



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

OHIO HISTORY CONNECTION
 JANUARY 19 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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Administrative

(Local Government Entity)

(Unit)

Barbara Seim

Office Assistant II

January 18, 2024

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission Information*

Records Commission

937-836-3500

(Telephone Number)

6996 Taywood Road

Englewood

45322

Montgomery

(Address)

(City)

(Zip Code)

(County)

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

01/18/24

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amy Czubak

Digitally signed by Amy Czubak
Date: 2024.01.23 15:53:21 -05'00'

Government Records Archivist

1/23/2024

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
Meeks
Date: 2024.01.29 08:57:32 -05'00'

Records Manager

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.*

City of Clayton

Administrative

(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 |
|---------------------------|--|---|----------------------|---|---------------------------------------|
| 01-01 | Accident Reports/Files a.) Employee Injury Report b.) Injury to non-employee on Municipal Property. c.) Damage to Municipal Vehicle or Property | 6 years provided no action pending | Paper | | <input type="checkbox"/> |
| 01-02 | Annual Municipal Budget | Permanent – at 50 years appraise for historical value | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 01-03 | Annual Municipal Report | Permanent – at 50 years appraise for historical value | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 01-04 | Blank Forms | Until obsolete or replaced | Paper/ Electronic | | <input type="checkbox"/> |
| 01-05 | Block Grant Documentation | 5 years | Paper/ Electronic | | |
| 01-06 | Budget Preparation Documents (working papers) | 4 years | Paper/ Electronic | | <input type="checkbox"/> |
| 01-07 | Bulletins, Posters and Notices to Employees | Until no longer of admin value | Paper/ Electronic | | <input type="checkbox"/> |
| 01-08 | City Manager's Reports | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 01-09 | Compliance Reports – All Types | 5 years | Paper | | <input type="checkbox"/> |
| 01-10 | Continuing Education Certificates/Class/Seminar/ Training Records | In Personnel File | Paper | | <input type="checkbox"/> |
| 01-11 | Contracts & Agreements | 15 years | Paper | | <input type="checkbox"/> |
| 01-12 | <u>Correspondence</u> a.) Transient Communications of temporary importance | 1 year | Paper/ Electronic | | <input type="checkbox"/> |

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

City of Clayton

Administrative

(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 |
|---------------------------|--|---|----------------------|---|---------------------------------------|
| | including but not limited to: phone messages, meeting notices, referrals, requests for routine information, etc. b.) General requests for information pertaining to interpretations and other miscellaneous inquires. c.) Substantive correspondence dealing with significant aspects of the administration of the office. Includes but is not limited to information regarding policies, programs, projects, fiscal matters, personnel, etc. | 2 years 5 years | | | |
| 01-13 | Email and text messages | Retain according to content; see Correspondence | Electronic | | |
| 01-14 | Unsolicited mail/email/messages (i.e. sales materials, transitory messages, informational brochures, anonymous letters, etc.) | Until no longer administratively necessary | Paper/ Electronic | | |
| 01-15 | Disaster Plans | Until updated or replaced | Paper/ Electronic | | <input type="checkbox"/> |
| 01-16 | Equipment Inventories | 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 01-17 | Equipment Maintenance Records | Life of Equipment | Paper/ Electronic | | <input type="checkbox"/> |
| 01-18 | Fuel Usage Records | 3 years | Electronic | | <input type="checkbox"/> |
| 01-19 | General Orders, Policies, Rules, Regulations or Procedures | Until replaced One copy retained for audit | Paper/ Electronic | | <input type="checkbox"/> |

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

City of Clayton

Administrative

(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 |
|---------------------------|---|---|----------------------|---|--|
| 01-20 | Grant Files/Records | 5 years provided audit | Paper/ Electronic | | <input type="checkbox"/> |
| 01-21 | Hearings (not employee related) a.) Report of proceedings b.) Transcripts | Permanent 5 years | Paper | | <input checked="" type="checkbox"/> (Permanent) |
| 01-22 | <u>Leases</u> a.) Equipment b.) Real Estate | 2 years after expiration 5 years after expiration | Paper | | <input type="checkbox"/> |
| 01-23 | Licenses, Permits, Certifications | 1 year after expiration | Paper | | <input type="checkbox"/> |
| 01-24 | Mailing Lists | Until updated, replaced or obsolete | Electronic | | <input type="checkbox"/> |
| 01-25 | Safety Data Sheets | Until Replaced | Paper | | <input type="checkbox"/> |
| 01-26 | Meeting Notices | 1 year | Electronic | | <input type="checkbox"/> |
| 01-27 | <u>Minutes of Meetings</u> a.) Approved Hard Copy b.) Drafts/Notes c.) Audio Visual Recordings | Permanent Until hardcopy approved 1 year provided properly transcribed | Paper/ Electronic | | <input checked="" type="checkbox"/> (Permanent) |
| 01-28 | Municipal Newsletters and Publications | Retain 1 copy permanently | Paper | | <input checked="" type="checkbox"/> (Permanent) |
| 01-29 | Organizational Chart | Until Replaced | Paper/ Electronic | | <input type="checkbox"/> |
| 01-30 | PERRP related files | 20 years | Paper/ Electronic | | <input type="checkbox"/> |

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

City of Clayton

Administrative

(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 |
|---------------------------|-------------------------------------|---|----------------------|---|---|
| 01-31 | Photo files | Until no longer of admin value – appraise for historical value | Paper/ Electronic | | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> (Historical) |
| 01-32 | Press/News Releases | 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 01-33 | Receipts/Receipt Books | 2 years provided audited | Paper/ Electronic | | <input type="checkbox"/> |
| 01-34 | Record Retention Documents | 25 years | Paper/ Electronic | | <input type="checkbox"/> |
| 01-35 | Record Requests | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 01-36 | Research Files | 5 years | Paper/ Electronic | | <input type="checkbox"/> |
| 01-37 | Rosters/Directories | 1 year after replaced or obsolete | Paper/ Electronic | | <input type="checkbox"/> |
| 01-38 | Solicitor's Permit | 1 year after expiration | Paper | | <input type="checkbox"/> |
| 01-39 | Speeches/Presentations | 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 01-40 | Surveillance Video | 30 days provided no action pending | Electronic | | <input type="checkbox"/> |
| 01-41 | Training Material | Until Replaced | Paper/ Electronic | | <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



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OHIO HISTORY CONNECTION

JANUARY 17 2025

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Building, Planning & Zoning Records

(Local Government Entity)

(Unit)

Amanda Zimmerlin

City Manager

January 10, 2025

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission Information

Records Commission

937-836-3500

(Telephone Number)

6996 Taywood Road

Englewood

45322

Montgomery

(Address)

(City)

(Zip Code)

(County)

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01/17/2025

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amy Hissong

Digitally signed by Amy Hissong
 Date: 2025.03.04 15:12:41 -05'00'

Government Records Archivist

3/4/2025

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
 Meeks
 Date: 2025.03.11 16:15:21 -04'00'

Records Manager

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.***City of Clayton****Building, Planning & Zoning**

Note: Only red checkmarks in column 6 indicate required RC-3 by Ohio History Connection.

