



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

APR 14 2022

STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of 9

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

VILLAGE OF ELMORE

ADMINISTRATION

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

344 RICE STREET
(Address)

ELMORE
(City)

43416
(Zip Code)

OTTAWA
(County)

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

odensic@village.elmore.oh.us

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

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta
DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org, c=US
Date: 2022.05.04 10:36:28 -04'00'

Electronic Records Archivist

2022-05-04

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
Meeks
Date: 2022.05.10 16:24:58 -04'00'

Records Manager

Signature

Title

Date

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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

VILLAGE OF ELMORE

FINANCE

(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
ADM -1A	ACCIDENT REPORTS\FILES EMPLOYEE INJURY REPORT	PLACE IN PERSONNEL FILE	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-1B	ACCIDENT REPORTS\FILES BODILY INJURY TO NON-EMPLOYEE	6 YEARS IF NO ACTION PENDING	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-1C	ACCIDENT\FILES DAMAGE TO MUNICIPAL VEHICLE OR PROPERTY	6 YEARS IF NO ACTION PENDING	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-2	ACTIVITY REPORTS – ALL TYPES	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-3	AGENDAS	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-4	ANNUAL DEPARTMENT BUDGET	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-5	ANNUAL DEPARTMENT REPORT	PERMANENT AT 50 YRS APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ADM-6	ANNUAL VILLAGE BUDGET	PERMANENT AT 50 YRS APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ADM-7	ANNUAL VILLAGE REPORT	PERMANENT AT 50 YRS APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ADM-8	ATTENDANCE REPORTS\RECORDS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-9	AUDIOVISUAL, PR, & TRAINING MATERIALS	UNTIL INFO IS SUPERSEDED, OBSOLETE, REPLACED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-10	BADGES & ID'S	TURN IN AT TERMINATION	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-11	BLANK FORMS	UNTIL OBSOLETE OR SUPERSEDED	PAPER\ ELECTRONIC		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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VILLAGE OF ELMORE

FINANCE

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ADM-12	BLUEPRINTS\VELLUMS	UNTIL UPDATED, SUPERSEDED, OR OBSOLETE APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ADM-13	BUDGET PREPARATION DOCUMENTS (WORKING PAPERS)	4 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-14	BULLETINS, POSTERS, NOTICES TO EMPLOYEES	UNTIL NO LONGER ADMINISTRATIVELY NECESSARY	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-15	CALIBRATION RECORDS – ALL TYPES	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-16	VILLAGE MANAGER'S\MAYOR'S JOURNAL	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ADM-17	COMPLIANCE RECORDS – ALL TYPES	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-18	CONTINUING EDUCATION CERTIFICATE\CLASS\SEMINAR TRAINING ATTENDANCE RECORD	PLACE IN PERSONNEL FILE	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-19	CONTRACTS & AGREEMENTS	15 YRS AFTER EXPIRATION OR TERMINATION	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-20	COPIES – ALL MEDIA OFFICIAL COPY READING\INFORMATIONAL\REFERENCE COPY	USE APPLICABLE RECORDS SERIES RETENTION PERIOD UNTIL NO LONGER ADMINISTRATIVELY NEEDED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-21	CORRESPONDENCE ROUTINE FORM LETTERS GENERAL WITH LEGISLATIVE BRANCH EXECUTIVE	1 YEAR 2 YEARS 3 YEARS 5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>

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ADM-22	DELIVERY SLIPS\PACKING SLIPS	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-23	DISASTER PLANS	UNTIL UPDATED OR SUSPENDED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-24	DRAFTS – ALL MEDIA	UNTIL NO LONGER ADMINISTRATIVELY NEEDED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-25	DRAWINGS, TRACINGS, MYLARS	UNTIL UPDATES, SUPERSEDED OR OBSOLETE, APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ADM-26	EQUIPMENT INVENTORIES	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-27	EQUIPMENT MAINTENANCE RECORDS	LIFE OF EQUIPMENT	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-28	EQUIPMENT RECORDS-PERSONAL USE ITEMS (EX. TOOLS, WEAPONS, CLOTHING, ETC.)	UNTIL EQUIPMENT RETURNED BY EMPLOYEE	PAPER/ ELECTRONIC		<input type="checkbox"/>
ADM-29	EXECUTIVE ORDERS	UNTIL SUPERSEDED OBSOLETE, OR REPLACED THEN APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ADM-30	EXPENSE RECORDS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-31	FACSIMILE (FAX) LOGS MESSAGES	1 YEAR TREAT AS CORRESPONDENCE	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-32	FLOW CHARTS – OPERATIONS	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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ADM-33	FUEL USAGE RECORDS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-34	GENERAL ORDERS, DIRECTIVES, POLICIES, RULES, REGULATIONS, OR PROCEDURES	UNTIL SUPERSEDED, RETAIN 1 COPY UNTIL AUDITED	PAPER\ 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. 147.26 C.R.C	<input type="checkbox"/>
ADM-35	GRANT FILES\RECORDS- FEDERAL\STATE	5 YEARS PROVIDED AUDITED AND DISPUTES RESOLVED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-36	HEARINGS (NOT EMPLOYEE RELATED) AUDIO & VIDEO RECORDINGS REPORT PROCEEDINGS TRANSCRIPTS	1 YEAR PERMANENT 5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-37	LEASES EQUIPMENT REAL ESTATE	2 YEARS AFTER EXPIRATION 5 YEARS AFTER EXPIRATION	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-38	LICENSES, PERMITS, CERTIFICATIONS	1 YEAR AFTER EXPIRATION	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-39	MAIL UNSOLICITED MAIL (EX. ANONYMOUS) SLANDEROUS LETTERS, GROUNDLESS COMPLAINTS, SALES MATERIALS, TRANSITORY MESSAGES POSTAL RECORDS (EX. REGISTERED\CERTIFIED\INSURED LOGS OR RECEIPTS\POSTAL METER DOCUMENTS ELECTRONIC MAIL (EMAIL)	UNTIL NO LONGER ADMINISTRATIVELY NECESSARY 2 YEARS RETAIN ACCORDING TO CONTENT, CORRESPONDENCE	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-40	MAILING LISTS	UNTIL UPDATED, SUPERSEDED, OR OBSOLETE	PAPER\ ELECTRONIC		<input type="checkbox"/>

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ADM-41	MANAGEMENT\OPERATIONS REPORTS MONTHLY\QUARTERLY\SEMIANNUAL	UNTIL INCORPORATED INTO AN ANNUAL REPORT	PAPER\ ELECTRONIC		<input type="checkbox"/>
	ANNUAL	5 YEARS			
	CONSULTANT	5 YEARS			
ADM-42	MANUALS, HANDBOOKS, & DIRECTIVES	UNTIL SUPERSEDED, OBSOLETE, OR REPLACED. RETAIN ONE FILE COPY FOR 5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-43	MAPS\PLATS	UNTIL UPDATED, SUPERSEDED, OR OBSOLETE, THEN APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/> ✓
ADM-44	MATERIAL SAFETY SHEETS	UNTIL SUPERSEDED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-45	MEETING NOTICES (ORC 121.22)	1 YEAR	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-46	MEMORANDA	USE CORRESPONDENCE RETENTION PERIODS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-47	MINUTES OF MEETINGS APPROVED HARD COPY	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/> approved hard copy
	AUDIO & VIDEO RECORDINGS OF MEETINGS	1 YEAR PROVIDED INFO CONCERNING THE MEETING IS SUBSTANTIALLY TRANSCRIBED TO HARD COPY			
	DRAFTS\NOTES	UNTIL HARDCOPY OF MINUTES APPROVED			

