



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

JAN 19 2017

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)- Part 1**

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

**Section A: Local Government Unit**

City of Pataskala

Finance/Payroll Records

(local government entity)

*Janice A. Smith*

Janice A. Smith

(unit)

Finance Manager

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

City of Pataskala

Records Commission

740-927-3167

(telephone number)

621 West Broad Street  
 (address)

Pataskala  
 (city)

43062  
 (zip code)

Licking  
 (county)

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

jsmith@ci.pataskala.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.

*[Signature]*

1/17/2017

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

*Fred P... [Signature]*  
 Signature

*State Archivist [Signature]*  
 Title

1/26/2017  
 Date

**Section D: Auditor of State**

*Martin E. Moore [Signature]*  
 Signature

Records Mgr  
 Title

2-8-17  
 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.***City of Pataskala**

(local government entity)

**Finance/Payroll**

(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
<b>ADMINISTRATIVE</b>					
08-00001	General Correspondence: Subject matter may include information concerning the general administration of the City to include projects fiscal and personnel matters that may be received from either an internal or external source.	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00002	Transient Correspondence	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00003	Unsolicited Correspondence/Unsolicited Mail/Unsolicited E-Mail and similar unsolicited correspondence	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00004	Copies – Reading, Informational and Reference	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00005	Drafts, Informal Notes, Reminder Notes	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00006	Blank Forms	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00007	Bulletins, Posters, General Notices and Displays	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00008	Computer General Administrative and Fiscal Reports (Non-specific)	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00009	Voice mail, text messages, caller ID, logs, paper messages	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00010	General administrative files	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00011	Electronic Mail System (E-mail)	Retain 2 years then delete	Electronic		<input type="checkbox"/>
08-00012	Backup Data (Not duplicated on desktops, laptops and PDAs)	Retain 2 system backup cycles then delete	Electronic		<input type="checkbox"/>

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

City of Pataskala

Financa/Payroll

(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
08-00013	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00014	Awards, Newspaper Articles and Clippings	4 years then appraise for Administrative or Historical value	Paper or Electronic		<input checked="" type="checkbox"/>
08-00015	Press and news releases	4 years then appraise for Administrative or Historical value	Paper or Electronic		<input checked="" type="checkbox"/>
08-00016	General Photographs, Negatives and Electronic Images	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00017	Business Cards – Rotary, Rolodex and applicable software files	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00018	Planning/Scheduling/Calendar/Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel Pads and Electronic Media	Continually updated, revised, completed, superseded or erased	Paper or Electronic		<input type="checkbox"/>
08-00019	Hourly/Daily/Weekly/Monthly/Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00020	Lists/Rosters/Informal Directories containing employee contact information	Continually maintained, purged and updated	Paper or Electronic		<input type="checkbox"/>
08-00021	Material Safety Data Sheets	Maintain until revised, obsolete, or superseded, then destroy	Paper		<input type="checkbox"/>
08-00022	Anonymous or Unfounded Complaints	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00024	Professional Organization and Association Files	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>

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

(local government entity)

**Finance/Payroll**

(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
08-00025	Equipment Operating and Maintenance Manuals	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00026	Equipment Maintenance and Repair Records	Retain until no longer of value	Paper or Electronic		<input type="checkbox"/>
08-00027	Laws, Regulations and Rules (Local, County, State and Federal)	Maintain until revised or rescinded	Paper or Electronic		<input type="checkbox"/>
08-00028	Policies, Procedures, Rules and Regulations	Maintain until revised or rescinded	Paper or Electronic		<input type="checkbox"/>
08-00029	Public Record Request Forms	1 year	Paper or Electronic		<input type="checkbox"/>
08-00030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 Forms)	25 years after revised, superseded, or discontinued	Paper		<input type="checkbox"/>
08-00031	Agendas	2 years	Paper or Electronic		<input type="checkbox"/>
<b>ACCOUNTING</b>					
08-00032	Appropriation Ledgers - Budget vs YTD Actuals	5 years and audit 4 years	Paper or Electronic		<input type="checkbox"/>
08-00033	Annual Budget Documents	5 years	Paper or Electronic		<input type="checkbox"/>
08-00034	Bank Statements	5 years and audit	Paper		<input type="checkbox"/>
08-00035	Certificates of Estimated Resources	5 years	Paper		<input type="checkbox"/>
08-00036	Depository Agreements	Duration of Agreement	Paper		<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.*

**City of Pataskala**  
(local government entity)

**Finance/Payroll**  
(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
08-00037	Year End General Ledger Reports	25 years	Paper		<input checked="" type="checkbox"/>
08-00038	Insurance Data & Appraisals	2 years post-expiration	Paper		<input type="checkbox"/>
08-00039	Investment Account Statements	5 years and audit	Paper		<input type="checkbox"/>
08-00040	Monthly Bank Reconciliations	3 years and audit	Paper		<input type="checkbox"/>
08-00041	YTD Budget Reports	3 years and audit	Paper or Electronic		<input type="checkbox"/>
08-00042	Check Registers	3 years and audit	Paper or Electronic		<input type="checkbox"/>
08-00043	Purchase Orders and Invoices	3 years and audit	Paper or Electronic		<input type="checkbox"/>
08-00044	Vendor Reports	3 years and audit	Paper		<input type="checkbox"/>
08-00045	Vendor W9 Forms	Permanent	Paper		<input type="checkbox"/>
08-00046	Comprehensive Annual Financial Reports (CAFR) & Basic Financial Statements	Permanent	Paper		<input type="checkbox"/>
08-00047	Bond and Note Transcripts	Permanent	Paper		<input checked="" type="checkbox"/>
08-00048	Legal Notices	5 years	Paper		<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.*

**City of Pataskala**

(local government entity)

**Finance/Payroll**

(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
08-00049	Special Assessment Reports	Until paid in full and audit	Paper		<input type="checkbox"/>
08-00050	Bond Escrow, Construction and Builder Deposits	10 years	Paper		<input type="checkbox"/>
<b>PAYROLL</b>					
08-00051	Application for employment/Applications for general application	3 years after date of receipt	Paper		<input type="checkbox"/>
08-00052	Elected Officials Bonds issued by bonding or surety company in the name of the elected official	10 years after bond expires	Paper		<input type="checkbox"/>
08-00053	E/L OPERS Independent Contractor PEDSCKN forms	Paper – permanent	Paper		<input type="checkbox"/>
08-00054	Employee Federal and State Exemption forms, Direct Deposit forms and Voluntary Employee Deductions	Until Superseded	Paper		<input type="checkbox"/>
08-00055	Timesheets	3 years and audit	Paper or Electronic		<input type="checkbox"/>
08-00056	Pay Registers	Permanent	Paper or Electronic		<input type="checkbox"/>
08-00057	W2 Reports	Permanent	Paper		<input type="checkbox"/>
08-00058	OPERS and OPFPF detail pension reports	Permanent	Paper		<input type="checkbox"/>
08-00059	Quarterly reports to the State showing number of employees paid and wages paid per quarter	Permanent	Paper		<input type="checkbox"/>
08-00060	Ohio Bureau of Worker's Comp Reports	2 years after claim settled	Paper		<input type="checkbox"/>

Audited means: 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.