

Ohio History Connection State Archives of Ohio

Local Government Records ProgramOHIO HISTORY CONNECTION

800 E. 17th Avenue Columbus, Ohio 43211-2474 614.297.2553

localrecs@ohiohistory.org www.ohiohistory.org/lgr AUG 1 3 2019

Page 1 of 2

STATE AND LOCAL

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 Gambier		All Departments	
(Local Government Entity)		(Unit)	
Kathe Sthman-	Kathi Schonauer	Fiscal Officer	August 8, 2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)
Section B: Records Commission			
Kathi Schonauer	Records Commission	740	427-2051
115 Meadow Lane, PO Box 1984	Gambier	(Telep	hone Number) Knox
(Address)	(City)	(Zip Code)	(County)
To have this form returned to the Records Comm	ission electronically, include a	n email address;	
clerk-treasurer@villageofgambier.org	AND THE PERSONNEL AND ADDRESS		
I hereby certify that our records commission met form and any continuation sheets. I further certif transferred, or otherwise disposed of in violation legal case, claim, action or request. This action i	fy that our commission will mal of these schedules and that no	ke every effort to prevent these record will be knowingly disp	e records series from being destroyed,
L'âthi XE hman	August 8, 2019		
Records Commission Chair Signature	Date		
Section C: Ohio History Connection - State A	rchives		
Furb Presity	State Ar	hivist	8-14-2019
Signature	Title		Date
Section D: Auditor of State Vlantin E. Illut	- Records 1	None_	8-29-19
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

(Local Govern	ment 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
07-001	Training/Seminar Materials	Until no longer of an administrative value	Paper/ CD		
07-002	Voice Mail, Telephone Answering Machine, Paper & Cell Phone Messages, Video & Audio Recordings	Erase when no longer of an administrative value	Paper/ Tape		П
07-003	Daily, Weekly, Monthly & Weekly Appointment Books, Calendars, Schedules, Organizers, Planners	Continually updated, revised or erased	CD/ DVD		
07-004	Personal Computers (PCs), Hard Drives, Tapes and Similar Electronic Storage Media	Format, reformat, overwrite, erase or delete as admin. necessary	CD/ DVD		
07-005	Personal Computers (PCs), Backup System Files (Non-Network)	Retain for 2 systems backup cycles then crase. Reuse of/or destroy storage media	CD/ DVD		
07-006	Personal Computers (CPs), System Reviews, Data Analysis, File Downloads, Screen Saves, Supporting Documentation and Reports	Until no longer of an administrative or legal value	Paper/ CD/PC		
07-007	Electronic Mail (E-Mail) System Data	Stored electronically on computer, yearly folders, 2 years	PC		
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Local Government Records Program
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OHIO HISTORY CONNECTION

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OCTOBER 26 2022

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

Village of Gambier		Council		
(Local Grivernment Entity)		(Unit)		
	Diane Steinme	etz	iscal Officer	October 11, 2022
(Signature of Responsible Official)	(Name)		(Title)	(Date)
Section B: Records Commission	See	ORC 149.38 – ORC 149.	.412 for Records Commi	ssion information
Diane Steinmetz	Records Comr	mission	740-427-2051	
	······································		(Telephone Number	
115 Meadow Lane PO Box 1984	Gambier	43022	K	inox
(Address)	(City)	(Zip Code)	(County)	
Clerk-treasurer@villageofgambier.org	met in an open meeting, as	required by Section 12	1.22 ORC, and approved	d the schedules listed on the
Clerk-treasurer@villageofgambier.org I hereby certify that our records commission form and any continuation sheets. I further destroyed, transferred, or otherwise dispose	met in an open meeting, as certify that our commission d of in violation of these sch est. This action is reflected i	required by Section 12 will make every effort t nedules and that no reco	to prevent these records ord will be knowingly di	s series from being
Clerk-treasurer@villageofgambier.org I hereby certify that our records commission form and any continuation sheets. I further destroyed, transferred, or otherwise dispose	met in an open meeting, as certify that our commission d of in violation of these sch est. This action is reflected i	required by Section 12 will make every effort t nedules and that no reco in the minutes kept by t tober 11, 2022	to prevent these records ord will be knowingly di	s series from being
Clerk-treasurer@villageofgambier.org I hereby certify that our records commission form and any continuation sheets. I further destroyed, transferred, or otherwise dispose any pending legal case, claim, action or requ	met in an open meeting, as certify that our commission d of in violation of these sch est. This action is reflected i Oct	required by Section 12 will make every effort t nedules and that no reco in the minutes kept by t tober 11, 2022	to prevent these records ord will be knowingly di	s series from being
Clerk-treasurer@villageofgambier.org I hereby certify that our records commission form and any continuation sheets. I further destroyed, transferred, or otherwise dispose any pending legal case, claim, action or requ	met in an open meeting, as certify that our commission d of in violation of these sch est. This action is reflected i Oct Dat	required by Section 12 will make every effort t nedules and that no reco in the minutes kept by t tober 11, 2022	to prevent these records ord will be knowingly di this commission.	s series from being
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Clerk-treasurer@villageofgambier.org I hereby certify that our records commission form and any continuation sheets. I further destroyed, transferred, or otherwise dispose any pending legal case, claim, action or required. Records Commission Chair Signature Section C: Ohio History Connection State	met in an open meeting, as certify that our commission and of in violation of these schest. This action is reflected in the Date Archives Electronic	required by Section 12 will make every effort t nedules and that no reco in the minutes kept by t tober 11, 2022	to prevent these records ord will be knowingly di this commission.	s series from being sposed of which pertains to sposed of which pertains to 2022.10.27
I hereby certify that our records commission form and any continuation sheets. I further destroyed, transferred, or otherwise dispose any pending legal case, claim, action or required and commission Chair Signature Section C: Ohio History Connection State A	met in an open meeting, as certify that our commission id of in violation of these schest. This action is reflected in Oct Date Archives Electronic Title	required by Section 12 will make every effort to nedules and that no reco in the minutes kept by to tober 11, 2022 te	to prevent these records ord will be knowingly di this commission.	s series from being sposed of which pertains to the sposed of the spos

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See instructions before completing this form.