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

VILLAGE OF ELMORE

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ADM-48	OATHS OF OFFICE OF ELECTED OFFICIALS	10 YEARS AFTER LEAVING OFFICE	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-49	PHOTO FILE (INCLUDES PRINTS, SLIDES, NEGATIVES, TRANSPARENCIES, & RELATED PHOTOGRAPHIC ITEMS)	UNTIL INFORMATION IS NO LONGER CURRENT, THEN APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-50	PRESS\NEWS RELEASES	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-51	PRINTING ORDERS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-52	PROJECT PLANS\DRAWINGS	LIFE OF PROJECT OR OBSOLETE THEN APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-53	RECEIPTS\RECEIPT BOOKS	2 YEARS PROVIDED AUDIT	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-54	RECEIVING DOCUMENTS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-55	RECORD RETENTION DOCUMENTS RC1, RC2, RC3	PERMANENT	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-56	RECORD REQUESTS	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-57	REFERENCE\LIBRARY MATERIALS	UNTIL SUPERSEDED, OBSOLETE, OR REPLACED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-58	REQUISITIONS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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VILLAGE OF ELMORE

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(Unit)

ADM-59	RESEARCH FILES	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-60	ROSTERS\DIRECTORIES	1 YEAR AFTER SUPERSEDED OR OBSOLETE	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-61	SPEECHES\PRESENTATIONS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-62	STATISTICAL REPORTS MONTHLY\QUARTERLY\SEMIANNUAL ANNUAL CONSULTANT PRODUCED	UNTIL INCORPORATED INTO YEARLY COMPILATION 5 YEARS 5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-63	SURVEYING – FIELD NOTES	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ADM-64	SURVEILLANCE TAPES\VIDEOS	30 DAYS THEN REUSE PROVIDED NO ACTION PENDING	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-65	TABLE OF ORGANIZATION\ORGANIZATIONAL CHARTS	UNTIL SUPERSEDED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-66	TELEPHONE MESSAGES – TELEPHONE RECORDS CHARGES\BILLS\CALL DETAIL RECORDS DOCUMENTATION MESSAGES SERVICE RECORDS SYSTEM EQUIPMENT INVENTORY	2 YRS PROVIDED AUDIT LIFE OF SYSTEM UNTIL NO LONGER ADMINISTRATIVELY NECESSARY 2 YEARS CONTINUALLY UPDATED, RETAIN SUPERSEDED DATA 1 YEAR	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-67	TRAINING MATERIAL\LESSON PLANS	UNTIL SUPERSEDED	PAPER\ ELECTRONIC		<input type="checkbox"/>



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Page 1 of __2__

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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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

VILLAGE OF ELMORE

COUNCIL

(Local Government Entity)

(Unit)

VILLAGE ADMINISTRATOR

4/14/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

419-862-3362

344 RICE STREET

ELMORE

43416

(Telephone Number)
OTTAWA

(Address)

(City)

(Zip Code)

(County)

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

gdensic@village-elmore-oh.us

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.

04/14/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta
DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org,
c=US

Electronic Records Archivist

2022-05-04

Signature

Date: 2022.05.04 10:37:31 -04'00'

Title

Date

Section D: Auditor of State

Signature

Title

Date

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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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VILLAGE OF ELMORE

FINANCE

(Local Government Entity)

(Unit)

ADM-68	UNIFORM RECORD	3 YEARS, PROVIDED AUDIT	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-69	VEHICLE MAINTENANCE RECORDS	UNTIL VEHICLE SOLD	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-70	VEHICLE MILEAGE RECORDS	UNTIL VEHICLE SOLD	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-71	VISTORS' LOG OR SIGN IN SHEETS	1 YEAR	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-72	VOICE MAIL MESSAGES	UNTIL NO LONGER ADMINISTRATELY NECESSARY LIFE OF SYSTEM	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-73	SYSTEM DOCUMENTATION WARRANTIES	2 YEARS AFTER EXPIRATION	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-74	WORK ORDERS	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ADM-75	WORK SCHEDULES	1 YEAR AFTER SCHEDULE CHANGED	PAPER\ ELECTRONIC		<input type="checkbox"/>



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Page 1 of __2__

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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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

VILLAGE OF ELMORE

COUNCIL

(Local Government Entity)

(Unit)

VILLAGE ADMINISTRATOR

4/14/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

419-862-3362

344 RICE STREET

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04/14/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta
DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org,
c=US
Date: 2022.05.04 10:37:31 -04'00'

Electronic Records Archivist

2022-05-04

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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

VILLAGE OF ELMORE

COUNCIL

(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
CN-1	CHARTER AND AMENDMENTS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
CN-2	COUNCIL MEMBER'S FILES	TERM OF OFFICE THEN APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input type="checkbox"/>
CN-3	INDEX TO COUNCIL MINUTES	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
CN-4	INDEX TO ORDINANCES\RESOLUTIONS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
CN-5	LIQUOR LICENSE REQUESTS APPROVED DENIED	3 YEARS 1 YEAR	PAPER\ ELECTRONIC		<input type="checkbox"/>
CN-6	ORDINANCES	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
CN-7	PETITIONS (MISC. NOT FILED ELSEWHERE)	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
CN-8	PROCLAMATIONS	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
CN-9	REPORTS TO COUNCIL	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
CN-10	RESOLUTIONS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
CN-11	SUBJECT AND ADMINISTRATIVE FILES	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>



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Section A: Local Government Unit

VILLAGE OF ELMORE

FINANCE

(Local Government Entity)

(Unit)

David Hark

Village Administrator

4/14/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

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4/14/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta
DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org, c=US
Date: 2022.05.04 11:16:51 -04'00'

Electronic Records Archivist

2022-05-04

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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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-1	ACCEPTANCE OF UTILITY RATE ORDINANCE NOTICES	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
FIN-2	ACCOUNTS LEDGER	5 YEARS AFTER LAST ENTRY, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-3	ACCOUNTS PAYABLE RECORD	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-4	ACCOUNTS RECEIVABLE LEDGER, GENERAL	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-5	ACCOUNTS RECEIVABLE LEDGER, INCOME TAX	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-6	ANNUAL APPROPRIATION ORDINANCES (COPIES)	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-7	ANNUAL CERTIFICATE OF ESTIMATED RESOURCES	7 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-8	ANNUAL MUNICIPAL FINANCIAL REPORT	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
FIN-9	ANNUAL REPORT TO AUDITOR OF STATE	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-10	APPROPRIATION LEDGER	5 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-11	ASSESSMENT RECORD	UNTIL PAID AND AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-12	AUDIT REPORTS – INTERNAL FEDERAL\AUDITOR OF STATE	5 YEARS 5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-13	BAD CHECK OR BAD DEBT RECORDS	2 YEARS AFTER PAYMENT OR SETTLEMENT	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-14	BALANCE SHEETS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

FINANCE

(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-15	BANK DEPOSIT RECORDS (RECEIPTS, RECONCILIATION, SLIPS, STATEMENTS, ETC.)	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-16	BID BONDS SUCCESSFUL BIDDER UNSUCCESSFUL BIDDER	RETAIN UNTIL ACCEPTANCE OF PROJECT PERFORMANCE BOND RETURN AFTER PROJECT AWARDED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-17	BIDS – SUCCESSFUL	15 YEARS AFTER COMPLETION OF PROJECT	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-18	BIDS – UNSUCCESSFUL	2 YEARS AFTER LETTING OF THE CONTRACT	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-19	BLOCK GRANT DOCUMENTATION	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-20	BOND REGISTER	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
FIN-21	CANCELED CHECKS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-22	CANCELED WARRANTS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-23	CAPITAL IMPROVEMENT BONDS	UNTIL PAID OFF & AUDITED, APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-24	CASH BOOKS\CASH REPORTS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-25	CASH RECEIPTS AND DISBURSEMENTS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-26	CASH REGISTER TAPES\RECORDS	2 YEARS PROVIDED INTERNAL CONTROL ESTABLISHED	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

FINANCE

(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-27	CERTIFICATE OF RESULT OF ELECTION (BOND ISSUES)	UNTIL EXPIRATION OF BOND ISSUE	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-28	CHARGEBACK REPORTS\RECORDS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-29	CHECK REGISTERS\STUBS\CARBONS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-30	CHECKING ACCOUNT STATEMENT	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-31	CHECKS – VOIDED	UNTIL AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-32	CLIENT PAYMENT FILES	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-33	COMPUTER GENERATED FINANCIAL REPORTS MONTHLY, QUARTERLY, SEMIANNUAL ANNUAL	UNTIL REPLACED BY NEXT BY PRINTOUT OR ANNUAL REPORT PRINTED OUT 5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-34	COST CONTROL REPORTS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-35	REPORT OF CASH RECEIVED	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-36	DAMAGE CLAIMS	UNTIL SETTLED AND ALL APPEALS EXHAUSTED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-37	DEPOSIT REFUND REQUESTS	UNTIL DEPOSIT IS REFUNDED AND ACCOUNT AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-38	ENCUMBRANCE DOCUMENTS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

