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

See instructions before completing this form

Village of Mt Gilead
(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
GS 2017-1	Unemployment Compensation and Reports	3 years, provided audited	Paper		☐
GS 2017-2	Independent testing reports & results - WTP and WWTP	3 years	Paper and electronic		☐
GS 2017-3	Retirement System Records, payments and exemptions-OPERS and OP&F	Permanent	Paper		☐
GS 2017-4	Revenue Bonds, Treasurer Notes, Revenue Mortgage, Indenture Mortgage	Until paid, cancelled or redeemed, provided audited	Paper		☐
GS 2017-5	Correspondence- General, Legislative Branch Routine Form Letters, Council Excuses	2 years, provided audited	Paper		☐
GS 2017-6	Workers Compensation Claims	10 years after date of final payment	Paper		☐
Tax 2017-7	Copies of hearing notices and judgements filed, including those transferred to municipal court	5 years	Paper		☐
Pay 2017-8	All Tax Witholdings, Refund requests, refund vouchers	3 years, provided audited	Paper		☐
Pay 2017-9	Copies of W-2's and W-3's	3 years, provided audited	Paper		☐
GS 2017-10	Building Permits	Permanent	Paper		☐
GS 2017-11	Transmittal of Ohio Wage and Tax Statement	3 years, provided audited	Paper or electronic		☒
Tax 2017-12	All individual tax return's-residents and businessness	5 years	Paper or electronic		☐
GS 2017-13	Copies of 1099's and 1096's	3 years, provided audited	Paper		☐
GS 2017-14	Employee Grievance Hearing Records	1 year after resolved	Paper		☐
Pay 2017-15	Leave requests - All Types (sick, vacation, overtime, comp, carry over's)	3 years provided audited	Paper		☐
GS 2017-16	Civil Rights Affirmative action progress report	3 years	Paper		☐

Pay 2017-1

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

See instructions before completing this form

Village of Port Clinton

(legal governmental entity)

(county)

(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
GS 2017-17	Prevailing wage rate and wage rate change sheets	3 years	Paper		☐
GS 2017-18	Equal Employment Opportunity Records and Reports & EEO-4 survey	3 years	Paper		☐
GS 2017-19	Village and Village Department Lawsuits - including tax lawsuits	5 years after case is closed	Paper		☐
GS 2017-20	Petty Cash Receipts	3 years provided audited	Paper		☐
GS 2017-21	Settlement Sheets and Tax Distribution from State and County Auditor	3 years provided audited	Paper or Electronic		☐
GS 2017-22	Water and Sewer Tap Records	Permanent			☑
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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
MR 2023-1	Case Files, Traffic	25 Years, provided audited	Paper	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	☐
MR 2023-2	Case Files Criminal	25 Years Provided audited	Paper		☐
MR 2023-3	OVI	25 Years Provided audited	Paper		☐
MR 2023-4	Expungements	25 years after sealed Paper	Paper only		☐
Z 2023-5	Permits- Parade	1 year provided audited	Paper only		☐
Z 2023-6	Permits- Swimming Pool, Right of Way	3 years provided audited	Paper only		☐
Z 2023-7	Permits- Sidewalk Café and lot splits	Permanent	Paper only		☑
GS 2023-8	Computer generated receipts with bank deposit slip, pay-in and support documentation	3 years provided audited	Paper only		☐
GS 2023-9	All documentation and records for coronavirus relief fund monies	5 years after final payment	Paper and electronic		☐
GS 2023-10	All documentation and records for American Rescue Plan Act and Local Fiscal Recovery Fund	5 years after final payment	Paper and electronic		☐
GS 2023-11	All pesticide and insecticide application records and restricted use application records	3 years from the date of application	Paper and electronic		☐
GS 2023-12	Vehicle Maintenance records	Life of equipment	Paper		☐

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
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Police- 1	Accident Reports	5 years	Paper and Electronic		☐
Police -2	Accredidation Files	5 years	Paper & Electronic		☐
Police-3	Applications for employment	1 year	Paper & Electronic		☐
Police-4	Background investigations (not hired)	1 year	paper		☐
Police-5	Body camera and Dash camera – traffic/parking citations	5 years	electronic		☐
Police-6	Body camera and Dash camera – non event/routine business	6 months	electronic		☐
Police-7	Body camera – arrests	5 years	electronic		☐
Police-8	Body camera – homicide/death/felony	Permanent	electronic		☑
Police-9	Body camera and Dash camera– felonies	10 years	electronic		☐
Police-10	Canine records	5 years	Paper & electronic		☐
Police-11	Case files – homicide/death	Permanent	Paper & electronic		☑
Police-12	Case files – misdemeanors	5 years	Paper & electronic		☐