(Local Government Entity)

(Unit)

(1)	(2)	(3)	(4)	(5)
Schedule Number	Record Title and Description	Retention Period	Media Type	Location
07-001	Executive correspondence – this Includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, programs, fiscal and personnel matters	2 year(s) and no longer of an administrative value	Paper/ CD	Fiscal Office
07-002	General correspondence – this includes both internal and external correspondence; also; correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquires. This correspondence is informative (it does not attempt to influence agency policy).	2 year(s) and no longer of an administrative value	Paper/ CD/ E-Mail	Fiscal Office
07-003	Routine correspondence – this includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	2 month(s) and no longer administrative value	Paper/ CD	Fiscal Office
07-004	Transient documents – this includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu or oral communication.	Retain until no longer of an administrative value, then destroy	Paper	Fiscal Office
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then destroy	Paper/ CD/ E-Mail	Fiscal Office

See instructions before completing this form.

(Local Government Entity)

(Unit)

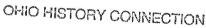
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Location
07-006	Copies – (reading, information, and reference copy)	Retain until no longer of an administrative value, then destroy	Paper	Fiscal Office
07-007	Administrative Memoranda	After termination	Paper	Fiscal Office
07-008	Reference Materials	Until superseded	Paper	Fiscal Office
07-011	Certifications of Publishing Legal Notices	10 year(s)	Paper	Fiscal Office Hall Storage
07-012	Agendas of Council	10 year(s)	Paper	Fiscal Office Hall Storage Room
07-013	Village Council Ordinances	Permanent	Paper/ PC	Fiscal Office RC3 Required
07-014	Village Council Resolutions	Permanent	Paper/ PC	Fiscal Office RC3 Required
07-015	Ordinance Index	Permanent	Paper/ PC	RC3 Required Fiscal Office VA Office
07-016	Resolution Index	Permanent	Paper/ PC	RC3 Required Fiscal Office VA Office
07-017	Minutes (journal proceedings of Village Council	Permanent	Paper	Fiscal Office RC3 Required
07-018	Audio & Video Recordings of Council Meetings	1 year(s) until official minutes prepared and approved	Audio/ Video	Fiscal Office

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) Location
07-019	Official Rosters of Council	Until superseded	Paper	Fiscal Office
07-020	Fiscal Officers Roll Call Tally Sheets	2 year(s)	Paper	Fiscal Office
07-021	Committee Reports	10 year(s)	Paper	Committee Chairs Utility Office
07-022	Professional Membership File	2 year(s)	Paper	Map Room Filing Cabinet

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

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614.297.2553 localrecs@ohiohistory.org www.ohiohistory.org/lgr

STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

	1		6	
Section A: Local Government Unit				
Village of Gambier	Fisca	d Office		
(Local Government Entity)		(Unit)		***************************************
_ Kathi Allman	Kathi Schonauer	Fiscal C	fficer August 8, 2	2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)
Section B: Records Commission	,			
Kathi Schonauer	Records Commission	740-	427-2671	
115 Meadow Lane PO Box 1984	Gambier	(Tele	ephone Number) Knox	
(Address)	(City)	(Zip Code)	(County)	M. C. C. P. A. P. M. M. C. P. P. M. C.
To have this form returned to the Records Commission e	lectronically, include an ema	nil address:		
_clcrk-treasurer@villageofgambier.org				
I hereby certify that our records commission met in an opform and any continuation sheets. I further certify that of transferred, or otherwise disposed of in violation of these legal case, claim, action or request. This action is reflected.	ur commission will make ever schedules and that no recon-	ery effort to prevent the d will be knowingly dis s commission.	se records series from being des	troved.
Records Commission Chair Signature	Date			***************************************
Section C: Ohio History Connection - State Archives Figure 1 Signature	Slate Archii	. Y	8-14-2019 Date	Y
Section Dy Auditor of State Nartin E. Mill Signature	- Precords /	Nove	8-29-19 Data	
Signature	Tiue .		Date	

Please Note: The State Archives retains BC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

(Local Govern	ment 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
07-001	Executive correspondence – this includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, programs, fiscal and personnel matters	2 year(s) and no longer of an administrative value	Paper/ CD	·	
07-002	General correspondence – this includes both internal and external correspondence; also; correspondence from various individuals, companies and organizations requesting information pertaining to the agency and other miscellaneous inquires. This correspondence is informative (it does not attempt to influence agency policy)	2 year(s) and no longer of an administrative value	Paper/ CD/ E-Mail		
07-003	Routine correspondence – this includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters	2 month(s) and no longer administrative value	Paper/ CD		
07-004	Transient documents – this includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu or oral communication	Retain until no longer of an administrative value, than destroy	Paper		
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then	Paper/ CD/ E-Mail		

(Local Governi	ment 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
07-006	Copies – (Reading, Information and Reference copy)	Retain until no longer of an administrative	Paper		
		value, then destroy Retain until			
07-007	Bulletins, Posters and Notices to Employees	no longer of an administrative value, then	Paper		
07-008	Bank Deposit Slips	destroy 5 year(s) provided audited	Paper		
07-009	Bank Statements	5 year(s) provided audited	Paper		
07-010	Bond Register	Permanent	Paper		
07-011	Bonds and Coupons (Redeemed)	Until issue is paid, provided audited	Paper		
07-012	Cancelled Checks	10 year(s) provided audited	Paper		
07-013	Gasoline Use Records	10 year(s) provided audited	Paper Oh	idited means compassed l ve been audi	by th o r eco ted by the
07-014	Receipt Books	10 year(s) provided audited	Paper at	iditor of State dit report has eased pursu	and the

