

**RECORDS RETENTION SCHEDULE (RC-2)
VILLAGE OF CUSTAR, OHIO**

Council Records

Schedule Number	Record Title/Description	Retention Period	Media Type	For use by Auditor or OHS-LGRP	RC-3 Required by OHS-LGRP
01-COUN	Council Meeting Minutes	Permanent	Paper		
02-COUN	Ordinances/Resolutions	Permanent	Paper		
03-COUN	Council Meeting Agendas	2 years	Paper/Electronic		
04-COUN	Published Notices of Special Meetings	2 years	Paper		
05-COMM	Committee Meeting Minutes	4 years	Paper		

Office/Administrative Records

Schedule Number	Record Title/Description	Retention Period	Media Type	For use by Auditor or OHS-LGRP	RC-3 Required by OHS-LGRP
01-ADM	Land documents/deeds/titles/purchase info	Permanent, unless sold	Paper		
02-ADM	Vendor Contracts (when applicable)	1 year after vendor is inactive	Paper		
03-ADM	Liability Insurance documents- Copies of policies, bonds, claim info (if any), loss control surveys	4 years	Paper		
04-ADM	Legal items- Solicitor/prosecutor contracts/billings	4 years	Paper		
L4-ADM	Lawsuits/Court Proceedings (if any)	5 years after closed	Paper		
05-ADM	EMA Civil Defense Contracts & Correspondence	4 years	Paper		
06-ADM	Valuation Statements from County Auditor (annual)	5 years	Paper		
07-ADM	Citations & Special Assessments	3 years	Paper		
08-ADM	Grant Applications/Documents- CDBG/WCDP/Other	5 years	Paper/Electronic		
09-ADM	DAS Co-op Purchasing Contracts & Usage Reports	3 years	Paper/Electronic		
10-ADM	Census Information/Correspondence	10 years	Paper		
11-ADM	Liquor License Requests/Reports/Information	5 years	Paper		
12-ADM	Annual Recycling Reports	3 years	Paper		
13-ADM	Continuing Education Certificates- Fiscal Officer	2 years (or until audited)	Paper		
14-ADM	Ethics Commission Determinations (if any)	10 years	Paper		
15-ADM	Community Newsletters	2 years	Paper/Electronic		
16-ADM	Email Communication (job related)	Until no longer of value	Electronic		
17-ADM	Transient Materials--- Phone messages, texts, drafts, meeting notes, post-it notes, junk mail/emails	Until acted upon and/or no longer of value	Paper/Electronic		
18-ADM	Photos	Until no longer of needed / Must assess for historical value	Electronic		
19-ADM	Blank Forms	Until revised/outdated	Electronic		
20-ADM	Log of Public Records Requests	5 years	Paper		
21-ADM	Records Retention Documents/Filings	20 years	Paper		

Banking & Accounting Records

Schedule Number	Record Title/Description	Retention Period	Media Type	For use by Auditor or OHS-LGRP	RC-3 Required by OHS-LGRP
01-BANK	Bank Depository Agreements	Until revised/outdated	Paper		
02-BANK	Bank Statements	6 years	Paper		
03-BANK	Bank Reconciliation Reports (signed by council)	6 years	Paper		
04-BANK	Investment Certificates & Statements (CDs, etc)	6 years	Paper		
05-BANK	Pooled Collateral Statements	2 years (or until audited)	Paper		
06-BANK	Public Investment Policy	Until revised/outdated	Paper		
07-BANK	Credit Card Policy	Until revised/outdated	Paper		
01-ACC	Payment Records/Invoices/Check Stubs	6 years	Paper		
02-ACC	Purchase Orders/Blanket Certificates (Originals)	6 years	Paper		
03-ACC	Revenue/Receipt Documents	6 years	Paper		
04-ACC	Fund Register- Primary Checking Account	5 years	Electronic (Excel)		
05-ACC	Budgetary Items (Revenue)--- Certificates of Estimated Resources (all) Annual Estimate of Revenue Annual Certs of Total Amt Available plus Balances Annual LGF Estimate- County Auditor	6 years	Paper		
06-ACC	Budgetary Items (Appropriations)--- Temporary/Permanent Appropriations Appropriation Amendments & Realignment Appropriation Workpapers County Auditor's Appropriation Certification	6 years	Paper		
07-ACC	Budget Comm Tax Rate Certification Resolutions	6 years	Paper		
08-ACC	Real-Estate Tax Reports/Breakdowns	6 years	Paper		
09-ACC	Bonds/Loans/Debt Documentation (if any)	Life of loan, plus 2 years	Paper		
10-ACC	Annual Financial Reports (AFR)	6 years	Paper		
11-ACC	Audit Reports- FINAL	6 years	Paper		