(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 |
|---------------------------|--|---|----------------------|--|---|
| 02-01 | Annexation Records | Permanent | Paper | | ✓ <input checked="" type="checkbox"/> |
| 02-02 | Board of Zoning Appeals Case Files | Permanent | Paper/ Electronic | | ✓ <input checked="" type="checkbox"/> |
| 02-03 | Board of Zoning Appeals Index | Permanent | Paper/ Electronic | | ✓ <input checked="" type="checkbox"/> |
| 02-04 | Building Plans Municipal Owned | Life of structure, appraise for historical value | Paper | | ✓ <input checked="" type="checkbox"/> (Historical) |
| 02-05 | Certificates of Insurance | 2 years after expiration | Paper | | <input type="checkbox"/> |
| 02-06 | City Properties/Survey | Permanent | Paper | | ✓ <input checked="" type="checkbox"/> |
| 02-07 | City Zoning Map | Permanent | Paper | | ✓ <input checked="" type="checkbox"/> |
| 02-08 | Housing, Land Use, Population Census Data & Other Special Studies | Until no longer of admin value, appraise for historical value | Electronic | | <input type="checkbox"/> |
| 02-09 | Pre-Sale Inspection/Certificate of Occupancy Records | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| 02-10 | Performance Bonds – Contractors | 10 years after expiration | Paper/ Electronic | | <input type="checkbox"/> |
| 02-11 | Permits – all types | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 02-12 | Planning Commission Case Files, Commission Staff Reports & Case File Index | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 02-13 | Project Planning Files | 5 years after completion of final project | Paper/ Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Clayton****Building, Planning & Zoning**

(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 |
|---------------------------|---|---|----------------------|--|---------------------------------------|
| 02-14 | Project Reports | 25 years, appraise for historical value | Paper/ Electronic | | <input type="checkbox"/> |
| 02-15 | Residential and Commercial Building Plans and Permits | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| 02-16 | Rezoning Applications | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 02-17 | Rezoning Case Files | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 02-18 | State Building Code/Certificate of Occupancies Records | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 02-19 | Street Name New/Change Record | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 02-20 | Subdivision Files | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 02-21 | Vacant Property Registration | 5 years | Paper | | <input type="checkbox"/> |
| 02-22 | Violations | 5 year after corrected or adjudicated by Court | Paper/ Electronic | | <input type="checkbox"/> |
| 02-23 | Zoning Certificate for Commercial New Uses | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 02-24 | Zoning Change Request | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 02-25 | Zoning Permit Record | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |



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OHIO HISTORY CONNECTION

DEC 22 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Cemetery

(Local Government Entity)

(Unit)

Kenneth Phelps

Maintenance Worker III

November 13, 2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-836-3500

(Telephone Number)

6996 Taywood Rd

Englewood

45322

Montgomery

(Address)

(City)

(Zip Code)

(County)

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12/17/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Digitally signed by Amanda Rindler
 Date: 2020.12.30.10:45:57 -05'00'

Local Government Records Archivist

12/30/2020

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
 Date: 2021.01.11 15:54:35 -05'00'

Records Manager

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.

City of Clayton

Cemetery

(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 |
|---------------------------|--|----------------------------|-----------------------|--|---------------------------------------|
| 03-01 | Burial Fee Receipt | 3 years | Paper | | <input type="checkbox"/> |
| 03-02 | Burial Transit Permits | 5 years | Paper | | <input type="checkbox"/> |
| 03-03 | Burial Permit / Deeds / Register of Internment | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 03-04 | Deposit Record – Perpetual Care | Permanent | Paper / Electronic | | <input checked="" type="checkbox"/> |
| 03-05 | Index to Burial Plots | Permanent | Paper / Electronic | | <input checked="" type="checkbox"/> |
| 03-06 | Plot Maps | Permanent | Paper / Electronic | | <input checked="" type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |



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DEC 22 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Council Records

(Local Government Entity)

(Unit)

Barbara Seim

Clerk of Council

November 13, 2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-836-3500

(Telephone Number)

6996 Taywood Road

Englewood

45322

Montgomery

(Address)

(City)

(Zip Code)

(County)

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Records Commission Chair Signature

12/17/2020

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Digitally signed by Amanda Rindler
 Date: 2020.12.30 10:49:22 -05'00'

Local Government Records Archivist

12/30/2020

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
 Meeks
 Date: 2021.01.11 16:09:01 -05'00'

Records Manager

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 |
|---------------------------|--|---|----------------------|--|---------------------------------------|
| 04-01 | Charter & Amendments | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 04-02 | City Manager's Report | Permanent | Paper/ Electronic | | ✓ |
| 04-03 | Council Member's Files | Term of Office – appraise for historical value | Paper | | <input checked="" type="checkbox"/> |
| 04-04 | Index of Council Minutes | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 04-05 | Index to Ordinances/Resolutions | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 04-06 | Oath of Office of Elected Officials | 10 years after leaving office | Paper | | <input checked="" type="checkbox"/> |
| 04-07 | Ordinances, Resolution & Reports to Council | Permanent | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 04-08 | Petitions | 5 years | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 04-09 | Proclamations | 2 years | Paper | | <input checked="" type="checkbox"/> |
| 04-10 | Subject & Administrative Files | 5 years | Paper/ Electronic | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |



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OHIO HISTORY CONNECTION

DEC 22 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton **Service/Public Works & Street Records**

| | | | |
|---|-----------------|------------------|-------------------|
| (Local Government Entity) | (Unit) | | |
|  | Darrell Sanders | Service Director | November 13, 2020 |
| (Signature of Responsible Official) | (Name) | (Title) | (Date) |

Section B: Records Commission

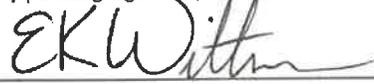
See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission **937-836-3500**

| | | | |
|-------------------|-----------|-----------------------------|------------|
| 6996 Taywood Road | Englewood | (Telephone Number) 45322 | Montgomery |
| (Address) | (City) | (Zip Code) | (County) |