(Local Govern	ment 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
07-015	Invoices	10 year(s) provided audited	Paper/ PC		
07-016	Bureau of Motor Vehicles Tax Distribution Reports	10 year(s) provided audited	Paper		
07-017	Certificates of Deposit Statements	50 year(s)	Paper/ PC		
07-018	Charges to College Township for Deputy Services	2 year(s) provided audited	Paper		
07-019	Bank Pledge for Eligible Securities	10 year(s) replace with updated pledges	Paper		
07-020	Knox County Auditor Local Government Notice	10 year(s) provided audited	Paper		
07-021	Ohio Bureau of Employment Services Quarterly Reports	10 year(s) provided audited	Paper		
07-022	Ohio Bureau of Worker's Compensation Yearly Reports	10 year(s) provided audited	Paper		
07-023	Ohio Job & Family Services Assessments	10 year(s) provided audited	Paper .		
07-024	Ohio Department of Liquor Control Notices	10 year(s) provided audited	Paper		
07-025	Ohio Department of Taxation Certifications	10 year(s) provided audited	Paper		
07-026	State Auditor Bulletins	2 year(s) provided	Paper		

SAO-/LGRP- RC-2 (Part I & 2), Revised January 2017

(Local Governi	nent 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
07-027	Annual Estimated vs. Actual Expenditure	10 year(s) provided audited	Paper/ PC		
07-028	Annual Appropriation Ordinance	Permanent	Paper		
07-029	Annual Cash Balances	10 year(s) provided audited	Paper/ PC		
07-030	Annual Certificate of Estimated Resources	10 year(s) provided audited	Paper		
07-031	Annual Estimated vs. Actual Revenue	10 year(s) provided audited	Paper/ PC		
07-032	Monthly Estimated vs. Actual Expenditure	10 year(s) provided audited	Paper		
07-033	Monthly Cash Balances	10 year(s) provided audited	Paper		
07-034	Monthly Estimated vs. Actual Revenue	10 year(s) provided audited	Paper		
07-035	Monthly Trial Balances	10 year(s) provided audited	Paper		
07-036	Accounts Payable	10 year(s) provided audited	Paper		
07-037	Accounts Receivable	10 year(s) provided audited	.Paper	÷ -	
07-038	Appropriations and Receipts Ledger	10 year(s) provided audited	Paper		

(Local Govern	Iment 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
07-039	Auditor of State Annual Report	10 year(s)	Paper		
07-040	Check Register	10 year(s) provided audited	Paper		
07-041	Contract and Agreements For Fiscal Office	10 year(s) after expiration	Paper		
07-042	Detailed Statement of Accounts	10 year(s) provided audited	Paper		
07-043	Investments	10 year(s) provided audited	Paper		
07-044	Leases	5 year(s) after expiration	Paper		
07-045	Mortgages	Until Expired	Paper		
07-046	Tax Settlement Sheet From County Auditor	10 Year(s)	Paper		
07-047	Bonds of Officials or Employees	5 Year(s) after termination	Paper		
07-048	Reference Materials	Until revised or discontinued	Paper		
07-049			enco	ted means: th mpassed by i	he r <mark>ec</mark> brds
07-050	·		Audi audi	been audited tor of State at report has b sed pursuant	een 🔲

Sec. 117.26 O.R.C.



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State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
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OHIO HISTORY CONNECTION

Page 1 of ___

AUG 1 3 2019

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						
Village of Gambier	Income Tax Department					
(Local Government Entity)		(Unit)				
Kathi Schnau	Kathi Schonauer	Fiscal O	fficer	August 8, 2019		
(Signature of Responsible Official)	(Name)	(Title)	(Date)		
Section B: Records Commission	See ORC 1	49.38 – ORC 149.4	12 for Records Co	ommission information		
Kathi Schonauer	Records Co	ommission	740-427-2671			
115 Meadow Lane PO Box 1984	Gambier	43022	(Telephone Nu	umber) Knox		
(Address)	(City)	(Zip Code))	(County)		
To have this form returned to the Records Commission ele	ectronically, include an	email address:				
clerk-treasurer@villageofgambier.org		to the state of th				
I hereby certify that our records commission met in an ope form and any continuation sheets. I further certify that ou transferred, or otherwise disposed of in violation of these legal case, claim, action or request. This action is reflecte	r commission will mak schedules and that no re	e every effort to pre ecord will be knowi	vent these records	s series from being destroye		
Kithi Schnacu-	August 8, 2	2019				
Records Commission Chair Signature	Date					
Section C: Ohio History Connection - State Archives						
Frathreit	State Ave	livis 8		8-14-2019		
Signature	Title	• .		Date		
Section D: Auditor of State	Bands	Mor		8-29-19		
Signature 2. / / Luc	Title	, , 10%		Date		

Please Note: The State Archives retains RC-2 forms permanently. It is strangly ecommended that the Records Commission retain a permanent copy of this form

(Local Governm	ent Entity)	/1 luda \				
	····· Emily/	(Unit)				
(1) Schedule	(2) Record Title and Description	(3) Retention Period	(4) Media	(5) For use by	(6) RC-3	

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
07-001	Executive correspondence – this includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, programs, fiscal and personnel matters.	2 year(s) and no longer of an administrative value.	Paper/ CD		
07-002	General correspondence – this includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).	2 year(s) and no longer of an administrative value.	Paper/ CD/ E-mail		
07-003	Routine correspondence – this includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	2 month(s) and no longer administrative value.	Paper/ CD		
07-004	Transient documents – this includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu of oral communication.	Retain until no longer of an administrative value.	Paper		
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value.	Paper/ CD/ E-mail	g produce of the other	Sangi Carang
07-006	Memos	1 year(s) and	Paper		

P	age	3	of	
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(Local Govern	ment Entity)	(Unit)				Marian
(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	
		no longer of an administrative or legal value.				
07-007	Copies – (reading, information, and reference copy).	Retain until no longer of an administrative value.	Paper			
07-008	Resident Individual Income Tax Returns	7 year(s) provided audited	Paper			
07-009	Student Individual Zero Balance Income Tax Returns	4 year(s) provided audited	Paper	Audited m	eans: the y	100
	Business Income Tax Returns	7 year(s) provided audited	Paper	have been Audhor of	audited by	records
	Business Zero Balance Income Tax Returns	4 year(s) provided audited	Paper	audit repor released pu Sec. 117.26	nas been	ne
07-010	Daily Postings	10 year(s) provided audited	Paper			
07-011	Year-end Account Master Report	10 year(s) provided audited	Paper			
07-012	Reference Materials	Until superceded	Paper	·		
07-013	Office Memoranda	1 year(s)	Paper			
07-014	Current Account Profile's	2 year(s) after account deleted	Paper			
07-015	Refunds	7 year(s) provided	Paper			

