



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

Page ____ of ____

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 New Madison

(local government entity)

Roberta Hocker

(unit)

Fiscal Officer

4/27/16

(signature of responsible official)

(name)

(title)

(date)

Roberta Hocker Fiscal Officer 4/27/16

Section B: Records Commission

Records Commission

937-996-0298

PO Box 15

New Madison

45346

(telephone number)

Darke

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:
newmadisonclerk@embarqmail.com

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.

Lisa Walanda, Mayor

June 6, 2016

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda D. Dindler

Signature

Local Government Records Archivist 6/20/16

Title

Date

Section D: Auditor of State

Martin E. Muehl

Signature

Records Manager

Title

6-30-16

Date

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

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

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
16-01	Bank Statements	3 years	Paper		<input type="checkbox"/>
16-02	Daily Balance Sheets	3 years	Paper		<input type="checkbox"/>
16-03	Daily Statements (Form 6)	3 years	Paper		<input type="checkbox"/>
16-04	Delinquent/Omitted Taxpayer Agreements	3 years	Paper		<input type="checkbox"/>
16-05	Delinquent Tax & Assessment Collection Fund Records	4 years	Paper		<input type="checkbox"/>
16-06	Delinquent Tax Lists	3 years	Paper		<input type="checkbox"/>
16-07	Escrow Records	3 years	Paper		<input type="checkbox"/>
16-08	Investment Journal	Permane nt	Paper		<input checked="" type="checkbox"/>
16-09	Record of Tax Collection (Form 7)	3 years	Paper		<input type="checkbox"/>
16-10	Records of Officials' Bonds	10 years	Paper		<input type="checkbox"/>
16-11	Tax Refunds	3 years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
					<input type="checkbox"/>
	Water & Sewer Records Retention Schedule				<input type="checkbox"/>
16-12	Alarms/Security Logs	2 years	Paper		<input type="checkbox"/>
16-13	Certified on Taxes	Until no longer of admin. value	Paper		<input type="checkbox"/>
16-14	Easements	Permane nt	Paper		<input checked="" type="checkbox"/>
16-15	Emergency Contingency Plans	Until Supersed ed	Paper		<input type="checkbox"/>
16-16	Environmental Protection Agency Permits	10 years	Paper		<input type="checkbox"/>
16-17	Excavations/Restorations	15 years	Paper		<input type="checkbox"/>
16-18	Final Assessments	2 years	Paper		<input type="checkbox"/>
16-19	Flow Test Results	Permane nt	Paper		<input type="checkbox"/>
16-20	Hazmat Records	Permane nt	Paper		<input type="checkbox"/>
16-21	Inspection Reports	Until superced ed	Paper		<input type="checkbox"/>
16-22	Maintenance	Permane nt	Paper		<input type="checkbox"/>
16-23	Meter Records	Life of equipme nt	Paper		<input type="checkbox"/>
16-24	Project Records	Permane nt	Paper		<input checked="" type="checkbox"/>

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
16-25	Safety Training Records	3 years	Paper		<input type="checkbox"/>
16-26	Sewer Installers List	Until superced ed	Paper		<input type="checkbox"/>
16-27	Sewer/Water Permit Records	Permane nt	Paper		<input checked="" type="checkbox"/>
16-28	Sludge Hauling & Disposal Records	Permane nt	Paper		<input checked="" type="checkbox"/>
16-29	Studies & Surveys	Until no longer admin value	Paper		<input type="checkbox"/>
16-30	Water & Sewer Tap Records	Permane nt	Paper		<input checked="" type="checkbox"/>
16-31	Water Usage Reports	Permane nt	Paper		<input checked="" type="checkbox"/>
16-32	Wellfield Files	Permane nt	Paper		<input checked="" type="checkbox"/>
16-33	Benchmarks	Permane nt	Paper		<input checked="" type="checkbox"/>
16-34	Violation/Correction Orders	10 Yrs. provided no action pending	Paper		<input type="checkbox"/>
16-35	Wastewater System	10 Years	Paper		<input type="checkbox"/>
16-36	Water System	10 Years	Paper		<input type="checkbox"/>
16-37	Consumer Confidence Reports	10 Years	Paper		<input type="checkbox"/>
16-38	Consumer Files	7 Years	Paper		<input type="checkbox"/>