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| | |
|---|------------|
|  | 12/17/2020 |
| Records Commission Chair Signature | Date |

Section C: Ohio History Connection - State Archives

| | | |
|----------------|------------------------------------|------------|
| Amanda Rindler | Local Government Records Archivist | 12/30/2020 |
| Signature | Title | Date |

Digitally signed by Amanda Rindler
Date: 2020.12.30 11:01:24 -05'00'

Section D: Auditor of State

| | | |
|-----------------|-----------------|------|
| Martin E. Meeks | Records Manager | |
| Signature | Title | Date |

Digitally signed by Martin E. Meeks
Date: 2021.01.11 15:11:49 -05'00'

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

City of Clayton

Service/Public Works & Street Records

(Local Government Entity)

(Unit)

A. Service/Public Works Records

| (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 |
|---------------------------|--|---|-----------------------|--|---------------------------------------|
| 05A-01 | Contractor's Registration – Utility | 5 years after expiration | Paper / Electronic | | <input type="checkbox"/> |
| 05A-02 | Federal Project Files | 5 years provided audited | Paper / Electronic | Audited means: the years encompassed by the records have been audited by the | <input type="checkbox"/> |
| 05A-03 | Performance Bonds – Contractors | 10 years | Paper | Auditor of State and the audit report has been released | <input type="checkbox"/> |
| 05A-04 | Permits – Approach, Driveway, Sidewalk, Curb & Gutter | 15 years after expiration | Paper / Electronic | | <input type="checkbox"/> |
| 05A-05 | Pesticide Application Records | 3 years | Paper | | <input type="checkbox"/> |
| 05A-06 | Project Files | 15 years after completion of project | Paper / Electronic | | <input checked="" type="checkbox"/> |
| 05A-07 | Project Inspection Reports | Included in project files | Paper / Electronic | | <input type="checkbox"/> |
| 05A-08 | Work Orders | 2 years | Electronic | | <input type="checkbox"/> |

B. Street Records

| | | | | | |
|--------|--|--|-----------------------|--|-------------------------------------|
| 05B-09 | Blueprints, Maps and Plans | Life of infrastructure, appraise for historical value | Paper / Electronic | | <input checked="" type="checkbox"/> |
| 05B-10 | Street Lighting a.) Assessment b.) Petitions c.) Pole Locations | Until paid off 3 years Until updated | Paper / Electronic | | <input type="checkbox"/> |

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

See instructions before completing this form.

City of Clayton

Service/Public Works & Street Records

(Local Government Entity)

(Unit)

| | | | | | |
|--------|------------------------|---------------------------|--------------------|--|-------------------------------------|
| 05B-11 | Street Opening Permits | 15 years | Paper | | <input type="checkbox"/> |
| 05B-12 | Street Repair Record | Included in work orders | Electronic | | <input type="checkbox"/> |
| 05B-13 | Traffic Study Files | Included in project files | Paper / Electronic | | <input checked="" type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
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OHIO HISTORY CONNECTION

DEC 22 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Finance

(Local Government Entity)

(Unit)

Kevin Schweitzer

Finance Director

November 18, 2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-836-3500

5996 Taywood Road

Englewood

45322

(Telephone Number)
Montgomery

(Address)

(City)

(Zip Code)

(County)

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

12/17/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Digitally signed by Amanda Rindler
 Date: 2020.12.30 11:54:54 -05'00'

Local Government Records Archivist

12/30/2020

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
 Meeks
 Date: 2021.01.12 12:56:26 -05'00'

Records Manager

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.*

City of Clayton

Finance

(Local Government Entity)

(Unit)

A. GENERAL FINANCIAL RECORDS

| (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 |
|---------------------------|--|--|-----------------------|--|---------------------------------------|
| 06A-01 | Account Receivable Ledger | 3 years | Electronic | | <input type="checkbox"/> |
| 06A-02 | Annual Appropriation Ordinances (copy) | 5 years | Electronic | | <input type="checkbox"/> |
| 06A-03 | Annual Certificate of Estimated Resources | 7 years | Paper/ Electronic | | <input type="checkbox"/> |
| 06A-04 | Annual Municipal Financial Report | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 06A-05 | Annual Report to Auditor of State | 5 years | Electronic | | <input type="checkbox"/> |
| 06A-06 | Appropriation Ledger | 5 years | Electronic | | <input type="checkbox"/> |
| 06A-07 | Assessment Records – passed by Council | Kept in accordance with ordinances & resolutions | Paper / Electronic | | <input type="checkbox"/> |
| 06A-08 | Audit Reports - Federal/Auditor of State | 5 years | Paper/ Electronic | | <input type="checkbox"/> |
| 06A-09 | Bad Check or Bad Debt Records | 2 years after payment or settlement | Paper/ Electronic | | <input type="checkbox"/> |
| 06A-10 | Bank Statements (receipts, reconciliation, slips, statements) | 3 years | Paper | | <input type="checkbox"/> |
| 06A-11 | <u>Bid Bonds</u> a.) Successful Bidder b.) Unsuccessful Bidder | Until performance bond Return after project awarded | Paper | | <input type="checkbox"/> |

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

See instructions before completing this form.

City of Clayton

Finance

| (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 |
|---------------------------|---|--|----------------------|--|---------------------------------------|
| 06A-12 | Bids – Successful | 15 years after Project Completed | Paper | | <input type="checkbox"/> |
| 06A-13 | Bids – Unsuccessful | 2 years after letting contract | Paper | | <input type="checkbox"/> |
| 06A-14 | Bond Register | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 06A-15 | Fixed Asset Records | 10 years | Paper/ Electronic | | <input type="checkbox"/> |
| 06A-16 | Capital Improvement Bonds | Until paid off appraise for historical value | Electronic | | <input type="checkbox"/> |
| 06A-17 | Chargeback Reports/Records | 3 years | Electronic | | <input type="checkbox"/> |
| 06A-18 | Check Registers | 3 years | Electronic | | <input type="checkbox"/> |
| 06A-19 | Checks – Voided | Until audited | Paper | Audited means: the years encompassed by the records have been audited by the | <input type="checkbox"/> |
| 06A-20 | <u>Computer Generated Financial Reports</u> a.) Monthly, Quarterly, Semiannual b.) Annual | Until replaced Five years | Paper/ Electronic | Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C. | <input type="checkbox"/> |
| 06A-21 | Credit Card Payment Documents | 90 days after submission to bank | Paper/ Electronic | | <input type="checkbox"/> |
| 06A-22 | Damage Claims | Until settled & appeals exhausted | Electronic | | <input type="checkbox"/> |
| 06A-23 | Indebtedness Statement | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 06A-24 | Insurance Policies | 2 years after expiration given all claims settled | Paper/ Electronic | | <input type="checkbox"/> |