SAO-/LGRP- RC-2 (Part * & 2), Revised January 2017

Page	4	of	
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(Local Governmen	t Entity)	(Unit)	**************************************		T-1
(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
07-016	Questionnaires	4 year(s) provided audited	Paper		
07-017	Sub-Contractor Listings	7 year(s) provided audited	Paper/ PC	·	
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		e h	ncompass ave been a	ed by the recoudited by the	ords
		а	udit report		
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AUG 1 3 2019

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. Land Community to			
Section A: Local Government Unit Village of Gambier		Mayor	
(Local Government Entity)		(Unit)	
Zachen Funne CC	Kachen Kimmell	Mayor	August 8, 2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)
Section B: Records Commission	See ORC 149.	38 – ORC 149.412 for Re	cords Commission information
Kathi Schonauer	Records Commission	740-427-	
115 Meadow Lane PO Box 1984	Gambier	(Telep	hone Number) Knox
(Address)	(City)	(Zip Code)	(County)
To have this form returned to the Records Commi	ission electronically, include an ema	ail address:	• • • • • • • • • • • • • • • • • • • •
clerk-treasurer@villageofgambier.org	•		,
I hereby certify that our records commission met form and any continuation sheets. I further certify transferred, or otherwise disposed of in violation of legal case, claim, action or request. This action is	y that our commission will make eye of these schedules and that no recor	cry effort to prevent these	
Kathi Schman-	August 8, 2019	•	
Records Commission Chair Signature	Date		
Section C: Ohio History Connection - State Arc	chives		
- Fred Views	State Landing		8-14-2019
Signature	Title		Date
Section D: Auditor of State			
Y fartin E. Muchs	KECOrds More		8-29-19
Signature	Title		Date

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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
07-001	Executive correspondence — this Includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, programs, fiscal and personnel matters	2 year(s) and no longer of an administrative value	Paper/ CD	Bom	
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07-003	Routine correspondence — this includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	2 month(s) and no longer administrative value	Paper/ CD		
07-004	Transient documents — this includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu or oral communication.	Retain until no longer of an administrative value, then destroy	Paper		
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then destroy	Paper/ CIJ/ E-Mail	e stage o kaj	

(Local Govern	nment 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
07-006	Copies – (reading, information, and reference copy)	Retain until no longer of an administrative value, then destroy	Paper		
07-007	Administrative Memoranda	After termination	Paper		
07-008	Executive Orders	After termination	Paper		
07-011	Mayor's Proclamations	Permanent	Paper		
07-012	Reference Materials	Until superceded	Paper		
07-013	Civil Marriage Ceremonies	Permanent	Paper		
07-014	Professional Membership File	2 year(s)	Paper		
07-015	Commission Appointments, Board of Commissions appointed by the Office of the Mayor	Permanent	Paper	·	
07-016	Annual Report of the Mayor	Permanent	Paper		
07-017	Opinions of the Village Solicitor	Permanent	Paper		
07-018	Petitions	10 year(s)	Paper		
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Ohio History Connection State Archives of Ohio

OHIO HISTORY CONNECTION

Page 1 of_

Local Government Records Program 800 E. 17th Avenue Columbus, Ohio 43211-2474 614.297.2553 localrecs@ohiohistory.org www.ohiohistory.org/lgr

AUG 1 3 2019

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 Village of Gambier		Maintenance & Streets	
(Local Government Entity)		(Unit)	
Ont Chi	Ralph Wisc	Village Administr	rator August 8, 2019
(Signature of Responsible Official)	(Name)	(Title)	(Datc)
Section B: Records Commission	See ORC	149.38 – ORC 149.412 for 1	Records Commission information
Kathi Schonauer			0-427-2051
115 Meadow Lane PO Box 1984	Gambier	43022 (Tel	ephone Number) Knox
(Address)	(City)	(Zip Code) .	(County)
To have this form returned to the Records Commission Clerk-treasurer@villageofgambier.org I hereby certify that our records commission met in an form and any continuation sheets. I further certify that transferred, or otherwise disposed of in violation of the legal case, claim, action or request. This action is reflected to the control of the cont	n open meeting, as require at our commission will ma	d by Section 121.22 ORC, at ke every effort to prevent the record will be knowingly dis by this commission.	
Section C: Ohio History Connection - State Archiv	2	tchii	8-14-2019 Date
Section DA Auditor of State Artin: E. Marb Signature	NECords 1	Nice	8-29-19 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

SAO-/LGRP- RC-2 (Part 1 & 2), Revised August 2018

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(1)		(Unit)			
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 Require by LGRP
07-001	Executive correspondence – this includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, programs, fiscal and personnel matters	2 year(s) and no longer of an administrative value	Paper/ CD		
07-002	General correspondence – this includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquires. This correspondence is informative (it does not attempt to influence agency policy)	2 year(s) and no longer of an administrative value	Paper/ CD/ E-mail		
07-003	Routine correspondence – this includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters	2 month(s) and no longer administrative value	Paper/ CD		
07-004	Transient documents – this includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu of oral communication	Retain until no longer of an administrative value	Paper		
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value	Paper/ CD/. E-mail		
7-006	Anonymous and unfounded complaints against employees	Retain until no longer of	Paper		

Page	3	οf	
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(Local Govern	ment 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
		an administrative value			
07-007	Copies – (reading, information, and reference copy)	Retain until no longer of an administrative value	Paper		
07-008	Bulletins, Posters and Notices to Employees	Retain until no longer of an administrative value	Paper		
07-009	Project Files	20 year(s) after completion of project	Paper		
07-010	Field Notes	25 year(s) appraise for historical value	Paper		
07-011	Engineering Study Reports	Until superceded	Paper		
07-012	House Number Records	Permanent	Paper		
07-013	Maps and Blueprints	Permanent	Paper		
07-014	Administrative Memorandums Executive Orders	Until superceded, appraise for historical value	Paper		
07-015	Contracts and Agreements	20 year(s) after expiration	Paper	·	
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SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

