



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/Waste Collection Division

(local government entity)

[Signature]

Tyler Roark

(unit)

Finance Director

07/31/20

(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.

[Signature]

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

**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

Finance/Waste Collection 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
FW-001	Billing Journals (Reports of Bills Sent)	2 years provided audited	Multiple	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
FW-002	Bill/Payment Stubs	2 years provided audited	Multiple	
FW-003	Cash Receipt Journals, Deposit Slips and Electronic Deposits	2 years	Multiple	
FW-004	Receipts (Credit Slips, Pay-ins, etc.)	2 years provided audited	Multiple	
FW-005	Refuse Ledger (Customer Consumer Ledger, History of Transactions)	5 years provided audited	Multiple	
FW-006	Special Pick-up Requests	2 years	Multiple	