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(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
16-39	Damage Claims/Reimbursement	2 Years provided no action pending	Paper		<input type="checkbox"/>
16-40	Index to Consumers	Continual ly Updated			<input type="checkbox"/>
16-41	Rate Schedules	Permane nt	Paper		<input checked="" type="checkbox"/>
16-42	Accident Reports/Files	6 years	Paper		<input type="checkbox"/>
16-43	Activity Reports	2 years	Paper		<input type="checkbox"/>
16-44	Agendas	2 years	Paper		
16-45	Annual Inventory	3 years	Paper		
16-46	Annual Reports	Permane nt	Paper		<input checked="" type="checkbox"/>
16-47	Attendance Reports	3 years	Paper		
16-48	Audit Reports	5 years	Paper		
16-49	Backup Data	Retain for one system backup cycle then delete, erase or destroy			
16-50	Bids – Successful	15 years			
16-51	Bids – Unsuccessful	2 years			
16-52	Blueprints/Vellums/Drawings/Tracin gs/Mylars	Until Obsolete			
16-53	Bond Documents	3 years after the last bond			

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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
		has been retired			
16-54	Bond Register	7 years after final maturity of notes or bonds			
16-55	Budget, Annual Departmental/Office	3 years			
16-56	Budget Preparation Documents	2 years			
16-57	Compliance Reports	5 years			
16-58	Continuing Education Certifications/Class/Seminars/Traini ng Attendance Records	Place in personne l file			
16-59	Contracts	8 years after expiratio n			
16-60	Delivery Slips/Packing Slips	Until no longer of admin. value			
16-61	Disaster Plans	Until updated			
16-62	Disciplinary Hearings				
16-63	Employment Applications/Resumes- Successful	Place in personne l file			
16-64	Employment Applications/Resumes- Unsuccessful-Not Hired	6 years			
16-65	Employee Evaluations	Place in personne l file			
16-66	Equipment Maintenance Records	Life of equipme nt			

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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
16-67	Fee Schedules	Until updated			
16-68	Financial Records	3 years provided audited	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.		
16-69	Fuel Usage Records	3 years			
16-70	Grant Application – Not Funded	1 year			
16-71	Grant Files	5 years provided all audits have been conducted			
16-72	Insurance Policies	2 years after expiration provided all claims settled			
16-73	Insurance Records	2 years after expiration of policy provided all claims settled			
16-74	Licenses, Permits, Certifications	1 year after expiration			
16-75	Litigation Records	5 years after case			

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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
		if closed and appeals exhauste d			
16-76	Manuals & Handbooks	Until obsolete or replaced			
16-77	Material Safety Data Sheets	Until obsolete			
16-78	Meeting Notices	1 year			
16-79	Minutes of Meeting – Official Copy	Permane nt			✓
16-80	Minutes of Meetings – Audio & Video	Retain until transcrib ed into hard copy			
16-81	Oaths of Office of Elected Officials	10 years after leaving office			
16-82	Officials' Bonds	10 years after expiratio n			
16-83	Payroll Records	2 years			
16-84	Employment Files	2 years after employe e terminate s/retain			

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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
		retirement waivers, service record and leave balances			
16-85	Employee Medical Records	7 years			
16-86	Plats & Maps	Permanent			✓
16-87	Press/News Releases	Until no longer of admin. value			
16-88	Professional Association Records	Until no longer of admin. value			
16-89	Project Plans/Drawings	Life of project or until obsolete			
16-90	Public Hearings – Audio/Video	1 year			
16-91	Public Hearings – Report of Proceedings	Permanent			✓
16-92	Public Hearings – Transcripts	5 years			
16-93	Records Inventory	Until obsolete			
16-94	Records Requests	2 years			
16-95	Records Retention & Disposition Forms	Permanent			
16-96	Research Records	Until no longer of admin. value			
16-97	Resolutions	Until no			✓

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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
		longer of admin. value			
16-98	Training Files	Until no longer of admin. value			
16-99	Travel Requests/Expense Reports	3 years			
16-100	Vehicle Maintenance Reports	Until vehicle sold			
16-101	Vehicle Mileage Records	Until vehicle sold			
16-102	Workers' Compensations Claims	10 years after last activity			