



Ohio History Connection

State Archives of Ohio

Local Government Records Program OHIO HISTORY CONNECTION

800 E. 17<sup>th</sup> Avenue

Columbus, Ohio 43211-2474

614.297.2553

[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)

[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

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AUG 13 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

All Departments

(Local Government Entity)

(Unit)

*Kathi Schonauer*

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

43022

(Telephone Number)  
Knox

(Address)

(City)

(Zip Code)

(County)

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

[clerk-treasurer@villageofgambier.org](mailto: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 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.

*Kathi Schonauer*

August 8, 2019

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

*Fred Prentiss*

*State Archivist*

*8-14-2019*

Signature

Title

Date

**Section D: Auditor of State**

*Martin E. Mohr*

*Records Mgr*

*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 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	Training/Seminar Materials	Until no longer of an administrative value	Paper/ CD		<input type="checkbox"/>
07-002	Voice Mail, Telephone Answering Machine, Paper & Cell Phone Messages, Video & Audio Recordings	Erase when no longer of an administrative value	Paper/ Tape		<input type="checkbox"/>
07-003	Daily, Weekly, Monthly & Weekly Appointment Books, Calendars, Schedules, Organizers, Planners	Continually updated, revised or erased	CD/ DVD		<input type="checkbox"/>
07-004	Personal Computers (PCs), Hard Drives, Tapes and Similar Electronic Storage Media	Format, reformat, overwrite, erase or delete as admin. necessary	CD/ DVD		<input type="checkbox"/>
07-005	Personal Computers (PCs), Backup System Files (Non-Network)	Retain for 2 systems backup cycles then erase. Reuse of/or destroy storage media	CD/ DVD		<input type="checkbox"/>
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		<input type="checkbox"/>
07-007	Electronic Mail (E-Mail) System Data	Stored electronically on computer, yearly folders, 2 years	PC		<input type="checkbox"/>
					<input type="checkbox"/>



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OHIO HISTORY CONNECTION

OCTOBER 26 2022

STATE AND LOCAL  
GOVERNMENT RECORDS

Page 1 of 4

## 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

Council

(Local Government Entity)

(Unit)

Diane Steinmetz

Fiscal Officer

October 11, 2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Diane Steinmetz

Records Commission

740-427-2051

115 Meadow Lane PO Box 1984

Gambier

43022

(Telephone Number)

Knox

(Address)

(City)

(Zip Code)

(County)

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[Clerk-treasurer@villageofgambier.org](mailto:Clerk-treasurer@villageofgambier.org)

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October 11, 2022

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Electronic Records Archivist

2022.10.27

Signature

Title

Date

### Section D: Auditor of State

Martin E. Meeks  
Digitally signed by Martin E. Meeks  
Date: 2022.10.31 09:22:23 -04'00'

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) 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 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	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 of 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



**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) 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.*

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OHIO HISTORY CONNECTION

AUG 13 2019

STATE AND LOCAL  
GOVERNMENT RECORDS

Page 1 of 10

## 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

Fiscal Office

(Local Government Entity)	(Unit)		
<i>Kathi Schonauer</i>	Kathi Schonauer	Fiscal Officer	August 8, 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	43022	(Telephone Number) Knox
(Address)	(City)	(Zip Code)	(County)

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<i>Kathi Schonauer</i>	August 8, 2019
Records Commission Chair Signature	Date

### Section C: Ohio History Connection - State Archives

<i>Frederick Reich</i>	<i>State Archivist</i>	<i>8-14-2019</i>
Signature	Title	Date

<i>Martin E. Mueh</i>	<i>Records Manager</i>	<i>8-29-19</i>
Signature	Title	Date

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**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
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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, then destroy	Paper		<input type="checkbox"/>
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then destroy	Paper/ CD/ E-Mail		<input type="checkbox"/>



**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
					<input checked="" type="checkbox"/>
07-006	Copies – (Reading, Information and Reference copy)	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
07-007	Bulletins, Posters and Notices to Employees	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
07-008	Bank Deposit Slips	5 year(s) provided audited	Paper		<input type="checkbox"/>
07-009	Bank Statements	5 year(s) provided audited	Paper		<input type="checkbox"/>
07-010	Bond Register	Permanent	Paper		<input type="checkbox"/>
07-011	Bonds and Coupons (Redeemed)	Until issue is paid, provided audited	Paper		<input type="checkbox"/>
07-012	Cancelled Checks	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-013	Gasoline Use Records	10 year(s) 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 Sec. 117.26 O.R.C.	<input type="checkbox"/>
07-014	Receipt Books	10 year(s) provided audited	Paper		<input type="checkbox"/>