FINANCE

(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-39	ENCUMBRANCE AND EXPENDITURE JOURNAL	7 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-40	FEDERAL REVENUE SHARING ACCOUNT	7 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-41	FIXED ASSETS RECORD	10 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-42	GENERAL LEDGER	25 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-43	INDEBTEDNESS STATEMENT	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
FIN-44	INSURANCE POLICIES	2 YEARS AFTER EXPIRATION, PROVIDED ALL CLAIMS SETTLED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-45	INTERGOVERNMENTAL TAX RECEIPTS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-46	INVESTMENT RECORDS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-47	INVITATION TO BID (ITB)	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-48	INVOICES AND SUPPORTING DOCUMENTS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-49	LICENSES	TERM OF LICENSE PLUS 1 YEAR	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-50	MONTHLY REPORT OF MUNICIPAL COURT	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-51	MONTHLY STATEMENT OF BALANCES	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-52	MORTGAGES	UNTIL PAID AND CANCELED, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

FINANCE

(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
					<input type="checkbox"/>
FIN-53	OIL AND GAS DRILLING PERMIT	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
FIN-54	PAY- IN RECORDS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-55	PERFORMANCE BONDS	AFTER PROJECT SUCCESSFULLY COMPLETED AND ACCEPTED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-56	PERMITS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-57	PERSONAL OR PROFESSIONAL SERVICES INVOICE OR STATEMENT OF SERVICES	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-58	PETTY CASH RECORD	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-59	PHONE QUOTES\CONFIRMATIONS	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-60	POSTING SHEETS & CARDS FOR PAID BILLS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-61	PREVAILING WAGE RECORDS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-62	PROPERTY INVENTORIES	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-63	PURCHASE ORDERS ORIGINAL COPIES	3 YEARS UNTIL NO LONGER ADMINISTRATIVELY NECESSARY	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

FINANCE

(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-64	RECEIPTS AND EXPENDITURES REPORT TO AUDITOR OF STATE	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-65	RECEIVING DOCUMENTS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-66	RECONCILIATION SHEETS, BANK ACCOUNTS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-67	RECORD OF FUNDS RECEIVED	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-68	REFUND CHECK LEDGER	5 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-69	REMITTANCE ADVICE	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-70	REQUEST FOR PROPOSALS (RFPs)	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-71	RETIREMENT SYSTEM PAYMENTS\RECORDS	PERMANENT	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-72	RETIREMENT SYSTEM EXEMPTION RECORD (WAIVER)	PERMANENT	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-73	SETTLEMENT SHEET OR DISTRIBUTION FROM COUNTY AUDITOR	10 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-74	SOLICITOR'S OR PEDDLER'S PERMIT	1 YEAR AFTER EXPIRATION	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

FINANCE

(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-75	SPECIAL ASSESSMENTS	UNTIL PAID OFF & AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-76	SURETY BONDS – SPECIAL	10 YEARS AFTER EXPIRATION	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-77	SURETY BONDS OF OFFICIAL OR EMPLOYEES	10 YEARS AFTER TERMINATION OF OFFICER OR EMPLOYEE	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-78	TAX ABATEMENT RECORDS	DURATION OF THE ABATEMENT PLUS 1 YEAR	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-79	TAX SETTLEMENT REPORTS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-80	TRIAL BALANCE RECORDS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-81	TRANSMITTAL OF OHIO WAGE AND TAX STATEMENT	6 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-82	TRAVEL EXPENSE RECORDS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-83	TREASURY INVESTMENT BOARD REPORT	10 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-84	UNEMPLOYMENT COMPENSATION RECORDS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
FIN-85	UNIFORM ALLOWANCE RECORD	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

FINANCE

(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-86	VOUCHERS ORIGINAL COPIES	3 YEARS, PROVIDED AUDITED UNTIL NO LONGER ADMINISTRATIVELY NECESSARY			<input type="checkbox"/>



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

Page 1 of 2

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

VILLAGE OF ELMORE

LEGAL

(Local Government Entity)

(Unit)


(Signature of Responsible Official)


(Name)

VILLAGE ADMINISTRATOR
(Title)

4/14/2022
(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission 419-862-3362

344 RICE STREET

ELMORE

43416

(Telephone Number)
OTTAWA

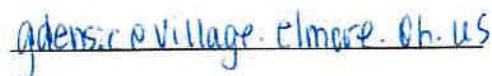
(Address)

(City)

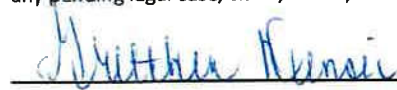
(Zip Code)

(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.



Records Commission Chair Signature

04/14/2022
Date

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta

DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org, c=US

Electronic Records Archivist

2022-05-04

Signature

Title

Date

Section D: Auditor of State

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.*

VILLAGE OF ELMORE

LEGAL

(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
LEG-1	CASE FILES, CIVIL	10 YEARS, PROVIDED NO ACTION PENDING	PAPER\ ELECTRONIC		<input type="checkbox"/>
LEG-2	CASE FILES, CRIMINAL	20 YEARS, PROVIDED NO ACTION PENDING	PAPER\ ELECTRONIC		<input type="checkbox"/>
LEG-3	VILLAGE PROPERTY FILES	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
LEG-4	CLAIMS FOR DAMAGES	2 YEARS AFTER CASE SETTLED AND ALL APPEALS EXHAUSTED	PAPER\ ELECTRONIC		<input type="checkbox"/>
LEG-5	COURT TRANSCRIPTS	3 YEARS AFTER CASE SETTLED	PAPER\ ELECTRONIC		<input type="checkbox"/>
LEG-6	DEEDS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
LEG-7	EASEMENTS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
LEG-8	LEGAL NOTICES TEAR SHEETS PROOF OF PUBLICATION	2 YEARS 5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
LEG-9	LEGAL OPINIONS FROM VILLAGE LEGAL COUNCIL	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
LEG-10	LIABILITY WAIVERS	3 YEARS, PROVIDED NO ACTION PENDING	PAPER\ ELECTRONIC		<input type="checkbox"/>
LEG-11	SETTLEMENTS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
LEG-12	WORKER'S COMPENSATION CLAIMS	10 YEARS AFTER DATE OF FINAL PAYMENT	PAPER\ ELECTRONIC		<input type="checkbox"/>



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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

VILLAGE OF ELMORE

PAYROLL\PERSONNEL

(Local Government Entity)

(Unit)

David Houser

Village Administrator

4/14/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission 419-862-3362

344 RICE STREET

ELMORE

43416

(Telephone Number)
OTTAWA

(Address)

(City)

(Zip Code)

(County)

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

gdensic@village.elmore.oh.us

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.

