



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

Village of Clifton	General Records/Village Wide		
(Local Government Entity)	(Unit)		
<i>Sue Chasnov</i>	Sue Chasnov	Clerk-Treasurer	October 25, 2022
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Village of Clifton	Records Commission	(937)342-2175	
		(Telephone Number)	
P.O. Box 27	Clifton, Ohio	45316	Greene & Clark
(Address)	(City)	(Zip Code)	(County)

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

schasnov@netzero.net

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.

<i>Sue Chasnov</i>	October 25, 2022
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	10/26/2022
Signature	Title	Date

Section D: Auditor of State

	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
General					
Gen-01	Agendas Records documenting items to be discussed during a meeting	6 years	Paper/ Electronic		<input type="checkbox"/>
Gen-02	Bids (Successful) Records documenting the publicizing, hearing and awarding of quoted bids to vendors for services and/or merchandise, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications	8 years after expiration of contract (ORC 2305.06)	Paper		<input type="checkbox"/>
Gen-03	Bids (Unsuccessful) Records documenting the publicizing and hearing of quoted bids to vendors for services and/or merchandise not selected, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications	2 years	Paper		<input type="checkbox"/>
Gen-04	Blank Forms Unused forms that are either obsolete and/or superseded	Until obsolete or superseded	Paper/ Electronic		<input type="checkbox"/>
Gen-05	Bulletins, Posters, Notices and Displays Announcements and informational notices related to municipal functions	Until no longer of administrative value	Paper		<input type="checkbox"/>
Gen-06	Contracts & Agreements Legal agreements with individuals, organization or entities to procure goods and/or services	8 years after expiration of contract (ORC 2305.06)	Paper		<input type="checkbox"/>
Gen-07	Copies of Records Internally duplicated records created for administrative convenience or reference	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Gen-08	Correspondence Communications from external and internal sources; documents actions, policies, procedures and programs	2 years	Paper/ Electronic		<input type="checkbox"/>
Gen-09	Correspondence (Transient) Communications which serve to convey information of temporary importance	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Gen-10	Leases - Real Estate	5 years after expiration	Paper		<input type="checkbox"/>
Gen-11	Mail Unsolicited Mail (e.g. sales materials, transitory messages, informational brochures, etc.)	Until no longer administratively necessary	Paper		<input type="checkbox"/>
Gen-12	Mailing Lists	Until updated or obsolete			<input type="checkbox"/>

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Gen-13	Manuals, Handbooks	Until superseded, obsolete, or replaced. Retain one file copy 5 years	Paper/ Electronic		<input type="checkbox"/>
Gen-14	Maps/Plats	Until updated, superseded or obsolete, then appraise for historical value	Paper		<input type="checkbox"/>
Gen-15	Meeting Minutes Official record of the proceedings of a meeting Approved hardcopy	Permanent	Paper		<input checked="" type="checkbox"/>
Gen-16	Meeting Minutes Official record of the proceedings of a meeting	10 years	Electronic		<input type="checkbox"/>
Gen-17	Meeting Minutes Draft/Notes	Until hardcopy of minutes approved	Paper		<input type="checkbox"/>
Gen-18	Meeting Notices	1 year (ORC 121.22)	Paper		<input type="checkbox"/>
Gen-19	Oaths of Office of Elected Officials	10 years after leaving office	Paper		<input type="checkbox"/>
Gen-20	Press/ News Releases Announcements sent to the media to inform the public about actions, events or programs	3 years	Paper		<input type="checkbox"/>
Gen-21	Receipts/Receipt Books	2 years provided audited	Paper	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	<input type="checkbox"/>
Gen-22	Records Retention Documents	Permanent	Paper	Sec. 117.26 O.R.C.	<input type="checkbox"/>
Gen-23	Records requests	2 years	Paper		<input type="checkbox"/>
Gen-24	Voice Mail Messages	Until no longer of administrative value	AT&T System		<input type="checkbox"/>
Gen-25	Warranties	2 years after expiration	Paper		<input type="checkbox"/>
Building/ Planning /Zoning					
B/P/Z-01	Building Permits	Permanent	Paper		<input checked="" type="checkbox"/>
B/P/Z-02	Case Files - Board of Zoning Appeals	10 years	Paper		<input type="checkbox"/>

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B/P/Z-03	Rezoning Applications	Until final action taken and recorded	Paper		<input type="checkbox"/>
B/P/Z-04	Rezoning Case Files	5 years after final decision rendered	Paper		<input type="checkbox"/>
B/P/Z-05	Street/Alley Vacation Case Files	Permanent	Paper		<input checked="" type="checkbox"/>
B/P/Z-06	Violations	Until corrected or adjudicated by a court	Paper		<input type="checkbox"/>
B/P/Z-07	Zoning Change Request	5 years provided no action pending	Paper		<input type="checkbox"/>
B/P/Z-08	Zoning Permit Applications	1 year after final decision rendered	Paper		<input type="checkbox"/>
B/P/Z-09	Zoning Variance Case Files	5 years after final decision, provided no action pending	Paper		<input type="checkbox"/>
Council					
C-01	Charter and Amendments	Permanent	Paper		<input checked="" type="checkbox"/>
C-02	Council Member's Files	Term of office then appraise for historical value	Paper		<input type="checkbox"/>
C-03	Ordinances	Permanent	Paper		<input checked="" type="checkbox"/>
C-04	Ordinances, Computer Generated Drafts	Until approved	Electronic		<input type="checkbox"/>
C-05	Resolutions	Permanent	Paper		<input checked="" type="checkbox"/>
C-06	Resolutions, Computer Generated Drafts	Until approved	Electronic		<input type="checkbox"/>
Finance					
Fin-01	Accounts Ledger	5 years after last entry, if audited	Paper/ Electronic		<input type="checkbox"/>
Fin-02	Annual Appropriations Ordinance (copies)	5 years	Paper		<input type="checkbox"/>
Fin-03	Annual Certificate of Estimated Resources	7 years	Paper		<input type="checkbox"/>
Fin-04	Annual Budget	Permanent	Paper		<input type="checkbox"/>
Fin-05	Annual Financial Report	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>