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



**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
07-027	Annual Estimated vs. Actual Expenditure	10 year(s) provided audited	Paper/ PC		<input type="checkbox"/>
07-028	Annual Appropriation Ordinance	Permanent	Paper		<input checked="" type="checkbox"/>
07-029	Annual Cash Balances	10 year(s) provided audited	Paper/ PC		<input type="checkbox"/>
07-030	Annual Certificate of Estimated Resources	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-031	Annual Estimated vs. Actual Revenue	10 year(s) provided audited	Paper/ PC		<input type="checkbox"/>
07-032	Monthly Estimated vs. Actual Expenditure	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-033	Monthly Cash Balances	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-034	Monthly Estimated vs. Actual Revenue	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-035	Monthly Trial Balances	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-036	Accounts Payable	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-037	Accounts Receivable	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-038	Appropriations and Receipts Ledger	10 year(s) provided audited	Paper		<input type="checkbox"/>

**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
07-039	Auditor of State Annual Report	10 year(s)	Paper		<input type="checkbox"/>
07-040	Check Register	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-041	Contract and Agreements For Fiscal Office	10 year(s) after expiration	Paper		<input type="checkbox"/>
07-042	Detailed Statement of Accounts	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-043	Investments	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-044	Leases	5 year(s) after expiration	Paper		<input type="checkbox"/>
07-045	Mortgages	Until Expired	Paper		<input type="checkbox"/>
07-046	Tax Settlement Sheet From County Auditor	10 Year(s)	Paper		<input type="checkbox"/>
07-047	Bonds of Officials or Employees	5 Year(s) after termination	Paper		<input type="checkbox"/>
07-048	Reference Materials	Until revised or discontinued	Paper		<input type="checkbox"/>
07-049			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.		
07-050					





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OHIO HISTORY CONNECTION

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AUG 13 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 Schonauer*

Kathi Schonauer

Fiscal Officer

August 8, 2019

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Kathi Schonauer

Records Commission

740-427-2671

(Telephone Number)

115 Meadow Lane PO Box 1984

Gambier

43022

Knox

(Address)

(City)

(Zip Code)

(County)

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*Kathi Schonauer*

August 8, 2019

Records Commission Chair Signature

Date

**Section C: Ohio History Connection – State Archives**

*Fred Brecht*

*State Archivist*

*8-14-2019*

Signature

Title

Date

**Section D: Auditor of State**

*Martin E. Mah*

*Records Manager*

*8-29-19*

Signature

Title

Date

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**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
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value.	Paper/ CD/ E-mail		<input type="checkbox"/>
07-006	Memos	1 year(s) and	Paper		

**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
		no longer of an administrative or legal value.			<input type="checkbox"/>
07-007	Copies – (reading, information, and reference copy).	Retain until no longer of an administrative value.	Paper		<input type="checkbox"/>
07-008	Resident Individual Income Tax Returns	7 year(s) provided audited	Paper		<input type="checkbox"/>
07-009	Student Individual Zero Balance Income Tax Returns	4 year(s) provided audited	Paper		<input type="checkbox"/>
	Business Income Tax Returns	7 year(s) 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 Sec. 117.26 O.R.C.	<input type="checkbox"/>
	Business Zero Balance Income Tax Returns	4 year(s) provided audited	Paper		<input type="checkbox"/>
07-010	Daily Postings	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-011	Year-end Account Master Report	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-012	Reference Materials	Until superceded	Paper		<input type="checkbox"/>
07-013	Office Memoranda	1 year(s)	Paper		<input type="checkbox"/>
07-014	Current Account Profile's	2 year(s) after account deleted	Paper		<input type="checkbox"/>
07-015	Refunds	7 year(s) provided audited	Paper		<input type="checkbox"/>



**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
07-016	Questionnaires	4 year(s) provided audited	Paper		<input type="checkbox"/>
07-017	Sub-Contractor Listings	7 year(s) provided audited	Paper/ PC		<input type="checkbox"/>
					<input type="checkbox"/>
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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.



