



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

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

Yankee Trace Food Service

(local government entity)

Steve Marino

Steve Marino

(unit)
Administrator

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: 2022.08.31 17:23:53

-04'00'

Government Records Archivist

8/31/2022

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.

Meeks

Date: 2022.09.06 11:06:36 -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.**



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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of Centerville

(local government entity)

Yankee Trace Food Service

(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
YTF-001	Banquet and Event Files (Contracts, Invoices, etc.)	8 years	Multiple	
YTF-002	Daily Information (Deposit Records, Daily Receipts, etc.)	3 years	Multiple	
YTF-003	Payroll Record (Tip Sheets)	5 years and no longer of an administrative value	Paper file until converted to electronic	
YTF-004	Reservation Books (banquets, weddings)	3 years	Multiple	
YTF-005	Security Camera Recordings -Transient Record	30 days (No RC-3 required)	Electronic	