



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

OHIO HISTORY CONNECTION

JULY 16 2024

STATE AND LOCAL
 GOVERNMENT RECORDS

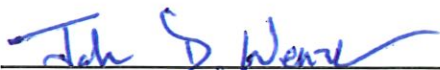
RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

Village of Ottawa Hills
 (Local Government Entity)

Municipal Government
 (Unit/Department)


 (Signature of Responsible Official)

John D. Wenzlick
 (Name)

Village Administrator
 (Title)

7-16-2024
 (Date)

Section B: Records Commission

Village of Ottawa Hills

Records Commission

419-536-4123

(Telephone Number)

2125 Richards Road
 (Address)

Ottawa Hills
 (City)

43606
 (Zip Code)

Lucas
 (County)

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

police@ottawahills.org

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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

7-16-2024
 Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

8/1/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

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

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

See instructions before completing this form.

Village of Ottawa Hills

Building, Zoning & Planning

(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
VOH-BZP-1	Blueprints	Until updated, superseded or obsolete, appraise for historical value	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-BZP-2	Building Plans Residential Commercial Municipal Owned	3 years 5 years Life of structure, appraise for historical value	Paper and/or Electronic		<input checked="" type="checkbox"/> <i>(Municipal)</i>
VOH-BZP-3	Case Files – Zoning Commission Appeals & Variances	10 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-4	Certificates of Insurance	2 years after expiration, provided no claims pending	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-5	Complaints	2 years, providing no pending action	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-6	Condemnation and Demolition Records	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-7	House Number Records	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-BZP-8	Housing, Land Use, Population and Other Special Studies	Until no longer of administrative, appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-9	Legislative Research Files / Drafts	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-10	Performance Bonds – Contractors	5 years after expiration	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-11	Permits – All types	3 years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Building, Zoning & Planning

(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
VOH-BZP-12	Project Planning Files	5 years after completion of final project report	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-13	Project Reports	25 years, appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-14	Rezoning Applications	Until final action taken and recorded	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-15	Street Name Change Record	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-BZP-16	Transportation Research Files	10 years, appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-17	Village Approved Contract List	Until Superseded	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-18	Village Approved Contractor Registration Files (Approved)	2 years after expiration	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-19	Village Approved Contractor Registration Files (Denied)	5 Years	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-20	Violation Complaints (Zoning, Property Maintenance)	Until corrected or adjudicated by a court	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-21	Violation Correspondence & Photos (Zoning, Property Maintenance)	Until corrected or adjudicated by a court	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-22	Violation Litigation (Zoning, Property Maintenance)	Until corrected or adjudicated by a court	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-23	Violation Notices (Zoning, Property Maintenance)	Until corrected or adjudicated by a court	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-24	Zoning Case Log	25 years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Building, Zoning & Planning // Council

(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
VOH-BZP-25	Zoning Change Request	5 years, provided no action pending	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-26	Zoning Code	Until superseded, retain 1 copy permanently	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-27	Zoning & Game Court Permit Applications	1 year after final decision rendered	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-28	Zoning & Game Court Permit Record	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VOH-BZP-29	Zoning Variance Case Files	5 years after final decision, provided no action pending	Paper and/or Electronic		<input type="checkbox"/>
VOH-C-1	Council Agendas	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-C-2	Council Agenda Packets	1 year	Paper and/or Electronic		<input type="checkbox"/>
VOH-C-3	Council Member's Files	Term of Office then appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
VOH-C-4	Council Minutes Approved Hardcopy Audio and Video Recordings of Meetings Drafts / Notes	Permanent 1 year, provided information concerning the meeting is transcribed to meeting minutes. Until hard copy of minutes is approved	Paper and/or Electronic		<input checked="" type="checkbox"/> (Permanent)
VOH-C-5	Index to Ordinances / Resolutions	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Council // Engineering & Streets

(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
VOH-C-6	Ordinances Petitions Proclamations	Permanent 5 years 2 years	Paper and/or Electronic		(Permanent) <input checked="" type="checkbox"/>
VOH-C-7	Reports to Council	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-C-8	Resolutions	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-ES-1	Aerial Photographs	Until superseded then appraise for historical value	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-ES-2	Bid Proposals	2 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-3	Blueprints, Maps & Plans	Life of infrastructure then appraise for historical value	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-ES-4	Bridge Plans	Life of bridge	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-ES-5	Bridge Inspection Reports	10 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-6	Change Orders	Place in project file	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-7	Contractors' Prevailing Wage Records	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-8	Drawings, Mylars Sanitary Sewer Water Main Storm Sewer	Permanent Permanent Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-ES-9	Easements	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-10	Maintenance Orders	2 years	Paper and/or Electronic		<input type="checkbox"/>