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AUG 13 2019

STATE AND LOCAL  
GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

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**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

Mayor

(Local Government Entity)

(Unit)

*Kachen Kimmell*

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 Records Commission information*

Kathi Schonauer

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*Kathi Schonauer*

August 8, 2019

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

*Fred Pfeiffer*

*State Archivist*

*8-14-2019*

Signature

Title

Date

**Section D: Auditor of State**

*Martin E. Muebs*

*Records Manager*

*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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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, then destroy	Paper		<input type="checkbox"/>
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then destroy	Paper/ CD/ E-Mail		<input type="checkbox"/>



**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
07-006	Copies – (reading, information, and reference copy)	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
07-007	Administrative Memoranda	After termination	Paper		<input type="checkbox"/>
07-008	Executive Orders	After termination	Paper		<input type="checkbox"/>
07-011	Mayor's Proclamations	Permanent	Paper		<input checked="" type="checkbox"/>
07-012	Reference Materials	Until superceded	Paper		<input type="checkbox"/>
07-013	Civil Marriage Ceremonies	Permanent	Paper		<input checked="" type="checkbox"/>
07-014	Professional Membership File	2 year(s)	Paper		<input type="checkbox"/>
07-015	Commission Appointments, Board of Commissions appointed by the Office of the Mayor	Permanent	Paper		<input type="checkbox"/>
07-016	Annual Report of the Mayor	Permanent	Paper		<input checked="" type="checkbox"/>
07-017	Opinions of the Village Solicitor	Permanent	Paper		<input checked="" type="checkbox"/>
07-018	Petitions	10 year(s)	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

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AUG 13 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)

*[Signature]*

Ralph Wise

Village Administrator

August 8, 2019

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Kathi Schonauer

Records Commission

740-427-2051

115 Meadow Lane PO Box 1984

Gambier

43022

(Telephone Number)  
Knox

(Address)

(City)

(Zip Code)

(County)

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

[Clerk-treasurer@villageofgambier.org](mailto: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 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.

*[Signature]*

August 8, 2019

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

*[Signature]*

*[Signature]*

*[Signature]*

Signature

Title

Date

### Section D: Auditor of State

*[Signature]*

*[Signature]*

*[Signature]*

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
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value	Paper/ CD/ E-mail		<input type="checkbox"/>
07-006	Anonymous and unfounded complaints against employees	Retain until no longer of	Paper		<input type="checkbox"/>



## 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
		an administrative value			
07-007	Copies – (reading, information, and reference copy)	Retain until no longer of an administrative value	Paper		<input type="checkbox"/>
07-008	Bulletins, Posters and Notices to Employees	Retain until no longer of an administrative value	Paper		<input type="checkbox"/>
07-009	Project Files	20 year(s) after completion of project	Paper		<input type="checkbox"/>
07-010	Field Notes	25 year(s) appraise for historical value	Paper		<input checked="" type="checkbox"/>
07-011	Engineering Study Reports	Until superceded	Paper		<input type="checkbox"/>
07-012	House Number Records	Permanent	Paper		<input type="checkbox"/>
07-013	Maps and Blueprints	Permanent	Paper		<input checked="" type="checkbox"/>
07-014	Administrative Memorandums Executive Orders	Until superceded, appraise for historical value	Paper		<input checked="" type="checkbox"/>
07-015	Contracts and Agreements	20 year(s) after expiration	Paper		<input type="checkbox"/>

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

## 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
07-016	Bids and Specifications (successful)	20 year(s) after completion of project	Paper		<input type="checkbox"/>
07-017	Bids and Specifications (unsuccessful)	10 year(s) after awarding contract, provided audited	Paper		<input type="checkbox"/>
07-018	Bid Opening Records	20 year(s) after completion of project	Paper		<input type="checkbox"/>
07-019	Bid Tabulations	20 year(s) after completion of project, provided audited	Paper		<input type="checkbox"/>
07-020	Licenses	2 year(s) after expiration of license	Paper		<input type="checkbox"/>
07-021	Maps and Plans of Parks/Buildings	Permanent	Paper		<input checked="" type="checkbox"/>
07-022	Equipment Maintenance Records	Life of Equipment	Paper		<input type="checkbox"/>
07-023	Street Repair Records	10 year(s)	Paper		<input type="checkbox"/>
07-024	Streets Repair Cost Summary	10 year(s)	Paper		<input type="checkbox"/>
07-025	Work Schedules	10 year(s)	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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		<input type="checkbox"/>
07-027	Incident Reports	10 year(s) providing no claims pending	Paper		<input type="checkbox"/>
07-028	Bids for Repairs or Replacement (successful)	20 year(s)	Paper		<input type="checkbox"/>
07-029	Bids for Repairs or Replacement (unsuccessful)	10 year(s) after awarding contract, provided audited	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<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.





Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

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AUG 13 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)

*Kathi Schonauer*

Kathi Schonauer

Fiscal Officer

August 8, 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

43022

(Telephone Number)  
Knox

(Address)

(City)

(Zip Code)

(County)

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

[clerk-treasurer@villageofgambier.org](mailto: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 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.

*Kathi Schonauer*

August 8, 2019

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

*Fred Previch*

*State Archivist*

*8-14-2019*

Signature

Title

Date

**Section D: Auditor of State**

*Martin E. McBride*

*Records Manager*

*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 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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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, then destroy	Paper		<input type="checkbox"/>
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then destroy	Paper/ CD/ E-Mail		<input type="checkbox"/>

## 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
					<input checked="" type="checkbox"/>
07-006	Copies – (Reading, Information and Reference copy)	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
07-007	Bulletins, Posters and Notices to Employees	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
07-008	Employee Time Cards/Sheets	10 year(s) 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 Sec. 117.26 O.R.C.	<input type="checkbox"/>
07-009	Employee Leave Requests-All Types (sick, vacation, compensatory, etc)	10 year(s)	Paper		<input type="checkbox"/>
07-010	Employee Leave Balances	Continually updated by fiscal office until employee terminates.	Paper		<input type="checkbox"/>
07-011	Employee Earning Record	Continually updated by fiscal office until employee terminates.	Paper		<input type="checkbox"/>
07-012	Retirement Systems Payments-Records & Waivers	Permanent	Paper		<input type="checkbox"/>

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



**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
07-023	Overtime Reports	10 year(s)	Paper/ PC		<input type="checkbox"/>
07-024	Payroll Record-Annual Report	20 year(s)	Paper		<input type="checkbox"/>
07-025	Payroll Record-Weekly, Monthly	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-026	State Income Tax Reports	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-027	Tax Withholding Reports	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-028	W-4 Forms	10 year(s) 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 Sec. 117.26 O.S.C.	<input type="checkbox"/>
07-029	W-2 Forms	10 year(s) provided audited	Paper		<input type="checkbox"/>
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		<input type="checkbox"/>
07-031	I-9 Forms (Immigration Reform and Control Act) (All New Hires Since 11-06-96	Permanent	Paper		<input type="checkbox"/>
07-032	Forms, Blanks, Misc.	Until revised or rescinded	Paper		<input type="checkbox"/>
					<input type="checkbox"/>



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OHIO HISTORY CONNECTION

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AUG 13 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

Village Administrator

(Local Government Entity)

(Unit)

Ralph Wise

Village Administrator

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

43022

(Telephone Number)

Knox

(Address)

(City)

(Zip Code)

(County)

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

[clerk-treasurer@villageofgambier.org](mailto: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 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.

*Kathi Schonauer*

August 8, 2019

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

*Fred Perinich*

State Archivist

8-14-2019

Signature

Title

Date

**Section D: Auditor of State**

*Martin E. Mohr*

Records Mgr

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 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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then destroy	Paper/ CD/ E-Mail		<input type="checkbox"/>

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



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

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

**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
07-035	Personnel Actions – Commendations, Discipline, Counseling, Etc.	Place in Personnel File	Paper		<input type="checkbox"/>
07-036	Complaints of Employee Misconduct	1 year(s) and no longer of an administrative or legal value	Paper		<input type="checkbox"/>
07-037	Employee Exposure to Hazardous Chemicals or Biological Hazards or Infectious Diseases Report	Place in Personnel File	Paper		<input type="checkbox"/>
07-038	Employment Uniform, Clothing & Equipment Records	5 year(s) after revised or superseded, 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 Sec. 117.26 O.R.C.	<input type="checkbox"/>
07-039	Employee Unemployment Compensation Case	4 year(s) after final payment	Paper		<input type="checkbox"/>
07-040	Employee Sick Leave Affidavits	10 year(s)	Paper		<input type="checkbox"/>
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		<input type="checkbox"/>
07-042	Personnel Files-Service time, Resignation Letter	Permanent	Paper		<input type="checkbox"/>
07-043	Personnel Files (all other information)	Permanent	Paper		<input type="checkbox"/>

