

**RECORDS COMMISSION MEETING AGENDA
NOVEMBER 13, 2019 AT 9 A.M.**

- ROLL CALL** Trevor Hayberger, Sally Martin, Steve Sturgill,
Eric Wobser & Kelly Kresser
- APPROVAL OF MINUTES** February 7, 2019
- CURRENT BUSINESS** RC-2 – Schedule of Records Retention
- Law Department
 - Commission Clerk
- RC-3 – Records Disposal
- Law Department
 - Commission Clerk
 - City Manager's Office
- OLD BUSINESS**
- NEW BUSINESS**
- NEXT MEETING** (Proposed) Wednesday, April 8 at 9 a.m.
- ADJOURN**

**CITY OF SANDUSKY
RECORDS COMMISSION MEETING
THURSDAY, FEBRUARY 7, 2019**

Kelly Kresser called the meeting to order at 8:05 a.m. with the following members in attendance: Trevor Hayberger, Hank Solowiej, Eric Wobser, Stephen Sturgill and Kelly Kresser.

APPROVAL OF MINUTES

Upon motion of Trevor Hayberger and second of Hank Solowiej, the members voted to approve the minutes of the October 25, 2018, Records Commission meeting. Kelly Kresser declared the motion passed.

CURRENT BUSINESS

Upon motion of Eric Wobser and second of Stephen Sturgill, the members voted to approve the RC-3 Certificates of Records Disposal forms for the Law Department, Division of Code Enforcement, Division of Building and Division of Engineering.

Discussion: Kelly Kresser said departmental Records Custodians continue to go through their respective records and prepare their RC-3 Certificates of Records Disposal forms to dispose of as many records as possible prior to the relocation of City Hall. All of the records on these Certificates meet the RC-2 Retention Schedules and have been prepared for disposal.

There being no further discussion, Kelly Kresser declared the motion passed.

OLD BUSINESS

None.

NEW BUSINESS

Kelly Kresser said she recently sent information from the **Ohio History Connection to all Records Custodians regarding training opportunities.** She asked if employees of the Sandusky School System may be interested **jointly hosting a training session** and will work with Stephen Sturgill to see if this can be scheduled for SCS and city employees.

The next Records Commission meeting was scheduled for April 11, 2019 at 9 a.m.

ADJOURNMENT

Upon motion of Hank Solowiej and second of Eric Wobser, the members voted to adjourn at 8:20 a.m.

APPROVED:

ATTEST:

Eric Wobser/Chairperson

Kelly Kresser, Clerk/Member



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

Section A: Local Government Unit

City of Sandusky

Law Department

(Local Government Entity)

(Unit)

Trevor M. Hayberger

Law Department

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission (Kelly Kresser)

419-627-5850

(Telephone Number)

240 Columbus Avenue

Sandusky

44870

Erie

(Address)

(City)

(Zip Code)

(County)

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

kkresser@ci.sandusky.oh.us

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

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Sandusky****Law 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
19-00001-L	General Directives, Policies, Procedures, Rules & Regulations	2 Years After Revised, Superseded, or Discontinued and No Longer of Administrative or Legal Value	Multi		<input type="checkbox"/>
19-00002-L	Ohio Public Records Compliance File (RC-1, RC-2 or RC-3 forms)	25 Years After Revised, Superseded or Discontinued and No Longer of Administrative or Legal Value	Paper		<input type="checkbox"/>
19-00003-L	Public Records Requests	1 Year and No Longer of Administrative or Legal Value	Paper		<input type="checkbox"/>
19-00004-L	Correspondence – Executive This includes correspondence of the Law Director and Assistant Law Directors dealing with significant aspects of the administration of the Law Department. Correspondence includes information concerning City and Department policies, programs, fiscal and personnel matters and correspondence with the City Commission.	5 Years and No Longer of Administrative or Legal Value	Multi		<input type="checkbox"/>
19-00005-L	Correspondence – General This includes both internal and external correspondence, correspondence from various individuals, companies, organizations pertaining to the City and/or Law Department. This correspondence is informative and does not attempt to influence City or Department policy.	2 Years and No Longer of Administrative Value	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Sandusky