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

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Village of Ottawa Hills

Engineering & Streets

(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
VOH-ES-11	Pesticide Application Records	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-12	Project Files	10 years after completion of project	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-13	Project Inspection Records	Include in project files	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-14	Proposals for Street Improvement	Until approved or proposal rejected	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-15	Sanitary Sewer Records	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-ES-16	Storm Sewer Repair Sheets	10 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-17	Special Assessment Record	3 years after final payment, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-18	Street Lighting Assessment Records Petitions Pole Locations	Until paid off 3 years Until updated	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-19	Street Repair Cost Summary Record	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-20	Street Repair Record	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-21	Traffic Study Files	10 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-22	Village Owned Properties Files	Time of ownership plus 10 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-ES-23	Village Zoning Maps	Until superseded	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Finance

(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
VOH-F-1	Accounts Ledger	5 years after the last entry, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-2	Accounts Payable Records & Reports	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-3	Accounts Receivable Ledger, General	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-4	Accounts Receivable Ledger, Income Tax	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-5	Annual Certificate of Estimated Resources	7 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-6	Annual Municipal Financial Report	10 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-7	Annual Report to Auditor of State	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-8	Appropriation Ledger	5 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-9	Assessment Record	Until paid and audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-10	Audit Reports – Internal	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-11	Federal / Auditor of State	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-12	Bad Check or Bad Debt Records	2 years after payment or settlement	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-13	Balance Sheets	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>

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

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Village of Ottawa Hills
(Local Government Entity)

Finance
(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
VOH-F-14	Bank Deposit Records	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-15	Bid Bonds Successful Bidder Unsuccessful Bidder	Retain until acceptance of project performance bond Return after project awarded	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-16	Bids – Successful	10 years after the completion of project	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-17	Bids – Unsuccessful	2 years after letting of the contract	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-18	Bond Register	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-19	Cancelled Checks	2 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-20	Capital Improvement Bonds	Until paid off and audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-21	Cash Books / Cash Reports	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-22	Cash Receipts and Disbursements	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-23	Chargeback Reports / Records	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-24	Check Registers / Stubs / Carbons	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-25	Checking Account Statement	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-26	Checks – Voided	Until audited	Paper and/or Electronic		<input type="checkbox"/>

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

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Village of Ottawa Hills		Finance			
(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
VOH-F-27	Client Payment Files	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-28	Damage Claims	Until settled and all appeals exhausted	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-29	Debt Schedule	1 year after note is paid off	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-30	Deeds	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-F-31	Encumbrance Documents	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-32	Encumbrance and Expenditure Journal	7 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-33	Federal Revenue Sharing Account	7 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-34	Financial Reports Monthly, Quarterly, Semiannual Annual	Until replaced by next print out or annual report 5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-35	Fixed Assets Record	10 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-36	General Ledger	25 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-37	Insurance Policies	2 years after expirations, provided all claims settled	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-38	Investment Records	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-39	Invitation to Bid	2 years	Paper and/or Electronic		<input type="checkbox"/>

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

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Village of Ottawa Hills

Finance

(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
VOH-F-40	Invoices and Supporting Documents	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-41	Licenses (City Vehicles)	Term of License plus 1 year	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-42	Monthly Statement of Balances	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-43	Performance Bonds	After project successfully completed and accepted	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-44	Petty Cash Record	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-45	Prevailing Wage Records	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-46	Property Acquisitions Appraisals Drafts, Notes & Correspondence Environmental Reports	10 years, or until no longer administratively necessary 3 years after transfer of property Permanent	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-47	Receipts and Expenditures Report to Auditor of State	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-48	Reconciliation Sheets, Bank Accounts	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-49	Record of Funds Received	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-50	Refund Check Ledger	5 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-51	Request for Proposals	2 years	Paper and/or Electronic		<input type="checkbox"/>

