**VILLAGE OF BENTLEYVILLE**

**ORDINANCE NO. 2017-29**
**INTRODUCED BY: KATHLEEN HALE**

**AN ORDINANCE REPLACING ORDINANCE 2013-25 ENTITLED ADOPTING A RECOMMENDATION OF THE RECORDS COMMISSION OF THE VILLAGE OF BENTLEYVILLE AND DECLARING AN EMERGENCY.**

**WHEREAS**, this Council has determined that the Record Retention policy adopted in 2013 needs to be replaced.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Bentleyville, County of Cuyahoga, State of Ohio, that:

**WHEREAS**, Council desires to replace the Records Retention policy as follows:

**Section 1**. Council for the Village of Bentleyville hereby adopts the attached Records Retention Policy and said Policy hereby supersedes and replaces any prior records rentention policies.

**Section 2**. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including the applicable sections of the Ohio Revised Code.

**Section 3**. This Ordinance is hereby declared to be an emergency measure immediately necessary for the public peace, health, or safety of the inhabitants of the Village and for the further reason set forth in the preamble hereof, and this Ordinance shall, therefore, take effect and be in full force immediately from and after the date of its passage and approval.

Passed: 09.20.2017

Mayor

I, the undersigned, Fiscal Officer of the Village of Bentleyville, hereby certify that there is no newspaper published or having an office of publication in the same Village and that I published the foregoing Ordinance by posting the same in five (5) of the most public places of said Village, as defined by Ordinance of Council, for a period of fifteen (15) days, beginning the date following passage and signature by the Mayor.

Fiscal Officer

I, the undersigned, Fiscal Officer of the Village of Bentleyville, hereby certify that the foregoing is a true copy of Ordinance 2017-29 duly enacted by the Council of said Village on this 20 day of September, 2017.

Fiscal Officer

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



# 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 Bentleyville

(Local Government Entity) (Unit)

Deborah F. Breimaier | Deborah F. Breimaier | Administrative Assistant | 09.20.2017

(Signature of Responsible Official) (Name) (Title) (Date)

**Section B: Records Commission**

6253 Chagrin River Road Records Commission (440) 247-5055

(Telephone Number)

(Address) (City) (Zip Code) (County)

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

**admin@villageofbentleyville.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.

09.20.2017

Records Commission Chair Signature Date

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

Signature Title Date

**Section D: Auditor of State**

Signature Title Date

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

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

*See instructions before completing this form.*

(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 |
|---|---|---|---|---|---|
| | **GENERAL ADMINISTRATIVE RECORDS** | | | | |
| 1 | Accident Reports/Files Employee: | | Paper | | ☐ |
| 1a | Injury report (place in personnel file) | | Paper | | ☐ |
| 1b | Bodily injury to non-employee | 6 years provided no action pending | Paper | | ☐ |
| 1c | Damage to municipal vehicle or property | 6 years provided no action pending | Paper | | ☐ |
| 2 | Agendas | 6 years | Paper | | ☐ |
| 3 | Annual Municipal Budget | Permanent – at 50 years appraise for historical value | Paper | | |
| 4 | Attendance reports/records | 3 years | Paper | | |
| 5 | Badges and ID's | Turn in upon termination | Paper | | ☐ |
| 6 | Blank forms | Until obsolete or superseded | Paper | | ☐ |
| 7 | Blueprints/vellums | Until updated, superseded or obsolete, or replaced then appraise for historical value | Paper | | |
| 8 | Budget preparation documents (working papers) | 4 years | Paper | | |
| 9 | Bulletins, posters and notices to employees | Until no longer administratively necessary | Paper | | ☐ |
| 10 | Continuing education certifications/ classes/seminars training attendance records | Place in personnel file | Paper | | ☐ |
| 11 | Contracts and Agreements | 15 years after expiration or termination | Paper | | ☐ |
| 12 | Correspondence: | | Paper | | ☐ |
| 12a | Routine form letters | 1 year | Paper | | ☐ |
| 12b | General | 2 years | Paper | | ☐ |
| 12c | With Legislative Branch | 3 years | Paper | | ☐ |
| 12d | Executive | 5 years | Paper | | ☐ |
| 13 | Disaster Plans | Until updated or | Paper | | |

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

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(Local Government Entity) (Unit)

