



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

NOV 17 2016

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 Mount Healthy (local government entity) All (unit)
 [Signature] William Kocher City Manager
 (signature of responsible official) (name) (title) 10-3-2016 (date)

Section B: Records Commission

Mt. Healthy Records Commission (513) 931-8840
 7700 Perry Street Mt. Healthy 45231 Hamilton

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.

[Signature] 10-3-2016
 Records Commission Chair Signature Date

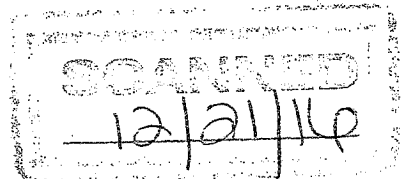
Section C: Ohio History Connection - State Archives

Amanda D Rindler Local Government Records Archivist 11/23/16
 Signature Title Date

Section D: Auditor of State

[Signature] 12-8-16
 Signature Date

**Please Note: The State Archives retains RC-2 forms for seven years.
 It is strongly recommended that the Records Commission retain a permanent copy of this form.**



Section E: RECORDS RETENTION SCHEDULE (RC-2)*See instructions before completing this form.*

City of Mt. Healthy

ALL

(unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|-------------------------|---|---------------------------------------|
| MH-16-001 | Annual Reports (all Departments, Council, Mayor's Court, Committees, and Commissions) | Permanent | Paper and/or Electronic | | <input checked="" type="checkbox"/> |
| MH-15-001 | Voice Message | Until administrative purpose is served | Electronic | | <input type="checkbox"/> |
| MH-15-002 | Transitory Correspondence -- created primarily for informal communication | Until administrative purpose is served | All | | <input type="checkbox"/> |
| MH-15-003 | Routine Correspondence -- Internal correspondence (letters; memos) and correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. | Current + 1 year | All | | <input type="checkbox"/> |
| MH-15-004 | Official Correspondence -- Messages that deal with significant aspects of the administration of the public office, including information concerning the office's policies, programs and fiscal and personnel matters. | Current + 5 years | All | | <input type="checkbox"/> |
| MH-15-005 | Vehicle Maintenance records | Until Vehicle Sold | All | | <input type="checkbox"/> |
| MH-15-006 | Office and Technical Equipment manuals and maintenance records | Until Equipment Disposed of | All | | <input type="checkbox"/> |
| MH-15-007 | Facsimile Machine Send Confirmation printouts | Until administrative purpose is served | Paper | | <input type="checkbox"/> |
| MH-15-008 | Cash receipts, receipt books, ledgers, and journals (after last entry) | Current + 3 years if audited | Paper or Electronic | | <input type="checkbox"/> |
| MH-15-009 | Certificate of Records Disposal (RC-3) for all departments | Permanent | Paper or Electronic | | <input type="checkbox"/> |
| MH-15-010 | Records Retention Schedule (RC-2) for all departments (official) | Permanent | Paper or Electronic | | <input type="checkbox"/> |
| MH-15-011 | On-Line Records Retention Schedules for all departments (subordinate to official documents) | Until superseded | Electronic | | <input type="checkbox"/> |
| MH-15-012 | Records Retention Schedule (RC-2) at all public access points as applicable for each department | Until superseded | Paper | | <input type="checkbox"/> |
| MH-15-013 | One-Time Disposal of Obsolete Records (RC-1) for all departments | Permanent | Paper or Electronic | | <input 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.