



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

*amended
7/20/2023
BOW*

Section A: Local Government Unit

City of Lorain, Ohio

Public Property Department

(Local Government Entity)

(Unit)

Lori Garcia

Lori Garcia

Public Property Manager

7/20/2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

440.204.2002

(Telephone Number)

200 W. Erie Ave.

Lorain

44052

Lorain

(Address)

(City)

(Zip Code)

(County)

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

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

[Signature]

7/20/2023

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Lorain, Ohio

Public Property Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PP-001	Accident Reports – Damage to vehicle or property	6 years w/ no action pending	Paper		<input type="checkbox"/>
PP-002	Activity Reports – Daily work orders & weekly callouts	3 years	Paper		<input type="checkbox"/>
PP-003	Delivery / Packing Slips	2 years	Paper		<input type="checkbox"/>
PP-004	Fuel Usage Records	3 years	Paper		<input type="checkbox"/>
PP-005	Invoices	3 years	Paper		<input type="checkbox"/>
PP-006	Parks Pavilion & Field Permits	2 years	Paper		<input type="checkbox"/>
PP-007	Pesticide Application Records	5 years	Paper		<input type="checkbox"/>
PP-008	Purchase Orders (copies)	3 years	Paper		<input type="checkbox"/>
PP-009	Receipt Books	3 years	Paper		<input type="checkbox"/>
PP-010	Vouchers (copies)	3 years	Paper		<input type="checkbox"/>
PP-011	Employee Time Cards	3 years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>