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|---|---|---|---|---|---|
| | | superseded | | | ☐ |
| 14 | Drafts – all media | Until no longer administratively needed | Paper | | ☐ |
| 15 | Equipment Maintenance Records | Life of equipment | Paper | | ☐ |
| 16 | Equipment Records – personal use items (e.g. tools/weapons/clothing/etc.) | Until equipment returned by employee | Paper | | ☐ |
| 17 | Expense records | 3 years | Paper | | ☐ |
| 18 | Facsimilie (FAX): | | Paper | | ☐ |
| 18a | Logs | 1 year | Paper | | ☐ |
| 18b | Messages | Treat as correspondence | Paper | | ☐ |
| 19 | Fuel usage records | 2 years | Paper | | ☐ |
| 20 | General orders, directives, policies rules, regulations or procedures | Until superseded, retain one copy until audited | Paper | | ☐ |
| 21 | Grant files/records-Federal/State | 5 years provided audited and disputes resolved | Paper | | ☐ |
| 22 | Hearings (not employee related): | | Paper | | ☐ |
| 22a | Audio and video recordings | Permanent | Paper | | ☐ |
| 22b | Report of proceedings | Permanent | Paper | | ☐ |
| 23 | Leases – Equipment | 2 years after expiration | Paper | | ☐ |
| 24 | Licenses, Permits, Certification | 1 year after expiration | Paper | | ☐ |
| 25 | Mail: | | Paper | | ☐ |
| 25a | Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) | Until no longer administratively necessary | Paper | | ☐ |
| 25b | Postal Records (e.g. registered/certified/insured logs or receipts/postal meter documents) | 2 years | Paper | | ☐ |
| 25c | Electronic mail (e-mail) | See correspondence | | | ☐ |
| 26 | Mailing lists | Until updated, superseded or obsolete | Paper | | ☐ |

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(Local Government Entity) (Unit)

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|---|---|---|---|---|---|
| 27 | Manuals, handbooks and directives | Until superseded, obsolete, or replaced. Retain one file copy 5 years | Paper | | ☐ |
| 28 | Maps/Plats | Until updated, superseded or obsolete, then appraise for historical value | Paper | | ☐ |
| 29 | Meeting Notices (Sec. 121.22 ORC) | 1 year | Paper | | ☐ |
| 30 | Memoranda | See correspondence | Paper | | ☐ |
| 31 | Minutes of meetings | Permanent | Paper | | ☐ |
| 31a | Approved hard copy | Permanent | Paper | | ☐ |
| 31b | Audio and video recordings of meetings | Permanent, information concering the meeting is substantially transcripted to hard copy | | | ☐ |
| 31c | Drafts/notes | Until hard copy of minutes approved | Paper | | ☐ |
| 32 | Municipal Publications | Until superseded or obsolete, retain one copy | Paper | | ☐ |
| 33 | Oaths of Office of Elected Officials | 10 years after leaving Office | Paper | | ☐ |
| 34 | Photo file (including prints, slides, negatives, transparencies and related photographic items) | Until information is no longer current then appraise for historical value | Paper | | ☐ |
| 35 | Press/News Releases | 3 years | Paper | | ☐ |
| 36 | Project Plans/drawings/as built | Life of project or obsolete then appraise for historical value | Paper | | ☐ |
| 37 | Receipts/receipt books | 2 years provided audited | Paper | | ☐ |
| 38 | Records Retention Documents RC1, RC2, RC3 | 25 years | Paper | | ☐ |
| 39 | Records Requests | 2 years | Paper/E-Mail | | |

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(Local Government Entity) (Unit)

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|---|---|---|---|---|---|
| | | | | | ☐ |
| 40 | Reference/library materials | Until superseded, obsolete or replaced | Paper | | ☐ |
| 41 | Rosters/directories | Until superseded or obsolete | Paper | | ☐ |
| 42 | Consultant produced: | | Paper | | |
| 42a | Statistical reports | Until incorporated yearly compilation | Paper | | |
| 42b | Monthly/quarterly/semiannual | 5 years | Paper | | |
| 42c | Annual | 5 years | Paper | | |
| 43 | Telephone Messages-Telephone Records | | Paper | | |
| 43a | Charges/bill/call detail records | 2 years provided audited | Paper | | |
| 43b | Documentation | Life of system | Paper | | |
| 43c | Messages | Until no longer administratively necessary | Paper | | |
| 43d | Service records | 2 years | Paper | | |
| 43e | System equipment inventory | Continually updated, retain superseded data 1 year | Paper | | |
| 44 | Vehicle maintenance records | Until vehicle sold | Paper | | |
| 45 | Visitors' log or sign-in sheets | 1 year | Paper | | |
| 46 | Voicemail: | | | | |
| 46a | Messages | Until no longer administratively necessary | | | |
| 46b | Life of System | System documentation | | | |
| 47 | Warranties | 2 years after expiration | Paper | | |
| 48 | Work orders | 2 years | Paper | | |
| 49 | Work schedules | 1 year after schedule change | Paper | | |
| 50 | Quotes and Proposals for services | Until awarded | Paper | | |
| | | | | | |
| | **BUILDING/PLANNING AND ZONING RECORDS** | | | | |
| | | | | | |
| 1 | Appeals on Interpretation of Code | Permanent | Paper | | |
| 2 | Area Commission Files | 25 years | Paper | | |
| 3 | Building Applications | Until occupancy permit issued | Paper | | |
| 4 | Building Cards | Permanent | Paper | | |
| 5 | Building Folders | Review at 5 years | Paper | | |

