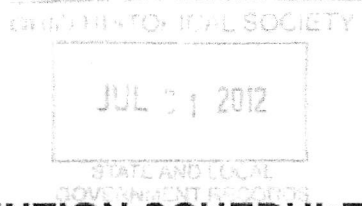




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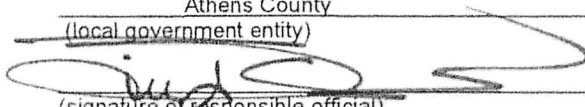


COPY

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>Athens County</u> (local government entity)	<u>Auditor</u> (unit)
 (signature of responsible official)	<u>Jill Thompson</u> (name)
	<u>County Auditor</u> (title)
	<u>June 28, 2012</u> (date)

Section B: Records Commission


<u>Athens County</u>	<u>740-593-5342</u>
<u>Records Commission</u>	(telephone number)
<u>15 S. Court Street, Room 330</u>	<u>Athens</u>
(address)	(city)
	<u>45701</u>
	(zip code)
	<u>Athens</u>
	(county)

To have this form returned to the Records Commission electronically, include an email address: tgoeglein@athensoh.org

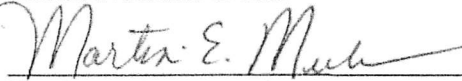
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

	<u>June 28, 2012</u>
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	<u>State Archivist</u>	<u>8-1-2012</u>
Signature	Title	Date

Section D: Auditor of State

	<u>8-14-12</u>
Signature	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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Accounting Services				
2012-1	Annual Financial Reports	Permanent	Paper		✓
2012-2	Appropriation Ledgers	5 yrs. - 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.	
2012-3	Appropriation Ledgers - Receipts	5 yrs. - Provided audited	Paper		
2012-4	Assessment Complaints	2 years after resolved	Paper		
2012-5	Asset Acquisition Forms	3 yrs. after FY, provided audited	Paper		
2012-6	Audit Trail	Until Audited	Paper		
2012-7	Annual Appropriations Resolutions	Until Audited	Paper		
2012-8	Budgets Political Subdivisions	6 yrs. Provided audited	Paper		
2012-9	Cigarette Dealers License Record	10 yrs. After FY provided audited	Paper		
2012-10	Community Work Experience Program(CWEP)	5 yrs. - provided audited	Paper		
2012-11	County Audit Reports	Until next audit	Paper		
2012-12	Depository Monthly Reports (Treasurer)	Until audited	Paper		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Accounting Services (Continued)				
2012-13	Detail Activity Reports – Monthly	End of FY	Paper		
2012-14	Detail Activity Reports – Year End	Permanent	Paper		✓
2012-15	Dog & Kennel License Register	Permanent	Paper		
2012-16	Encumbrance Control File (Outstanding PO's and encumbrances	5 yrs. - 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.	
2012-17	Financial Statement Workbooks	Until no longer of admin. Value	Paper		
2012-18	Fund Transfer Requests	Until audited	Paper		
2012-19	Inventories (County Property)	3 yrs. - provided audited	Paper		
2012-20	Journal of Warrants Issued	Until Audited	Paper		
2012-21	Junkyard License Register	Until Audited	Paper		
2012-22	Kennel License Applications	Permanent	Paper		
2012-23	Listing of License Cigarette Sellers	5 years	Paper		
2012-24	Monthly Financial Statements	5 yrs. - provided audited	Paper		
2012-25	Pay-in forms	5 yrs. - provided audited	Paper		
2012-26	Pay-out Vouchers	5 yrs. - provided audited	Paper		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Accounting Services (Continued)				
2012-27	Public Assistance Programs Financial Reports	5 yrs. - 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.	
2012-28	Purchase Orders	5 yrs. - provided audited	Paper		
2012-29	Record of Issued Bonds	Permanent	Paper		✓
2012-30	Record of Official's Bonds	10 yrs. After all bonds have expired	Paper		✓
2012-31	Revenue Reports	6 yrs. - provided audited	Paper		
2012-32	Treasurer's Daily Statements	2 yrs. After FY provided audited	Paper		
2012-33	Unclaimed Cost Records	10 yrs after date of certification	Paper		
2012-34	Vendor History Record	5 years	Paper		
2012-35	Vendor License Application	2 yrs after license is cancelled	Paper		
2012-36	Warrants – Cancelled	5 yrs. - provided audited	Paper		