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

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Village of Ottawa Hills

Finance // General Admin

(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
VOH-F-52	Retirement System Payments / Records	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-53	Tax Abatement Records	Duration of abatement plus 1 year	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-54	Sinking Fund Ledger or Journal	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-F-55	Tax Settlement Records	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-F-56	Travel Expense Records	2 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-01	Accident Reports / Files Employee injury Report Bodily Injury to non-employee Damage to Municipal Vehicle or Property	Place in personnel file 6 years, provided no action pending 6 years, provided no action pending	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-02	Administrative Orders	Until no longer administratively necessary	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-03	Agendas	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-04	Annual Municipal Budget	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-05	Audiovisual, PR & Training Materials	Until information is superseded, obsolete or replaced then appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>

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

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Village of Ottawa Hills

General Admin

(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
VOH-GA-06	Blank Forms	Until obsolete or superseded	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-07	Budget Preparation Documents	Until final annual budget is approved	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-08	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-09	Calendar Events	Until no longer administratively necessary	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-10	Case Files / Civil	5 years, provided no action pending	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-11	Compliance Reports	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-12	Continuing Education Certifications / Class / Seminar / Training Attendance Records	Place in personnel file	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-13	Contracts and Agreements	10 years after expiration or termination	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-14	Copies – All media Official File Copy Reading / Informational / Reference Copy	Use applicable records series retention period Until no longer administratively necessary	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-15	Correspondence Routine Form Letters General With Legislative Branch Executive	1 year 1 year 3 years 5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-16	Disaster Plans	Until updated or superseded	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-17	Drafts – All Media	Until no longer administratively necessary	Paper and/or Electronic		<input type="checkbox"/>

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Village of Ottawa Hills

General Admin

(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
VOH-GA-18	Employee Policies Handbook Policies FTO	Until updated or superseded Until updated or superseded Until updated or superseded	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-19	Equipment Inventories	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-20	Equipment / Vehicle Maintenance Records	Life of the equipment	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-21	Equipment Records – Personal Use Items (Clothing, Tools, Weapons, etc.)	Until equipment returned by employee	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-22	Executive Orders	Until updated, superseded or obsolete, appraise for historical value	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-GA-23	Expense Reports	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-24	Fuel Usage Records	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-25	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain one copy until audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-26	Grant Files / Records – Federal and State	5 years, provided audited and disputes resolved	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-27	Hearings (Not Employee Related) Audio and Video Recordings Report of Proceedings Transcripts	1 year 5 years 5 years	Paper and/or Electronic		<input type="checkbox"/>

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

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Village of Ottawa Hills		General Admin			
(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
VOH-GA-28	Leases Equipment Real Estate	2 years after expiration 3 years after expiration	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-29	Licenses, Permits, Certifications	1 year after expiration	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-30	Loan and Grant Applications (Copies)	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-31	Mail Unsolicited Mail (e.g., anonymous / slandorous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) Postal Records (e.g., Registered / Certified / Insured Logs or Receipts / Postal Meter Documents)	Until no longer administratively necessary 1 year	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-32	Mailing Lists	Until updated, superseded or obsolete	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-33	Management / Operations Reports Monthly / Quarterly / Semiannual Annual Consultant	Until incorporated into an annual report 5 years 5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-34	Manuals, Handbooks and Directives	Until superseded or obsolete, retain one copy	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-35	Maps / Plats	Until updated, superseded or obsolete, or replaced, then appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-36	Meeting Notices (Sec. 121.22 ORC)	1 year	Paper and/or Electronic		<input type="checkbox"/>

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Village of Ottawa Hills

General Admin

(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
VOH-GA-37	Minutes of Meetings Approved Hardcopy Audio and Video Recording of Meetings Drafts / Notes	Permanent 1 year provided information concerning the meeting substantially transcribed to hard copy Until hard copy of minutes approved	Paper and/or Electronic		<input checked="" type="checkbox"/> (Permanent)
VOH-GA-38	Municipal Publications	Until superseded or obsolete, retain one copy	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-39	Oaths of Office of Elected Officials	10 years after leaving office	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-40	Organizational Charts	Until Superseded	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-41	Photos	Until information is no longer current, then appraise for historical value	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-GA-42	Press / News Releases	2 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-43	Project Plans / Drawings / As Built	Life of project or obsolete then appraise for historical value	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-GA-44	Receipts / Receipt Books	2 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-45	Record Retention Documents	10 years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