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*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 |
|---|---|---|---|---|---|
| 6 | Building Inspection Reports | 5 years | Paper | | |
| 7 | Building Permit Record | Permanent | Paper | | |
| 8 | Building Plans: | | Paper | | |
| 8a | Residential | 3 years | Paper | | |
| 8b | Commercial | 5 years | Paper | | |
| 8c | Municipal owned | Life of structure, appraise for historical value | Paper | | |
| 9 | Building Sign Inspection Files | Permanent | Paper | | |
| 10 | Case Files – Board of Building Standards and Appeals | 10 years | Paper | | |
| 11 | Case Files – Board of Zoning Appeals | 10 years | Paper | | |
| 12 | Certificates of Insurance | 2 years afer expiration, provided no claims pending | Paper | | |
| 13 | City Building Code | Until superseded; retain 1 copy permanently | Paper | | |
| 14 | Community Development Reports | Until no longer of administrative value | Paper | | |
| 15 | Complaints | 2 years, provided no action pending | Paper | | |
| 16 | Condemnation and Demolition Records | Permanent | Paper | | |
| 17 | Contractor's Registration | 2 years | Paper | | |
| 18 | Demolition Permits | Permanent | Paper | | |
| 19 | House Number Record | Permanent | Paper | | |
| 20 | Housing, Land Use, Population and other Special Studies | Until no longer of administrative value, appraise for historical value | Paper | | |
| 21 | Legislative Research Files/Drafts | Until no longer of administrative value | Paper | | |
| 22 | Loan and Grant Applications (copies) | 3 years, provided audited | Paper | | |
| 23 | Occupancy Permit Record | Permanent | Paper | | |
| 24 | Performance Bonds – Contractors | 10 years after expiration | Paper | | |
| 25 | Permits – all types | 3 years provided audited | Paper | | |
| 26 | Planning Briefs | 25 years | Paper | | |
| 27 | Planning Commission Case Files | 10 years, provided no action pending | Paper | | |
| 28 | Project Planning Files | 5 years after | Paper | | |

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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 |
|---|---|---|---|---|---|
| | | completion of final project report | | | |
| 29 | Project Reports | 25 years, appraise for historical value | Paper | | |
| 30 | Rezoning Applications | Until final action taken and recorded | Paper | | |
| 31 | Rezoning Case Files | 5 years after final decision made | Paper | | |
| 32 | Street Name Change Record | Permanent | Paper | | |
| 33 | Street/Alley Vacation Case Files | Permanent | Paper | | |
| 34 | Subdivision Files | Permanent | Paper | | |
| 35 | Transportation Research Files | 10 years, appraise for historical value | Paper | | |
| 36 | Urban Renewal Files | Obsolete, appraise for historical value | Paper | | |
| 37 | Violations | Until corrected or adjudicated by a court | Paper | | |
| 38 | Zoning Case Log | 25 years | Paper | | |
| 39 | Zoning Certificates for Occupancy Use of Land and Buildings | Permanent | Paper | | |
| 40 | Zoning Change Request | 5 years, provided no action pending | Paper | | |
| 41 | Zoning Permit Applications | 1 year after final decision rendered | Paper | | |
| 42 | Zoning Permit Record | Permanent | Paper | | |
| 43 | Zoning Variance Case Files | 5 years after final decision, provided no action pending | Paper | | |
| | | | | | |
| | **COUNCIL RECORD** | | | | |
| | | | | | |
| 1 | Charter and Amendments | Permanent | Paper | | X |
| 2 | Council Member's Files | Term of Office, then appraise for historical value | Paper | | X |
| 3 | Index to Council Minutes | Permanent | Paper | | X |
| 4 | Index to Ordinances/Resolutions | Permanent | Paper | | X |
| 5 | Ordinances | Permanent | Paper | | X |
| 6 | Petitions (miscellaneous not filed elsewhere) | 5 years | Paper | | |
| 7 | Proclamations | 2 years | Paper | | |