04/14/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta

DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org, c=US

Electronic Records Archivist

2022-05-04

Date: 2022.05.04 11:12:26 -04'00'

Signature

Title

Date

Section D: Auditor of State

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.*

VILLAGE OF ELMORE

PAYROLL\PERSONNEL

(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
PAY-1	APPLICATION FOR PERS REFUND OR WAIVER	PERMANENT	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-2	COURT ORDERS FOR PAYROLL DEDUCTION	UNTIL EMPLOYEE TERMINATES OR ORDER RESCINDED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-3	EMPLOYEE EARNINGS RECORD	CONTINUALLY COMPILED & UPDATED UNTIL TERMINATION. INFORMATION PLACED IN PERSONNEL FILE YEARLY.	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-4	EMPLOYEE INCOME TAX WITHHOLDING CERTIFICATE WITHHOLDING PAYMENT RECORD	3 YEARS AFTER TERMINATION OF EMPLOYMENT, PROVIDED AUDITED 6 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-5	EMPLOYEE PAY RECORDS	CONTINUALLY UPDATED UNTIL TERMINATION THEN PLACE IN PERSONNEL FILE OR ENTER DATA ONTO EMPLOYEE HISTORY CARD	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-6	EMPLOYEE WITHHOLDING REQUESTS	UNTIL REPLACED OR REVOKED BY EMPLOYEE	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-7	EMPLOYER QUARTERLY FEDERAL TAX RETURN	4 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-8	GARNISHMENT ORDERS	UNTIL EMPLOYEE TERMINATES OR ORDER RESCINDED	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

PAYROLL\PERSONNEL

(Local Government Entity)

(Unit)

PAY-9	LEAVE BALANCES\REPORTS BI-WEEKLY REPORT OF LEAVE USE & BALANCES ANNUAL EMPLOYEE LEAVE USE\BALANCES REPORT ANNUAL LEAVE USE & BALANCES BY VILLAGE UNIT INDIVIDUAL EMPLOYEE	UNTIL INCORPORATED IN ANNUAL LEAVE BALANCES REPORT 5 YEARS 25 YEARS CONTINUALLY MAINTAINED & UPDATED IN PERSONNEL FILE. PURGE 2 YEARS AFTER TERMINATION PROVIDED NO OUTSTANDING BALANCES.	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-10	NOTIFICATION OF PAY\PAY STEP INCREASE	UNTIL SUPERSEDED. COPY IN PERSONNEL FILE.	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-11	OVERTIME AUTHORIZATION	2 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-12	OVERTIME REPORTS	2 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-13	PAYROLL JOURNAL\RECORD ANNUAL CUMULATIVE PRINTOUT WEEKLY\MONTHLY PAYROLL JOURNAL	50 YEARS 3 YEARS, PROVIDED AUDITED & CUMULATIVE EMPLOYEE PAYROLL DATA RETAINED IN PERSONNEL FILE.	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-14	REPORTS TO RETIREMENT SYSTEMS	50 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-15	STATE INCOME TAX REPORT	25 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-16	TAX WITHHOLDING REPORTS	6 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-17	W-2 FORMS	6 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PAY-18	W-4 FORMS	UNTIL SUPERSEDED OR EMPLOYEE TERMINATES	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

PAYROLL\PERSONNEL

(Local Government Entity)

(Unit)

PER-1	APPLICATION FOR EMPLOYMENT PERSON HIRED PERSON NOT HIRED COPIES	PLACE IN PERSONNEL FILE DESTROY AFTER 2 YEARS UNTIL NO LONGER ADMINISTRATIVELY NEEDED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-2	COMMENDATIONS, PROMOTIONS	PLACE IN PERSONNEL FILE	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-3	EMPLOYEE EXPOSURE TO HAZARDOUS CHEMICALS\BIOLOGICAL HAZARDS OR INFECTIOUS DISEASES REPORTS	PLACE IN PERSONNEL FILE	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-4	EMPLOYEE PERFORMANCE EVALUATION	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-5	EMPLOYEE SICK LEAVE & VACATION BALANCES	CONTINUALLY UPDATED BY FISCAL OFFICE UNTIL EMPLOYEE TERMINATES. BALANCES VERIFIED YEARLY AND RECORDED IN PERSONNEL FILE.	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-6	EMPLOYEE TIMECARDS\SHEETS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-7	EMPLOYEE TRAINING RECORDS	PLACE IN PERSONNEL FILE	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-8	EMPLOYMENT HISTORY RECORD CARD	PERMANENT, IN LIEU OF PERSONNEL FILES	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-9	GRIEVANCE HEARING RECORDS	1 YEAR AFTER RESOLVED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-10	INSURANCE ENROLLMENT RECORD	1 YEAR AFTER EMPLOYEE LEAVES VILLAGE EMPLOYMENT	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-11	JOB\POSITION DESCRIPTIONS	ONE YEAR AFTER SUPERSEDED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-12	LABOR UNION AGREEMENTS	15 YEARS AFTER TERMINATION	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

PAYROLL\PERSONNEL

(Local Government Entity)

(Unit)

PER-13	LEAVE REQUESTS – ALL TYPES (SICK, VACATION, OVERTIME ETC.)	3 YEARS PROVIDED BALANCES JOURNALIZED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-14	LETTER OF APPOINTMENT	PLACE IN PERSONNEL FILE	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-15	LETTERS OF REFERENCE	2 YEARS AFTER HIRED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-16	LETTER OF RESIGNATION	PLACE IN PERSONNEL FILE	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-17	PERSONNEL ACTIONS	PLACE IN PERSONNEL FILE	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-18	PERSONNEL FILE\RECORDS	PURGE 2 YEARS AFTER EMPLOYEE LEAVES VILLAGE SERVICE. RETAIN PERMANENT RECORD OF SERVICE TIME, SALARY HISTORY, LEAVES BALANCES, TAXES PAID, RESIGNATION LETTER, RETIREMENT INFORMATION & WAIVERS. IN LIEU OF THESE DOCUMENTS, USE A DULY CERTIFIED EMPLOYMENT HISTORY CARD. RETAIN OSHA RELATED RECORDS 20 YEARS.	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-19	PROMOTION ACTION	PLACE IN PERSONNEL FILE	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-20	RECORD OF DISCIPLINARY ACTION	4 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-21	REPORTS TO BUREAU OF EMPLOYMENT SERVICES	2 YEARS	PAPER\ ELECTRONIC	/	<input type="checkbox"/>
PER-22	UNEMPLOYMENT COMPENSATION CASE FILES	4 YEARS AFTER DATE OF FINAL PAYMENT	PAPER\ ELECTRONIC		<input type="checkbox"/>
PER-23	WORKER'S COMPENSATION CASE FILES	10 YEARS AFTER DATE OF FINAL PAYMENT	PAPER\ ELECTRONIC		<input type="checkbox"/>



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localrecs@ohiohistory.org
www.ohiohistory.org/lgr

Page 1 of 12

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

VILLAGE OF ELMORE

POLICE

(Local Government Entity)

(Unit)

David Houser

Village Administrator

4/14/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

344 RICE STREET
(Address)

ELMORE
(City)

43416
(Zip Code)

OTTAWA
(County)

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

gdensic@village.elmore.oh.us

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.

04/14/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta
DN: cn=Kevin Latta, o=ou, email=klatta@ohiohistory.org, c=US
Date: 2022.05.04 11:05:03 -04'00'

Electronic Records Archivist

2022-05-04

Signature

Title

Date

Section D: Auditor of State

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.*

Village of Elmore		Police Department			
(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
17-001	Policies, Procedures, Rules & Regulations	Until revised, rescinded, or no longer administrative value	CD-Paper		<input type="checkbox"/>
17-002	Ohio Public Records File, RC-1, RC-2 RC-3	Permanent	Paper		<input type="checkbox"/>
17-003	General Correspondence – Includes internal and external correspondence, correspondence from various individuals, companies, requesting information pertaining to the agency and other miscellaneous inquiries, this correspondence is informative (does not influence agency policy)	Until no longer of an administrative value.	Multi		<input type="checkbox"/>
17-004	Routine Correspondence – Includes referral letters, requests for routine information or publications provided to the public by the agency which are answered by standard form letters.	6 Months and no longer of an administrative value.	Multi		<input type="checkbox"/>
17-005	Transient Documents – Includes telephone messages, telephone message books, logs, MDT police chat, other limited documents which serve to convey information of temporary importance in lieu of verbal communication.	Retain until no longer of administrative value and then destroy, No RC-3 required.	Multi		<input type="checkbox"/>
17-006	Unsolicited Correspondence	Until no longer of an administrative value.	Multi		<input type="checkbox"/>

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

Village of Elmore		Police Department			
(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
17-007	Copies (reading, informational, reference)	Until no longer of an administrative value.	Multi		<input type="checkbox"/>
17-008	Drafts and informal note	Until no longer of an administrative value.	Multi		<input type="checkbox"/>
17-009	Bulletins, posters, notices	Until no longer of an administrative value.	Multi		<input type="checkbox"/>
17-010	Blank Forms	Until revised, obsolete, superseded, then destroyed	Multi		<input type="checkbox"/>
17-011	Professional Magazines & Publications	Until no longer of an administrative value.	Paper		<input type="checkbox"/>
17-012	Reference publications & directories	Until no longer of an administrative value.	Multi		<input type="checkbox"/>
17-013	Laws, regulations, Rules (local, County, State, Federal)	Until revised, obsolete, superseded, then destroyed	Multi		<input type="checkbox"/>