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
Police-13	Case files- felonies	10 years	Paper & electronic		☐
Police-14	Complaints	5 years	Paper & electronic		☐
Police-15	Call records	5 years	Paper & electronic		☐
Police-16	Dash camera – felonies	10 years	electronic		☐
Police-17	Daily logs	10 years	Paper & electronic		☐
Police-18	Law enforcement trust fund records	5 years	Paper & electronic		☐
Police-19	LEADS newsletters	2 years	Paper		☐
Police-20	Personnel files	10 years after separation	Paper		☐
Police-21	Internal investigations	5 years	Paper		☐
Police-22	Special duty records	1 year	Paper		☐
Police-23	Use of force reports	5 years	Paper & electronic		☐
Police-24	Internal communications-paper and e-mail	5 years	Paper & electronic		☐
Police-25	Outside correspondence-paper and email	5 years	Paper & electronic		☐

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
Police-26	Transitory messages-paper and email	Delete when no longer of adminstrative value	Paper & electronic		☐
Police-27	Equipment maintenance files	Life of equipment	Paper		☐
Police-28	Expungements	Destroy when order satisfied	Paper & electronic		☐
Police-29	Firearms qualifications	5 years	Paper & electronic		☐
Police-30	Grants records	5 years	Paper & electronic		☐
Police-31	Immobilization orders	1 year	Paper & electronic		☐
Police-32	Job descriptions	Until superceded or abolished	Paper & electronic		☐
Police-33	Vehicle impounds	5 years unless still in custody	Paper		☐
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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
G24-01	**CALENDERS** Desk and Appointment used to track meetings and events	Until no longer of administrativ value	Paper/ Electronic		☐
G24-02	**General Accounting & Journal Ledger** *Handwritten and computer reports of record of expenses & revenues*	3 Yrs provided 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. 117.26 O.R.C	☐
G24-03	**Handbooks & Manuals** *Publications outlining policies, procedures, practices & general directives*	Until superceded, obsolete or replaced	Paper/ Electronic		☐
G24-04	Depository Agreements	3 yrs after expiration provided audited	Paper/ Electronic		☐
G24-05	Direct Deposit requests and authorizations	Upon Termination of Employment	Paper/ Electronic		☐
WS 24-06	Monthly billing, journal and consumption reports -supercedes WS 2016-62	3 yrs provided audited	Paper electronic		☐
G 24-07	Audio recordings of council meetings Supercedes GS 2018-05re	Delete after transcribed to hard copy	Electronic		☐
G 24-08	Checks ran through check scanner	30 days	Paper		☐
G20-09	UAN system backups *Daily & Annual*	30 days or until superceded	Electronic		☐
G20-10	Meter route listings	Until no longer of administrative Value	Paper Electronic		☐

GS-2023 8 = Computer reports receipts 3 yrs

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
Pay 24-11	Payroll Deduction Warrants/EFT *To report the collection of voluntary deductions*	3 yrs provided audited	Paper/ Electronic		☐
Pay 24-12	Payroll Direct Deposit Stubs & Warrants	3 yrs provided audited	Paper/ Electronic		☐
G 24-13	Extra Pool Passes, sign in sheets, pool release forms	Delete after pool closes for the year	Cards Paper		☐
G 24-14	Garbage Permits for those collecting trash within the Village	One year	Paper		☐
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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
2024-1	Morrow county municipal court copies of all transfers from Mayors court to county court. Supercedes Tax 2017-7	After case is closed	Paper and electronic		☐
2024-2	All handwritten and computer generated court dockets	After court date	Paper		☐
2024-3	All certificate of election and results of all levies.	After each renewal, addition or new levies	Paper		☐
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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
GS 2016-01	Accounts Receivable & Payable Ledger	3 years, provided audited	Paper		☐
GS 2016-02	Agendas	3 years	Paper and electronic		☐
GS 2016-03	Annual Municipal Budgets	Permanent	Paper		☐
GS 2016-04	Application for Employment - not hired	1 year from receipt	Paper		☐
GS 2016-05	Audit Reports - Federal, State or Internal	5 years	Paper		☐
GS 2016-06	Bank Deposit Receipts/Bank Reconciliation Sheets/Bank Statements	3 years, provided audited	Paper or electronic		☐
GS 2016-07	Blank Forms	Obsolete, or superseded	Paper		☐
GS 2016-08	Blue Prints	Until updated, superseded or obsolete	All Media		☐
GS 2016-09	Bids - successful	15 years after expiration of contract	Paper or electronic		☐
GS 2016-10	Bids - unsuccessful	2 years	Paper or electronic		☐
GS 2016-11	Bulletins, posters, and notices	Obsolete or superseded	Paper		☐
GS 2016-12	Cancelled checks, cash journals, check registers	3 years, provided audited	Paper or electronic		☐
GS 2016-13	Claims & Litigation Records	5 years after case is closed	Paper or electronic		☐
GS 2016-14	Contracts & Agreements	15 years after expiration or termination	Paper or electronic		☐
GS 2016-15	Fuel Usage Records	3 years	Paper		☐
GS 2016-16	Federal & State Grants Files and Records	5 years, provided audited	Paper or electronic		☐
GS 2016-17	Hearings A) Report Proceedings B)Transcripts	A)Permanent B) 5 years	Paper or electronic		☐

