



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

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

Clerk of Council

(local government entity)

(unit)

8/22/2022

Teri Davis

Teri Davis

Clerk of Council

(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 Road

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.

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

Date: 2022.09.01 12:47:09

-04'00'

Government Records Archivist

9/1/2022

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.

Meeks

Date: 2022.09.06 10:05:17 -04'00'

Signature

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.**



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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of Centerville

Clerk of Council

(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 OHS-LGRP
CC-001	Annexation Files	Permanent	Paper file until converted to electronic	RC-3 Required
CC-002	Annual City Budget	Permanent	Paper file until converted to electronic	RC-3 Required
CC-003	Applications for Boards and Commissions -Transient Record	2 years after no longer serving	Paper file until converted to electronic	
CC-004	Approved Council Minutes	Permanent	Multiple	RC-3 Required
CC-005	Approved Meeting Minutes from Boards and Commissions	Permanent	Electronic	RC-3 Required
CC-006	Attendance Sheets – Public at City Council	2 years	Paper file until converted to electronic	
CC-007	Audio Recordings - Transient Record	1 year	Electronic	
CC-008	Board of Elections (Petitions and Referendums, Election certifications)	Permanent	Multiple	RC-3 Required
CC-009	Centerville Charter Review Commission – Reports and Correspondence	Permanent	Paper file until converted to electronic	RC-3 Required
CC-010	City-owned Property Files	Permanent	Paper file until converted to electronic	RC-3 Required
CC-011	Council Meeting Agendas	2 years	Electronic	



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CC-012	Council Member's Files	Term of Office	Paper file until converted to electronic	<div style="text-align: center; border: 1px solid black; padding: 2px; color: blue; font-weight: bold;">RC-3 Required</div> <p style="font-size: small; margin-top: 20px;">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</p> <div style="text-align: center; border: 1px solid black; padding: 2px; color: blue; font-weight: bold;">RC-3 Required</div> <div style="text-align: center; border: 1px solid black; padding: 2px; color: blue; font-weight: bold;">RC-3 Required</div>
CC-013	Deeds and Easements	Permanent	Multiple	
CC-014	Drafts/Notes (including Agendas, Minutes, Attendance and Voting Sheets)	Until official minutes are approved	Paper file until converted to electronic	
CC-015	Legal Advertisements and Public Hearing Notices	5 years	Paper file until converted to electronic	
CC-016	Licenses, Permits, Certifications for Trademarks and Logos	Until expired	Paper file until converted to electronic	
CC-017	Litigation Files	7 years after case settled or terminated and all appeals are exhausted	Paper file until converted to electronic	
CC-018	Marriage Certificate Copies	5 years after audited, provided certificate sent to Probate Court	Paper file until converted to electronic	
CC-019	Mayor's Correspondence	3 years	Multiple	
CC-020	Meeting Notices and Agendas - Boards and Commissions	1 year	Electronic	
CC-021	Oaths and Ethics of Elected and Appointed Officials	10 years after leaving office	Paper file until converted to electronic	
CC-022	Ohio Public Records Compliance Files	25 years after revised, superseded or discontinued and no longer of an administrative value	Electronic	
CC-023	Ordinance - Originals	Permanent	Multiple	
CC-024	Ordinance Record	Permanent	Electronic	
CC-025	Petitions (non-ballot measures)	5 years	Paper until converted to electronic	



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CC-026	Proclamations	2 years	Paper file until converted to electronic	
CC-027	Records Requests and Log	2 years	Electronic	
CC-028	Resolutions - Originals	Permanent	Multiple	RC-3 Required
CC-029	Resolution Record	Permanent	Electronic	RC-3 Required
CC-030	Special Reports (i.e., State of the City Reports)	5 years	Paper file until converted to electronic	
CC-031	Street Files (Vacations, Dedications, Naming)	Permanent	Multiple	RC-3 Required
CC-032	Studies and Reports (Commissioned by Council-Private Consultation)	Until no longer of an administrative value	Multiple	
CC-033	Subdivision Files	Permanent	Paper file until converted to electronic	RC-3 Required
CC-034	Subject and Administrative Files	5 years	Paper file until converted to electronic	
CC-035	Traffic Control Orders	Permanent	Electronic	RC-3 Required