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

Village of Elmore

Police Department

(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
17-014	Vendor & Suppliers Information	Until revised, obsolete, superseded, then destroyed	Multi		<input type="checkbox"/>
17-015	Voice Mail	Erase when no longer administrative value, no RC-3 required	Multi		<input type="checkbox"/>
17-016	Business cards, rotary index & rolodex files	Until superseded or obsolete, then destroyed	Multi		<input type="checkbox"/>
17-017	Planning, scheduling, calendar, training information on: Display boards, erasable dry boards, chalkboards, easel pads, and other display means	Continually updated, revised, or erased	Multi		<input type="checkbox"/>
17-018	Daily, Weekly, Monthly, Yearly, appointment books, schedules, calendars, organizers, planners.	Continually updated, revised, or erased	Multi		<input type="checkbox"/>
17-019	Fax logs, cover sheets, confirmation notices	Until no longer administrative value then destroy	Paper		<input type="checkbox"/>
17-20	Computer back up files	Retain for backup until no longer needed	Hard drive		<input type="checkbox"/>

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

Village of Elmore

Police Department

(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
17-021	PC/Computer systems, Hard drive disks, RAM, diskettes, Tapes, Cartridges, & similar electronic storage media	Format, reformat, overwrite, erase, or delete data as administratively necessary	Multi		<input type="checkbox"/>
17-022	Awards, Newspaper Articles, Media photographs	Until no longer admin value	Multi		<input type="checkbox"/>
17-023	Computer generated reports (non-specific) Admin – Financial reports – periodic	Until no longer admin or fiscal value then destroy	Multi		<input type="checkbox"/>
17-024	Training Materials	Until no longer admin or fiscal value then destroy	Multi		<input type="checkbox"/>
17-025	General Administrative Files	Until no longer admin or fiscal value then destroy	Multi		<input type="checkbox"/>

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

Village of Elmore		Police Department			
(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
17-026	News Releases	Until no longer admin value, may be kept as officers personal property	Multi		<input type="checkbox"/>
17-027	Equipment operating manuals, Maintenance manuals	Life of equipment	Multi		<input type="checkbox"/>
17-028	Equipment repair and maintenance records	Life of equipment	Multi		<input type="checkbox"/>
17-029	Annual department budget preparation documents and work papers	3 years after final budget approved	Multi		<input type="checkbox"/>
17-030	Purchase orders, Invoices and statements	3 Years provided audited and released	Paper/ Multi		<input type="checkbox"/>
17-031	Department telephone records	2 Years provided audited and released	Paper/ Multi		<input type="checkbox"/>
17-032	Memorandum –Read & Sign Directives	Until no longer admin or legal value	Paper		<input type="checkbox"/>
17-033	Response to resistance reports	4 Years & no legal action pending	Paper		<input type="checkbox"/>
					<input type="checkbox"/>

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

Village of Elmore		Police Department			
(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
17-034	Vehicle Pursuit reports	4 Years & no legal action pending	Paper		<input type="checkbox"/>
17-035	Cold case files	Until solved or statute of limitations	Multi		<input type="checkbox"/>
17-036	Homicide and Sexual Assaults (including evidence)	Permanent	Multi		<input checked="" type="checkbox"/>
17-037	Video, Audio, Digital Recordings, Voice mail	Erase when no longer of admin or legal value, No RC-# required	Multi		<input type="checkbox"/>
17-038	BAC – Permits	3 Years	Paper		<input type="checkbox"/>
17-039	Inter-Office Memorandums / Communications	Until no longer admin or legal value	Multi		<input type="checkbox"/>
17-040	Grant requests - not funded	1 year after decision rendered	Multi		<input type="checkbox"/>
17-041	Grant requests - funded	5 Years after expiration of funding provided audited and no disputes	Multi		<input type="checkbox"/>

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

Village of Elmore

Police Department

(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
17-042	Special or emergency protocols	5 years after revised or rescinded	Multi		<input type="checkbox"/>
17-046	Complaint Reports – Non criminal	6 Years	Multi		<input type="checkbox"/>
17-047	Complaint Reports – Criminal	20 Years & no legal action pending	Multi		<input type="checkbox"/>
17-048	Complaint Reports – Homicides	Permanent	Multi		<input checked="" type="checkbox"/>
17-049	Complaint Reports – Criminal all felonies except homicides	20 Years & no legal action pending	Multi		<input type="checkbox"/>
17-050	Complaint Reports – Criminal misdemeanors	6 years and no legal action pending	Multi		<input type="checkbox"/>
17-051	Traffic Citations – Issued	Sent to Municipal Court	Paper		<input type="checkbox"/>
17-052	Traffic Citations - Voided	Destroy unless admin value	Paper		<input type="checkbox"/>
17-052	Traffic Citations – Issued – Office Copy	3 years and no legal actions pending	Paper		<input type="checkbox"/>
17-053	Traffic warnings – written	1 year then destroy	Paper		
17-054	Left Blank intentionally				

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

Village of Elmore		Police Department			
(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
17-055	Citizen Complaints	5 Years and no longer admin value	Paper		
17-056	Business Key holder information	Continually updated and revised	Multi		
17-057	Auction files – Sold	2 years	Paper		
17-058	Confiscated firearms and weapons records	10 years or court order	Multi		
17-059	Confiscated firearms and weapons disposal records	10 years or court order	Multi		
17-060	BCI&I Evidence submission & Lab Report forms	Incorporat ed into case file	Multi		
17-061	Mileage and monthly report forms	Monthly report to Fiscal officer/Cou ncil	Paper		
17-062	Towed and impounded vehicle reports	Incorporat ed into case file	Paper		
17-063	Subpoena / Summons	Until served discharged answered or withdrawn	Paper		
17-064	Photographic / Photos / Images / Logs – Evidentiary & Administrative	15 years and no pending legal action and no admin value	Multi		

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

Village of Elmore

Police Department

(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
17-065	Digital files / photos / negatives – Evidentiary and administrative	15 years and no pending legal action and no admin value	Multi		
17-066	Sexual Assault Case & Evidence	20 years and no longer an admin value	Multi		
17-068	Expunged records & Case files	Upon receipt of order, erase or remove all electronic reference and redact related info in other department records	Multi		
17-069	Anonymous / Unfounded / Unverifiable Complaints	Until no longer admin value	Multi		
17-070	BMV Form 2255	Incorporat ed into case file	Paper		
17-071	House Watch logs	Continually updated and revised	Paper		
17-072	Left Blank Intentionally				

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

Village of Elmore		Police Department			
(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
17-073	Domestic Violence Report forms - BCI	3 years after mandatory reporting period	Paper		
17-074	Left Blank Intentionally				
17-075	Daily Activity Logs	1 year	Paper		
17-076	Taser use Reports	Incorporat ed into case file	Paper		
17-077	Police Personnel file – past employee	2 years after separation and no longer admin value	Multi		
17-078	Police Personnel file – active employee	2 years after separation and no longer admin value	Multi		
17-079	Police Personnel Disciplinary actions	2 years after disciplinary action, provided no similar incidents, may be held longer for admin value	Multi		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Village of Elmore		Police Department			
(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
17-080	Cruiser camera / Body Warn Camera	Incorporat ed into case file and no longer admin value No RC 3	Multi		
17-081	Station surveillance / video & audio	Continually looped or recorded aver as space is required for equipment operation No RC 3	Multi		
17-082	Copies of records – copies that serve no useful purpose	Until no longer admin value	Multi		
17-083	Left Blank Intentionally				
17-084	Left Blank Intentionally				
17-085	Left Blank Intentionally				
17-086	Left Blank Intentionally				
17-087	Left Blank Intentionally				



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Page 1 of _4 _

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

VILLAGE OF ELMORE

STREETS

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

419-862-3362

344 RICE STREET

ELMORE

43416

(Telephone Number)
OTTAWA

(Address)