Law 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
19-00006-L	Correspondence – Routine This includes referral letters, requests for routine information or publications provided to the public by the City or Law Department typically answered by form letters.	1 Year and No Longer of Administrative Value	Multi		<input type="checkbox"/>
19-00007-L	Correspondence – Unsolicited Mail and E-Mail (anonymous / libelous letters, groundless complains, sales materials, transitory messages, informational brochures, etc.)	Retain Until No Longer of Administrative or Legal Value, Then Destroy (RC-3 Not Required)	Multi		<input type="checkbox"/>
19-00008-L	Electronic Mail	Retain E-mail that has a significant Administrative, Fiscal, Legal or Historical Value – Maintain According to Content (Refer to RC-2) – Erase E-mail that has No Significant Value	Multi		<input type="checkbox"/>
19-00009-L	Transient Documents This includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu of oral communications	Retain Until No Longer of Administrative or Legal Value, Then Destroy (RC-3 Not Required)	Multi		<input type="checkbox"/>
19-00010-L	Copies (Reading, Information & Reference)	Retain Until No Longer of Administrative Value, then Destroy (RC-3 Not Required)	Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Sandusky****Law 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
19-00011-L	Drafts and Informal Notes	Retain Until No Longer of Administrative Value, then Destroy (RC-3 Not Required)	Multi		<input type="checkbox"/>
19-00012-L	Bulletins, Posters, General Notices & Displays	Retain Until No Longer of Administrative Value, then Destroy (RC-3 Not Required)	Paper		<input type="checkbox"/>
19-00013-L	Blank Forms	Retain Until Obsolete or Superseded, then Destroy (RC-3 Not Required)	Multi		<input type="checkbox"/>
19-00014-L	Agency Awards, Newspaper Articles, Photographs	Permanent Appraise for Historical Value	Multi		<input type="checkbox"/>
19-00015-L	Professional & Trade Magazines, Newsletters & Publications	Retain Until No Longer of Administrative Value, then Destroy (RC-3 Not Required)	Paper		<input type="checkbox"/>
19-00016-L	Professional Organizations & Association Files	1 Year and No Longer of Administrative Value	Paper		<input type="checkbox"/>
19-00017-L	General Administrative Files	Until No Longer of Administrative Value	Paper		<input type="checkbox"/>
19-00018-L	News & Press Releases	3 Years	Paper		<input type="checkbox"/>
19-00019-L	Annual Departmental Budget (final copy)	3 Years (Provided Audited)	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Sandusky****Law 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
19-00020-L	Annual Department Budget Preparation Documents & Worksheets - Monthly Expense Reports	Until No Longer of Administrative or Fiscal Value then destroy (RC-3 not required)	Paper		<input type="checkbox"/>
19-00021-L	Annual Departmental Report	5 Years	Multi		<input type="checkbox"/>
19-00022-L	Lists / Rosters / Informational Directories Containing Employee Contact Information	Continually Updated, Revised, Completed, Superseded or Erased	Multi		<input type="checkbox"/>
19-00023-L	Time Detail Sheets	3 Years	Paper		<input type="checkbox"/>
19-00024-L	Training Materials	Retain Until No Longer of Administrative or Legal Value	Multi		<input type="checkbox"/>
19-00025-L	Travel Expense Records	3 Years	Paper		<input type="checkbox"/>
19-00026-L	Equipment Maintenance Records and Operating Manuals	Life of Equipment	Multi		<input type="checkbox"/>
19-00027-L	Reference Publications & Directories	Until Revised or Discontinued	Multi		<input type="checkbox"/>
19-00028-L	Laws, Regulations & Rules (Local, County, State & Federal)	1 Year After Revised or Rescinded	Paper		<input type="checkbox"/>
19-00029-L	Computer Generated Reports (Non- Specific) – Administrative & Financial(Annual & Periodic)	Retain Until No Longer of Administrative or Fiscal Value, then Destroy (RC-3 Not Required)	Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Sandusky****Law 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
19-00030-L	FAAS – Fixed Asset Inventory	10 Years (Provided Audited)	Paper		<input type="checkbox"/>
19-00031-L	Materials Safety Data Sheets (MSDS)	Until Obsolete, or Superseded, then Destroy (RC-3 Not Required)	Paper		<input type="checkbox"/>
19-00032-L	Mailing Lists including Business Card Files, Rolodex, and applicable Software Files	Until Obsolete or Superseded, then Destroy (RC-3 Not Required)	Paper		<input type="checkbox"/>
19-00033-L	Planning & Scheduling Display Boards (Dry & Wipe)	Continually Updated, Revised or Erased (RC-3 Not Required)	Display Boards		<input type="checkbox"/>
19-00034-L	Appointment Books, Planners, Schedulers & Calendars	Until No Longer of Administrative Value, then Erase or Destroy (RC-3 Not Required)	Multi		<input type="checkbox"/>
19-00035-L	Facsimile (Fax) – Cover Sheets and Confirmation Notes	Maintained until no longer of Administrative, Fiscal, Legal or Historical Value	Paper		<input type="checkbox"/>
19-00036-L	Facsimile (Fax) – Substance	Retain According to Content	Paper		<input type="checkbox"/>
19-00037-L	Purchase Orders (copy)/ Invoices & Statements (Department Copy)	3 Years (Provided Audited)	Paper		<input type="checkbox"/>
19-00038-L	State & Federal Grant Applications – Not Funded	1 year After Decision Rendered	Paper		<input type="checkbox"/>
19-00039-L	State & Federal Grants – Funded	6 Years After Expiration of Grant (Provided Audited)	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Sandusky

