



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

AUG 20 2021

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

Human Resources

(local government entity)

(unit)

8/19/2021

Jennifer McCormick

Jennifer McCormick

Human Resources 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 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 Davis

8/19/2021

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Local Government Records Archivist

9/7/2021

Signature

Title

Date

Section D: Auditor of State

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

Human Resources

(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
HR-001	Accident/Injury Records – including PERRP Records	5 years	Paper until converted to electronic	
HR-002	Benefit Records – Employee Benefit Committee correspondence, benefit cooperative correspondence	2 years	Paper until converted to electronic	
HR-003	Bureau of Workers Compensation Claims	10 years after date of final payment	Paper until converted to electronic	
HR-004	Court Records for Payroll Deductions	2 years after employment	Paper until converted to electronic	
HR-005	Driving Records	2 years	Paper until converted to electronic	
HR-006	Employee Records – Personnel Files	Permanent	Paper until converted to electronic	
HR-007	Employee Records – Confidential Files	Permanent	Paper until converted to electronic	
HR-008	Employee Records – Medical Files	2 years after employment	Paper until converted to electronic	
HR-009	Employee Wellness Files -Transient Record	Until no longer of an administrative or fiscal value	Paper until converted to electronic	
HR-010	Employee Safety Program Committee correspondence, program notes, memos	2 years	Paper until converted to electronic	



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HR-011	Federal Equal Employment Opportunity Commission (EEOC) Records and Documentation	4 years	Paper until converted to electronic	
HR-012	Grievance Records (including Personnel Appeals Board records)	7 years after resolved or employment ends, whichever is longest	Electronic	
HR-013	I-9 Documents	3 years after employment	Paper until converted to electronic	
HR-014	Litigation Files	7 years after case is settled or terminated and all appeals are exhausted	Paper until converted to electronic	
HR-015	Payroll Deduction Forms	Until superseded, obsolete or employment terminated	Paper until converted to electronic	
HR-016	Personnel Manual and Policies	Until superseded	Paper until converted to electronic	
HR-017	Position Classifications (Descriptions, Classifications)	1 year after superseded	Paper until converted to electronic	
HR-018	Pre-Employment Background Checks (those HIRED)	Permanent	Electronic	
HR-019	Pre-Employment Background Checks (those NOT HIRED)	2 years	Electronic	
HR-020	Recruitment and Selection Records: Advertisements, Announcements, Applications for Employment, Resumes, Test Results and Letters to people not hired	2 years	Paper until converted to electronic	
HR-021	Secondary Employment Records	Until obsolete, superseded or no longer of an administrative value	Paper until converted to electronic	



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HR-022	Unemployment Compensation Records	4 years after date of final payment	Paper until converted to electronic	
HR-023	United Way Campaign Records	1 year	Paper until converted to electronic	
HR-024	Wage and Benefit Surveys	Until no longer of an administrative value	Paper until converted to electronic	