provided audited | Electronic | |
| FIN-04-A9 | Assessment Record | Until paid and audited | Paper | |
| FIN-04-A10 | Audit Reports Internal Federal/Auditor of State | 5 years 5 years | Paper | |
| FIN-04-A11 | Bank Deposit Records (Receipts, Reconciliation Slips, Statements, etc.) | 3 years provided audited | Paper | |
| FIN-04-A12 | Successful Bidder | Retain until acceptance of Performance Bond | Paper | |
| | Unsuccessful Bidder | Return until after project awarded | Paper | |
| FIN-04- | Bids - Successful | 15 years after completion of project | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
(political subdivision)

Administrator _____
(unit)

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|---|---|-------------------|--|
| FIN-04-A14 | Bids - Unsuccessful | 2 years after letting of the contract | Paper | |
| FIN-04-A15 | Block Grant Documentation | 5 years | Paper | |
| FIN-04-A16 | Canceled Checks | 3 years, provided audited | Paper | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.25 O.R.C. |
| FIN-04-A17 | Canceled Warrants | 3 years, provided audited | Paper | |
| FIN-04-A18 | Cash Books/Cash Reports | 3 years | Paper | |
| FIN-04-A18 | Cash Books/Cash Reports | 3 years | Electronic | |
| FIN-04-A19 | Cash Receipts and Disbursements | 3 years, provided audited | Paper | |
| FIN-04-A19 | Cash Receipts and Disbursements | 3 years, provided audited | Electronic | |
| FIN-04-A20 | Checking Account Statement | 3 years, provided audited | Paper | |
| FIN-04-A21 | Checks - Voided | Until Audited | Paper | |
| FIN-04-A22 | Computer Generated Financial Reports - Monthly, Quarterly, Semiannual | Until replaced by next printout or annual report is printed out | Paper | |
| FIN-04-A23 | Report of Cash Received | 3 years, provided audited | Paper | |
| FIN-04-A23 | Report of Cash Received | 3 years, provided audited | Electronic | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
(political subdivision)

Administrator
(unit)

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|-------------------------------------|---|-------------------|--|
| FIN-04-A24 | Deposit Refund Requests | Until deposit is funded and account audited | Paper | |
| FIN-04-A24 | Deposit Refund Requests | Until deposit is funded and account audited | Electronic | |
| FIN-04-A25 | Encumbrance and Expenditure Journal | 7 years, provided audited | Paper | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C. |
| FIN-04-A25 | Encumbrance and Expenditure Journal | 7 years, provided audited | Electronic | |
| FIN-04-A26 | General Ledger | 25 years | Paper | |
| FIN-04-A26 | General Ledger | 25 years | Electronic | |
| FIN-04-A27 | Insurance Policies | 2 years after expiration, provided all claims settled | Paper | |
| FIN-04-A28 | Investment Records | 3 years, provided audited | Paper | |
| FIN-04-A29 | Invoices and Supporting Documents | 3 years | Paper | |
| FIN-04-A30 | Pay-In Records | 3 years, provided audited | Paper | |
| FIN-04-A30 | Pay-In Records | 3 years, provided audited | Electronic | |
| FIN-04-01 | Performance Bonds | After project is successfully completed and accepted | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
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Administrator
(unit)

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|--|---|-------------------|---|
| FIN-04-A32 | Permits | 3 years, provided audited | Paper | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C. |
| FIN-04-A33 | Prevailing Wage Records | 3 years | Paper | |
| FIN-04-A34 | Purchase Orders Original Copies | 3 years Until no longer administratively necessary | Paper | |
| FIN-04-A34 | Purchase Orders | 3 years | Electronic | |
| FIN-04-A35 | Reconciliation Sheets, Bank Accounts | 3 years, provided audited | Paper | |
| FIN-04-A36 | Retirement System Payment/Records | Permanent | Paper | |
| FIN-04-A37 | Special Assessments | Until paid off and audited | Paper | |
| FIN-04-A38 | Surety Bonds of Officials or Employees | 10 years after termination of officer or employee | Paper | |
| FIN-04-A39 | Tax Abatement Records | Duration of the abatement plus 1 year | Paper | |
| FIN-04-A40 | Vouchers Original | 3 years, provided audited Until no longer administratively necessary | Paper | |
| | Copies | | Paper | |
| FIN-04-B1 | Accounts Receivable | 6 years | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
(political subdivision)