Law 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
19-00040-L	Voice Mail, Text Messages, Electronic Recordings & Data	Erase or Delete when No Longer of Administrative Value, then Destroy (RC-3 Not Required)	Multi		<input type="checkbox"/>
19-00041-L	Legal Opinions from the Office of the Law Director	15 Years Appraise or Legal Value	Paper		<input type="checkbox"/>
19-00042-L	Civil Case Files	10 Years After Final Decision Rendered and No Actions or Appeals Pending	Paper		<input type="checkbox"/>
19-00043-L	Claims for Damages / Settlements	3 Years After Case Settled and all Appeals Exhausted	Paper		<input type="checkbox"/>
19-00044-L	Continuing Education Certifications / Class / Seminar / Training attendance Records	Place copy in Individual's Personnel File	Paper		<input type="checkbox"/>
19-00045-L	Legal Research	Until No Longer of Administrative or Legal Value	Multi		<input type="checkbox"/>
19-00046-L	Pending Litigation List	Continually Updated & Revised	Paper		<input type="checkbox"/>
19-00047-L	Litigation Updates – to City Commission & City Manager	5 Years	Multi		<input type="checkbox"/>
19-00048-L	Prosecutor Criminal Files – Misdemeanors	2 Years After Final Decision Rendered and No Actions or Appeals Pending	Electronic		<input type="checkbox"/>
19-00049-L	Prosecutor Criminal Files – Felonies (Bound Over to Common Pleas Court)	Until No Longer of Administrative or Legal Value	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Sandusky****Law 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
19-00050-L	Prosecutor Criminal Files – Felonies Dismissed – Municipal Court Level	Until No Longer of Administrative or Legal Value	Electronic		<input type="checkbox"/>
19-00051-L	Prosecutor Forms Requesting the Filing of Criminal Charges	2 Years After Decision by Prosecutor and No Action Pending	Paper		<input type="checkbox"/>



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

Section A: Local Government Unit

City of Sandusky	City Commission Clerk’s Office
(Local Government Entity)	(Unit)
Kelly Kresser	Commission Clerk
(Signature of Responsible Official)	(Date)
(Name)	(Title)
	11.1.19

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

	Records Commission	419.627.5850
240 Columbus Avenue	Sandusky	44870
(Address)	(City)	(Zip Code)
		(Telephone Number)
		Erie
		(County)

To have this form returned to the Records Commission electronically, include an email address:
kkresser@ci.sandusky.oh.us

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

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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.