If checked means the years encompassed by the record have been audited by the Auditor of State and the 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.

(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
GS 2016-18	Insurance Policies	2 years after expiration	All media		☐
GS 2016-19	All Village Inventory	3 years, provided audited	Paper or electronic		☐
GS 2016-20	Continuing Education Certifications	Place in personnel file	Paper or electronic		☐
GS 2016-21	Copies, Extra copies, Photocopies, etc..	Destroy when no longer of administrative value	Paper or electronic		☐
GS 2016-22	Leases - equipment and real estate	5 years after expiration	Paper or electronic		☐
GS 2016-23	Permits- Solicitor, Peddler,Garbage,Alarm,Food Permit - Garage Sale	3 years 1 year	Paper or electronic		☐
GS 2016-24	Minutes of Meetings -1. Hard copy 2. Hand written notes of meetings	1.Permanent 2. 3 years provided audited	Paper		☑ (permanent)
GS 2016-25	Oaths of Office elected and non-elected	10 years after leaving position	Paper		☐
GS 2016-26	All Personnel Bonds	10 years after expiration	Paper		☐
GS 2016-27	Pay-Ins	3 years provided audited	Paper		☐
GS 2016-28	Personnel Files	2 years after leaving.Retain retirement, service record & leave balances	Paper or electronic		☐
GS 2016-29	Purchase Orders	3 years, provided audited	Paper or electronic		☐
GS 2016-30	Receipt Books	2 years	Paper		☐
GS 2016-31	Public Record Request	2 years	Paper		☐
GS 2016-32	Records Retention Documents RC-1, RC-2, RC-3	Permanent	Paper		☐

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 117.26 O.R.C.

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
Pay 2016-33	Witholding Vouchers, Time Sheets, Wage Reports	3 years	Paper or electronic		☐
GS 2016-34	All Department Vouchers/ Warrants/Invoices/	3 years, provided audited	Paper or electronic		☐
GS 2016-35	Employer Witholding - monthly, quarterly, annually of all taxes	3 years provided audited	Paper or electronic		☐
GS 2016-36	Computer generated Financial and Payroll Reports Monthly, Quarterly, Semiannual	Until replaced with annual	Paper		☐
GS 2016-37	Computer generated Financial and Payroll Annual Reports	5 years	Paper		☐
GS 2016-38	Mail - Postal Records registered/certified/insured logs or receipts	2 years	Paper		☐
GS 2016-39	Health insurance enrollment record	1 year after employee leaves	Paper		☐
GS 2016-40	Deeds and Easements	Permanent	Paper		☑
Tax 2016-41	Cash receipts update	6 years	Paper		☐
Tax 2016-42	Witholding business income tax reconciliation form	6 years	Paper		☐
Tax 2016-43	Bank Deposit Report	3 years provided audited	Paper		☐
Tax 2016-44	Transactions & Listing	6 years	Paper		☐
Tax 2016-45	Delinquent Account Reports	Until paid and audited	Paper		☐
Tax 2016-46	Delcaration of estimated income tax, business and individual	6 years	Paper		☐
Tax 2016-47	All final return for the year	6 years	Paper		☐
Tax 2016-48	Quarterly Notice of Installment Due	6 years	Paper		☐
Tax 2016-49	Quarterly Payment Statement	6 years	Paper		☐

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.