(Local Govern	ament 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
U/ - U16	Bids and Specifications (successful)	20 year(s) after completion of project	Paper		
07-017	Bids and Specifications (unsuccessful)	10 year(s) after awarding contract, provided audited	Paper		
07-018	Bid Opening Records	20 year(s) after completion of project	Paper		
07-019	Bid Tabulations	20 year(s) after completion of project, provided audited	Paper		
07-020	Licenses	2 year(s) after expiration of license	Paper		
07-021	Maps and Plans of Parks/Buildings	Permanent	Paper		
07-022	Equipment Maintenance Records	Life of Equipment	Paper		
07-023	Street Repair Records	10 year(s)	Paper		
07-024	Streets Repair Cost Summary	10 year(s)	Paper		
07-025	Work Schedules	10 year(s)	Paper		

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

Page	5	Ωf	
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(Local Governa	nent 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
07-026	Accident/Vehicle & Equipment	10 year(s) providing no claims pending	Paper		
07-027	Incident Reports	10 year(s) providing no claims pending	Paper		
07-028	Bids for Repairs or Replacement (successful)	20 year(s)	Paper		
07-029	Bids for Repairs or Replacement (unsuccessful)	10 year(s) after awarding contract, provided audited	Paper		
			ad magge	the years	
		enco have	mpassed (heen audi	ly the records ted by the	
		ຄາເດີ	tor of State t report ha ased pursi	s been	
		, Sec	117.26 0.	R.C.	
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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

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AUG 1 3 2019

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 Gambier		Payroll	•
(Local Government Entity)		(Unit)	
Kithi Allunacco-	Kathi Schonauer	Fiscal Offi	cer August 8, 2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)
Section B: Records Commission			
Kathi Schonauer	Records Commission	740-42	7-2671
115 Meadow Lane PO Box 1984			ione Number)
	Gambier	43022	Knox
(Address)	(City)	(Zip Code)	(County)
To have this form returned to the Records Commission el	lectronically, include an em	ail address:	
clerk-treasurer@villageofgambier.org			
I hereby certify that our records commission met in an op- form and any continuation sheets. I further certify that ou- transferred, or otherwise disposed of in violation of these legal case, claim, action or request. This action is reflected	ir commission will make ex schedules and that no reco	ery effort to prevent these d will be knowingly dispo	records series from being destroyed
Kathi Schmaco-	August 8, 20	19	
Records Commission Chair Signature	Date		
Section C: Ohio History Connection - State Archives			
Fred Freids	State Archiv	SP	8-14-2014
Signature	Title		Date
Section D. Auditor of State Warter E. Mul	Records N.	Pore_	8-29-19
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

(Local Govern	nment 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
07-001	Executive correspondence – this includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, programs, fiscal and personnel matters	2 year(s) and no longer of an administrative value	Paper/ CD	DOM .	LGRP
07-002	General correspondence – this includes both internal and external correspondence; also; correspondence from various individuals, companies and organizations requesting information pertaining to the agency and other miscellaneous inquires. This correspondence is informative (it does not attempt to influence agency policy)	2 year(s) and no longer of an administrative value	Paper/ CD/ E-Mail		
07-003	Routine correspondence — this includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters	2 month(s) and no longer administrative value	Paper/ CD		
07-004	Transient documents – this includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu or oral communication	Retain until no longer of an administrative value, than destroy	Paper	·	
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then	Paper/ CD/ E-Mail		· ; 🗖 ;

(Local Gover	nment 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	
					×	
07-006	Copies – (Reading, Information and Reference copy)	Retain until no longer of an administrative value, then destroy	Paper			
07-007	Bulletins, Posters and Notices to Employees	Retain until no longer of an administrative value, then destroy	Paper	Audited med		
07-008	Employee Time Cards/Sheets	10 year(s) provided audited	Paper	have been a Auditor of s	id by the re	cord
07-009	Employee Leave Requests-All Types (sick, vacation, compensatory, etc)	10 year(s)	Paper	eudit report i feloased pur Sec. 117.26 O	as peen	
07-010	Employee Leave Balances	Continually updated by fiscal office until employee terminates.	Paper			
07-011	Employee Earning Record	Continually updated by fiscal office until employee terminates.	Paper			
07-012	Retirement Systems Payments- Records & Waivers	Permanent	Paper			

(Local Govern	ment 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
07-013	OPERS Quarterly Reports	10 year(s)	Paper		
07-014	Application for OPERS Refund or Waiver	Permanent	Paper		
07-015	Court Orders for Payroll Deductions	Until employee terminates or Order rescinded	Paper		
07-016	Employee Income Tax Withholding Certificate	5 year(s) after termination of employment	Paper		
07-017	Employee Pay Record	Continually updated until termination	Paper		
07-018	Employee Withholding Requests	Until replaced or revoked by employee	Paper		
07-019	Employer Quarterly Federal Tax Return/Form 941	10 year(s) provided audited	Paper		
07-020	Garnishment Orders	3 year(s) after employee leaves municipal employment	Paper		
07-021	Leave Balances & Reports – Bi- weekly Report of Leave Use and Balances	Until incorporated in year-end report	Paper		
07-022	Leave Balances & Reports-Annual Report of Leave Use and Balances	10 year(s)	Paper		

(Local Govern	nment 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	
07-023	Overtime Reports	10 year(s)	Paper/ PC			
07-024	Payroll Record-Annual Report	20 year(s)	Paper	,		
07-025	Payroll Record-Weekly, Monthly	10 year(s) provided audited	Paper			-
07-026	State Income Tax Reports	10 year(s) provided audited	Paper			7
07-027	Tax Withholding Reports	10 year(s) provided audited	Paper			
07-028	W-4 Forms	10 year(s) provided audited	Paper ©	udited means compassed we been aud uditor of Stat	by the reco ted by the	Josep.
07-029	W-2 Forms	10 year(s) provided audited	Paper _{(G}	idit report ha leased pursu tc. 117.26 () §	ant vo	
07-030	Employee Data Sheet-Full Name, Full Home Address, Date of Birth, Sex and Occupation, Date of Hire and Separation	10 year(s) after revised or superseded, provided audited	Paper	ewer 0.1.8 ac. (18. 4.2. fr		
07-031	I-9 Forms (Immigration Reform and Control Act) (All New Hires Since 11-06-96	Permanent	Paper			
07-032	Forms, Blanks, Misc.	Until revised or rescinded	Paper	・・・ パッ ク	П	
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Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus. Ohio 43211-2474
614.297.2553
localrecs'a ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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AUG 1 3 2019