(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
2019-001	Community Relations Commission documents/Agendas and Minutes	Five years	Paper & Electronic		<input type="checkbox"/>
2019-002	Public Arts & Culture Commission documents/Agendas and Minutes	Five years	Paper & Electronic		<input type="checkbox"/>
2019-003	Community Relations Commission documents/informal notes	After approval of Minutes (No RC-3 required)			<input type="checkbox"/>
2019-004	Public Arts & Culture Commission documents/informal notes	After approval of Minutes (No RC-3 required)			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
					<input type="checkbox"/>



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

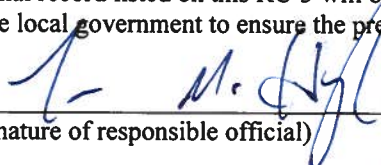
If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Sandusky	Law Department	Paige Doster	419-627-5852	Service Center
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
240 Columbus Avenue	Sandusky	44870	Erie	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Law Director	419-627-5852
(signature of responsible official)	(title)	(telephone number)

To have this form returned to the Records Commission electronically, include an email address: pdoster@ci.sandusky.oh.us and kkresser@ci.sandusky.oh.us

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC- 2 was approved by the Records Commission			From	To		
Civil Case Files	00-00036	6/28/06	Paper (7 Boxes)	None	1987	1997	12/13/19	



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 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

For State Archives – LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
If YES, attach copy of transfer form		

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Sandusky	City Commission office	Kelly Kresser	419.627.5850	City Hall
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
240 Columbus Avenue	Sandusky	44870	Erie	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Commission Clerk	419.627.5850
(Signature of Responsible Official)	(Title)	(Telephone number)

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

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.

(1) Records Series Title	(2) Authorization for Disposal	(3) Media Type To be destroyed	(4) Media Type To be retained	(5) Inclusive Dates of Records	(6) Proposed date of destruction	(7) For LGRP use
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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(Political Subdivision Name)

(Unit)

	Schedule Number	Date the RC-2 was approved by the Records Commission		(if any)	From	To	(15 business days from receipt by LGRP)	
Original Resolutions	2017-027	4.27.17	Paper	Journal Books	2016 – 2018		January, 2020	
Original Ordinances	2017-028	4.27.17	Paper	Journal Books	2016 – 2018		January, 2020	
Affidavits, legal advertisements	2017-031	4.27.17	Paper	None	2014		January, 2020	
Routine correspondence	2017-0004	4.27.17	Paper	None	2014 – 2018		January, 2020	
Purchase Requisitions	2017-016	4.27.17	Paper	None	2012 – 2017		January, 2020	
Electronic recordings of City Commission meetings	2017-021	4.27.17	Electronic	Approved minutes (paper)	2018 – October, 2019		January, 2020	



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

For State Archives - LGRP Use Only
Date Received:
Date Reviewed:
Items requested for transfer: YES NO
If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) - Part 1

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

City of Sandusky City Manager's Office Leslie Mesenburg 419-627-5846 City Manager's Office
(Local Government Entity) (Unit) (Contact Person) (Telephone Number) (Location of Records)
240 Columbus Avenue Sandusky 44870 Erie
(Address) (City) (Zip Code) (County) (Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Records Retention Schedules (RC-2) listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Leslie Mesenburg Executive Assistant 419-627-5846
(Signature of Responsible Official) (Title) (Telephone number)

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

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

City of Sandusky
 (Political Subdivision Name)

City Manager's Office
 (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Correspondence – Erie County Commissioners and Office of the City Manager	00-00055		Paper	N/A	1.1.2012 – 12.31.2012			
2012 Requisition for Purchase Orders/Purchase Orders/Invoices & Statements (Department Copy)	00-00031		Paper	N/A	1.1.2012 - 12.31.2012			
2015 Requisition for Purchase Orders/Purchase Orders/Invoices & Statements (Department Copy)	00-00031		Paper	N/A	1.1.2015 – 12.31.2015			
2015 Annual Department Budget (Copy)	00-0017		Paper	N/A	1.1.2015 – 12.31.2015			
2015 Annual Departmental Budget Preparation Documents & Worksheets	00-00018		Paper	N/A	1.1.2015 – 12.31.2015			