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Delinquents				
2012-42	Abstracts of Delinquent Taxes	Permanent	Paper		✓
2012-43	Delinquent Land Tax Certificates	2 yrs after last entry	Paper		
2012-44	Forfeited Land and Lots	21 yrs after last entry	Paper		✓
2012-45	Index to Record of delinquent land sold	5 years	Paper		
2012-46	Land Sales	2 yrs 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.	
2012-47	Land Sales -Redeemed	2 yrs provided audited	Paper		
2012-48	Record of Delinquent Land sold	5 yrs provided audited	Paper		
2012-49	Settlements - Delinquent	6 yrs provided audited	Paper		
2012-50	Tax Lists - Delinquent	6 yrs provided audited	Paper		
2012-51	Tax Lists - Delinquent Classified	2 yrs after FY, provided audited	Paper		



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Payroll				
2012-58	Authorization for Deductions	6 yrs after termination of employment	Paper		
2012-59	Insurance Policies	2 yrs after expiration provided no claims are pending	Paper		
2012-60	Leave/Time off requests	3 yrs after FY, provided audited	Paper		
2012-61	Payroll Report – Year End	Permanent	Paper		
2012-62	Payroll Registers	End of FY	Paper		
2012-63	Payroll Time Sheets	3 yrs after FY, provided audited	Paper		
2012-64	Personnel Files	Permanent,	Paper		
2012-65	PERS Reports	Permanent	Paper		
2012-66	Unemployment Claims	3 yrs provided audited	Paper		
2012-67	Wage & Tax Statements (W-2, 1099's)	3 yrs provided audited	Paper		
2012-68	Warrants – Payroll	5 yrs provided audited	Paper		
2012-69	Workers Compensation Files	5 yrs after final payment on claim or disallowed	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. 117.25 O.R.C.



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Real/Personal Property				
2012-71	Abstracts of Exempted Real & Personal Property Tax Lists	Permanent	Paper		✓
2012-72	Abstract of Manufactured Home Tax	Permanent	Paper		✓
2012-073	Abstract of Indebtedness	Permanent	Paper		✓
2012-74	Abstract of Tax and Assessment List	Permanent	Paper		✓
2012-75	Addition/Deduction List	6 yrs after FY, 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.	
2012-76	Addition/Correction Orders (Remitters)	Until Audited	Paper		
2012-77	Agreed Division of Valuation	Until next reappraise- ment	Paper		
2012-78	Annexation Records	10 years	Paper		✓
2012-79	Application for Deduction for Destroyed Property	6 yrs after FY	Paper		
2012-80	Application for Energy Consumption	1 yr	Paper		
2012-81	Application for Exemption	6 yr after FY	Paper		
2012-82	Application for 2.5% Tax Reduction	Until audited	Paper		
2012-83	Apportionment Sheet	5 yrs after FY	Paper		
2012-84	Appraisals – New Buildings	6 yrs after date of filing, provided audited	Paper		



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	Real/Personal Property (Continued)				
2012-85	Assessment Sheets	5 yrs after tax is paid or litigation is settled	Paper		
2012-86	Building Notices	Until next reappraise- ment	Paper		
2012-87	Current Agricultural Use Valuation (CAUV)	6 yrs after FY, 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.	
2012-88	Certificate of Advance Tax Payment	5 yrs after tax is paid or litigation is settled	Paper		
2012-89	Charge Backs (Board of Elections)	Until Audited	Paper		
2012-90	Deeds (Work Copies)	Until no longer of Administrative Value	Paper		
2012-91	Exempt Personal Property Lists	2 yrs after FY, provided audited	Paper		
2012-92	Forest Land Certifications	5 years	Paper		
2012-93	Homestead Exemption Application	3 yrs after property sold or person deceased	Paper		
2012-94	Hotel/Motel Tax	6 yrs provided Audited	Paper		
2012-95	Industrial Appraisal Records	Permanent	Paper		✓