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



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

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AUG 13 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

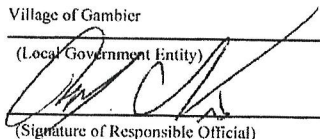
### Section A: Local Government Unit

Village of Gambier

Utilities

(Local Government Entity)

(Unit)

  
(Signature of Responsible Official)

Ralph Wise  
(Name)

Village Administrator  
(Title)

August 8, 2019  
(Date)

### Section B: Records Commission

Kathi Schonauer

Records Commission

740-427-2051

115 Meadow Lane PO Box 1984

Gambier

43022

(Telephone Number)  
Knox

(Address)

(City)

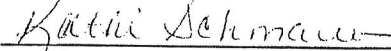
(Zip Code)

(County)

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

[clerk-treasurer@villageofgambier.org](mailto: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 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.

  
Records Commission Chair Signature

August 8, 2019

Date

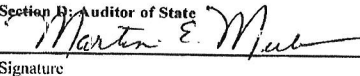
### Section C: Ohio History Connection - State Archives

  
Signature

State Archivist  
Title

8-14-2019  
Date

### Section D: Auditor of State

  
Signature

Records Manager  
Title

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



## 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
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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, then destroy	Paper		<input type="checkbox"/>
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then destroy	Paper/ CD/ E-Mail		<input type="checkbox"/>

# 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
					<input checked="" type="checkbox"/>
07-006	Copies – (Reading, Information and Reference copy)	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
07-007	Additions, Changes, Deletion Reports	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-008	Bankruptcy Notices	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-009	Billing Ledgers	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-010	Collection Letters	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-011	Credit/Debit Memos	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-012	Daily Revenue Reports	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-013	Delinquent Files Reports	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-014	Detail Trial Balance Report	10 year(s) provided audited	Paper		<input type="checkbox"/>

# 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
07-015	Final Bill Registers	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-016	Final Notices	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-017	Payment Stubs	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-018	Penalties Report	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-019	Purges Reports	10 year(s) 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	<input type="checkbox"/>
07-020	Owner Change Forms	10 year(s) provided audited	Paper	incorporated, pursuant to	<input type="checkbox"/>
07-021	Special Sanitation Billings	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-022	Water Credit Adjustments	10 year(s) provided audit	Paper		<input type="checkbox"/>
07-023	Water Debit Adjustments	10 year(s) provided audit	Paper		<input type="checkbox"/>
07-024	Water Forms	Until revised or rescinded	Paper		<input type="checkbox"/>
07-025	WWTP Billing Registers	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-026	Old Blank Bills (different style)	Until superseded	Paper		<input type="checkbox"/>

# 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
07-027	Forms and Procedures	Until superseded	Paper		<input type="checkbox"/>
07-028	Mail Envelopes	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-029	Direct Pay Sign-Up	2 year(s) after termination	Paper		<input type="checkbox"/>
07-030	Customer Spreadsheets	Until no longer of administrative value	Paper		<input type="checkbox"/>
07-031	Water & Sewer Receipt Books	10 year(s)	Paper		<input type="checkbox"/>
07-032	Water & Sewer Tap Records	Permanent	Paper		<input type="checkbox"/>
07-033	Water Main Location Record	Permanent	Paper		<input type="checkbox"/>
07-034	Water Usage Reports	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-035	Curb Box Location Record	Permanent	Paper		<input type="checkbox"/>
07-036	Daily Meter Repair Sheets	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-037	Meter and Valve Location Record	Permanent	Paper		<input type="checkbox"/>

# 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
07-038	Meter Reading Records	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-039	Meter Test Records	10 year(s) provided audited	Paper		<input type="checkbox"/>
07-040	Parking Tickets	10 Year(s) provided audited	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
				Audited means: the years encompassed by the records have been audited by the Auditor of State and the	<input type="checkbox"/>
				audit report has been released pursuant to Sec. 117.20 C.S.C.	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>





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OHIO HISTORY CONNECTION

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AUG 13 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

Waste Water Treatment Plant

(Local Government Entity)

(Unit)

Ralph Wise

Village Administrator

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

43022

(Telephone Number)

Knox

(Address)

(City)

(Zip Code)

(County)

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

[clerk-treasurer@villageofgambier.org](mailto: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 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.