Administrator
(unit)

| (5) | (6) | (7) | (8) | (9) |
|-----------------|--|---------------------------|------------|--|
| Schedule Number | Record Title and Description | Retention Period | Media Type | For use by Auditor of State Or OHS-LGRP |
| FIN-04-B2 | Annual Summary of Cash Collected | 3 years, provided audited | Paper | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 C.R.C. |
| FIN-04-B3 | Business Income Tax Reconciliation Form | 6 years | Paper | |
| FIN-04-B4 | Closed Account | 6 years | Paper | |
| FIN-04-B5 | Control Sheet | 6 years | Paper | |
| FIN-04-B6 | Corporate Partnership Fiduciary Income Tax Return | 6 years | Paper | |
| FIN-04-B7 | Daily Posting Recapitulation | 3 years, provided audited | Paper | |
| FIN-04-B8 | Detailed Cash Receipt Record | 6 years | Paper | |
| FIN-04-B9 | Delinquent Accounts Records | Until paid and audited | Paper | |
| FIN-04-B10 | Declaration of Estimated Income Tax, Business and Individual | 6 years | Paper | |
| FIN-04-B11 | Final Return for the year | 6 years | Paper | |
| FIN-04-B12 | Individual's Tax Return | 6 years | Paper | |
| FIN-04-B13 | Quarterly Notice Installment Due | 6 years | Paper | |
| FIN-04-B14 | Quarterly Payment Statement | 6 years | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
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Administrator
(unit)

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|--|--|-------------------|--|
| FIN-04-B15 | Refund Voucher | 6 years | Paper | |
| FIN-04-B16 | Uncollectible Income Tax Accounts | 6 years | Paper | |
| POL-04-1 | Arrest Cards/Records (Non-Traffic) | 15 years | Paper | |
| POL-04-2 | Arrest Cards/Records (Traffic) | 10 years | Paper | |
| POL-04-3 | Arrest Cards/Records/Reports (Juvenile) | Until person turns 18 years of age or when expungement order received from a Court | Paper | |
| POL-04-4 | Arrest Reports (Adults) | 50 years | Paper | |
| POL-04-5 | Criminal Case Files (Felonies except Homicide) | 6 years, providing no action pending | Paper | |
| POL-04-6 | Criminal Case Files (Misdemeanors) | 2 years, providing no action pending | Paper | |
| POL-04-7 | Incident Log/Reports | 5 years | Paper | |
| POL-04-8 | Investigations | | | |
| | Homicide & Rape (excluding evidence) – Pending | Permanent | Paper | |
| | Homicide & Rape (including evidence) – Closed | 10 years after all appeals exhausted | Paper | |
| | Internal Affairs | 4 years | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
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Administrator
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| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|---|---|-------------------|--|
| LEG-04-1 | Case Files, Civil | 10 years, providing no action pending | Paper | |
| LEG-04-2 | Case Files, Criminal | 20 years, providing no action pending | Paper | |
| LEG-04-3 | City Property Files | Permanent | Paper | |
| LEG-04-4 | Deeds | Permanent | Paper | |
| LEG-04-5 | Easements | Permanent | Paper | |
| LEG-04-6 | Worker's Compensation Claims | 10 years after date of final payment | Paper | |
| PK-04-1 | Plans of Park Property | Permanent | Paper | |
| PK-04-2 | Shelter House Permits | 2 years | Paper | |
| PER-04-A1 | Application for PERS Refund or Waiver | Permanent | Paper | |
| PER-04-A2 | Employee Income Tax Withholding Certificate | 3 years after termination of employment, provided audited 6 years, provided audited | Paper | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C. |
| | Withholding Payment Record | | Paper | |
| PER-04-A3 | Employee Payroll Records | Continually updated until termination, then place into personnel file or enter data onto Employee History Card. | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
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| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|--|--|--------------------|--|
| PER-04-A4 | Employee Withholding Requests | Until replaced or revoked by employee | Paper | |
| PER-04-A5 | Leave Balances/Reports | | | |
| | Bi-weekly Report of Leave Use and Balances | Until incorporated in annual leave balances report | Paper | |
| | Annual employee leave use/balances report | 5 years | Paper | |
| | Annual leave use and balances by municipal unit Individual employee | 25 years Continually maintained and updated in personnel file. Purge 2 yrs after termination providing no outstanding balances. | Paper Paper | |
| PER-04-A6 | Payroll Journal/Record | 50 years | Paper | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C. |
| | Annual Cumulative Printout | | | |
| | Weekly/Monthly Payroll Journal | 3 years, provided audited and cumulative employee payroll data retained in personnel file. | Paper | |
| PER-04-A7 | Reports to Retirement System | 50 years | Paper | |
| PER-04-A8 | State Income Tax Report | 25 years | Paper | |
| PER-04-A9 | Tax Withholding Reports | 6 years, provided audited | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUANCE SHEET