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

| (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 |
| 06A-25 | Intergovernmental Tax Receipts | 3 years | Paper | | <input type="checkbox"/> |
| 06A-26 | Investment Records | 3 years | Paper / Electronic | | <input type="checkbox"/> |
| 06A-27 | Invitation to Bid | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 06A-28 | Invoices & Supporting documents | 3 years | Paper | | <input type="checkbox"/> |
| 06A-29 | Performance Bonds | After project successfully completed | Paper | | <input type="checkbox"/> |
| 06A-30 | Prevailing Wage Rates | 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 06A-31 | Property Inventories | 3 years | Electronic | | <input type="checkbox"/> |
| 06A-32 | Purchase Orders – Original | 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 06A-33 | Reconciliation Sheets – Bank Accounts | 3 years | Paper / Electronic | | <input type="checkbox"/> |
| 06A-34 | Refuse Rate Ordinance Notices | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 06A-35 | Request for Proposals | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 06A-36 | Retirement System Payment/Records | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| 06A-37 | Surety Bond | 10 years after expiration | Paper | | <input type="checkbox"/> |

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

City of Clayton

Finance

| (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 |
|---------------------------|--|--------------------------------|-----------------------|--|---------------------------------------|
| 06A-38 | Tax Abatement Records – penalty & interest | Duration of abatement + 1 year | Electronic | | <input type="checkbox"/> |
| 06A-39 | Transmittal of Ohio Wage & Tax Settlement | 6 years | Paper / Electronic | | <input type="checkbox"/> |

B. Municipal Income Tax Records

| | | | | | |
|--------|-------------------------------------|---------------------------|----------------------|--|--------------------------|
| 06B-40 | Accounts Receivable Ledger | 6 years | Paper/ Electronic | | <input type="checkbox"/> |
| 06B-41 | Annual Summary of Cash Collected | 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 06B-42 | Detailed Cash Receipt Record | 6 years | Electronic | | <input type="checkbox"/> |
| 06B-43 | Delinquent Account Records – Annual | Until paid and audited | Paper | | <input type="checkbox"/> |

C. Sinking Fund Records

| | | | | | |
|--------|--------------------------------|-------------------------------------|------------|--|-------------------------------------|
| 06C-44 | Bond Transcripts | 10 years after bonds redeemed | Electronic | | <input type="checkbox"/> |
| 06C-45 | Call Notices – Securities | 10 years after call | Electronic | | <input type="checkbox"/> |
| 06C-46 | Record of Registered Bonds | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 06C-47 | Sinking Fund Ledger or Journal | Permanent | Electronic | | <input checked="" type="checkbox"/> |



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

DEC 22 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Fire

(Local Government Entity)

(Unit)

Brian Garver

Fire Chief

November 13, 2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-836-3500

(Telephone Number)

6996 Taywood Road

Englewood

45322

Montgomery

(Address)

(City)

(Zip Code)

(County)

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

12/17/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Digitally signed by Amanda Rindler
 Date: 2020.12.30 10:52:14 -05'00'

Local Government Records Archivist

12/30/2020

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
 Date: 2021.01.12 13:02:47 -05'00'

Records Manager

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.

City of Clayton

Fire

(Local Government Entity)

(Unit)

Section A: Fire

| (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 |
|---------------------------|--|--|------------------------------------|---|---------------------------------------|
| 07A-01 | Alarm Response Reports and Fire Incidents | 10 years | Electronic | | <input type="checkbox"/> |
| 07A-02 | Annual Department Report | Permanent- at 50 years appraise for historical value | Electronic | | <input checked="" type="checkbox"/> |
| 07A-03 | Attendance Report/Records | 3 years | Electronic | | <input type="checkbox"/> |
| 07A-04 | Budget Preparation Documents | 4 years | Electronic | | <input type="checkbox"/> |
| 07A-05 | Calibration Documents | 5 years | Electronic | | <input type="checkbox"/> |
| 07A-06 | Contracts & Agreements | 15 years after expiration or termination | Electronic | | <input type="checkbox"/> |
| 07A-07 | Disaster Plan | until replaced | Electronic | | <input type="checkbox"/> |
| 07A-08 | Dispatch Logs (copies) | 3 years | Electronic | | <input type="checkbox"/> |
| 07A-09 | Emergency Medical Services Records | 7 years | Electronic | | <input type="checkbox"/> |
| 07A-10 | Equipment Inventory | 3 years | Electronic | | <input type="checkbox"/> |
| 07A-11 | Equipment Maintenance Records | life of equipment | Electronic | | <input type="checkbox"/> |
| 07A-12 | Fire Code | until replaced | Paper | | <input type="checkbox"/> |
| 07A-13 | Fire Investigation Files, Arson Reports, Insurance Claim Files | 50 years appraise for historical value | Electronic/ paper prior to 2002 | | <input type="checkbox"/> |
| 07A-14 | Fire Loss Records | Permanent | Electronic/ Paper prior to 2002 | | <input checked="" type="checkbox"/> |

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

(Local Government Entity)

(Unit)

Section A: Fire

| (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 |
|---------------------------|--|---|-------------------|---|---------------------------------------|
| 07A-15 | Fireworks Applications and Permits | 1 year after expiration | Electronic | | <input type="checkbox"/> |
| 07A-16 | General Orders, Directives, Polices, Rules and Regulations | until superseded, retain one copy until audited | Electronic | | <input type="checkbox"/> |
| 07A-17 | Grant Files | 5 years | Electronic | | <input type="checkbox"/> |
| 07A-18 | Hydrant Location Records | permanent | Electronic | | <input checked="" type="checkbox"/> |
| 07A-19 | Hydrant Maintenance Records | 2 years after test date | Electronic | | <input type="checkbox"/> |
| 07A-20 | Inspection Permits | 1 year | Electronic | | <input type="checkbox"/> |
| 07A-21 | Inspection Reports | 3 years | Electronic | | <input type="checkbox"/> |
| 07A-22 | Inspection Violations | 1 year after violation corrected | Electronic | | <input type="checkbox"/> |
| 07A-23 | Licenses, Permits & Certifications | 1 year after expiration | Electronic | | <input type="checkbox"/> |
| 07A-24 | Meeting Agendas | 6 years | Electronic | | <input type="checkbox"/> |
| 07A-25 | Minutes of Meeting | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 07A-26 | Mutual Aid Agreement | 10 years after replaced | Electronic | | <input type="checkbox"/> |