General Admin

(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
VOH-GA-46	Record Requests	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-47	Reference Materials	Until no longer administratively necessary	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-48	Requisitions	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-49	Research Files	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-50	Rosters / Directories	1 year after superseded or obsolete	Paper and/or Electronic		
VOH-GA-51	Solicitor Permit's	1 year after expiration	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-52	Statistical Reports Monthly / Quarterly / Semiannual Annual Consultant Produced	5 years 5 years 5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-53	Surveying – Field Notes	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-GA-54	Telephone Messages – Telephone Records Charges / Bills / Call Detail Records Messages Service Records System Equipment Inventory	2 years, provided audited Until no longer administratively necessary 2 years Continually updated, retain superseded data 1 year	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-55	Training Material	Until superseded	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

General Admin // Personnel

(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
VOH-GA-56	Transitory Records	Until no longer administratively necessary	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-57	Vehicle Maintenance Records	Until vehicle sold	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-58	Vehicle Mileage Records	Until vehicle sold	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-59	Warranties	2 years after expiration	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-60	Work Orders	2 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-GA-61	Work Schedules	1 year after schedule changed	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-01	Application for Employment Person Hired Person Not Hired Copies	Place in personnel file 2 years Until no longer administratively necessary	Paper and/or electronic		<input type="checkbox"/>
VOH-P-02	Background Investigations (Including Polygraphs)	Place in personnel file	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-03	Commendations	Place in personnel file	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-04	Eligibility List	Until list expires	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-05	Employee Performance Evaluation	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-06	Employee Timecards / Sheets	3 years	Paper and/or Electronic		

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

See instructions before completing this form.

Village of Ottawa Hills
(Local Government Entity)

Personnel
(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
VOH-P-07	Employee Training Records	Place in personnel file	Electronic		<input type="checkbox"/>
VOH-P-08	Insurance Enrollment Record	1 year after employee leaves municipal employment	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-09	Job / Position Descriptions	One year after superseded	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-10	Leave Requests – All Types (Sick, Vacation, Overtime, Comp, etc.)	3 years, provided no balances journalized	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-11	Letter of Appointment	Place in personnel file	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-12	Letters of Resignation	Place in personnel file	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-13	Personnel Actions	Place in personnel file	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-14	Personnel File / Records	Purge 2 years after employee leaves municipal service. Maintain permanent record of service time, salary history, leave balances, taxes paid, resignation letter, retirement information and waivers.	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-15	Record of Disciplinary Action	4 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-P-16	Tuition Reimbursement Files	3 years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills (Local Government Entity)		Personnel // Tax (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
VOH-P-17	Worker's Compensation Case Files	10 years after date of final payment	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-1	Accounts Receivable	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-2	Annual Summary of Cash Collected	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-3	Business Income Tax Reconciliation Form	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-4	Control Sheet	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-5	Corporate Partnership Fiduciary Income Tax Return	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-6	Daily Posting Recapitulation	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-7	Detailed Cash Receipt Record	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-8	Delinquent Account Records	Until paid and audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-9	Declaration of Estimated Income Tax, Business and Individual	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-10	Final Return for the Year	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-11	Individual's Tax Return	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-12	Refund Voucher	6 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-T-13	Uncollectible Income Tax Accounts	6 years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Police

(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
VOH-PD-1	Accident Reports Property Damage, Bodily Injury and Traffic Fatal	3 years, provided no pending action Permanent	Electronic		<input type="checkbox"/>
VOH-PD-2	Aggravated Burglary & Burglary Cases	20 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-3	Aggravated Robbery & Robbery Cases	20 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-4	Alarm Response Cards	1 year	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-5	Alcohol Breath Testing Records Operator Permits Breath Test Result Forms Calibration Records	Until renewed 3 years 3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-6	Animal Complaints	2 years	Electronic		<input type="checkbox"/>
VOH-PD-7	Arrest Records / Non-Traffic	15 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-8	Arrest Records / Traffic	10 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-9	Arrest Reports / Juvenile	Until person turns 18 years old or expungement order is received from a court	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-10	Arrest Reports / Adult	50 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-11	Arson Reports	50 years, then appraise for historical value	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-12	Assignment Schedules	3 years	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Police

