



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

NOV 17 2014

OCT 17 2014

STATE AND LOCAL  
STATE AND LOCAL GOVERNMENT RECORDS  
GOVERNMENT RECORDS

12/18/14

**RECORDS RETENTION SCHEDULE (RC-2)**

See instructions before completing this form.

**Section A: Local Government Unit**

<u>Mt. Healthy</u> (local government entity)		<u>Finance</u> (unit)	
<u>Jill Claire</u> (signature of responsible official)	<u>Jill Claire</u> (name)	<u>Finance Director</u> (title)	<u>9/24/14</u> (date)

**Section B: Records Commission**

<u>Jill Claire</u> Records Commission		<u>(513) 931-8840</u> (telephone number)	
<u>7700 Perry Street</u> (address)	<u>Mt. Healthy</u> (city)	<u>45231</u> (zip code)	<u>Hamilton</u> (county)

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

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.

<u>Jill Claire</u> Records Commission Chair Signature	<u>11-12-14</u> Date
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**Section C: Ohio Historical Society - State Archives**

<u>[Signature]</u> Signature	<u>Government Records Archivist</u> Title	<u>11/21/2014</u> Date
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**Section D: Auditor of State**

<u>Martin E. Mub</u> Signature	<u>12-10-14</u> 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**

## Section E: Records Retention Schedule

(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	(6) RC-3 Required by OHS- LGRP
F-14-1	Accounts Ledger	5 years after last entry audited	Paper		<input type="checkbox"/>
F-14-2	Accounts Payable Record	3 years if audited	Paper		<input type="checkbox"/>
F-14-3	Accounts Receivable Ledger	3 years if audited	Paper		<input type="checkbox"/>
F-14-4	Annual Appropriations Ordinance	Permanent	Paper		<input checked="" type="checkbox"/>
F-14-5	Appropriations Ledger	5 years if audited	Paper		<input type="checkbox"/>
F-14-6	Annual Financial Report	Permanent	Paper		<input checked="" type="checkbox"/>
F-14-7	Annual Report to Auditor of State	5 years	Paper		<input type="checkbox"/>
F-14-8	Auditor's Annual Reports	Permanent	Paper		<input checked="" type="checkbox"/>
F-14-9	Annual Budget	Permanent	Paper		<input type="checkbox"/>
F-14-10	Budget Reports and Working Papers	5 years	Paper		<input type="checkbox"/>
F-14-11	Bank Deposit Slips	3 years if audited	Paper		<input type="checkbox"/>
F-14-12	Bank Reconciliations	3 years if audited	Paper		<input type="checkbox"/>
F-14-13	Bank Statements	3 years if audited	Paper		<input type="checkbox"/>
F-14-14	Bond Register	Permanent	Paper		<input checked="" type="checkbox"/>

**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.**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
F-14-15	Cancelled Checks and Copies	3 years if audited	Paper		<input type="checkbox"/>
F-14-16	Cash Journal	3 years if audited	Paper		<input type="checkbox"/>
F-14-17	Check stubs	3 years if audited	Paper		<input type="checkbox"/>
F-14-18	Check Register	3 years if audited	Paper		<input type="checkbox"/>
F-14-19	City Council Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
F-14-20	Contracts	15 years after expiration	Paper		<input type="checkbox"/>
F-14-21	Deposit Slips – Pink Copy of Record	3 years, if audited	Paper		<input type="checkbox"/>
F-14-22	Employee Sick Leave /Vacation Records	Permanent	Paper		<input type="checkbox"/>
F-14-23	Final Tax Return for the Year	6 years	Paper		<input type="checkbox"/>
F-14-24	Indebtedness Statements	Permanent	Paper		<input checked="" type="checkbox"/>
F-14-25	Notice of Publication of Legal Notice	10 years	Perman ent		<input type="checkbox"/>
F-14-26	Ordinances	Permanent	Paper		<input checked="" type="checkbox"/>
F-14-27	Overtime Records	3 years if audited	Paper		<input type="checkbox"/>
F-14-28	Pay In Orders	3 years if audited	Paper		<input type="checkbox"/>
F-14-29	Payroll Records – Employee Earnings	Permanent/Personnel	Paper		<input type="checkbox"/>
F-14-30	Personnel Records Including Income Tax Withholding Certificates	3 years if audited	Paper		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
F-14-31	PERS Records	Permanent	Paper		<input type="checkbox"/>
F-14-32	Police/Fireman's Disability and Pension Fund Records	Permanent	Paper		<input type="checkbox"/>
F-14-33	Police Uniform Allowance Record	Permanent	Paper		<input type="checkbox"/>
F-14-34	Purchase Orders	3 years if audited	Paper		<input type="checkbox"/>
F-14-35	Quarterly Federal Tax Return	4 years if audited	Paper		<input type="checkbox"/>
F-14-36	Recordings of Council Meetings	3 years	Electro nic		<input type="checkbox"/>
F-14-37	Requisitions	3 years if audited	Paper		<input type="checkbox"/>
F-14-38	Resolutions	Permanent	Paper		<input checked="" type="checkbox"/>
F-14-39	Revenue Receipts	3 years if audited	Paper		<input type="checkbox"/>
F-14-40	Waste Receipts	3 years, if audited	Paper		<input type="checkbox"/>
F-14-41	Worker's Comp. Claims	10 years after final payment	Paper		<input type="checkbox"/>
F-14-42	Timesheets	3 years if audited	Paper		<input type="checkbox"/>

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