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

(Local Government Entity)

(Unit)

Section A: Fire

| (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 |
|---------------------------|-------------------------------------|--|-------------------|---|---------------------------------------|
| 07A-27 | Photo Files | until information is no longer current, then appraise for historical value | Electronic | | <input type="checkbox"/> |
| 07A-28 | Rosters/Directories | 1 year after superseded or obsolete | Electronic | | <input type="checkbox"/> |
| 07A-29 | State of Ohio Compliance Reports | 5 years, provided no action pending | Electronic | | <input type="checkbox"/> |
| 07A-30 | Statistical Reports - Monthly | until incorporated into yearly report | Electronic | | <input type="checkbox"/> |
| 07A-31 | Statistical Reports - Annual | 5 years | Electronic | | <input type="checkbox"/> |
| 07A-32 | Training Materials / Lesson Plans | until superseded | Electronic | | <input type="checkbox"/> |
| 07A-33 | Vehicle Maintenance Records | until vehicle is sold | Electronic | | <input type="checkbox"/> |
| 07A-34 | Voicemail Messages | until no longer administratively necessary | Electronic | | <input type="checkbox"/> |
| 07A-35 | Work Schedules | 1 year after schedule change | Electronic | | <input type="checkbox"/> |



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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Police

(Local Government Entity)

(Unit)

Chief Matthew Hamlin
 (Signature of Responsible Official)

Matthew Hamlin

Chief of Police

January 14, 2022

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-836-3500

(Telephone Number)

6996 Taywood Road

Englewood

45322

Montgomery

(Address)

(City)

(Zip Code)

(County)

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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.

EKWittman
 Records Commission Chair Signature

01/20/2022
 Date

Section C: Ohio History Connection - State Archives

Amy Khoury
 Signature

Government Records Archivist

Title

2/8/2022

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
 Date: 2022.02.11 13:45:26 -05'00'

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.

City of Clayton

Police

(Local Government Entity)

(Unit)

Section B: Police

| (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 |
|---------------------------|---|--|----------------------|---|---------------------------------------|
| 07B-01 | <u>Alcohol Breath Testing Records</u> a.) Operator Permits b.) Breath Test Result Forms c.) Calibration Records d.) Radio Frequency Interference Survey | Until Renewed 3 years 3 years Until machine is moved | Paper | | <input type="checkbox"/> |
| 07B-02 | Arrest Records/Reports – Adult | 50 years | Paper/ Electronic | | <input checked="" type="checkbox"/> |
| 07B-03 | Assignment Schedules | 3 years | Paper | | <input type="checkbox"/> |
| 07B-04 | Background Check Request Records | 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 07B-05 | <u>Body Camera Recordings - Non-Evidence</u> a.) Accidental Recordings b.) Field Interviews c.) Homicide d.) All Others | a.) 1 day b.) 1 year c.) 2 years d.) 6 months | Electronic | | <input type="checkbox"/> |
| 07B-06 | <u>Body Camera Recordings - Evidence</u> | Refer to arrest record, criminal case files, investigations, and report retention periods. | Electronic | | <input type="checkbox"/> |
| 07B-07 | Child Abuse Case Reports | 7 years after case closed | Paper/ Electronic | | <input type="checkbox"/> |
| 07B-08 | Citizen Complaints | 4 years | Paper | | <input type="checkbox"/> |
| 07B-09 | <u>Criminal Case Files – no action pending</u> a.) Felonies (except Homicide) b.) Misdemeanors | 6 years 2 years | Paper/ Electronic | | <input type="checkbox"/> |
| 07B-10 | Crime Statistical Reports | 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 07B-11 | Donations for Community Outreach | 5 years | Paper/ Electronic | | <input type="checkbox"/> |

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

See instructions before completing this form.

City of Clayton

Police

(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 |
|---------------------------|--|--|---------------------------------|---|---------------------------------------|
| 07B-12 | Equipment Records | Until returned by employee | Paper | | <input type="checkbox"/> |
| 07B-13 | Expunged Records – Adult, per Expungement Orders | Destroy files & references. One on file for court order ONLY | Paper | | <input type="checkbox"/> |
| 07B-14 | General Orders & Polices – Lexipool | Until replaced - one copy retained for audits | Paper/ Electronic | | <input type="checkbox"/> |
| 07B-15 | <u>Investigations</u> a.) Homicide & Rape including evidence (pending) b.) Homicide & Rape including evidence (closed) c.) Internal Affairs | Permanent Permanent 4 years | Paper Paper Paper | | <input type="checkbox"/> |
| 07B-16 | Juvenile Records (excludes homicide & rape) | Until person turn 18 years old, or when expungement order received from court | Paper | | <input type="checkbox"/> |
| 07B-17 | Liquor Permit Records | 3 years | Paper | | <input type="checkbox"/> |
| 07B-18 | Master Name Index | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 07B-19 | Missing Persons Reports | 20 years, or until found | Paper/ Electronic | | <input type="checkbox"/> |
| 07B-20 | <u>Property Room</u> a.) Log b.) Records | 25 years 5 years | Paper/ Electronic | | <input type="checkbox"/> |
| 07B-21 | <u>Reports</u> a.) Accident Reports b.) Property Damage c.) Bodily Injury State of Ohio Traffic Crash Reports (OH1) | 3 years | Paper/ Electronic | | <input type="checkbox"/> |

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

See instructions before completing this form.

City of Clayton

Police

(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 |
|---------------------------|--|--|----------------------|---|---------------------------------------|
| 07B-22 | Ride Along Forms | 2 years | Paper | | <input type="checkbox"/> |
| 07B-23 | Security Recordings | 30 days provided no action pending | Electronic | | <input type="checkbox"/> |
| 07B-24 | Subpoenas, Summons or Warrants | Until served, discharged, answered or withdrawn | Paper/ Electronic | | <input type="checkbox"/> |
| 07B-25 | Tow Tickets | 3 years | Electronic | | <input type="checkbox"/> |
| 07B-26 | Traffic Citations Traffic Citations | 3 years 1 year | Electronic Paper | | <input type="checkbox"/> |
| 07B-27 | Training Certificates – employees | 1 year after employee separated | Paper | | <input type="checkbox"/> |
| 07B-28 | Vacation House Checks | Upon owner's return | Paper | | <input type="checkbox"/> |

Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553

OHIO HISTORY CONNECTION

DEC 22 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

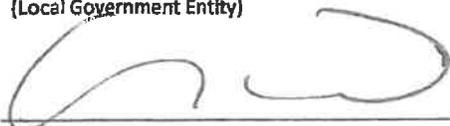
Section A: Local Government Unit

City of Clayton, Ohio

Legal Department

(Local Government Entity)

(Unit)



Martina M. Dillon, Esq.