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	Real/Personal Property (Continued)				
2012-96	Manufactured Home Certificates & Application for Advance Tax Payment	6 yrs 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.	
2012-97	Oil & Gas Returns	Permanent	Paper		✓
2012-98	Oil Well List	Permanent	Paper		✓
2012-99	Public Utilities Returns	Permanent	Paper		✓
2012-100	Personal Property Returns	5 years after FY provided audited	Paper		
2012-101	Reappraisements (Property Record Cards)	7 yrs after date of filing	Paper		
2012-102	Record of Fees	Until Audited	Paper		
2012-103	Returns of Taxable Property	5 yrs after tax is paid or litigation is settled	Paper		
2012-104	Settlements	6 yrs provided audited	Paper		
2012-105	Sewer Assessments	5 yrs after last assessment record is paid, provided audited	Paper		
2012-106	Soil Survey	Until next survey is completed	Paper		



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	Real/Personal Property (Continued)				
2012-107	Special Assessments	5 yrs after FY 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.	
2012-108	Splits Bills	2 yrs after FY	Paper		
2012-109	Split Duplicates	Until information is recorded on tax list	Paper		
2012-110	Split Plats	Permanent	Paper		✓
2012-111	Tax Levy Records	Life of the levy	Paper		
2012-112	Tax Lists (Auditor's Duplicates)	Permanent	Paper		✓
2012-113	Tax Lists –Classified	2 yrs after FY provided audited	Paper		
2012-114	Tax Lists – Intercounty Corporation	5 yrs after FY provided audited	Paper		
2012-115	Tax Lists – Personal	2 yrs after FY provided audited	Paper		
2012-116	Tax Maps	Permanent	Paper		✓
2012-117	Tax Registers	Until audited	Paper		



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	Weights and Measurers				
2012-123	Annual Reports	Permanent	Paper		✓
2012-124	Audit Reports	5 years	Paper		
2012-125	Scale Reports	5 years after FY	Paper		
2012-126	Test Reports	5 years after FY	Paper		
	General				
2012-127	Board Minutes	Permanent	Paper		✓
2012-128	Board of Revision Transcripts	Permanent	Paper		✓
2012-129	Federal/State Grant Files	Until state and federal audits have been conducted & audit reports release & all litigation, claims or audit findings involving the records have been resolved			

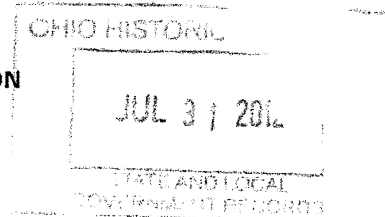


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	General (Continued)				
2012-129	Voice Mail Messages	Until no longer of administrative Value	Electronic		
2012-130	Electronic Mail	Until no longer of administrative Value	Electronic		
2012-131	Bids (successful)	Copies of successful bids to provide goods and/or services. Three FY's after expiration of contract. Original if made part of a contract and filed with the contract. Five years after expiration on the contract.			
2012-132	Bids (unsuccessful)	Two years of letting of contract.			

ATHENS COUNTY RECORDS COMMISSION
MINUTES
June 28, 2012



Commissioner Payne called the meeting to order at 3:03 p.m. in the Commissioner Conference Room. In attendance were Commissioner Larry Payne, Auditor Jill Thompson, Recorder Jessica Markins, Assistant Prosecutor Meg Stacks representing Prosecutor Keller Blackburn, Executive Assistant to the Auditor Tammi Goeglein and Commissioners Clerk JoAnn Sikorski.

Ms. Sikorski presented an amended Records Retention Schedule (RC-2) for the Athens County Commissioners office. Auditor Thompson made a motion to approve the RC-2 as presented, Recorder Markins seconded; all voted aye. Motion carried.

Ms. Goeglein presented an amended Records Retention Schedule (RC-2) for the Athens County Auditor's office. Recorder Markins made a motion to approve the RC-2 as presented, Commissioner Payne seconded; all voted aye. Motion carried.

With no further business to conduct Recorder Markins made a motion to adjourn the meeting, Auditor Thompson seconded; all voted aye. Motion carried.

The meeting adjourned at 3:06 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tammi Goeglein".

Tammi Goeglein
Executive Assistant
Athens County Auditor's Office