*Kathi Schonauer*

August 8, 2019

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

*Fred Reints*

*State Archivist*

*8-14-2019*

Signature

Title

Date

**Section D: Auditor of State**

*Martin E. Mub*

*Records Mgr*

*8-29-19*

Signature

Title

Date

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# 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
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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, then destroy	Paper		<input type="checkbox"/>
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then destroy	Paper/ CD/ E-Mail		<input type="checkbox"/>

## 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
					<input checked="" type="checkbox"/>
07-006	Copies – (Reading, Information and Reference copy)	Retain until no longer of an administrative value, then destroy	Paper		<input type="checkbox"/>
07-007	Accident Reports	10 year(s) provided no claims pending	Paper		<input type="checkbox"/>
07-008	Bids (Successful)	15 year(s) after completion of project	Paper		<input type="checkbox"/>
07-009	Bids (Unsuccessful)	2 year(s) after awarding contract, 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 Sec. 117.26 O.R.C.	<input type="checkbox"/>
07-010	Complaints	1 year(s) after settlement	Paper		<input type="checkbox"/>
07-011	Daily Work Orders	10 year(s)	Paper		<input type="checkbox"/>
07-012	Aerial Photographs	Appraise for historical value	Paper		<input checked="" type="checkbox"/>
07-013	Industrial Waste Books	Appraise for historical value	Paper		<input checked="" type="checkbox"/>

**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
07-014	Maps, Plans, Blueprints	Permanent	Paper		<input checked="" type="checkbox"/>
07-015	Reference Material	Until superseded	Paper		<input type="checkbox"/>
07-016	Sanitary Sewer Records (Lines and Taps)	Permanent	Paper		<input type="checkbox"/>
07-017	Sewer Testing Records	10 year(s)	Paper		<input type="checkbox"/>
07-018	Sewer Repair Sheets	10 year(s)	Paper		<input type="checkbox"/>
07-019	Monthly Reports	Incorporate into annual report	Paper		<input type="checkbox"/>
07-020	Project Files	After completion of final project report	Paper		<input type="checkbox"/>
07-021	Test Boring Record	Permanent	Paper		<input type="checkbox"/>
07-022	Analytical Data Sheet for WPC Facility	10 year(s)	Paper		<input type="checkbox"/>
07-023	Fecal Coliform Reports	10 year(s)	Paper		<input type="checkbox"/>
07-024	Daily Chlorination Report	10 year(s)	Paper		<input type="checkbox"/>
07-025	Daily Laboratory Testing	10 year(s)	Paper		<input type="checkbox"/>

## 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
07-026	Monthly Laboratory Summary Reports	20 year(s)	Paper		<input type="checkbox"/>
07-027	Record of Chemical Analyses	10 year(s)	Paper		<input type="checkbox"/>
07-028	Equipment Maintenance Records	Life of equipment	Paper		<input type="checkbox"/>
07-029	Flow Charts	10 year(s)	Paper		<input type="checkbox"/>
07-030	Operating Logs	10 year(s)	Paper		<input type="checkbox"/>
07-031	Stream and Outfall Monitor Record	10 year(s)	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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OHIO HISTORY CONNECTION Page 1 of 73

AUG 13 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

Zoning

(Local Government Entity)

(Unit)

Kachen Kimmell

Mayor

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

43022

(Telephone Number)

Knox

(Address)

(City)

(Zip Code)

(County)

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[clerk-treasurer@villageofgambier.org](mailto: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 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.

Kathi Schonauer

August 8, 2019

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Fred P. Smith

State Archivist

8-14-2019

Signature

Title

Date

### Section D: Auditor of State

Martin E. Mohr

Records Manager

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 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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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, then destroy	Paper		<input type="checkbox"/>
07-005	Unsolicited Correspondence	Retain until no longer of an administrative value, then destroy	Paper/ CD/ E-Mail		<input type="checkbox"/>

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