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 Gambier	,		
	Villa	ge Administrator	
(Local Covernment Entity)		(Unit)	W W MATERIAL - A STATE OF THE STATE OF TH
My Uls	Ralph Wise	Village Administrator	August 8, 2019
(Signature of Responsible Official)	(Name)	(Title)	(Date
Section B: Records Commission			***************************************
Kathi Schonauer	Records Commission	740-427-20	51
115 Meadow Lane PO Box 1984	Gambier	(Telephone	Number) Knox
(Address)	(City)	(Zip Code)	(County)
I hereby certify that our records commission met in an form and any continuation sheets. I further certify that transferred, or otherwise disposed of in violation of the legal case, claim, action or request. This action is reflected to the legal case of the legal case of the legal case.	ected in the minutes kept by this	ery effort to prevent these reco if will be knowingly disposed of s commission.	. 1
Section C: Ohio History Connection - State Archiv			
V - / 14-	State Archiv	. SV	(I
Fred Courty Signature	Title	(27	8-14-2019 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

(Local Govern	ment 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
07-001	Executive correspondence – this includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, programs, fiscal and personnel matters	2 year(s) and no longer of an administrative value	Paper/ CD		
07-002	General correspondence – this includes both internal and external correspondence; also; correspondence from various individuals, companies and organizations requesting information pertaining to the agency and other miscellaneous inquires. This correspondence is informative (it does not attempt to influence agency policy)	2 year(s) and no longer of an administrative value	Paper/ CD/ E-Mail		
07-003	Routine correspondence – this includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters	2 month(s) and no longer administrative value	Paper/ CD		
07-004	Transient documents – this includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu or oral communication	Retain until no longer of an administrative value, than destroy	Paper		
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then	Paper/ CD/ E-Mail		

(Local Govern	ment 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
					\boxtimes
07-006	Copies – (Reading, Information and Reference copy)	Retain until no longer of an administrative value, then destroy	Paper		
07-007	Bulletins, Posters and Notices to Employees	Retain until no longer of an administrative value, then destroy	Paper		
07-008	Anonymous and unfounded complaints against employees	Retain until no longer of an administrative value, then destroy	Paper/ PC		
07-009	Memos	Retain until no longer of an administrative value, then destory	Paper		
07-010	Public notice-employment opportunities	5 year(s) after date of hire	Paper		
07-011	Applications for employment – not hired	2 year(s) after position filled or list expires	Paper		
07-012	Applications for employment - hired	Place in Personnel File	Paper	,	

instructions		

(Local Govern	ment 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
07-013	Resumes - not hired	2 year(s)	Paper		
07-014	Resumes - hired	Place in Personnel File	Paper		
07-015	Letters of Reference	Place in Personnel Files	Paper/ PC		
07-016	Controlled Substance Testing	2 year(s) after hired	Paper	i	
07-017	Pre-employment interviews (hired and not hired)	3 year(s) after position filled	Paper		
07-018	Letter of Appointment	Place in Personnel File	Paper		
07-019	Employee classifications	2 ycar(s) after revised or rescinded	Paper		
07-020	Job descriptions	1 year(s) after revised or rescinded	Paper		
07-021	Rules, regulations, policies & procedures	5 year(s) after revised or rescinded	Paper		
07-022	Organizational charts & tables	5 year(s) after revised or rescinded	Paper		
07-023	Employee Rosters	Until revised or rescinded	Paper		
07-024	Employee training records	Place in Personnel File	Paper		П

(Local Govern	nent 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
07-025	Employee training programs & manuals	2 year(s) after revised or rescinded	Paper		
07-026	Employee B.W.C. claims files	10 year(s) after final payment	Paper		
07-027	Worker's Compensation Handicapped Inventory	Permanent	Paper		
07-028	Worker's Compensation Reports	Permanent	Paper		
07-029	Worker's Compensation Procedures	Until revised or rescinded	Paper		
07-030	Employee Accident Reports	10 year(s)	Paper		
07-031	Employee Insurance Enrollment Records	1 Ycar(s) after employee leaves municipal employment	Paper		
07-032	Employee Evaluations	5 year(s)	Paper		
07-033	Performance Evaluations Preparation Files	5 year(s)	Paper		
07-034	Letters of Appreciation	Place in Personnel File	Paper		

(Local Govern	ment 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	
07-035	Personnel Actions – Commendations, Discipline, Counseling, Etc.	Place in Personnel File	Paper			
07-036	Complaints of Employee Misconduct	1 year(s) and no longer of an administrative or legal value	Paper			
07-037	Employee Exposure to Hazardous Chemicals or Biological Hazards or Infectious Diseases Report	Place in Personnel File	Paper			
07-038	Employment Uniform, Clothing & Equipment Records	5 ycar(s) after revised or superseded, provided audited	Paper	Audited me encompass have been a Auditor of S audit report	udited by sate and th	ecord
07-039	Employee Unemployment Compensation Case	4 year(s) after final payment	Paper	released pur Sec. 117.26 (O H B are and the	
07-040	Employee Sick Leave Affidavits	10 year(s)	Paper			
07-041	Family & Medical Leave Act- Requests for Leave, Medical Certification, Continuation of Health Care Insurance	10 year(s) and no longer of an administrative or legal value	Paper			
07-042	Personnel Files-Service time, . Resignation Letter	Permanent	Paper			
07-043	Personnel Files (all other information)	Permanent	Paper			

