



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

MAY 07 2018

STATE AND LOCAL  
GOVERNMENT RECORDS

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

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

#### Section A: Local Government Unit

Village of Ottoville

<u>Jeanne M. Wannemacher</u> (signature of responsible official)	Jeanne M. Wannemacher (name)	(unit) Fiscal Officer (title)	<u>5-7-18</u> (date)
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#### Section B: Records Commission

Village of Ottoville

Records Commission

419-453-3636

(telephone number)

150 Park Drive, P.O. Box 488, Ottoville Ohio  
(address) (city)

45876  
(zip code)

Putnam  
(county)

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

ottoville@villageofottoville.org

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.

<u>Jeanne M. Wannemacher</u> Records Commission Chair Signature	<u>5-7-18</u> Date
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#### Section C: Ohio History Connection - State Archives

<u>Charles J. Smith</u> Signature	Government Records Director Title	<u>5/24/18</u> Date
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#### Section D: Auditor of State

<u>Martez E. Murr</u> Signature	Records Manager Title	<u>5-24-18</u> Date
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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.*

Village of Ottoville

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) <del>For use by Auditor of State or LGRP</del>	(6) RC-3 Required by LGRP
Adm-01	Cash Journal	3 years	Paper	<del>For use by Auditor of State or LGRP</del> 2018	<input type="checkbox"/>
Adm-02	Fund Journal	3 years	Paper		<input type="checkbox"/>
Adm-03	Receipt Books	2 years	Paper		<input type="checkbox"/>
Adm-04	Vouchers	3 years	Paper		<input type="checkbox"/>
Adm-05	Checking Account Statements	3 years	Paper		<input type="checkbox"/>
Adm-06	Cancelled checks & carbons	3 years	Paper		<input type="checkbox"/>
Adm-07	Cancelled receipts	3 years	Paper		<input type="checkbox"/>
Adm-08	Reconciliation sheets/bank accounts	3 years	Paper		<input type="checkbox"/>
Adm-09	Certificates of estimated resources	7 years	Paper		<input type="checkbox"/>
Adm-10	Minute drafts & notes	1 year	Paper		<input type="checkbox"/>
Adm-11	Putnam County distribution of receipts reports	10 years	Paper		<input type="checkbox"/>
Adm-12	Appropriation Ledger	5 years	Paper		<input type="checkbox"/>
Adm-13	Revenue Ledger	5 years	Paper		<input type="checkbox"/>
Adm-14	Annual State Auditor's reports	5 years	Paper		<input type="checkbox"/>
Adm-15	Certificate of Insurance	2 years after expiration	Paper		<input type="checkbox"/>
Adm-16	Clerk handbooks-expired	Replaced or 5 years	Paper		<input type="checkbox"/>
Adm-17	Village Solicitor's correspondence	5 years	Paper	2018	<input type="checkbox"/>

