



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

800 E. 17<sup>th</sup> 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 Golf Maintenance**

(local government entity)

(unit)

8/22/2022

\_\_\_\_\_ Terry Taylor

**Terry Taylor**

**Golf Course Superintendent**

(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](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.

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 17:27:33 -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 11:13:24 -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 Golf Maintenance**

(unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description  | (3)<br>Retention Period  | (4)<br>Media Type | (5)<br>For use by<br>Auditor of State<br>or OHS-LGRP |
|---------------------------|--|--|-------------------|--|
| YTM-001                   | Departmental Reports/Records<br>Not Specifically Scheduled<br>- Transient Record                     | 3 years and no<br>longer of an<br>administrative value             | Multiple          |  |
| YTM-002                   | Fertilizer and Chemical<br>Application Records   | 5 years  | Paper             |  |
| YTM-003                   | Fiscal Records: Ledgers,<br>Account Books, Quarterly<br>Reports, Statistical Reports,<br>Work Papers | 3 years  | Multiple          |  |
| YTM-004                   | Liability Waiver Release All<br>Uses and Types<br>-Transient Record                                  | 4 years and no<br>longer of an<br>administrative or<br>legal value | Multiple          |  |