(Local Govern	ment 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
07-044	Employee Status Forms- Termination, Registration, Dismissal, Promotion, Hire	Place in Personnel File	Paper		
07-045	COBRA-Initial Notice (The Consolidated Omnibus Budget Reconciliation Act of 1986)	10 year(s) after date of issuance	Paper		
07-046	COBRA-Notice & Election When Qualifying Event Occurs	10 year(s) after date of issuance	Paper		
07-047	COBRA-Termination of Coverage Notice	10 year(s) after date of issuance	Paper		
07-048	Professional License or Certification, Continuing Education Credits, Training Certifications	Permanent	Paper		
07-049	ADA Files	Permanent	Paper		
07-050	ADA Correspondence	Until no longer of an administrative value	Paper		
07-051	Case Files (EEO)	Permanent	Paper		
07-052	Correspondence (EEO)	Until no longer of an administrator value	Paper		
07-053	Ohio Municipal League Reports	Until no longer of an administrative value	Paper		



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

Page 1 of To

AUG 1 3 2019

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 Gambier		<u>Utilities</u>	
(Local Government Entity)		(Unit)	
LM CK	Ralph Wise	Village Administrato	r August 8, 2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)
Section B: Records Commission			
Kathi Schonauer	Records Commission	740-427	7-2051
115 Meadow Lane PO Box 1984	Gambier	(Teleph	one Number) Knox
(Address)	(City)	(Zip Code)	(County)
To have this form returned to the Records Commissi	on electronically, include an em-	ail address:	
clerk-treasurer@villageofgambier.org	******		
I hereby certify that our records commission met in a form and any continuation sheets. I further certify it transferred, or otherwise disposed of in violation of legal case, claim, action or request. This action is re	hat our commission will make ev	ery effort to prevent these to will be knowingly dispose	records unries from bala - destroy t
Kathi Schman			
Records Commission Chair Signature	Date		
Section C: Ohio History Connection - State Archi	ves State Archivis	A.	8-11-2-101
Signature	Title	v	Date
Section 1: Auditor of State Well	- Records /	Nor_	8-29-19 Date
	· inc		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

(Local Govern	ment Entity)	(1 (-)4)			
		(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
07-001	Executive correspondence – this includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, programs, fiscal and personnel matters	2 year(s) and no longer of an administrative value	Paper/ CD		
07-002	General correspondence – this includes both internal and external correspondence; also; correspondence from various individuals, companies and organizations requesting information pertaining to the agency and other miscellaneous inquires. This correspondence is informative (it does not attempt to influence agency policy)	2 year(s) and no longer of an administrative value	Paper/ CD/ E-Mail		
07-003	Routine correspondence — this includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters	2 month(s) and no longer administrative value	Paper/ CD		
07-004	Transient documents – this includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu or oral communication	Retain until no longer of an administrative value, than destroy	Paper		
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then destroy	Paper/ CD/ E-Mail		

(Local Govern	ment 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	
					\boxtimes	
07-006	Copies – (Reading, Information and Reference copy)	Retain until no longer of an administrative value, then destroy	Paper			
07-007	Additions, Changes, Deletion Reports	10 ycar(s) provided audited	Paper	Audited m	eana . t he y	/ears
07-008	Bankruptcy Notices	10 year(s) provided audited	Paper	have been Auditor of	audited by	ec.
07-009	Billing Ledgers	10 year(s) provided audited	Paper	audit repor released pu Sec. 117.28		
07-010	Collection Letters	10 year(s) provided audited	Paper			
07-011	Credit/Debit Memos	10 year(s) provided audited	Paper		П	
07-012	Daily Revenue Reports	10 year(s) provided audited	Paper			
07-013	Delinquent Files Reports	10 year(s) provided audited	Paper			
07-014	Detail Trial Balance Report	10 year(s) provided	Paper	· ••• •		

(Local Govern	nent 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	
07-015	Final Bill Registers	10 year(s) provided audited	Paper			
07-016	Final Notices	10 year(s) provided audited	Paper			1
07-017	Payment Stubs	10 ycar(s) provided audited	Paper			
07-018	Penalties Report	10 year(s) provided audited	Paper	Audited me	ans:Шe ye	ars
07-019	Purges Reports	10 year(s) provided audited	Paper	have been Auditor of 8	tudifod by Tareladd fi	he
07-020	Owner Change Forms	10 year(s) provided audited	Paper	TOOOSTAND TO SEE	Patterne to	
07-021	Special Sanitation Billings	10 year(s) provided audited	Paper			
07-022	Water Credit Adjustments	10 year(s) provided audit	Paper			
07-023	Water Debit Adjustments	10 year(s) provided audit	Paper	•		
07-024	Water Forms	Until revised or rescinded	Paper			
07-025	WWTP Billing Registers	10 year(s) provided audited	Paper			:
07-026	Old Blank Bills (different style)	Until superceded	Paper			

(Local Govern	nment 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
07-027	Forms and Procedures	Until superceded	Paper		
07-028	Mail Envelopes	10 year(s) provided audited	Paper		
07-029	Direct Pay Sign-Up	2 year(s) after termination	Paper		
07-030	Customer Spreadsheets	Until no longer of administrative value	Paper		
07-031	Water & Sewer Receipt Books	10 year(s)	Paper		
07-032	Water & Sewer Tap Records	Permanent	Paper		
07-033	Water Main Location Record	Permanent	Paper		
07-034	Water Usage Reports	10 year(s) provided audited	Paper		
07-035	Curb Box Location Record	Permanent	Paper		
07-036	Daily Meter Repair Sheets	10 year(s) provided audited	Paper	× •	
07-037	Meter and Valve Location Record	Permanent	Paper	· · · · · · · · · · · · · · · · · · ·	//////////////////////////////////////

(Local Government	LERRITY)	(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
07-038	Meter Reading Records	10 year(s) provided audited	Paper		
07-039	Meter Test Records	10 year(s) provided audited	Paper		
07-040	Parking Tickets	10 Year(s) provided audited	Paper		
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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