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Fin-06	Annual Report to State Auditor	5 years	Paper/ Electronic		<input type="checkbox"/>
Fin-07	Appropriation Ledger	5 years provided audited	Paper		<input type="checkbox"/>
Fin-08	Audit Reports	5 years	Paper		<input type="checkbox"/>
Fin-09	Bank Deposit Records Receipts, Reconciliation, Slips, Statements, etc.	3 years provided audited	Paper		<input type="checkbox"/>
Fin-10	Canceled Checks and Warrants	3 years provided audited	Paper		<input type="checkbox"/>
Fin-11	Check Registers and Stubs	3 years provided audited	Paper		<input type="checkbox"/>
Fin-12	Checking Account Statements	3 years provided audited	Paper		<input type="checkbox"/>
Fin-13	Checks - Voided	Until audited	Paper		<input type="checkbox"/>
Fin-14	Computer Generated Financial Reports - Monthly	Until printed out	Electronic		<input type="checkbox"/>
Fin-15	Computer Generated Financial Reports - Annual	5 years	Electronic		<input type="checkbox"/>
Fin-16	Credit Card Processing Slips	Until registered in Bank Account	Paper		<input type="checkbox"/>
Fin-17	General Ledger	25 years	Paper/ Electronic		<input type="checkbox"/>
Fin-18	Grant Files/Records - State/Federal	5 years provided audited	Paper		<input type="checkbox"/>
Fin-19	Insurance Policies and Bonds	2 years after expiration, provided all claims settled	Paper		<input type="checkbox"/>
Fin-20	Intergovernmental Tax Receipts	3 years provided audited	Paper		<input type="checkbox"/>
Fin-21	Invoices and supporting Documents	3 years	Paper		<input type="checkbox"/>
Fin-22	Monthly Financial Reports / Statement of Balances	3 years provided audited	Paper		<input type="checkbox"/>
Fin-23	Purchase Orders (hard copies)	3 years	Paper		<input type="checkbox"/>
Fin-24	Purchase Orders, Computer Generated Drafts	Until printed	Electronic		<input type="checkbox"/>
Fin-25	Retirement System Records	Permanent	Paper		<input type="checkbox"/>
Fin-26	Settlement Sheets or Tax Distribution from County Auditor	10 years	Paper		<input type="checkbox"/>

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Fin-27	Transmittal of Ohio Wage and Tax Statement	6 years provided audited	Paper		<input type="checkbox"/>
Fin-28	Vouchers	3 years provided audited	Paper		<input type="checkbox"/>
Legal					
Leg-01	Case Files	10 years	Paper		<input type="checkbox"/>
Leg-02	Deeds	Permanent	Paper		<input checked="" type="checkbox"/>
Leg-03	Easements	Permanent	Paper		<input checked="" type="checkbox"/>
Leg-04	Legal Notices (Proof of Publication, etc.)	5 years	Paper		<input type="checkbox"/>
Payroll					
Pay-01	Employee Pay and Tax Records	Permanent	Paper		<input type="checkbox"/>
Pay-02	Federal Tax Return, Employer	4 years, provided audited	Paper		<input type="checkbox"/>
Pay-03	Reports to Retirement Systems	50 years	Paper		<input type="checkbox"/>
Pay-04	State Income Tax Report	25 years	Paper		<input type="checkbox"/>
Pay-05	Tax Withholding Reports	6 years, provided audited	Paper		<input type="checkbox"/>
Pay-06	W-2 Forms	6 years, provided audited	Paper		<input type="checkbox"/>
Pay-07	W-4 Reports	Until superseded or employee terminated	Paper		<input type="checkbox"/>
Pay-08	W-9 Forms	Until no longer of administrative value	Paper		<input type="checkbox"/>
Sewer					
Sew-01	Billing Records	10 years	Paper		<input type="checkbox"/>
Sew-02	Meter and Valve Location	Permanent	Paper		<input checked="" type="checkbox"/>
Sew-03	Project Files	Until Final Report	Paper		<input type="checkbox"/>
Sew-04	Project Final Reports	Permanent	Paper		<input checked="" type="checkbox"/>

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(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
Festival					
Fest-01	Booklets, Photographs, Advertisements, etc. Promotional material	5 years	Paper/ Electronic		<input type="checkbox"/>
Fest-02	Contracts with Vendors and Performers	8 years (ORC 2305.06)	Paper		<input type="checkbox"/>
Fest-03	Financial Reports	Permanent	Paper		<input checked="" type="checkbox"/>
Fest-04	Financial Report drafts	Until printed	Electronic		<input type="checkbox"/>
Fest-05	Forms, Blank	Until superseded	Paper		<input type="checkbox"/>
Fest-06	Sales Records	Until entered into Financial Report	Paper		
Opera House					<input type="checkbox"/>
OH-01	Booklets, Photographs, Advertisements, etc. Promotional material	5 years	Paper/ Electronic		<input type="checkbox"/>
OH-02	Contracts with Performers	8 years (ORC 2305.06)	Paper		<input type="checkbox"/>
OH-03	Financial Reports	Permanent	Paper		<input checked="" type="checkbox"/>
OH-04	Financial Report drafts	Until printed	Electronic		<input type="checkbox"/>
OH-05	Sales Records	Until entered into Financial Report	Paper		<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