



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

FEBRUARY 22 2023

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	Community Improvement Corporation		
(local government entity)	(unit)		
<i>JoAnne Rau</i>	JoAnne Rau	President	2/15/2023
(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>Wayne Davis</i>	2/16/2023
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	Government Records Archivist	3/1/2023
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

Community Improvement Corporation

(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
CIC-001	Agreements	8 years	Paper file until converted to electronic	
CIC-002	Audit Reports	Permanent	Multiple	
CIC-003	Bylaws	Permanent	Paper file until converted to electronic	RC-3 Required
CIC-004	Determination Letter from the IRS and related correspondence	Permanent	Multiple	
CIC-005	Executive Correspondence	3 years	Paper file until converted to electronic	
CIC-006	General Correspondence	1 year	Paper file until converted to electronic	
CIC-007	Deeds	Permanent	Multiple	RC-3 Required
CIC-008	Financial and Budgeting Reports	Permanent	Paper file until converted to electronic	
CIC-009	Grants and Loans Files – Applications, Awards, Expenditure Documents	5 years after audited	Multiple	
CIC-010	Incorporation Documentation	Permanent	Electronic	RC-3 Required
CIC-011	Approved Minutes	Permanent	Electronic	RC-3 Required
CIC-012	Drafts/Notes (including Agendas, Minutes, Attendance and Voting Sheets)	Until official minutes are approved	Multiple	



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CIC-013	Legal Advertisements and Public Hearing Notices	5 years	Electronic	
CIC-014	Meeting Notices and Agendas	2 years	Electronic	
CIC-015	Presentations at Public Meetings	2 years	Electronic	
CIC-016	Studies and Reports	Until no longer of an administrative value	Paper file until converted to electronic	
CIC-017	Tax Returns	Permanent	Multiple	
CIC-018	Conflict of Interest Forms	5 years and Audited	Paper File until Converted to Electronic	

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