



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th 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		Finance/Tax Division	
(local government entity)	Emily Bair	(unit)	7/31/20
<i>Emily Bair</i>		Superintendent of Taxation	
(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.

<i>W. Davis</i>	09/03/20
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	Local Government Records Archivist	9/2/2020
Signature	Title	Date

Section D: Auditor of State

Signature	Date
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**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/Tax Division

(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
FT-001	Account Number Assignment Record	Permanent	Paper until converted to electronic	RC-3 Required
FT-002	Bank Records (Checks, Deposit Receipts, etc.)	Three years provided audited	Paper	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
FT-003	Daily Posting Records (Cash Reports, Electronic Deposits)	Three years provided audited	Electronic	
FT-004	Return Files (Individual and business return files for each taxpayer)	6 years	Multiple	
FT-005	Withholding Files (Copies of W-2s Received)	6 years	Multiple	