

**Village of New Albany
Finance Department
Record Retention Schedule**

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FIN-02-001	Annual Appropriation Ordinances	5 Years	paper	
FIN-02-002	Annual Certificate of Estimated Resources	7 Years	paper	
FIN-02-003	Annual Report to Auditor	5 Years	paper	
FIN-02-004	Audit Reports-Internal, Federal & State	5 Years	paper	
FIN-02-005	Bank Deposit Records and Reconciliations	3 Years, if audited	paper	
FIN-02-006	Bank Statements	3 Years, if audited	paper	
FIN-02-007	Bid Bonds - Successful Bidder	Until acceptance of performance bond	paper	
FIN-02-008	Bids - Successful	15 years after completion of project	paper	
FIN-02-009	Bids - unsuccessful	2 Years after contract awarded	paper	
FIN-02-010	Bond Register	Permanent	paper	
FIN-02-011	Cancelled Checks	3 Years, if audited	paper	
FIN-02-012	Certificate of Result of Election (Bond Issue)	Until expiration of bond issue	paper	
FIN-02-013	Check Registers	3 Years, if audited	paper	
FIN-02-014	Checks - Voided	Until audited	paper	
FIN-02-015	Duplicate Checks and Supporting Documentation	3 Years, if audited	paper	
FIN-02-016	Employment Files	Permanent	paper	
FIN-02-017	Encumbrance Documents	3 Years, if audited	paper	
FIN-02-018	End of Year Financial Reports	Permanent	paper	
FIN-02-019	Fixed Asset Records	10 Years	paper	
FIN-02-020	Grant Documentation	5 Years after completion of project	paper	
FIN-02-021	Insurance Policies	10 Years	paper	
FIN-02-022	Investment Records	7 Years	paper	
FIN-02-023	Monthly Financial Reports	3 Years, if audited	paper	

12/30/2002

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FIN-02-024	Pay In Records	3 Years, if audited	paper	
FIN-02-025	Payroll Records	Permanent	paper	
FIN-02-026	Performance Bonds	After Project completed and accepted	paper	
FIN-02-027	Prevailing Wage Records	2 Years after Project is completed	paper	
FIN-02-028	Property Inventories	3 Years	paper	
FIN-02-029	Purchase Orders	3 Years, if audited	paper	
FIN-02-030	Request for Proposals	2 Years after contract expires	paper	
FIN-02-031	Retirement System Payments/Records	Permanent	paper	
FIN-02-032	Settlement Sheet or Tax Distribution from County	10 Years	paper	
FIN-02-033	Surety Bonds of Officials or Employees	10 Years after termination of employee	paper	
FIN-02-034	Tax Abatement Record	Duration of the abatement plus 1 (one) year	paper	
FIN-02-035	Travel Expense Records	3 Years, if audited	paper	
FIN-02-036	Unemployment Compensation Records	3 Years, if audited	paper	
FIN-02-037	Uniform Allowance Record	3 Years, if audited	paper	
FIN-02-038	Wage & Tax Statements	6 Years, if audited	paper	

* Records include Electronic Records which will be maintained under the same Schedule as all other media types.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

COPY

1) TO: Betty Bosko Records Commission 614.855.3913 Telephone Number

99 W. Main Street New Albany. 43054 Franklin
(address) (city) (zip code) (county)

(2) FROM: Candy Cook Finance
(political subdivision name) (unit)

Candy Cook Candy Cook Accts Payable Tech. 5/18/09
(signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 5/19/09 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature

Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

For the Ohio Historical Society

Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FIN-02-039	CONTRACTS, AGREEMENTS, LEASES	15 YEARS AFTER EXPIRATION OR TERMINATION	PAPER/MULTI	<p>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.</p> <p>OHIO HISTORICAL SOCIETY</p> <p>MAY 22 2009</p> <p>STATE AND LOCAL GOVERNMENT RECORDS</p>
FIN-02-040	FAX LOGS, TELEPHONE MESSAGES	1 YEAR, TREAT AS CORRESPONDENCE	PAPER/MULTI	
FIN-02-041	CORRESPONDENCE/FORM LETTERS	1 YEAR	PAPER/MULTI	
FIN-02-042	CORRESPONDENCE/MEMORANDUM-GENERAL	2 YEAR	PAPER/MULTI	
N-02-043	CORRESPONDENCE/MEMORANDUM-COUNCIL	3 YEAR	PAPER/MULTI	
FIN-02-044	RECEIPTS/RECEIPT BOOKS	2 YEAR IF AUDITED	PAPER	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: VILLAGE OF NEW ALBANY
(political subdivision name)

FINANCE
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FIN-02-045	DISASTER PLANS	UPDATE AS NEEDED, RETAIN CURRENT AS PERMANENT RECORD	PAPER/MULTI	PAPER
FIN-02-046	RECORDS RETENTION DOCUMENTS/RC-1,RC-2,RC-3	25 YEARS	PAPER	
FIN-02-047	PUBLIC RECORDS REQUESTS	2 YEARS	PAPER	
FIN-02-048	FINANCE RESEARCH FILES	1 YEAR	PAPER/MULTI	
FIN-02-049	DEEDS	PERMANENT	PAPER	
FIN-02-060	EASEMENTS	PERMANENT	PAPER	
FIN-02-061	SETTLEMENTS	3 YEARS	PAPER	
FIN-02-062	FINANCE WORK ORDERS	UNTIL NO LONGER OF FINANCE VAULE. (RC-3 NOT REQUIRED)	PAPER	
FIN-02-063	BWC DOCUMENTS/FILINGS/ INCIDENT REPORTS	PER MANENT		
FIN-02-064	DIRECTIVES, MANUALS AND HANDBOOKS	UPDATE AS NEEDED ETAIN CURRENT AS PERMANENT RECORD	PAPER/MULTI	
FIN-02-018	AND CAFR	PERMANENT RECORD	PAPER/MULTI	
FIN-02-065	ANNUAL REPORTS AND CAFR WORKING PAPERS	3 YEARS AFTER AUDIT	PAPER/MULTI	
FIN-02-066	DEPARTMENTAL POLICIES AND PROCEDURES	UPDATE AS NEEDED, RETAIN CURRENT AS PERMANENT RECORD	PAPER/MULTI	
FIN-02-067	PETTY CASH RECORDS	3 YRS IF AUDITED	PAPER/MULTI	
FIN-02-068	MONTHLY INCOME TAX REPORTS AND DISTRIBUTION	PERMANENTS	PAPER/MULTI	

**Village Of New Albany
Finance Department
Record Retention Schedule for Sinking Funds Records**

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
FIN-02-050	Bond Issue Ledger	Permanent	paper	
FIN-02-051	Bond Transcripts	10 Years after issue redeemed	paper	
FIN-02-052	Bonds (Redeemed)	2 Years after issue is paid off, then appraise for historical value	paper	
FIN-02-053	Call Notices - Securities	10 Years after call	paper	
FIN-02-054	Cash Journal	10 Years	paper	
FIN-02-055	Coupons (Redeemed)	4 Years after audit, then appraise for historical value	paper	
FIN-02-056	Electronic Funds Transfer Records	10 Years	paper	
FIN-02-057	Monthly Financial Statement	3 Years, if audited	paper	
FIN-02-058	Record of Registered Bonds	Permanent	paper	
FIN-02-059	Sinking Fund Ledger or Journal	Permanent	paper	