(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 2016-50	Uncollectible Income Tax Accounts	6 years	All Media		☐
MR 2016-51	Monthly Cash Book/Case Jackets/Expungements	Permanent	All Media		☐
MR 2016-52	Cash Receipt Books	3 years, provided audited	Paper		
MR 2016-53	Fine and Fee Record/False Alarm Reports	3 years, provided audited	Paper		
MR 2016-54	BMV Reporting	3 years	Paper		
MR 2016-55	Supreme Court Reporting Files after filing online	3 years	Paper		
WS 2016-56	Applications for Service	Until service terminated	Paper		
WS 2016-57	Billing Adjustment Books	Until audited	Paper		
WS 2016-58	Utility Stubs	3 years, provided audited	Paper		
WS 2016-59	Daily Meter Repair Sheets/Over & Short Reports	3 years, provided audited	Paper		
WS 2016-60	Move in/out slips	3 years	Paper		
WS 2016-61	Meter Reading Records	3 years	Paper		
WS 2016-62	Monthly Billing see WS 24-06	~~10 years~~ 3 yrs	Paper		
WS 2016-63	Monthly Cash Receipt	3 years, provided audited	Paper		
WS 2016-64	Rate Schedules	Until superseded	Paper		
WS 2016-65	Delinquent Billing Report	3 years, provided audited	Paper		

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.

(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 2016-66	Water/Sewer usage reports and shut-off lists	3 years	Paper		
REC 2016-67	Pool Pass Stubs, Pool Receipts, Pool Taxes, handwritten copies of pool sales	3 years	Paper		
Z 2016-68	Rezoning Applications	Until final action taken & recorded	Paper or Electronic		
Z 2016-69	Rezoning Case Files	5 years after decision	Paper or Electronic		
Z 2016-70	Zoning Permit Applications	1 year after final decision	Paper or Electronic		
Z 2016-71	Loan and Grant Applications (copies)	3 years, provided audited	Paper or Electronic		
Z 2016-72	Condemnation and Demolition Permits and Records	Permanent	Paper		☑
GS 2016-73	Proof of Publication	Discard after audited	Paper		

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
GS 2018-01	Investment statements: Quarterly, Monthly, Yearly	3 years provided audited	Paper and Electronic		☐
GS 2018-02	Internal documentation of employee investigations, injuries or accidents	2 years after leaving	Paper and Electronic		☐
GS 2018-03	Traffic accident reports, investigations, claims, damages employee and non-employee	3 years after settlement	Paper and Electronic		☐
GS 2018-04	Voided checks, warrants and NSF checks including all copies	Discard after audit	Paper and Electronic		☐
GS 2018-05	Audio & Video recordings of council and committee meetings see GA 24-07.	1 year provided meeting is transmitted to hard copy	Electronic and on website		☐
GS 2018-06	Minutes of all committee, boards and council meetings	1 year provided meeting is typed to hard copy	Electronic and on website		☐
GS 2018-07	Council Meeting Packets	Discard after meeting. Provided meeting is transcribed to hard copy	Electronic and on website		☐
GS 2018-08	Transitory E-Mail Messages – drafts, personal correspondence, telephone messages.	Retain until no administrative value	Electronic		☐
GS 2018-09 Ref: GS 2016-28	Employment application, resume`,all pre-employment screening & testing, all garnishments & settled law cases, disciplinary actions & administrative leave, evaluations, letter of appointment, reference, insurance records, training records, certificates of accomplishments, physician's reports, job certifications, commendations	2 years after leaving	Paper and 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. 117.26 O.R.C.

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
					☐
Tax 2018-11	All Small Claim court files and notifications	5 years provided audited and closed	Paper and Electronic		☐
Z 2018-12	Sign / House Numbering and Home based business permits	Permanent	Paper		☑
GS 2018-10	Credit Card Authorizations	2 yrs	Paper, Electronic and Website		☐
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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.

(Local Government Entity) (Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
G26-01	Checks ran through the check scanner	45 days	Paper		☐
G26-02	Village council and all committee meetings that are on Video, YouTube and audio recordings. supersedes the previous retention period	6 months provided the meeting has been transcribed to hard copy			☐
Tax 26-03	1099-G, bank deposit reports and deposit reports	Electronic and paper. 1 year after audited			☐
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