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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 |
|---|---|---|---|---|---|
| 8 | Reports to Council | 5 years | Paper | | |
| 9 | Resolutions | Permanent | Paper | | X |
| 10 | Subject and Administrative Files | 5 years | Paper | | |
| | | | | | |
| | **COURT RECORDS** | | | | |
| | | | | | |
| A | **Mayors Court - Cross Reference Police Records** | | | | |
| | | | | | |
| B | **Street Records** | | | | |
| 1 | Blueprints, Maps and Plans | Life of infrastructure then appraise for historical value | Paper | | |
| 2 | Haul Tickets | 2 years, provided audited | Paper | | |
| 3 | Pesticide Application Records | 5 years | Paper | | |
| 4 | Proposals for Street Improvement | Until approved or proposal rejected | Paper | | |
| 5 | Sewer Repair Sheets | 10 years | Paper | | |
| 6 | Street Lighting: | | Paper | | |
| 6a | Assessment Records | Until paid off | Paper | | |
| 6b | Petitions | 3 years | Paper | | |
| 6c | Pole Locations | Until updated | Paper | | |
| 7 | Street Opening Permits | 3 years | Paper | | |
| 8 | Street Repair Cost Summary Record | 3 years, provided audited | Paper | | |
| 9 | Street Repair Record | 3 years | Paper | | |
| 10 | Traffic Study Files | Until superseded, then appraise for historical value | Paper | | |
| | | | | | |
| | **FINANCIAL RECORDS** | | | | |
| | | | | | |
| A | **General Financial Records** | | | | |
| 1 | Account Ledger | 5 years after last entry, provided audited | Paper | | |
| 2 | Annual Appropriation Ordinances (copies) | 7 years | Paper | | |
| 3 | Annual Certificate of Estimated Resources | 7 years | Paper | | |
| 4 | Annual Municipal Financial Report | Permanent | Paper | | |
| 5 | Annual Report to Auditor of State | 5 years | Paper | | |
| 6 | Appropriation Ledger | 5 years, provided audited | Paper | | |
| 7 | Assessment Record | Until paid and audited | Paper | | |
| 8 | Audit Reports / Auditor of State | 5 years | Paper | | |
| 9 | Bad Check or Bad Debt Records | 2 years after | Paper | | |

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(Local Government Entity) (Unit)

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|---|---|---|---|---|---|
| | | payment or settlement | | | |
| 10 | Bank Deposit Records (receipts, reconciliation, slips, statements, etc.) | 3 years, provided audited | Paper | | |
| 11 | Bid Bonds: | | Paper | | |
| 11a | Successful bidder | Retain until acceptance of project performance bond | Paper | | |
| 11b | Unsuccessful bidder | Return after project awarded | Paper | | |
| 12 | Bids – Successful | 15 years after completion of project | Paper | | |
| 13 | Bids – Unsuccessful | 2 years after letting of the contract | Paper | | |
| 14 | Block Grant Documentation | 5 years | Paper | | |
| 15 | Bond Register | Permanent | Paper | | |
| 16 | Cancelled Checks | 3 years, provided audited | Paper | | |
| 17 | Capital Improvement Bonds | Until paid off and audited, appraise for historical value | Paper | | |
| 18 | Cash Books / Cash Receipts | 3 years | Paper | | |
| 19 | Cash Receipts and Disbursements | 3 years, provided audited | Paper | | |
| 20 | Chargeback Reports / Records | 3 years | Paper | | |
| 21 | Check Registers / Stubs Carbons | 3 years, provided audited | Paper | | |
| 22 | Checking Account Statement | 3 years, provided audited | Paper | | |
| 23 | Checks – Voided | Until audited | Paper | | |
| 24 | Computer Generated Financial Report | Until replaced by next printout or annual report | Paper | | |
| 24a | Monthly/Quarterly/Semi-Annual/Annual | 5 years | Paper | | |
| 25 | Computer Records | Create separate schedule | Paper | | |
| 26 | Report of Cash Received | 3 years, provided audited | Paper | | |
| 27 | Damage Claims | Until settled and all appeals exhausted | Paper | | |
| 28 | Deposit Refund Requests | Until deposit is refunded and account audited | Paper | | |