Law Director

October 15, 2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-836-3500

6996 Taywood Road

Englewood

45322

(Telephone Number)

Montgomery

(Address)

(City)

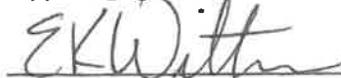
(Zip Code)

(County)

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

ewittman@clayton.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.



Records Commission Chair Signature

12/17/2020

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Digitally signed by Amanda
Rindler
Date: 2020.12.30 10:55:08 -05'00'

Local Government Records Archivist

12/30/2020

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
Meeks
Date: 2021.01.12 13:12:14 -05'00'

Records Manager

Signature

Title

Date

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

(Local Government Entity)

(Unit)

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

| (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 |
|---------------------------|--|---|-------------------|--|---------------------------------------|
| LR-1 | Case Files, Civil | Ten (10) Years, provided no action pending | Paper | | <input type="checkbox"/> |
| LR-2 | Case Files, Criminal | Twenty (20) Years, provided no action pending | Paper | | <input type="checkbox"/> |
| LR-3 | City Property Files | Permanent | Paper | | <input checked="" type="checkbox"/> |
| LR-4 | Claims for Damages | Two (2) Years after case settled and all appeals exhausted | Paper | | <input type="checkbox"/> |
| LR-5 | Deeds | Permanent | Paper | | <input checked="" type="checkbox"/> |
| LR-6 | Easements | Permanent | Paper | | <input checked="" type="checkbox"/> |
| LR-7 | Legal Notices a) Tear Sheets b) Proof of Publication | a) Two (2) Years b) Five (5) Years | Paper | | <input type="checkbox"/> |
| LR-8 | Legal Opinions from Municipal League Counsel | Permanent | Paper | | <input checked="" type="checkbox"/> |
| LR-9 | Liability Waivers | Three (3) Years, | 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 |
| | | provided no action pending | | | <input type="checkbox"/> |
| LR-10 | Settlements | Three (3) Years | Paper | | <input type="checkbox"/> |
| LR-11 | Worker's Compensation Claims | Ten (10) Years after date of final payment | Paper | | <input type="checkbox"/> |
| LR-12 | Legal Correspondence with City/Randolph Township | Five (5) Years | Paper | | <input type="checkbox"/> |
| LR-13 | Secretary of State Incorporation Documents | Ten (10) Years | Paper | | <input type="checkbox"/> |
| LR-14 | PUCO Decisions | Ten (10) Years | Paper | | <input type="checkbox"/> |
| LR-15 | Internal Legal Correspondence | Five (5) Years | Paper | | <input type="checkbox"/> |
| LR-16 | Legal Correspondence with Third Parties | Five (5) Years | Paper | | <input type="checkbox"/> |
| LR-17 | Legal Research | Ten (10) Years | Paper | | <input type="checkbox"/> |
| LR-18 | Drafts of Legislation | Five (5) Years | Paper | | <input type="checkbox"/> |
| LR-19 | Drafts of Agreements | Five (5) Years | Paper | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |



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

DEC 22 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Payroll/Personnel Records

| | | | |
|---|-----------------------|--------------------------------------|--------------------------|
| (Local Government Entity) | (Unit) | | |
|  | Elaine Wittman | Assistant to the City Manager | November 13, 2020 |
| (Signature of Responsible Official) | (Name) | (Title) | (Date) |

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-836-3500

| | | | |
|--------------------------|------------------|--------------|---|
| 6996 Taywood Road | Englewood | 45322 | (Telephone Number) Montgomery |
| (Address) | (City) | (Zip Code) | (County) |

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

| | |
|---|-------------------|
|  | 12/17/2020 |
| Records Commission Chair Signature | Date |

Section C: Ohio History Connection - State Archives

| | | | |
|-----------------------|---|---|-------------------|
| Amanda Rindler | Digitally signed by Amanda Rindler Date: 2020.12.30 12:00:19 -05'00' | Local Government Records Archivist | 12/30/2020 |
| Signature | | Title | Date |

Section D: Auditor of State

| | | | |
|------------------------|--|------------------------|------|
| Martin E. Meeks | Digitally signed by Martin E. Meeks Date: 2021.01.11 14:39:51 -05'00' | Records Manager | |
| 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.

City of Clayton

Payroll/Personnel Records

(Local Government Entity)

(Unit)

A. Payroll Records

| (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 |
|---------------------------|--|---|----------------------|--|---------------------------------------|
| 09A-01 | Application for PERS Refund or Waiver | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-02 | Court Orders for Payroll Deductions & Garnishment Orders | Until employee terminates or order rescinded Kept in personnel file | Paper | | <input type="checkbox"/> |
| 09A-03 | <u>Employee Income Tax</u> a.) Withholding Certificate b.) Withholding Payment Record | 3 years after termination of employment 6 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-04 | Employee Pay Rate Records | Continually updated until termination | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-05 | Employee Timesheets | 3 years | Paper | | <input type="checkbox"/> |
| 09A-06 | Employee Withholding Requests | Until replaced or revoked by employee | Paper | | <input type="checkbox"/> |
| 09A-07 | Employer Quarterly Federal Tax Return | 4 years | Paper | | <input type="checkbox"/> |
| 09A-08 | <u>Leave Balances/Reports</u> a.) Bi-weekly report use/balances b.) Annual Employee Leave Use/Balance Report c.) Individual Employee | Until incorporated in annual report 25 years Continually maintained & updated | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-09 | <u>Payroll Journal/Record</u> a.) Annual Cumulative Printout | 50 years | Paper/ Electronic | | |

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

City of Clayton

Payroll/Personnel Records

(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 |
|---------------------------|-------------------------------------|--|----------------------|--|---------------------------------------|
| | b.) Biweekly Payroll Journal | 3 years | | | <input type="checkbox"/> |
| 09A-10 | Reports to Retirement System | 50 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-11 | Tax Withholding Reports | 6 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-12 | W-2 Forms | 6 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-13 | W-4 Forms | Until replaced or employee terminates | Paper | | <input type="checkbox"/> |