(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
VOH-PD-13	Autism Information Forms	Until no longer of administrative value	Paper		<input type="checkbox"/>
VOH-PD-14	Badges and ID's	Turn in upon termination	Physical		<input type="checkbox"/>
VOH-PD-15	Bicycle Records	2 years	Electronic		<input type="checkbox"/>
VOH-PD-16	Bite Investigation Reports	2 years	Electronic		<input type="checkbox"/>
VOH-PD-17	Calibration Records, Radar and Laser	Until superseded	Electronic		<input type="checkbox"/>
VOH-PD-18	Child Abuse Case Records	7 years after case is closed	Electronic		<input type="checkbox"/>
VOH-PD-19	Citizen Complaints Unsubstantiated Substantiated	1 year from date of complaint, providing no pending actions Move to discipline file	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-20	Completed Report Requests	1 year	Electronic		<input type="checkbox"/>
VOH-PD-21	Compliance Reports	5 years, provided no action pending	Electronic		<input type="checkbox"/>
VOH-PD-22	Criminal Case Files – Felonies (Except Homicide	6 years, provided no action pending	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-23	Criminal Case Files – Misdemeanors	2 years, provided no action pending	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-24	Disaster Plan	Until superseded	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills		Police			
(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
VOH-PD-25	Expunged Records per Expungement Orders	Destroy all files, records and computer references when expungement order is received from a court	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-26	Field Interrogation Forms	6 months	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-27	Fingerprints	50 years	Paper		<input type="checkbox"/>
VOH-PD-28	Firearm Records and Inventories	3 years, provided audited	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-29	Firearm Qualification Records	10 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-30	Firearm Purchase / Sale / Transfer Records	Permanent	Electronic		<input type="checkbox"/>
VOH-PD-31	Homicide Reports & Evidence (Closed Cases)	30 years after all appeals exhausted	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-32	Homicide & Rape including evidence (Pending)	Permanent	Paper and/or Electronic		
VOH-PD-33	Incident Reports (Except deaths and suicides)	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-34	Inspection Reports & Cards	3 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-35	Investigative Work Product, Internal Investigation	Kept until decision is rendered or all appeals are exhausted	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-36	Internal Affairs	4 years	Paper and/or electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Police

(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
VOH-PD-37	Jail Cell Check Log	2 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-38	Jail Intake Log	5 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-39	LEADS Audits TAC In-Service Newsletters Printouts	2 years LEADS required retention period LEADS required retention period Destroy when no longer administratively necessary	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-40	Push/Unlock Waivers	1 year	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-41	Missing Person Reports	20 years or until found	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-42	Mutual Aid Report	2 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-43	Offense Reports, Felonies Except Homicide	6 years, provided no pending action	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-44	Offense Reports, Misdemeanors	2 years, provided no pending action	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-45	Offense Reports, Sexually Oriented Offenses Rape or Sexual Battery Trafficking in Persons, Unlawful Sexual Conduct with a Minor, Gross Sexual Imposition, or Compelling Prostitution	30 years 20 years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Police

(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
VOH-PD-46	OH-1 Crash Reports	5 years	Electronic		<input type="checkbox"/>
VOH-PD-47	Parking Citations	3 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-48	Parking Warnings	3 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-49	Promotional Process	6 years	Electronic		<input type="checkbox"/>
VOH-PD-50	Property Room Log Property Sheets Recovered Property Record Destruction Records	Permanent 5 years Following destruction of property 10 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-51	Pursuit Reports	7 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-52	Radio / Phone Call Recordings	30 days, provided no action pending	Electronic		<input type="checkbox"/>
VOH-PD-53	Records & Background Check Requests	2 years	Electronic		<input type="checkbox"/>
VOH-PD-54	Ride Along Forms	3 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-55	Seizure Log	6 years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Police

(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
VOH-PD-56	Subpoenas, Summonses, or Warrants	30 days unless Video Preservation Request form submitted and provided no pending action	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-57	Taser Activity Log Test Records Usage Records	1 year 5 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-58	Telephone Recordings	30 days, provided no pending action	Electronic		<input type="checkbox"/>
VOH-PD-59	Tow Sheets	3 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-PD-60	Traffic Citations	3 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-61	Traffic Warnings	2 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-62	Use of Force Reports	7 years	Paper and/or electronic		<input type="checkbox"/>
VOH-PD-63	Vacation House Checks	30 days after owners return	Electronic		<input type="checkbox"/>
VOH-PD-64	Vehicle Equipment Log	2 years	Paper and/or electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Police / Payroll