From: Village of Grand Rapids
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| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|--|--|---------------------------------|--|
| PER-04-A10 | W-2 Forms | 6 years, provided audited | Paper | <i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i> |
| PER-04-A11 | W-4 Forms | Until superseded or employee terminates | Paper | |
| PER-04-B1 | Application for Employment Person Hired Person Not Hired Copies | Place in Personnel File Destroy after 2 years Until no longer administratively needed | Paper Paper Paper | |
| PER-04-B2 | Employee Performance Evaluation | 5 years | Paper | |
| PER-04-B3 | Employee Sick leave and Vacation Balances | Continually updated by fiscal office until employee terminates. Balances verified yearly and recorded in personnel file. | | |
| PER-04-B4 | Employee Time Cards/Sheets | 3 years | Paper | |
| PER-04-B5 | Employee Training Records | Place in Personnel File | Paper | |
| PER-04-B6 | Job/Position Descriptions | One year after superseded | Paper | |
| PER-04-B7 | Leave Requests - All types - Sick, Vacation, Overtime, etc. | 3 years provided balances journalized | Paper | |

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|------------------------|--|--|-------------------|--|
| PER-04-B8 | Letter of Appointment | Place in Personnel File | Paper | |
| PER-04-B9 | Letter of Resignation | Place in Personnel File | Paper | |
| PER-04-B10 | Personnel File/Records | Purge 2 years after employee leaves municipal 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 History Card. Retain OSHA related records 20 years. | Paper | |
| PER-04-B11 | Promotion Action | Place in Personnel File | Paper | |
| PER-04-B12 | Record of Disciplinary Action | 4 years | Paper | |
| WAWS-04-A1 | Applications for Service | Until Service Terminated | Paper | |
| WAWS-04-A2 | Application for Water or Sewer Tap Permits | 1 year after final decision rendered | Paper | |
| WAWS-04-A3 | Curb Box Location Records | Permanent | Paper | |
| WAWS-04-A4 | Customer Meter Reader Cards | 2 years | Paper | |
| WAWS-04-A5 | Meter and Valve Location Record | Permanent | Paper | |

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| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|------------------------|---|---|-------------------|--|
| WA/WS-04-A6 | Meter Reading Records | 4 years | Paper | |
| WA/WS-04-A7 | Meter Test Records | 3 years | Paper | |
| WA/WS-04-A8 | Monthly Account Register | 10 years | Paper | |
| WA/WS-04-A9 | Monthly Collection Report | 3 years, provided audited | Paper | |
| WA/WS-04-A10 | Property Records (Deeds, Right-of-ways, Annexations, Vacations Easements) | Permanent | Paper | |
| WA/WS-04-A11 | Rate Schedules | Until Superseded | Paper | |
| WA/WS-04-A12 | Security Deposit Records | Until refunded to Depositor | Paper | |
| WA/WS-04-A13 | Sewer Rent Records | 3 years, provided audited | Paper | |
| WA/WS-04-A14 | Sewer/Water Billing Stubs | 3 years, provided audited | Paper | |
| WA/WS-04-A15 | Shut-off Lists | 3 years | Paper | |
| WA/WS-04-A16 | Suspense Account Record | Until account settled, provided audited | Paper | |
| WA/WS-04-A17 | Water and Sewer Receipt Books | 2 years, provided audited | Paper | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.25 O.R.C. |
| WA/WS-04-A18 | Water and Sewer Tap Records | Permanent | Paper | |

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| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State Or OHS-LGRP |
|---------------------------|--|-------------------------|----------------------|---|
| WAWS-04-A19 | Water Main Location Records | Permanent | Paper | |
| WAWS-04-A20 | Water Usage Reports | 3 years | Paper | |
| WAWS-04-B1 | Analytical Data/Chemical Analysis/Monitoring Records/EPA Reports/Water Quality Reports, Operating Logs/Monthly Reports - all types | 10 years | Paper | |
| WAWS-04-B2 | Flow Charts - Fluids | 5 years | Paper | |
| WAWS-04-B3 | Laboratory Testing Records | 5 years | Paper | |
| WAWS-04-B4 | Monthly Laboratory Testing Summary Reports | 25 years | Paper | |