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

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(Local Government Entity) (Unit)

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|---|---|---|---|---|---|
| 29 | Encumbrance Documents | 3 years | Paper | | |
| 30 | Encumbrance and Expenditure Journal | 7 years, provided audited | Paper | | |
| 31 | Fixed Assets Record | 10 years | Paper | | |
| 32 | General Ledger | 25 years | Paper | | |
| 33 | Indebtedness Statement | Permanent | Paper | | |
| 34 | Insurance Policies | 2 years after expiration, provided all claims settled | Paper | | |
| 35 | Intergovernmental Tax Receipts | 3 years, provided audited | Paper | | |
| 36 | Investment Records | 3 years, provided audited | Paper | | |
| 37 | Invitation to Bid (ITB) | 2 years | Paper | | |
| 38 | Invoices and Supporting Documents | 3 years | Paper | | |
| 39 | Monthly Statement of Balances | 3 years, provided audited | Paper | | |
| 40 | Mortgages | Until paid and cancelled, provided audited | Paper | | |
| 41 | Performance Bonds | After project successfully complete and accepted | Paper | | |
| 42 | Permits | 3 years, provided audited | Paper | | |
| 43 | Personal or Professional Services Invoice or Statement of Services | 3 years | Paper | | |
| 44 | Prevailing Wage Records | 3 years | Paper | | |
| 45 | Purchase Orders – Original and copies | 3 years | Paper | | |
| 46 | Reconciliation Sheets, Bank Accounts | 3 years, provided audited | Paper | | |
| 47 | Record of Funds Received | 3 years, provided audited | Paper | | |
| 48 | Request for Proposals (RFP's) | 2 years | Paper | | |
| 49 | Retirement System Payments / Records | Permanent | Paper | | |
| 50 | Retirement System Exemption Record (waiver) | Permanent | Paper | | |
| 51 | Settlement Sheet or Tax Distribution from County Auditor | Permanent | Paper | | |
| 52 | Special Assessments | Until paid off and audited | Paper | | |
| 53 | Surety Bonds – Special | 10 years after expiration | Paper | | |
| 54 | Surety Bonds of Officials or Employees | 10 years after termination of officer or employee | Paper | | |
| 55 | Tax Settlement Reports | 3 years, provided | Paper | | |

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

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(Local Government Entity) (Unit)

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|---|---|---|---|---|---|
| | | audited | | | |
| 56 | Trial Balance records | 3 years | Paper | | |
| 59 | Unemployment Compensation Records | 3 years, provided audited | Paper | | |
| 60 | Uniform Allowance Record | 3 years, provided audited | Paper | | |
| 61 | Vouchers: | | Paper | | |
| 61a | Original | 3 years, provided audited until no longer administratively necessary | Paper | | |
| 61b | Copies | Until no longer administratively necessary | Paper | | |
| | | | | | |
| **B** | **Sinking Fund Records** | | | | |
| 1 | Bond Issue Ledger | Permanent | Paper | | |
| 2 | Bond Transcripts | 10 years after redeemed | Paper | | |
| 3 | Bonds (redeemed) | 2 years after issue is paid off, the appraise for historical value | Paper | | |
| 4 | Call Notices – Securities | 10 years after call | Paper | | |
| 5 | Cash Journal | 10 years, provided audited | Paper | | |
| 6 | Coupons (redeemed) | 4 years after audited, then appraise for historical value | Paper | | |
| 7 | Electronic Fund Transfer Records | 10 years | Paper | | |
| 8 | Monthly Financial Statement | Until incorporated in annual report | Paper | | |
| 9 | Record of Registered Bonds | Permanent | Paper | | |
| 10 | Sinking Fund Ledger or Journal | Permanent | Paper | | |
| | | | | | |
| | **FIRE DEPARTMENT** | | | | |
| | | | | | |
| 1 | Fire Department Records: | | | | |
| | FIRE DEPARTMENT SERVICES PROVIDED BY THE VILLAGE OF CHAGRIN FALLS | | | | |
| 2 | Hydrant Location Record | Permanent | Paper | | |
| 3 | Hydrant Maintenance Record | 2 years after test date | Paper | | |
| 4 | Inspection Reports / Cards – all types | 3 years | Paper | | |
| 5 | Water Surveys | 3 years | Paper | | |
| | | | | | |

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(Local Government Entity) (Unit)