B. Personnel Records

| | | | | | |
|--------|--|--|----------------------|--|--------------------------|
| 09B-14 | <u>Applications for Employment</u> a.) Person Hired b.) Person Not Hired c.) Copies | Personnel file 2 years Until no longer admin value | Paper | | <input type="checkbox"/> |
| 09B-15 | Background Investigations a.) Person Hired b.) Person Not Hired | Personnel file 2 years After eligibility list expires | | | <input type="checkbox"/> |
| 09B-16 | Commendations & Promotions | Place in personnel file | Paper | | <input type="checkbox"/> |
| 09B-17 | Eligibility Lists | Until list expires | Paper/ Electronic | | <input type="checkbox"/> |
| 09B-18 | Employee Exposure Reports - <i>no med attention</i> | Place in personnel file <i>6415</i> | Paper | | <input type="checkbox"/> |
| 09B-19 | Employee Injury Report – no medical attention received | 6 years | Paper | | <input type="checkbox"/> |

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

See instructions before completing this form.

City of Clayton

Payroll/Personnel Records

(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 |
|---------------------------|--|--|----------------------|--|---------------------------------------|
| 09B-20 | Employee Performance Evaluation | Place in personnel file | Paper | | <input type="checkbox"/> |
| 09B-21 | Employee Sick & Vacation Leave Balances | Continually updated by fiscal office | Electronic | | <input type="checkbox"/> |
| 09B-22 | Employee Training Records <i>DFWP, Harassment, Ethics 3yrs All shift Safety training 5yrs</i> | 1 year after employee terminates | Paper | | <input type="checkbox"/> |
| 09B-23 | Employment Information Files | Until Superseded | Paper/ Electronic | | |
| 09B-24 | Grievance Hearing Records | 1 year after resolved | Paper/ Electronic | | <input type="checkbox"/> |
| 09B-25 | Hiring Process (interview questions, exams, scoring sheets, etc.) a.) Hired b.) Not Hired | Personnel File 2 years after eligibility list expires | Paper | | <input type="checkbox"/> |
| 09B-26 | Insurance Enrollment Documents | 1 year after employee terminates | Paper | | <input type="checkbox"/> |
| 09B-27 | Job/Position Descriptions | 1 year after replaced | Electronic | | <input type="checkbox"/> |
| 09B-28 | Labor Union Agreements | 15 years after termination | Paper/ Electronic | | <input type="checkbox"/> |
| 09B-29 | Leave Requests – All | 3 years | Paper | | <input type="checkbox"/> |
| 09B-30 | Letter of Employment (Formal) | Place in personnel file | Paper | | <input type="checkbox"/> |
| 09B-31 | Letter of Resignation | Place in personnel file | Paper | | <input type="checkbox"/> |
| 09B-32 | Personnel Actions/Memos | Place in personnel file | Paper | | <input type="checkbox"/> |
| 09B-33 | Personnel Board of Review Hearing Case Files | 10 years | Paper/ Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Clayton****Payroll/Personnel Records**

(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 |
|---------------------------|---|--|----------------------|--|---------------------------------------|
| 09B-34 | Personnel File/Records | Permanent | Paper | | <input type="checkbox"/> |
| 09B-35 | Record of Disciplinary Action | Place in personnel file or per contract | Paper | | <input type="checkbox"/> |
| 09B-36 | Substance Reports/Drug Screens a.) New Hire b.) Random c.) Reasonable Suspicion/Post Accident | Personnel File 2 years Personnel File | Paper | | <input type="checkbox"/> |
| 09B-37 | Unemployment Compensation Files | 4 years after final payment | Paper | | <input type="checkbox"/> |
| 09B-38 | Worker's Compensation Files | 10 years after final payment | Paper/ Electronic | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |



Ohio History Connection
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DEC 22 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Parks & Recreation

(Local Government Entity)

(Unit)

EKWittman

Elaine Wittman

Asst. to City Manager

November 13, 2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-836-3500

(Telephone Number)

6996 Taywood Road

Englewood

45322

Montgomery

(Address)

(City)

(Zip Code)

(County)

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

EKWittman

12/17/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Digitally signed by Amanda Rindler
Date: 2020.12.30 11:04:22 -05'00'

Local Government Records Archivist

12/30/2020

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
Meeks
Date: 2021.01.12 13:57:00 -05'00'

Records Manager

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.***City of Clayton****Parks & Recreation**

(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 |
|---------------------------|---|--------------------------------|-----------------------|--|---------------------------------------|
| 11-01 | Accounts Receivable Ledger, Meadowbrook (copies) | 3 years | Electronic | | <input type="checkbox"/> |
| 11-02 | Caterer Reconciliation Documents | 5 years | Paper / Electronic | | <input type="checkbox"/> |
| 11-03 | Donation for Community Outreach | 5 years | Paper / Electronic | | <input type="checkbox"/> |
| 11-04 | Equipment Inventory | 1 year after disposed | Paper / Electronic | | <input type="checkbox"/> |
| 11-05 | Equipment Maintenance Records | 1 year after disposed | Paper / Electronic | | <input type="checkbox"/> |
| 11-06 | Facility Rental Documents | 2 years Provided audited | Paper / Electronic | | <input type="checkbox"/> |
| 11-07 | Licenses, Permits & Certifications | 1 year after expiration | Paper / Electronic | | <input type="checkbox"/> |
| 11-08 | Parks Commission Minutes | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| 11-09 | Pesticide Application Records | 3 years | Paper | | <input type="checkbox"/> |
| 11-10 | Program Records | 2 years | Paper / Electronic | | <input type="checkbox"/> |
| 11-11 | Promotional & Marketing Reports/Records | 2 years Provided audited | Paper / Electronic | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <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



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OHIO HISTORY CONNECTION

JANUARY 17 2025

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Payroll/Personnel Records

(Local Government Entity)

(Unit)

EKWittman

Elaine Wittman

Assistant to the City Manager

January 10, 2025

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-836-3500

6996 Taywood Road

Englewood

45322

(Telephone Number)
Montgomery

(Address)

(City)

(Zip Code)

(County)

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

EKWittman

01/17/2025

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amy Hissong Digitally signed by Amy Hissong
Date: 2025.03.04 15:19:21 -05'00'

Government Records Archivist

3/4/2025

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks
Date: 2025.03.17 09:15:34 -04'00'

Records Manager

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.***City of Clayton****Payroll/Personnel Records**

(Local Government Entity)

(Unit)