(City)

(Zip Code)

(County)

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

gdensic@village.elmore.oh.us

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

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta
DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org, c=US
Date: 2022.05.04 11:02:23 -04'00'

Electronic Records Archivist

2022-05-04

Signature

Title

Date

Section D: Auditor of State

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.*

VILLAGE OF ELMORE

STREETS

(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
ST-1	AERIAL PHOTOGRAPHS	UNTIL SUPERSEDED THEN APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ST-2	BRIDGE PLANS	LIFE OF BRIDGE	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-3	BRIDGE INSPECTION REPORTS	10 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-4	CHANGE ORDERS	PLACE IN PROJECT FILE	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-5	VILLAGE PROPERTIES FILE	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ST-6	VILLAGE ZONING MAPS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ST-7	CONTRACTORS' PREVAILING WAGE RECORDS	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-8	DAY BOOKS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-9	FEDERAL PROJECT FILES	5 YEARS AFTER COMPLETION OF PROJECT PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-10	HOUSE NUMBER RECORD	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ST-11	JOB ORDERS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-12	MAINTENANCE ORDERS	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-13	PROJECT FILES (CONTRACTS, SPECIFICATIONS, CHANGE ORDERS, PROGRESS REPORTS ETC.)	15 YEARS AFTER COMPLETION OF PROJECT	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

STREETS

(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
ST-14	PROJECT INSPECTION RECORDS	INCLUDE IN PROJECT FILES	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-15	SANITARY SEWER RECORDS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ST-16	SEWER TESTING RECORDS	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-17	SPECIAL ASSESSMENTS RECORD	3 YEARS AFTER FINAL PAYMENT, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-18	BLUEPRINTS, MAPS, & PLANS	LIFE OF INFRASTRUCTURE THEN APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
ST-19	HAUL TICKETS	2 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-20	PESTICIDE APPLICATION RECORDS	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-21	PROPOSALS FOR STREET IMPROVEMENT	UNTIL APPROVED OR PROPOSAL REJECTED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-22	SEWER REPAIR SHEETS	10 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-23	STREET LIGHTING ASSESSMENT RECORDS PETITIONS POLE LOCATIONS	UNTIL PAID OFF 3 YEARS UNTIL UPDATED	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-24	STREET OPENING PERMITS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-25	STREET REPAIR COST SUMMARY RECORD	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

STREETS

(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
ST-26	STREET REPAIR RECORD	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
ST-27	TRAFFIC STUDY FILES	UNTIL SUPERSEDED THEN APPRAISE FOR HISTORICAL VALUE	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>



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Page 1 of __3__

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

VILLAGE OF ELMORE

TAX

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

419-862-3362

344 RICE STREET

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43416

(Telephone Number)
OTTAWA

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(County)

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

gdensic@village.elmore.oh.us

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

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta

DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org, c=US

Electronic Records Archivist

2022-05-04

Date: 2022.05.04 10:58:19 -04'00'

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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

VILLAGE OF ELMORE

TAX

(Local Government Entity)

(Unit)

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

(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
TAX-1	ACCOUNTS RECEIVABLE	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-2	ANNUAL SUMMARY OF CASH COLLECTED	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-3	BUSINESS INCOME TAX RECONCILIATION FORM	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-4	CLOSED ACCOUNT	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-5	CONTROL SHEET	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-6	CORPORATE PARTNERSHIP FIDUCIARY INCOME TAX RETURN	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-7	DAILY POSTING RECAPITULATION	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-8	DETAILED CASH RECEIPT RECORD	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-9	DELINQUENT ACCOUNT RECORDS	UNTIL PAID & AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-10	DECLARATION OF ESTIMATED INCOME TAX, BUSINESS, AND INDIVIDUAL	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-11	FINAL RETURN FOR THE YEAR	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-12	INDIVIDUAL'S TAX RETURN	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-13	QUARTERLY NOTICE OF INSTALLMENT DUE	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

TAX

(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
TAX-14	QUARTERLY PAYMENT STATEMENT	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-15	REFUND VOUCHER	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
TAX-16	UNCOLLECTIBLE INCOME TAX ACCOUNTS	6 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>



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Page 1 of _5_

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

VILLAGE OF ELMORE

WATER\SEWER

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission 419-862-3362

344 RICE STREET

ELMORE

43416

(Telephone Number)
OTTAWA

(Address)

(City)

(Zip Code)

(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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta
DN: cn=Kevin Latta, o, ou, email=latta@ohiohistory.org, c=US
Date: 2022.05.04 10:57:21 -0400

Electronic Records Archivist

2022-05-04

Signature

Title

Date

Section D: Auditor of State

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.*

VILLAGE OF ELMORE

WATER\SEWER

(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
WS-1	APPLICATIONS FOR SERVICE	UNTIL SERVICE TERMINATED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-2	APPLICATION FOR WATER OR SEWER TAP PERMITS	1 YEAR AFTER FINAL DECISION RENDERED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-3	BILLING ADJUSTMENTS BOOKS	UNTIL AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-4	BILLING LEDGER CARDS	3 YEARS AFTER DATE OF FINAL ENTRY, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-5	COST CONTROL DATA	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-6	CURB BOX LOCATION RECORD	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
WS-7	CUSTOMER METER READER CARDS	2 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-8	DAILY METER REPAIR SHEETS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-9	DAILY OVER AND SHORT REPORTS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-10	DAILY WORK ORDERS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-11	DAM INSPECTION REPORTS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
WS-12	HOUSE SERVICE CARDS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
WS-13	INDUSTRIAL WASTE RECORDS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>

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

VILLAGE OF ELMORE

WATER\SEWER

(Local Government Entity)

(Unit)

WS-14	METER AND VALVE LOCATION RECORD	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
WS-15	METER READING RECORDS	4 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-16	METER TEST RECORDS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-17	MONTHLY ACCOUNT REGISTER	10 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-18	MONTHLY COLLECTION REPORT	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-19	PROJECT FILES	UNTIL PROJECT COMPLETED AND FINAL REPORT ISSUED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-20	PROJECT FINAL REPORTS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
WS-21	PROPERTY RECORDS (DEEDS, RIGHT-OF-WAY, ANNEXATIONS, VACATIONS, EASEMENTS)	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
WS-22	RATE SCHEDULES	UNTIL SUPERSEDED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-23	SECURITY DEPOSIT RECORDS	UNTIL REFUNDED TO THE DEPOSITOR	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-24	SECURITY DEPOSIT REFUND REQUESTS	UNTIL AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-25	SEWER RENT RECORD	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-26	SEWER\WATER BILLING STUBS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-27	SHUT-OFF LISTS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

WATER\SEWER

(Local Government Entity)

(Unit)

WS-28	SPECIAL SEWER AUTHORIZATIONS OR HOOKUPS	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
WS-29	SUSPENSE ACCOUNT RECORD	UNTIL ACCOUNT SETTLED, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-30	TEST BORING RECORD	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
WS-31	WATER AND SEWER RECEIPT BOOKS	2 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
WS-32	WATER AND SEWER TAP RECORD	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
WS-33	WATER MAIN LOCATION RECORD	PERMANENT	PAPER\ ELECTRONIC		<input checked="" type="checkbox"/>
WS-34	WATER USAGE REPORTS	3 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PLO-1	ANALYTICAL DATA\CHEMICAL ANALYSIS\MONITORING RECORDS\EPA REPORTS\WATER QUALITY REPORTS\OPERATING LOGS\MONTHLY REPORTS – ALL TYPES	10 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PLO-2	FLOW-CHARTS-FLUIDS	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PLO-3	LABORATORY TESTING RECORDS	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PLO-4	LIME SALE TICKETS	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>
PLO-5	MONTHLY LABORATORY TESTING SUMMARY REPORTS	25 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PLO-6	RAINFALL STATISTICS	5 YEARS	PAPER\ ELECTRONIC		<input type="checkbox"/>
PLO-7	SEPTIC TANK HAULER RECORD	3 YEARS, PROVIDED AUDITED	PAPER\ ELECTRONIC		<input type="checkbox"/>

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

VILLAGE OF ELMORE

WATER\SEWER

(Local Government Entity)

