



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

**OHIO HISTORY CONNECTION**

Sept 02 2020

**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 - Engineering

(local government entity)

Jim Brinegar

(unit)  
 City Engineer

(signature of responsible official)

(name)

(title)

(date)

*James D. Brinegar*

*8/6/20*

### 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](mailto: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.

*Wesley A. Brown*

*09/03/20*

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

Local Government Records Archivist

9/3/2020

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**

(local government entity)

**Public Works – Engineering**

(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
EN-001	Bridge Inspection Reports	10 years	Multiple	
EN-002	Contractors' Prevailing Wage Records	5 years	Multiple	
EN-003	Flood Plain Records	Permanent	Multiple	RC-3 Required
EN-004	Maps, Plans and Design Documentation	Until superseded	Multiple	RC-3 Required
EN-005	Project Files (Contracts, specifications, change orders, progress reports, inspection reports, traffic studies)	8 years after completion of project	Multiple	RC-3 Required
EN-006	Project Files: Annual Maintenance (Resurfacing, concrete, crack sealing, curbs, sidewalks, etc.)	8 years after completion of project	Multiple	
EN-007	Right-Of-Way Permits	5 years	Multiple	
EN-008	Video from Traffic Cameras	7 days and no longer of an administrative or legal value (RC-3 not required)	Electronic	