A. Payroll Records

| (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 |
|---------------------------|--|---|----------------------|--|---------------------------------------|
| 09A-01 | Application for PERS Refund or Waiver | Permanent | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-02 | Court Orders for Payroll Deductions & Garnishment Orders | Until employee terminates or order rescinded Kept in personnel file | Paper | | <input type="checkbox"/> |
| 09A-03 | <u>Employee Income Tax</u> a.) Withholding Certificate b.) Withholding Payment Record | 3 years after termination of employment 6 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-04 | Employee Pay Rate Records | Continually updated until termination | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-05 | Employee Timesheets | 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-06 | Employee Withholding Requests | Until replaced or revoked by employee | Paper | | <input type="checkbox"/> |
| 09A-07 | Employer Quarterly Federal Tax Return | 4 years | Paper | | <input type="checkbox"/> |
| 09A-08 | <u>Leave Balances/Reports</u> a.) Bi-weekly report use/balances b.) Annual Employee Leave Use/Balance Report c.) Individual Employee | Until incorporated in annual report 25 years Continually maintained & updated | Paper/ Electronic | | <input type="checkbox"/> |
| | | | | | |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Clayton****Payroll/Personnel Records**

(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 |
|---------------------------|---|--|----------------------|--|---------------------------------------|
| 09A-09 | <u>Payroll Journal/Record</u> a.) Annual Cumulative Printout b.) Biweekly Payroll Journal | 50 years 3 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-10 | Reports to Retirement System | 50 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-11 | Tax Withholding Reports | 6 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-12 | W-2 Forms | 6 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09A-13 | W-4 Forms | Until replaced or employee terminates | Paper | | <input type="checkbox"/> |

B. Personnel Records

| | | | | | |
|--------|--|--|----------------------|--|--------------------------|
| 09B-14 | <u>Applications for Employment</u> a.) Person Hired b.) Person Not Hired c.) Copies | Personnel file 2 years Until no longer admin value | Paper | | <input type="checkbox"/> |
| 09B-15 | Background Investigations a.) Person Hired b.) Person Not Hired | Personnel file 2 years After eligibility list expires | | | <input type="checkbox"/> |
| 09B-16 | Commendations & Promotions | Place in personnel file | Paper | | <input type="checkbox"/> |
| 09B-17 | Eligibility Lists | Until list expires | Paper/ Electronic | | <input type="checkbox"/> |
| 09B-18 | Employee Exposure Reports – No medical attention received | 6 years | Paper | | <input type="checkbox"/> |
| 09B-19 | Employee Injury Report – no medical attention received | 6 years | Paper | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Clayton****Payroll/Personnel Records**

(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 |
|---------------------------|---|--|----------------------|--|---------------------------------------|
| 09B-20 | Employee Performance Evaluation | Place in personnel file | Paper | | <input type="checkbox"/> |
| 09B-21 | Employee Sick & Vacation Leave Balances | Continually updated by fiscal office | Electronic | | <input type="checkbox"/> |
| 09B-22 | <u>Employee Training Records</u> a.) Individual employee training b.) Drug Free Workplace, Harassment, Ethics training c.) All staff safety training | 1 year after employee terminates 3 yrs 5 yrs | Paper | | <input type="checkbox"/> |
| 09B-23 | Employment Information Files | Until Superseded | Paper/ Electronic | | |
| 09B-24 | Grievance Hearing Records | 1 year after resolved | Paper/ Electronic | | <input type="checkbox"/> |
| 09B-25 | <u>Hiring Process</u> (interview questions, exams, scoring sheets, etc.) a.) Hired b.) Not Hired | Personnel File 2 years after eligibility list expires | Paper | | <input type="checkbox"/> |
| 09B-26 | Insurance Enrollment Documents | 1 year after employee terminates | Paper | | <input type="checkbox"/> |
| 09B-27 | Job/Position Descriptions | 1 year after replaced | Electronic | | <input type="checkbox"/> |
| 09B-28 | Labor Union Agreements | 15 years after termination | Paper/ Electronic | | <input type="checkbox"/> |
| 09B-29 | Leave Requests – All | 3 years | Paper | | <input type="checkbox"/> |
| 09B-30 | Letter of Employment (Formal) | Place in personnel file | Paper | | <input type="checkbox"/> |
| 09B-31 | Letter of Resignation | Place in personnel file | Paper | | <input type="checkbox"/> |
| 09B-32 | Personnel Actions/Memos | Place in personnel file | Paper | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Clayton****Payroll/Personnel Records**

(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 |
|---------------------------|---|--|----------------------|--|---------------------------------------|
| 09B-33 | Personnel Board of Review Hearing Case Files | 10 years | Paper/ Electronic | | <input type="checkbox"/> |
| 09B-34 | Personnel File/Records | Permanent | Paper | | <input type="checkbox"/> |
| 09B-35 | Record of Disciplinary Action | Place in personnel file or per contract | Paper | | <input type="checkbox"/> |
| 09B-36 | Substance Reports/Drug Screens a.) New Hire b.) Random c.) Reasonable Suspicion/Post Accident | Personnel File 2 years Personnel File | Paper | | <input type="checkbox"/> |
| 09B-37 | Unemployment Compensation Files | 4 years after final payment | Paper | | <input type="checkbox"/> |
| 09B-38 | Worker's Compensation Files | 10 years after final payment | Paper/ Electronic | | <input type="checkbox"/> |



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OHIO HISTORY CONNECTION

DEC 22 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Clayton

Water & Sewer

(Local Government Entity)

(Unit)


 (Signature of Responsible Official)

Kenneth Phelps

(Name)

Maintenance Worker III

(Title)

November 13, 2020

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

937-836-3500

5996 Taywood Road

Englewood

45322

(Telephone Number)
Montgomery

(Address)

(City)

(Zip Code)

(County)

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12/17/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Digitally signed by Amanda Rindler
 Date: 2020.12.30 11:48:08 -05'00'

Local Government Records Archivist

12/30/2020

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
 Date: 2021.01.11 15:17:19 -05'00'

Records Manager

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.

City of Clayton

Water & Sewer

(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 |
|---------------------------|---|----------------------------|-------------------|--|---------------------------------------|
| 10-01 | Account Register – Quarterly | 10 years | Electronic | | <input type="checkbox"/> |
| 10-02 | Backflow Certificates | Until Replaced | Electronic | | <input type="checkbox"/> |
| 10-03 | Contingency Plans | Until Replaced | Electronic | | <input type="checkbox"/> |
| 10-04 | Property and Records (Janice Ward & Hardscrabble Park) | 3 years | Electronic | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
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