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AUG 1 3 2019

STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

S-4-1-1-0	/		
Section A: Local Government Unit			
Village of Gambier		Waste Water Treatme	nt Plant
(Local Government Entity)		(Unit)	
	Ralph Wise	Village Admin	nistrator August 8, 2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)
Section B: Records Commission			
Kathi Schonauer	Records Commission	740	0-427-2051
115 Meadow Lane PO Box 1984	Gambier	(Te	elephone Number) Knox
(Address)	(City)	(Zip Code)	(County)
To have this form returned to the Records Commis	sion electronically, include an em-	ail address:	
clerk-treasurer@villageofgambier.org			,
I hereby certify that our records commission met in form and any continuation sheets. I further certify transferred, or otherwise disposed of in violation of legal case, claim, action or request. This action is a	that our commission will make ev	ery effort to prevent the	
Kathi Schmano			
Records Commission Chair Signature	Date		
Section C: Ohio History Connection - State Arch Fred Fred Signature	State Archine	in the second	&-/4-2019 Date
Section D; Auditor of State			
Ilartin E. Il fub	- Kecords.	More_	8-29-19
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 Govern	nment Entity)	(Unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or	(6) RC-3 Required
07-001	Executive correspondence – this includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, programs, fiscal and personnel matters	2 year(s) and no longer of an administrative value	Paper/ CD	LGRP	LGRP
07-002	General correspondence – this includes both internal and external correspondence; also; correspondence from various individuals, companies and organizations requesting information pertaining to the agency and other miscellaneous inquires. This correspondence is informative (it does not attempt to influence agency policy)	2 year(s) and no longer of an administrative value	Paper/ CD/ E-Mail		
07-003	Routine correspondence — this includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters	2 month(s) and no longer administrative value	Paper/ CD	,	
07-004	Transient documents – this includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu or oral communication	Retain until no longer of an administrative value, than destroy	Paper		
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then	Paper/ CD/ E-Mail		

(Local Govern	men enuty)	(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
					\boxtimes
07-006	Copies – (Reading, Information and Reference copy)	Retain until no longer of an administrative value, then destroy	Paper		
07-007	Accident Reports	10 year(s) provided no claims pending	Paper		
07-008	Bids (Successful)	15 year(s) after completion of project	Paper		
07-009	Bids (Unsuccessful)	2 year(s) after awarding contract, provided audited	Paper	Audited mea encompasso have been a Auditor of St	d by the re Idited by ti ate and the
07-010	Complaints	1 year(s) after settlement	Paper	audit repert l released pur Sec. 117.26 (suant to
07-011	Daily Work Orders	10 year(s)	Paper		
07-012	Aerial Photographs	Appraise for historical value	Paper		
07-013	Industrial Waste Books	Appraise for historical value	Paper		

(Local Govern	ment 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
07-014	Maps, Plans, Blueprints	Permanent	Paper		
07-015	Reference Material	Until superceded	Paper		
07-016	Sanitary Sewer Records (Lines and Taps)	Permanent	Paper		
07-017	Sewer Testing Records	10 year(s)	Paper		
07-018	Sewer Repair Sheets	10 year(s)	Paper		
07-019	Monthly Reports	Incorporate into annual report	Paper		
07-020	Project Files	After completion of final project report	Paper		
07-021	Test Boring Record	Permanent	Paper		
07-022	Analytical Data Sheet for WPC Facility	10 year(s)	Paper		
07-023	Fecal Coliform Reports	10 year(s)	Paper		
07-024	Daily Chlorination Report	10 year(s)	Paper	a to the s	
07-025	Daily Laboratory Testing	10 year(s)	Paper		

(Local Govern	mich enuty)	(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
07-026	Monthly Laboratory Summary Reports	20 year(s)	Paper		
07-027	Record of Chemical Analyses	10 year(s)	Paper		
07-028	Equipment Maintenance Records	Life of equipment	Paper		
07-029	Flow Charts	10 year(s)	Paper		
07-030	Operating Logs	10 year(s)	Paper		
07-031	Stream and Outfall Monitor Record	10 year(s)	Paper		
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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 Page 1 of 7/3

AUG 1 3 2019

STATE AND LOCAL GOVERNMENT RECORDS

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

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

(Address) (City) (Zip Code) (Commission electronically, include an email address: clerk-treasurer@villageofgambier.org I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the form and any continuation sheets. I further certify that our commission will make every effort to prevent these records serior transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which legal case, claim, action or request. This action is reflected in the minutes kept by this commission. August 8, 2019 Records Commission Chair Signature Date Section C: Ohio History Connection - State Archives			
Kachen Kimmell Mayor (Signature of Responsible Official) (Name) (Title) Section B: Records Commission Kathi Schonauer Records Commission 740-427-2051 115 Meadow Lane PO Box 1984 Gambier 43022 (Telephone Number (Address) (City) (Zip Code) (Commission electronically, include an email address: clerk-treasurer@villageofgambier.org I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the form and any continuation sheets. I further certify that our commission will make every effort to prevent these records serit transferred, or other-vise disposed of in violation of these schedules and that no record will be knowingly disposed of which legal case, claim, action or request. This action is reflected in the minutes kept by this commission. Lattic La	Z	Zoning	•
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Records Commission Chair Signature Date Section C: Ohio History Connection - State Archives	ntion of these schedules and that no record ion is reflected in the minutes kept by this	and that no record will be knowingly disposed of inutes kept by this commission.	oved the schedules listed on this ords series from being destroyed, of which pertains to any pending
F-07AP 1 4			
Signature	State Archier	Archinix	8-14-2019 Date
Signature		DECORDS More	8-29-19 Date

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(Local Govern	iment finity)	(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
07-001	Executive correspondence – this includes correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, programs, fiscal and personnel matters	2 year(s) and no longer of an administrative value	Paper/ CD	DON	LGRP
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07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then	Paper/ CD/ E-Mail		

(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	
07-006	Copies – (Reading, Information and Reference copy)	Retain until no longer of an administrative value, then destroy	Paper			
07-007	Applications For Zoning Variances	Permanent	Paper			
07-008	Legal Announcements	Permanent	Paper			
07-008	Agenda's for Board Meetings	10 year(s)	Paper			
07-010	Minutes of Board Meetings (Audio)	Until official minutes prepared and approved	Paper			
07-011	Written Summary of Board Meetings	50 year(s) Appraise for historical value	Paper			
07-012	Regional Planning Staff Reports	10 year(s)	Paper			
07-013	Members Appointments	50 year(s) Appraise for historical value	Paper			
07-014	Building Permits	10 year(s)	Paper			
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