(Unit)

PLO-8	WELL MAINTENANCE AND FIELD LOGS	10 YEARS AFTER WELL IS CAPPED	PAPER\ ELECTRONIC		<input type="checkbox"/>
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Ohio History Connection
State Archives of Ohio
Local Government Records Program
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Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

Page 1 of 5

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – 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

VILLAGE OF ELMORE

ZONING

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

419-862-3362

(Telephone Number)

344 RICE STREET

ELMORE

43416

OTTAWA

(Address)

(City)

(Zip Code)

(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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta
DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org, c=US
Date: 2022.05.04 10:56:35 -0400

Electronic Records Archivist

2022-05-04

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2*See instructions before completing this form. Must be submitted with PART 1***Section E: Table of Records to be Disposed**

VILLAGE OF ELMORE		ZONING			
(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ZON-1	ANNEXATION CASE FILES	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-2	ANNEXATION RECORD	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-3	APPEALS ON INTERPRETATION OF CODE	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-4	AREA COMMISSION FILES	25 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-5	BOARD OF ZONING ADJUSTMENTS CASE FILES	10 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-6	BOARD OF ZONING ADJUSTMENTS JOURNAL	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-7	BUILDING APPLICATIONS	UNTIL OCCUPANCY PERMIT ISSUED	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-8	BUILDING CARDS	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-9	BUILDING FOLDERS	REVIEW AT 5 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-10	BUILDING INSPECTION REPORTS	5 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-11	BUILDING PERMIT RECORD	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-12	BUILDING PLANS, RESIDENTIAL COMMERCIAL, MUNICIPAL OWNED	3 YEARS 5 YEARS LIFE OF STRUCTURE, APPRAISE FOR HISTORICAL VALUE	PAPER\ELECTRONIC		<input type="checkbox"/>

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2*See instructions before completing this form. Must be submitted with PART 1***Section E: Table of Records to be Disposed**

VILLAGE OF ELMORE

ZONING

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ZON-13	BUILDING SIGN INSPECTION FILES	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-14	CASE FILES – BOARD OF BUILDING STANDARDS & APPEALS	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-15	CASE FILES – BOARD OF ZONING APPEALS	10 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-16	CERTIFICATE OF INSURANCE	2 YRS AFTER EXPIRATION, PROVIDED NO CLAIMS PENDING	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-17	VILLAGE BUILDING CODE	UNTIL SUPERSEDED; RETAIN ONE COPY PERMANENTLY	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-18	COMMUNITY DEVELOPMENT REPORTS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-19	COMPLAINTS	2 YEARS, PROVIDED NO ACTION PENDING	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-20	CONDEMNATION & DEMOLITION RECORDS	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-21	CONTRACTOR'S REGISTRATION	2 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-22	DEMOLITION PERMITS	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-23	HOUSE NUMBER RECORD	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-24	HOUSING, LAND USE, POPULATION, & OTHER SPECIAL STUDIES	UNTIL NO LONGER OF ADMINISTRATIVE VALUE; APPRAISE FOR HISTORICAL VALUE	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

VILLAGE OF ELMORE

ZONING

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ZON-25	INDEX TO BOARD OF ZONING ADJUSTMENTS CASE FILES	25 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-26	INDEX TO VARIANCE RECORD	25 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-27	INDEX TO ZONING CASE RECORD	25 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-28	INDUSTRIAL USE PERMIT REVIEWS	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-29	LEGISLATIVE RESEARCH FILES\DRAFTS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-30	LOAN & GRANT APPLICATIONS (COPIES)	3 YEARS, PROVIDED AUDITED	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-31	OCCUPANCY PERMIT RECORD	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-32	PERFORMANCE BONDS – CONTRACTORS	10 YEARS AFTER EXPIRATION	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-33	PERMITS – ALL TYPES	3 YEARS, PROVIDED AUDITED	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-34	PLANNING BRIEFS	25 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-35	PLANNING COMMISSION CASE FILES	10 YEARS, PROVIDED NO ACTION PENDING	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-36	PROJECT PLANNING FILES	5 YEARS AFTER COMPLETION OF FINAL PROJECT REPORT	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-37	PROJECT REPORTS	25 YEARS, APPRAISE FOR HISTORICAL VALUE	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
VILLAGE OF ELMORE	ZONING				
(Local Government Entity)	(Unit)				
ZON-38	QUADRANT FILES	5 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-39	REZONING APPLICATIONS	UNTIL FINAL ACTION TAKEN & RECORDED	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-40	REZONING CASE FILES	5 YEARS AFTER FINAL DECISION RENDERED	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-41	STREET NAME CHANGE RECORD	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-42	STREET\ALLEY VACATION CASE FILES	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-43	SUBDIVISION FILES	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-44	TRANSPORTATION RESEARCH FILES	10 YEARS; APPRAISER FOR HISTORICAL VALUE	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-45	URBAN RENEWAL FILES	OBSOLETE; APPRAISE FOR HISTORICAL VALUE	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-46	VIOLATIONS	UNTIL CORRECTED OR ADJUDICATED BY A COURT	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-47	ZONING CASE LOG	25 YEARS	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-48	ZONING CERTIFICATE FOR OCCUPANCY & USE OF LAND & BUILDINGS	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-49	ZONING CHANGE REQUEST	5 YEARS, PROVIDED NO ACTION PENDING	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-50	ZONING PERMIT APPLICATIONS	1 YEAR AFTER FINAL DECISION RENDERED	PAPER\ELECTRONIC		<input type="checkbox"/>
ZON-51	ZONING PERMIT RECORD	PERMANENT	PAPER\ELECTRONIC		<input checked="" type="checkbox"/>
ZON-52	ZONING VARIANCE CASE FILES	5 YEARS AFTER FINAL DECISION, PROVIDED NO ACTION PENDING	PAPER\ELECTRONIC		<input type="checkbox"/>



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614 297 2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

Page 1 of 18

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Village of Elmore
(Local Government Entity)

Police Department
(Unit)

Jeffrey Harrison
(Signature of Responsible Official)

Jeffrey Harrison
(Name)

Chief of Police
(Title)

4-14-22
(Date)

Section B: Records Commission

Records Commission

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

gdensie@village.elmore.oh.us

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.

Matthew Kenani
Records Commission Chair Signature

04/14/2022
Date

Section C: Ohio History Connection - State Archives

Kevin Latta

Digitally signed by Kevin Latta
DN: cn=Kevin Latta, o, ou, email=klatta@ohiohistory.org, c=US
Date: 2022.05.04 10:55:51 -04'00'

Electronic Records Archivist

2022-05-04

Signature

Title

Date

Section D: Auditor of State

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

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

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

Village of Elmore

Police Department

(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
17-001	Policies, Procedures, Rules & Regulations	Until revised, rescinded, or no longer administrative value	CD-Paper		<input type="checkbox"/>
17-002	Ohio Public Records File, RC-1, RC-2 RC-3	Permanent	Paper		<input type="checkbox"/>
17-003	General Correspondence – Includes internal and external correspondence, correspondence from various individuals, companies, requesting information pertaining to the agency and other miscellaneous inquiries, this correspondence is informative (does not influence agency policy)	Until no longer of an administrative value.	Multi		<input type="checkbox"/>
17-004	Routine Correspondence – Includes referral letters, requests for routine information or publications provided to the public by the agency which are answered by standard form letters.	6 Months and no longer of an administrative value.	Multi		<input type="checkbox"/>
17-005	Transient Documents – Includes telephone messages, telephone message books, logs, MDT police chat, other limited documents which serve to convey information of temporary importance in lieu of verbal communication.	Retain until no longer of administrative value and then destroy, No RC-3 required.	Multi		<input type="checkbox"/>
17-006	Unsolicited Correspondence	Until no longer of an administrative value.	Multi		<input type="checkbox"/>

