



OHIO HISTORY CONNECTION

AUGUST 30 2022

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

City of Centerville, 100 W. Spring Valley Rd., Centerville, Ohio 45458 General Citywide Schedule

(local government entity) _____ (unit) _____ 8/30/2022
 _____ City Manager Wayne S. Davis _____ City Manager
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Centerville Records Commission (937) 433-7151

(telephone number)

100 W. Spring Valley Rd., Centerville 45458 Montgomery
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: wdavis@centervilleohio.gov

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.

- City Manager Wayne S. Davis _____ 8/30/2022
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Amy Czubak Digitally signed by Amy Czubak Government Records Archivist 9/1/2022
 Signature Date: 2022.09.01 12:40:18 -04'00' Title Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks _____ _____
 Signature Date: 2022.09.06 10:03:19 -04'00' 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.**



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of Centerville

(local government entity)

General Citywide Schedule

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
CW-001	Correspondence, Executive Correspondence of the City Manager and executive staff dealing with significant aspects of the administration of the office. This correspondence includes information concerning the office policies, programs, fiscal and personnel matters.	3 years and no longer of an administrative value	Multiple	
CW-002	Correspondence, General Internal and external correspondence; also correspondence requesting information pertaining to the City of Centerville and other miscellaneous inquiries. This correspondence is informative and does not attempt to influence the policies of the office.	1 year and no longer of an administrative value	Multiple	
CW-003	Correspondence, Routine Includes unsolicited mail, email, notes and other limited records that serve to convey information of temporary importance in lieu of direct oral communication -Transient Record	Retain until no longer of an administrative value	Multiple	
CW-004	Annual Department Budget Pre-Documents and Worksheets	3 years after final budget approved	Multiple	
CW-005	Applications/Special Use Permits (Parks, Mobile Food, Events, Solicitation, etc)	4 years	Electronic	
CW-006	Audio/Video/Digital Recording except when specifically scheduled -Transient Record	Until no longer of an administrative or legal value	Electronic	



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CW-007	Awards, Newspaper Articles, Clippings, Scrapbooks and Photographs not specifically scheduled -Transient Record	Until no longer of an administrative or legal value	Multiple	
CW-008	Blank Forms -Transient Record	Until revised, obsolete or superseded)	Multiple	
CW-009	Bulletins, Posters and General Notices -Transient Record	Retain until no longer of an administrative value	Multiple	
CW-010	Business Cards and Rolodex Files -Transient Record	Until obsolete or superseded	Multiple	
CW-011	Calendars, Appointment Books, Schedules, Organizers, Planners -Transient Record	Continually updated, revised or erased	Multiple	
CW-012	Cellular Reports and Use Records -Transient Record	31 days if no longer of administrative or fiscal value	Multiple	
CW-013	City Manager's Report, Electronic Newsletters	2 years and appraise for historic value	Multiple	
CW-014	Contracts	8 years after expired or terminated	Paper file until converted to electronic	
CW-015	Copies – all media and documents -Transient Record	Until no longer of an administrative value	Multiple	
CW-016	Drafts and Informal Notes -Transient Record	Until no longer of an administrative value	Multiple	



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CW-017	E-Mail -Transient Record	Retain e-mail that has a significant administrative, fiscal or legal value and file as correspondence. Delete e-mail when no longer of an administrative value.	Electronic	
CW-018	Equipment – Operation and Maintenance Repair Records	Until no longer owned by the city	Multiple	
CW-019	General Administrative Files -Transient Record	Until no longer of an administrative or fiscal value	Multiple	
CW-020	Grant Files – Applications, Awards, Expenditure Documents	5 years after 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
CW-021	Information on Display Boards, Erasable/Dry-Erase Boards and Easel Pads -Transient Record	Continually updated, revised or erased; destroy when no longer of an administrative value	Multiple	
CW-022	Leave Requests – All Types	3 years and no longer of an administrative or fiscal value	Multiple	
CW-023	Legal Opinions	Permanent	Paper file until converted to electronic	RC-3 Required
CW-024	Personal Service Contracts and Agreements	6 years after expiration	Multiple	
CW-025	Presentations at Public Meetings	2 years	Electronic	
CW-026	Professional Magazines, Publications and Reference Materials - Transient Record	Until no longer of an administrative value	Multiple	
CW-027	Professional Organization and Association Files	1 year and no longer of an administrative value	Multiple	



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CW-028	Reference Publications and Directories -Transient Record	Until revised, superseded or obsolete	Multiple	
CW-029	Reports Generated, Administrative and Financial, Non-Specific -Transient Record	Until no longer of an administrative or physical value	Multiple	
CW-030	Reports Generated, Administrative and Financial, Non-Specific -Annual	1 year	Multiple	
CW-031	Request for Proposals / Invitations to Bid	2 years	Paper file until converted to electronic	
CW-032	Rosters/Lists-All Types -Transient Record	Continually maintained and updated	Multiple	
CW-033	Settlement Agreements	Permanent	Paper file until converted to electronic	RC-3 Required
CW-034	Social Media Content	Continually updated, revised or superseded	Electronic	
CW-035	Special Events Planning and Implementation Materials	Until no longer of an administrative value	Multiple	
CW-036	Surveys and Questionnaires -Transient Record	Until no longer of an administrative value	Multiple	
CW-037	Text Messages - Transient Record	Retain texts that have a significant administrative, fiscal or legal value and file as correspondence. Delete when no longer of an administrative value.	Electronic	
CW-038	Town Crier	Retain 1 hard copy permanently	Multiple	



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CW-039	Training Materials – All Media -Transient Record	Until obsolete, superseded or no longer of an administrative value	Electronic	
CW-040	Training Records	5 years	Paper	
CW-041	Voicemail messages and recordings -Transient Record	Until no longer of an administrative value	Electronic	
CW-042	Website Content (Text, Pictures, Streaming Video, Audio, Publications, Files, Documents, PDFs, Presentations, etc.) -Transient Record	Continually updated, revised or superseded. Destroy when no longer of an administrative value	Electronic	
CW-043	Yearly Goals and Objectives	6 years	Multiple	