



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

Public Works – Administration

(local government entity)

Pat Turnbull

Pat Turnbull

(unit)

Public Works Director

8/22/2022

(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.

8/30/2022

City Manager Wayne S. Davis

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Amy Czubak

Digitally signed by Amy Czubak
 Date: 2022.09.01 12:37:22 -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 10:46:30 -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.**



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)

Public Works – Administration

(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
PW-001	Bids – Successful (only for Public Works)	8 years after project completion	Multiple	
PW-002	Bids – Unsuccessful (only for Public Works)	2 years	Multiple	
PW-003	Conflict Monitoring of Traffic Signals	5 years	Multiple	
PW-004	Employee Training Records	3 years	Multiple	
PW-005	Equipment and Vehicle Maintenance Records	Until equipment disposal	Multiple	
PW-006	Fire Safety Inspection Records	3 years	Electronic	
PW-007	Maintenance of City Property Files	5 years	Multiple	
PW-008	Pesticide Application Records	5 years	Multiple	
PW-009	Street Light Locations	Until updated	Multiple	
PW-010	Vehicle Cost Reports (Fuel Usage and Mileage)	3 years	Multiple	
PW-011	Waste Records, Transfer Station Receipts, Spreadsheets of Customers	Until superseded or no longer of an administrative value (RC-3 not required)	Multiple	
PW-012	Work and Maintenance Orders (activity sheets, waste, street, garage, maintenance records, service requests, etc.)	5 years	Multiple	