(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
VOH-PD-65	<p>Video Footage (In-Car & Body Cam)</p> <p>Accident</p> <p>Arrest</p> <p>Citizen Contact</p> <p>Test / No Evidence</p> <p>T-stop</p>	<p>2 years, unless Video Preservation Request form submitted and provided no pending action</p> <p>3 years, unless Video Preservation Request form submitted and provided no pending action</p> <p>1.5 years, unless Video Preservation Request form submitted and provided no pending action</p> <p>6 months, unless Video Preservation Request form submitted and provided no pending action</p> <p>1 year, unless Video Preservation Request form submitted and provided no pending action</p>	Electronic		<p><input type="checkbox"/></p>

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

See instructions before completing this form.

	Unclassified	2 years, unless Video Preservation Request form submitted and provided no pending action			
VOH-PD-66	Video Footage (Building & White Field) Municipal Building Village Parks	30 days unless Video Preservation Request form submitted and provided no pending action 30 days unless Video Preservation Request form submitted and provided no pending action	Electronic		<input type="checkbox"/>
VOH-PAY-01	Application for PERS Refund or Waiver	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-02	Court Orders for Payroll Deduction	Until employee terminates or Order rescinded	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-03	Employee Earning / Pay Record	Continually compiled and updated until termination. Information placed in personnel file yearly.	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-04	Employee Income Tax Withholding Certificate	3 years after termination of employee, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-05	Withholding Payment Record	6 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-06	Employee Quarterly Federal Tax Return	4 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-07	Garnishment Orders	Until employee terminates or Order rescinded	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Payroll

(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
VOH-PAY-08	Leave Balances / Reports Bi-weekly Report of Leave Use & Balances Annual Employee Leave Use / Balance Report Individual Employee	Until incorporated in annual leave balances report 5 years Continually maintained and updated / Purge 2 years after termination provided no outstanding balances	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-09	Notification of Pay / Pay Step Increase	Until superseded. Copy in personnel file.	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-10	Overtime Authorization	2 years provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-11	Overtime Reports	2 years provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-12	Payroll Journal / Record Annual Cumulative Printout Weekly / Monthly Payroll Journal	50 years 3 years, provided audited and cumulative employee payroll date retained in personnel file.	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-13	Reports to Retirement Systems	50 years	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Payroll / Service & Cemetery

(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
VOH-PAY-14	State Income Tax Report	25 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-15	Tax Withholding Reports	6 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-16	W-2 Forms	6 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-PAY-17	W-4 Forms	Until superseded or employee terminates	Paper and/or Electronic		<input type="checkbox"/>
VOH-S-01	Bids for Contracts Awarded	Retain with Contract Files	Paper and/or Electronic		<input type="checkbox"/>
VOH-S-02	Bids for Contracts with No Bid Award	Retain for 3 years from date opening	Paper and/or Electronic		<input type="checkbox"/>
VOH-S-03	Burial Fee Receipts	3 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
VOH-S-04	Burial Permit	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-S-05	Burial Transit Permit	5 years	Paper and/or Electronic		<input type="checkbox"/>
VOH-S-06	Cartegraph Reports	Until no longer administratively necessary	Paper and/or Electronic		<input type="checkbox"/>
VOH-S-07	Deed Book	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-S-08	Deposit Record – Perpetual Care	Permanent	Paper and/or Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Village of Ottawa Hills

Payroll / Service & Cemetery

(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
VOH-S-09	Equipment Inventories	Retain until superseded by next inventory	Paper and/or Electronic		<input type="checkbox"/>
VOH-S-10	Equipment Maintenance and Repairs	Retain 1 year after disposal of equipment	Paper and/or Electronic		<input type="checkbox"/>
VOH-S-11	Equipment Warranties	Retain 1 year after disposal of equipment	Paper and/or Electronic		<input type="checkbox"/>
VOH-S-12	Fuel Log Spreadsheets	2 years, provided audited	Paper and/or Electronic		
VOH-S-13	Index to Burial Plots	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-S-14	Minutes	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-S-15	Plat Maps	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-S-16	Record of Lot Sales	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-S-17	Register of Interments	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
VOH-S-18	Rules and Regulations	Permanent	Paper and/or Electronic		<input checked="" 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