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

Village of Elmore

Police Department

(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
17-007	Copies (reading, informational, reference)	Until no longer of an administrative value.	Multi		<input type="checkbox"/>
17-008	Drafts and informal note	Until no longer of an administrative value.	Multi		<input type="checkbox"/>
17-009	Bulletins, posters, notices	Until no longer of an administrative value.	Multi		<input type="checkbox"/>
17-010	Blank Forms	Until revised, obsolete, superseded, then destroyed	Multi		<input type="checkbox"/>
17-011	Professional Magazines & Publications	Until no longer of an administrative value.	Paper		<input type="checkbox"/>
17-012	Reference publications & directories	Until no longer of an administrative value.	Multi		<input type="checkbox"/>
17-013	Laws, regulations, Rules (local, County, State, Federal)	Until revised, obsolete, superseded, then destroyed	Multi		<input type="checkbox"/>

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

Village of Elmore

Police Department

(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
17-014	Vendor & Suppliers Information	Until revised, obsolete, superseded, then destroyed	Multi		<input type="checkbox"/>
17-015	Voice Mail	Erase when no longer administrative value, no RC-3 required	Multi		<input type="checkbox"/>
17-016	Business cards, rotary index & rolodex files	Until superseded or obsolete, then destroyed	Multi		<input type="checkbox"/>
17-017	Planning, scheduling, calendar, training information on: Display boards, erasable dry boards, chalkboards, easel pads, and other display means	Continually updated, revised, or erased	Multi		<input type="checkbox"/>
17-018	Daily, Weekly, Monthly, Yearly, appointment books, schedules, calendars, organizers, planners.	Continually updated, revised, or erased	Multi		<input type="checkbox"/>
17-019	Fax logs, cover sheets, confirmation notices	Until no longer administrative value then destroy	Paper		<input type="checkbox"/>
17-20	Computer back up files	Retain for backup until no longer needed	Hard drive		<input type="checkbox"/>

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

Village of Elmore

Police Department

(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
17-021	PC/Computer systems, Hard drive disks, RAM, diskettes, Tapes, Cartridges, & similar electronic storage media	Format, reformat, overwrite, erase, or delete data as administratively necessary	Multi		<input type="checkbox"/>
17-022	Awards, Newspaper Articles, Media photographs	Until no longer admin value	Multi		<input type="checkbox"/>
17-023	Computer generated reports (non-specific) Admin – Financial reports – periodic	Until no longer admin or fiscal value then destroy	Multi		<input type="checkbox"/>
17-024	Training Materials	Until no longer admin or fiscal value then destroy	Multi		<input type="checkbox"/>
17-025	General Administrative Files	Until no longer admin or fiscal value then destroy	Multi		<input type="checkbox"/>

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

Village of Elmore

Police Department

(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
17-026	News Releases	Until no longer admin value, may be kept as officers personal property	Multi		<input type="checkbox"/>
17-027	Equipment operating manuals, Maintenance manuals	Life of equipment	Multi		<input type="checkbox"/>
17-028	Equipment repair and maintenance records	Life of equipment	Multi		<input type="checkbox"/>
17-029	Annual department budget preparation documents and work papers	3 years after final budget approved	Multi		<input type="checkbox"/>
17-030	Purchase orders, Invoices and statements	3 Years provided audited and released	Paper/ Multi		<input type="checkbox"/>
17-031	Department telephone records	2 Years provided audited and released	Paper/ Multi		<input type="checkbox"/>
17-032	Memorandum –Read & Sign Directives	Until no longer admin or legal value	Paper		<input type="checkbox"/>
17-033	Response to resistance reports	4 Years & no legal action pending	Paper		<input type="checkbox"/>
					<input type="checkbox"/>

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

Village of Elmore

Police Department

(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
17-034	Vehicle Pursuit reports	4 Years & no legal action pending	Paper		<input type="checkbox"/>
17-035	Cold case files	Until solved or statute of limitations	Multi		<input type="checkbox"/>
17-036	Homicide and Sexual Assaults (including evidence)	Permanent	Multi		<input checked="" type="checkbox"/>
17-037	Video, Audio, Digital Recordings, Voice mail	Erase when no longer of admin or legal value, No RC-# required	Multi		<input type="checkbox"/>
17-038	BAC – Permits	3 Years	Paper		<input type="checkbox"/>
17-039	Inter-Office Memorandums / Communications	Until no longer admin or legal value	Multi		<input type="checkbox"/>
17-040	Grant requests - not funded	1 year after decision rendered	Multi		<input type="checkbox"/>
17-041	Grant requests - funded	5 Years after expiration of funding provided audited and no disputes	Multi		<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

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

Village of Elmore

Police Department

(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
17-042	Special or emergency protocols	5 years after revised or rescinded	Multi		<input type="checkbox"/>
17-046	Complaint Reports – Non criminal	6 Years	Multi		<input type="checkbox"/>
17-047	Complaint Reports – Criminal	20 Years & no legal action pending	Multi		<input type="checkbox"/>
17-048	Complaint Reports – Homicides	Permanent	Multi		<input checked="" type="checkbox"/>
17-049	Complaint Reports – Criminal all felonies except homicides	20 Years & no legal action pending	Multi		<input type="checkbox"/>
17-050	Complaint Reports – Criminal misdemeanors	6 years and no legal action pending	Multi		<input type="checkbox"/>
17-051	Traffic Citations – Issued	Sent to Municipal Court	Paper		<input type="checkbox"/>
17-052	Traffic Citations - Voided	Destroy unless admin value	Paper		<input type="checkbox"/>
17-052	Traffic Citations – Issued – Office Copy	3 years and no legal actions pending	Paper		<input type="checkbox"/>
17-053	Traffic warnings – written	1 year then destroy	Paper		
17-054	Left Blank intentionally				

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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 LGRP	(6) RC-3 Required by LGRP
17-055	Citizen Complaints	5 Years and no longer admin value	Paper		
17-056	Business Key holder information	Continually updated and revised	Multi		
17-057	Auction files – Sold	2 years	Paper		
17-058	Confiscated firearms and weapons records	10 years or court order	Multi		
17-059	Confiscated firearms and weapons disposal records	10 years or court order	Multi		
17-060	BCI&I Evidence submission & Lab Report forms	Incorporat ed into case file	Multi		
17-061	Mileage and monthly report forms	Monthly report to Fiscal officer/Cou ncil	Paper		
17-062	Towed and impounded vehicle reports	Incorporat ed into case file	Paper		
17-063	Subpoena / Summons	Until served discharged answered or withdrawn	Paper		
17-064	Photographic / Photos / Images / Logs – Evidentiary & Administrative	15 years and no pending legal action and no admin value	Multi		

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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
17-065	Digital files / photos / negatives – Evidentiary and administrative	15 years and no pending legal action and no admin value	Multi		
17-066	Sexual Assault Case & Evidence	20 years and no longer an admin value	Multi		
17-068	Expunged records & Case files	Upon receipt of order, erase or remove all electronic reference and redact related info in other department records	Multi		
17-069	Anonymous / Unfounded / Unverifiable Complaints	Until no longer admin value	Multi		
17-070	BMV Form 2255	Incorporat ed into case file	Paper		
17-071	House Watch logs	Continually updated and revised	Paper		
17-072	Left Blank Intentionally				

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Village of Elmore

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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
17-073	Domestic Violence Report forms - BCI	3 years after mandatory reporting period	Paper		
17-074	Left Blank Intentionally				
17-075	Daily Activity Logs	1 year	Paper		
17-076	Taser use Reports	Incorporat ed into case file	Paper		
17-077	Police Personnel file – past employee	2 years after separation and no longer admin value	Multi		
17-078	Police Personnel file – active employee	2 years after separation and no longer admin value	Multi		
17-079	Police Personnel Disciplinary actions	2 years after disciplinary action, provided no similar incidents, may be held longer for admin value	Multi		

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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 LGRP	(6) RC-3 Required by LGRP
17-080	Cruiser camera / Body Warn Camera	Incorporat ed into case file and no longer admin value No RC 3	Multi		
17-081	Station surveillance / video & audio	Continually looped or recorded aver as space is required for equipment operation No RC 3	Multi		
17-082	Copies of records – copies that serve no useful purpose	Until no longer admin value	Multi		
17-083	Left Blank Intentionally				
17-084	Left Blank Intentionally				
17-085	Left Blank Intentionally				
17-086	Left Blank Intentionally				
17-087	Left Blank Intentionally				