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|---|---|---|---|---|---|
| | **LEGAL RECORDS** | | | | |
| | | | | | |
| 1 | Easements | Permanent | Paper | | |
| 2 | Legal Opinions from Municipal Legal Council | Permanent | Paper | | |
| 3 | Worker's Compensation Claims | 10 years after date of final payment | Paper | | |
| | | | | | |
| | **PARKS AND RECREATION RECORDS** | | | | |
| | | | | | |
| 1 | Fee Books | 3 years, provided audited | Paper | | |
| 2 | Plans of Park Property | Permanent | Paper | | |
| 3 | Shelter House Permits | 2 years | Paper | | |
| | | | | | |
| | **PAYROLL / PERSONNEL RECORDS** | | | | |
| | | | | | |
| A. | **Payroll Records** | | | | |
| 1 | Application for PERS Refund or Waiver | Permanent | Paper | | |
| 2 | Court Orders for Payroll Deduction | Until employee terminated or Order rescinded | Paper | | |
| 3 | Employee Earning Record | Continually compiled and updated until termination, then placed in personnel file | Paper | | |
| 4 | Employee Income Tax Withholding Certificate | 3 years after termination of employment, provided audited | Paper | | |
| 4a | Withholding Payment Records | 6 years, provided audited | Paper | | |
| 5 | Employee Pay Records | Continually updated until termination, then placed into personnel file or enter data onto employee history card | Paper | | |
| 6 | Employee Withholding Requests | Until replaced or revoked by employee | Paper | | |
| 7 | Employer Quarterly Federal Tax Return | 4 years, provided audited | Paper | | |
| 8 | Garnishment Orders | Until employee terminates or | Paper | | |

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|---|---|---|---|---|---|
| | | Order rescinded | | | |
| 9 | Leave Balances / Reports: | | | | |
| 9a | Bi-weekly report of leave use and balances | Until incorporate din annual leave balances report | Paper | | |
| 9b | Annual employee leave use / balance report | 5 years | Paper | | |
| 10 | Payroll Journal / Records: | | | | |
| 10a | Annual Cumulative Printout | 50 years | Paper | | |
| 10b | Weekly / Monthly Payroll Journal | 3 years provided audited on cumulative employee. Payroll date retained in personnel file | Paper | | |
| 11 | Report to Retirement System | 50 years | Paper | | |
| 12 | State Income Tax Systems | 50 years | Paper | | |
| 13 | Tax Withholding Reports | 6 years, provided audited | Paper | | |
| 14 | W-2 Forms | 6 years, provided audited | Paper | | |
| 15 | W-4 Forms | Until superseded or employee terminates | Paper | | |
| | | | | | |
| **B** | **Personnel Records** | | | | |
| 1 | Application for Employment: | | | | |
| 1a | Person Hired | Place in personnel file | Paper | | |
| 1b | Person not Hired | 2 years | Paper | | |
| 1c | Copies | Until no longer administratively needed | Paper | | |
| 2 | Commendations / Promotions | Place in personnel file | Paper | | |
| 3 | Employee Sick Leave and Vacation Balances | Continually updated until employee terminates. Balances verified bi-weekly | Paper | | |
| 4 | Employee Time Cards / Sheets | 3 years | Paper | | |
| 5 | Employee Training Records | Place in personnel file | Paper | | |
| 6 | Grievance Hearing Records | 1 year after resolved | Paper | | |
| 7 | Insurance Enrollment Record | 1 year after employee terminates | 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 |
|---|---|---|---|---|---|
| 8 | Job / Position Descriptions | 1 year after superseded | Paper | | |
| 9 | Leave Requests – all types (sick, vacation, overtime, etc.) | 3 years provided balances journalized | Paper | | |
| 10 | Letter of Appointment | Place in personnel file | Paper | | |
| 11 | Letters of Reference | 2 years after hired | Paper | | |
| 12 | Letter of Resignation | Place in personnel file | Paper | | |
| 13 | Personnel Actions | Place in personnel file | Paper | | |
| 14 | Personnel Files / Records: | Purge 2 years after employee leaves municipal service. | Paper | | |
| | Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents use a duly certified employment History Card. | | Paper | | |
| 14a | OSHA related records | 20 years | Paper | | |
| 15 | Promotion Action | Place in personnel file | Paper | | |
| 16 | Record of Disciplinary Action | 4 years | Paper | | |
| 17 | Reports to Bureau of Employment Services | 2 years | Paper | | |
| 18 | Unemployment Compensation Case Files | 4 years after date of final payment | Paper | | |
| 19 | Worker's Compensation Case Files | 10 years after date of final payment | Paper | | |