



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

OHIO HISTORY CONNECTION

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

(local government entity)		(unit)	
<u><i>Jeanne M. Wannemacher</i></u>	Jeanne M. Wannemacher	Fiscal Officer	<u>5-7-18</u>
(signature of responsible official)	(name)	(title)	(date)

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><i>Jeanne M. Wannemacher</i></u>	<u>5-7-18</u>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<u><i>Charles E. Smith</i></u>	<u>Governor's Records Administrator</u>	<u>5/24/18</u>
Signature	Title	Date

Section D: Auditor of State

<u><i>Martin E. McBride</i></u>	<u>Records Manager</u>	<u>5-24-18</u>
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.*

Village of Ottoville

(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
Adm-01	Cash Journal	3 years	Paper	<i>Destroyed</i> 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"/>

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Adm-18	Health, Property & Liability Insurance policies	2 years after expiration	Paper	2018	<input type="checkbox"/>
Adm-19	Unemployment Compensation records	10 years	Paper		<input type="checkbox"/>
Adm-20	Council committees	5 years	Paper		<input type="checkbox"/>
Adm-21	Depository pledge reports	5 years	Paper		<input type="checkbox"/>
Adm-22	Council Agendas	6 years	Paper		<input type="checkbox"/>
Adm-23	Council & BPA meeting notices	1 year	Paper		<input type="checkbox"/>
IncTx-01	Individuals income tax returns	6 years	Paper		<input type="checkbox"/>
IncTx-02	Village income tax reports-quarterly & annual	6 years	Paper		<input type="checkbox"/>
IncTx-03	Village income tax returns	6 years	Paper		<input type="checkbox"/>
IncTx-04	Business income tax returns	6 years	Paper		<input type="checkbox"/>
IncTx-05	Income tax annual summary of cash collected	6 years	Paper		<input type="checkbox"/>
Util-01	Utility Deposit refund reports	3 years	Paper		<input type="checkbox"/>
Util-02	Water & sewer bill payment stubs	2 years	Paper		<input type="checkbox"/>
Util-03	Water testing records 1995-2011	5 years	Paper	2018	<input type="checkbox"/>
Util-04	Sewer testing records 1995-2011	5 years	Paper	2018	<input type="checkbox"/>
Util-05	Water & sewer meter readings books 1995-2012	4 years	Paper	2018	<input type="checkbox"/>
Util-06	Application for water or sewer tap permits 1995-2015	1 year	Paper	2018	<input type="checkbox"/>

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Util-07	Water & sewer rate schedules	Until supersede d	Paper	<i>Destroyed</i> 2018	<input type="checkbox"/>
Util-08	Water & sewer billing reports 1995-2014	3 years	Paper	2018	<input type="checkbox"/>
Util-09	Water & sewer shut off lists	3 years	Paper		<input type="checkbox"/>
Adm-24	Back up's for UAN system (except annual) & back up for documents	2 years	CD		<input type="checkbox"/>
Adm-25	Unsuccessful bids	2 years	Paper		<input type="checkbox"/>
Adm-26	Investment records	3 years	Paper		<input type="checkbox"/>
Adm-27	Budget legal notices	5 years	Paper		<input type="checkbox"/>
Adm-28	Year end legal notices	5 years	Paper		<input type="checkbox"/>
Adm-29	Budget working papers	3 years	Paper		<input type="checkbox"/>
Adm-30	General correspondence	2 years	Paper		<input type="checkbox"/>
IncTx-06	Income Tax Accounts Receivable	6 years	Paper		<input type="checkbox"/>
IncTx-07	Income Tax Closed Accounts	6 years	Paper		<input type="checkbox"/>
IncTx-08	Income Tax Control Sheet	6 years	Paper		<input type="checkbox"/>
IncTx-09	Corporate Partnership Fiduciary Income Tax Return	6 years	Paper		<input type="checkbox"/>
IncTx-10	Income Tax Daily Posting Recapitulation	3 years audited	Paper		<input type="checkbox"/>
IncTx-11	Income tax detailed cash receipt record	6 years	Paper		<input type="checkbox"/>
IncTx-12	Declaration of Estimated Income tax, business & individual	6 years	Paper		<input type="checkbox"/>
Pay-01	Bureau of Workers Compensation payroll reports	3 years	Paper	2018	

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Pay-02	Workers' Compensation claims paid	10 years	Paper	Destroyed 2018	
Adm-31	Inventory Lists	3 years	Paper		
Adm-32	Leases	5 years after expiration	Paper		
Adm-33	Purchase Order & Blanket certificates	3 years	Paper		
Adm-34	Contractor's certificates of insurance	5 years	Paper		
Adm-35	Legal ads for quotes		Paper		
Adm-36	Proposals/Quotes for paving	Until approved or rejected	Paper		
Adm-36	Building Permits	3 years	Paper		
Adm-37	Prevailing Wage Reports including contractors' pay reports	5 years	Paper		
Adm-38	Special Assessments	Until paid off and audited	Paper		
Adm-39	Transmittal of Ohio Wage & Tax statement	6 years audited	Paper		
Adm-40	Leases Equipment	2 years after expire	Paper		
Adm-41	Leases Real Estate	5 years after expire	Paper		
Adm-42	Meeting Notices	1 year	Paper	2018	

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.