



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 | | Finance | |
| (local government entity) | | (unit) | 8/22/2022 |
| <u>Tyler Roark</u> | <u>Tyler Roark</u> | <u>Finance Director</u> | |
| (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 |
| (address) | (city) | (zip code) |
| | | Montgomery |
| | | (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.

| | |
|------------------------------------|------------------|
| <u>City Manager Wayne S. Davis</u> | <u>8/30/2022</u> |
| Records Commission Chair Signature | Date |

Section C: Ohio Historical Society - State Archives

| | | | |
|-------------------|---|-------------------------------------|-----------------|
| Amy Czubak | Digitally signed by Amy Czubak Date: 2022.09.01 12:43:19 -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 10:12:19 -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

Finance

(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 |
|---------------------------|---|---|--|--|
| FI-001 | Accident Records (MVRMA) | 3 years | Electronic | <div style="border: 1px solid black; padding: 5px; display: inline-block;">RC-3 Required</div> |
| FI-002 | Account Payable Detail (Check Copies, Invoices, Purchase Orders, Waste Dumping Tickets) | 3 years | Electronic | |
| FI-003 | Account Payable Reports (Final Disbursement List, G/L Transactions, Final Disbursement Register) | 3 years | Electronic | |
| FI-004 | Audit Reports | 5 years | Paper file until converted to electronic | |
| FI-005 | Bids – Successful (with exception of Public Works) | 8 years after completion or termination | Paper file until converted to electronic | |
| FI-006 | Bids – Unsuccessful (with exception of Public Works) | 2 years | Paper file until converted to electronic | |
| FI-007 | Bond Register (Record of bonds canceled and coupons redeemed since 1939) | Permanent | Paper file until converted to electronic | |
| FI-008 | Bonds and Coupons | 3 years provided audited | Paper file until converted to electronic | |
| FI-009 | Budget Worksheets and Detail | 3 years | Paper file until converted to electronic | |
| FI-010 | Canceled Checks (Checks and bank statements, slips, etc. for bills paid) | 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



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| FI-011 | Check Register/Journal (Chronological record of checks issued; also in ledger) | 3 years provided audited | Electronic | |
| FI-012 | Employee and Officials Bonds (Performance bond applications for employment/appointment) | 10 years | Paper file until converted to electronic | |
| FI-013 | Fiscal Records: Ledgers, Account Books, Quarterly Reports, Statistical Reports, Work Papers | 3 years | Paper file until converted to electronic | |
| FI-014 | Finance Statement Work Papers (GAAP Work Papers, Audit Schedules, etc.) | 5 years | Paper file until converted to electronic | |
| FI-015 | General Ledger Reports – Annual (Fund Balance Report, Revenue Report, Expense Report) | 25 years | Paper file until converted to electronic | |
| FI-016 | General Ledger Reports – Monthly (Fund Balance Report, Revenue Report, Expense Report) | 3 years | Paper file until converted to electronic | |
| FI-017 | Inventory of Fixed Assets | 10 years | Paper file until converted to electronic | |
| FI-018 | Investment Records (Record of Investments, Deposits, Notes, etc.,) | Three years provided audited | Paper file until converted to electronic | |
| FI-019 | Payroll Record (Ledger of payment for all City payroll). | 40 years | Paper file until converted to electronic | |
| FI-020 | Payroll Sheets (Time Sheets, Time Cards, etc.) | 3 years provided audited | Paper file until converted to electronic | |
| FI-021 | Performance Bonds after Project | After project successfully completed and accepted | Paper file until converted to electronic | |
| FI-022 | Petty Cash Records | 3 years | Paper file until converted to electronic | |



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|---------------|---|-----------------------------------|---|--|
| FI-023 | PERS and Pension Fund Reports | 40 years | Paper file until converted to electronic | |
| FI-024 | Receipt Detail (Pay-Ins, Check Copies, Supporting Documentation, Electronic Deposits) | 3 years provided audited | Paper until converted to electronic | |
| FI-025 | Sales Tax Records (monthly calculation) | 3 years | Electronic | |
| FI-026 | Special Assessment Records | Until paid off and audited | Paper file until converted to 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