



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

NOV 19 2021

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of New Albany

Finance Department

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

[Handwritten Signature] Betheny Staats Director of Finance 11/16/2021

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Sloan Spalding, Chair

Records Commission

(647) 855-3913

(Telephone Number)

99 W. Main St, New Albany, OH 43054

(City)

(Zip Code)

Franklin/Licking

(County)

(Address)

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

bstaats@newalbanyohio.org + jmason@newalbanyohio.org

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.

Records Commission Chair Signature

Date

[Handwritten Signature] 11/16/2021

Section C: Ohio History Connection - State Archives

Signature

State Archivist
 Title

11-30-2021
 Date

Section D: Auditor of State

Records Manager

Signature

Title

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

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

(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 LGRP	(6) RC-3 Required by LGRP
FIN-02-001	Annual Appropriations Ordinances	5 years	Paper & Digital		<input type="checkbox"/>
FIN-02-002	Annual Certificate of Estimated Resources	7 years	Paper & Digital		<input type="checkbox"/>
FIN-02-003	Annual Report to Auditor	5 years	Paper & Digital		<input type="checkbox"/>
FIN-02-004	Audit Reports-Internal, Federal & State	5 years	Paper & Digital		<input type="checkbox"/>
FIN-02-005	Bank Deposit Records and Reconciliations	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-006	Bank Statements	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-007	Bid Bonds – Successful Bidder	Until acceptance of performance bond	Paper & Digital		<input type="checkbox"/>
FIN-02-008	Bids – Successful	15 years after completion of project	Paper & Digital		<input type="checkbox"/>
FIN-02-009	Bids – Unsuccessful	2 years after contract awarded	Paper & Digital		<input type="checkbox"/>
FIN-02-010	Bond Register	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-011	Cancelled Checks	3 years, if audited	Paper & Digital	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.	<input type="checkbox"/>
FIN-02-012	Certificate of Result of Election (Bond Issue)	Until expiration of bonds	Paper & Digital		<input type="checkbox"/>
FIN-02-013	Check Registers	3 years, if audited	Paper & Digital		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
FIN-02-014	Checks – Voided	Until audited	Paper & Digital		<input type="checkbox"/>
FIN-02-015	Duplicate Checks and Supporting Documentation	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-016	Employment Files	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-017	Encumbrance Documents	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-018	End of Year Financial Reports (including ACFR)	Permanent	Paper & Digital		<input checked="" type="checkbox"/>
FIN-02-019	Fixed Asset Records	10 years	Paper & Digital		<input type="checkbox"/>
FIN-02-020	Grant Documentation	5 years after completion of project	Paper & Digital		<input type="checkbox"/>
FIN-02-021	Insurance Policies	2 years after expiration, provided all claims settled	Paper & Digital		<input type="checkbox"/>
FIN-02-022	Investment Records	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-023	Monthly Financial Reports	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-024	Pay-In Records	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-025	Payroll Records	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-026	Performance Bonds	After project completed and accepted	Paper & Digital		<input type="checkbox"/>

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(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
FIN-02-027	Prevailing Wage Records	3 years	Paper & Digital		<input type="checkbox"/>
FIN-02-028	Property Inventories	3 years	Paper & Digital		<input type="checkbox"/>
FIN-02-029	Purchase Orders	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-030	Request for Proposals	2 years after contract expires	Paper & Digital		<input type="checkbox"/>
FIN-02-031	Retirement System Payments/Records	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-032	Settlement Sheet or Tax Distribution from County	10 years	Paper & Digital		<input type="checkbox"/>
FIN-02-033	Surety Bonds of Officials or Employees	10 years after termination of employee	Paper & Digital		<input type="checkbox"/>
FIN-02-034	Tax Abatement Record	Duration of the Abatement plus 1 (one) year	Paper & Digital		<input type="checkbox"/>
FIN-02-035	Travel Expense Reports	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-036	Unemployment Compensation Records	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-037	Uniform Allowance Record	3 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-038	Wage and Tax Statements	6 years, if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-039	Contracts, Agreements, Leases	15 years after expiration or termination	Paper & Digital		<input type="checkbox"/>

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(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
FIN-02-040	Fax logs, telephone messages	1 year, treat as correspondence	Paper & Digital		<input type="checkbox"/>
FIN-02-040a	Electronic mail (e-mail)	Retain according to content – See Correspondence	Paper & Digital		<input type="checkbox"/>
FIN-02-041	Correspondence/Form Letters	1 year	Paper & Digital		<input type="checkbox"/>
FIN-02-042	Correspondence/Memorandum- General	2 years	Paper & Digital		<input type="checkbox"/>
FIN-02-043	Correspondence/Memorandum – Council	3 years	Paper & Digital		<input checked="" type="checkbox"/>
FIN-02-044	Receipts/Receipt Books	2 years if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-045	Disaster Plans	Update as needed, retain current as permanent record	Paper & Digital		<input type="checkbox"/>
FIN-02-046	Records Documentation Documents/RC-1, RC-2, RC-3	25 years	Paper & Digital		<input type="checkbox"/>
FIN-02-047	Public Records Requests	2 years	Paper & Digital		<input type="checkbox"/>
FIN-02-048	Finance Research Files	5 years	Paper & Digital		<input type="checkbox"/>
FIN-02-049	Deeds	Permanent	Paper & Digital		<input checked="" type="checkbox"/>
FIN-02-050	Bond Issue Ledger	Permanent	Paper & Digital		<input type="checkbox"/>
FIN-02-051	Bond Transcripts	10 years after issue redeemed	Paper & Digital		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
FIN-02-052	Bonds (Redeemed)	2 years after issue is paid off, then appraise for historical value	Paper & Digital		<input checked="" type="checkbox"/>
FIN-02-053	Call Notices – Securities	10 years after call	Paper & Digital		<input type="checkbox"/>
FIN-02-054	Cash Journal	10 years	Paper & Digital		<input type="checkbox"/>
FIN-02-055	Coupons (Redeemed)	4 years after audit, then appraise for historical value	Paper & Digital		<input checked="" type="checkbox"/>
FIN-02-056	Electronic Funds Transfer Records	10 years	Paper & Digital		<input type="checkbox"/>
FIN-02-057	Monthly Financial Statement	Until incorporated in annual report	Paper & Digital		<input type="checkbox"/>
FIN-02-058	Record of Registered Bonds	Permanent	Paper & Digital		<input checked="" type="checkbox"/>
FIN-02-059	Sinking Fund Ledger or Journal	Permanent	Paper & Digital		<input checked="" type="checkbox"/>
FIN-02-060	Easements	Permanent	Paper & Digital		<input checked="" type="checkbox"/>
FIN-02-061	Settlements	3 years	Paper & Digital		<input type="checkbox"/>
FIN-02-062	Finance Work Orders	2 years	Paper & Digital		<input type="checkbox"/>
FIN-02-063	BWC Documents/Filings/Incident Reports	10 years after date of final payment	Paper & Digital		<input type="checkbox"/>
FIN-02-064	Directives, Manuals and Handbooks	Update as needed, retain current as permanent record	Paper & Digital		<input type="checkbox"/>

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FIN-02-065	Annual Reports and ACFR Working Papers	3 years after audit	Paper & Digital		<input type="checkbox"/>
FIN-02-066	Departmental Policies and Procedures	Update as needed, retain current as permanent record	Paper & Digital		<input type="checkbox"/>
FIN-02-067	Petty Cash Records	3 years if audited	Paper & Digital		<input type="checkbox"/>
FIN-02-068	Monthly Income Tax Reports and Distribution	Permanent	Paper & Digital		<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