12-ACC	Fund Status/Fund Summary/Cash Journal Reports (UAN)	6 years	Paper/Electronic		
13-ACC	Appropriation Status/Ledger Reports (UAN)	6 years	Paper/Electronic		
14-ACC	Revenue Status/Ledger Reports (UAN)	6 years	Paper/Electronic		
15-ACC	UAN Back-ups/Software Update CDs	2 years (or until audited)	Electronic (Disk)		

Payroll Records

Schedule Number	Record Title/Description	Retention Period	Media Type	For use by Auditor or OHS-LGRP	RC-3 Required by OHS-LGRP
01-PYR	Timesheets/pay stubs	6 years	Paper		
02-PYR	Payroll Tax Payment documents- EFTPS, State, SD, City	6 years	Paper		
03-PYR	Quarterly 941s	6 years	Paper		
04-PYR	Annual payroll tax filings/reconciliations	6 years	Paper		
05-PYR	W2 and W3 forms	6 years	Paper		
06-PYR	1099 and 1096 Forms	6 years	Paper		
07-PYR	OPERS Payments/Statements/Other Info	6 years	Paper		
08-PYR	Quarterly Unemployment Filings	6 years	Paper		
09-PYR	Unemployment Claim Documents (if any)	6 years	Paper		
10-PYR	Garnishments/Child Support Orders (if any)	2 years after inactive	Paper		
11-PYR	BWC Documents- Payments, Claims, TPA/MCO Contracts	6 years	Paper		
12-PYR	BWC PERRP Logs & 300AP filings	4 years	Paper/Electronic		
13-PYR	Payroll Journal/Summary Reports (UAN)	6 years	d		
14-PYR	Village Employee Handbook	Until revised/outdated	Paper/Electronic		
15-PYR	Employee/Personnel Files--- Employee Resume/Application (when applicable) W4s, IT-4s, IRS I-9s, New Hire Reporting Forms Employee Evaluations/Promotions Employee Reprimands/Disciplinary Action FMLA Requests/Records Employee Grievance Information/Documents Resignation Letters (if written)	2 years after dismissal	Paper		

Maintenance/Road Department Records

Schedule Number	Record Title/Description	Retention Period	Media Type	For use by Auditor or OHS-LGRP	RC-3 Required by OHS-LGRP
01-MAIN	Vehicle Titles	Life of Vehicle	Paper		
02-MAIN	Vehicle Maintenance Logs	Life of Vehicle	Paper		
03-MAIN	Equipment Manuals	Life of Equipment	Paper		
04-MAIN	Material Safety Data Sheets (MSDS)	Until revised/outdated	Paper		

Zoning Records

Schedule Number	Record Title/Description	Retention Period	Media Type	For use by Auditor or OHS-LGRP	RC-3 Required by OHS-LGRP
01-ZON	Village Zoning Ordinance & Amendments	Permanent	Paper		
02-ZON	Village Zoning Maps	Discard after revisions	Paper		
03-ZON	Zoning/Planning Commission/Hearing Minutes	Permanent	Paper		
04-ZON	Zoning Permit Applications	10 years	Paper		
05-ZON	Receipts for Permits Issued	6 years	Paper		
06-ZON	Requests for Zoning Changes/Variations	10 years	Paper		
07-ZON	Annexation Documents	15 years	Paper		
08-ZON	County Reports of Permits Issued	10 years	Paper		

BPA/Electric Department Records

Schedule Number	Record Title/Description	Retention Period	Media Type	For use by Auditor or OHS-LGRP	RC-3 Required by OHS-LGRP
01-ELEC	Meeting Minutes- Board of Public Affairs	Permanent	Paper		
02-ELEC	Utility Collection Account- Bank Statements	6 years	Paper		
03-ELEC	Utility Account Reconciliation Reports	6 years	Paper		
04-ELEC	Utility Invoices/Payment Stubs	6 years	Paper		
05-ELEC	Cash Receipt Journal Reports (Utility Software)	6 years	Paper		