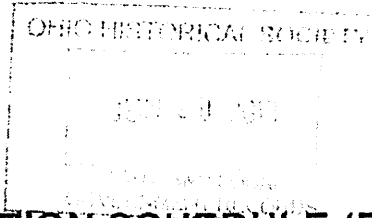




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Athens County

Treasurer

(local government entity)

(unit)

(signature of responsible official)

JaVon Kittle Cooper

Athens County Treasurer

(name)

(title)

(date)

Submitted 6/23/2013

Section B: Records Commission

Athens County

740-593-5342

Records Commission

(telephone number)

15 S. Court St.
Room 330

Athens
(city)

45701
(zip code)

Athens
(county)

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

Kang Elman

6/13/13

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Fred [Signature]

State Archivist

7-8-2013

Signature

Title

Date

Section D: Auditor of State

Martin E. Murr

7-12-13

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



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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.
 Treasurer

**Section E: Records Retention Schedule
 Athens County**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
Treas001	Paid Real Estate Duplicate	Permanent	Paper Or Digital		<input checked="" type="checkbox"/>
Treas002	Paid Real Estate Duplicate	Permanent	CD		<input checked="" type="checkbox"/>
Treas003	Paid Manufactured Home Duplicate	Permanent	Paper Or Digital		<input checked="" type="checkbox"/>
Treas004	Paid Manufactured Home Duplicate	Permanent	CD		<input checked="" type="checkbox"/>
Treas005	Paid Personal Property Duplicate	Permanent	Paper Or Digital		<input checked="" type="checkbox"/>
Treas006	Treasurer Audit Reports Treasurer's Office only	3 years & Audited	Paper Or Digital		<input type="checkbox"/>
Treas007	Forfeiture & Foreclosure	Permanent	Paper Or Digital		<input checked="" type="checkbox"/>
Treas008	Year-to-Date Annual reports (Fund reports)	Permanent	Paper Or Digital		<input checked="" type="checkbox"/>
Treas009	Daily Statements Form 6	After audit 3 years	Paper Or digital	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"/>
Treas010	Tax Collection Register Form 7	After Audit 3 years	Paper Or Digital		<input type="checkbox"/>
Treas011	Bank & Investment Statements	After Audit 3 years	Paper Or Digital		<input type="checkbox"/>
Treas012	Investment Reports & Recap	After Audit 3 years	Paper Or Digital		<input type="checkbox"/>
Treas013	Fee Receipts & Stubs (Vendor & Cigarette)	After Audit 3 years	Paper Or Digital		<input type="checkbox"/>



Section E: Records Retention Schedule

Athens County

Treasurer

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
Treas014	Accounts Receivable-Tax Payment Stubs Real Estate & Manufactured Home, Personal Property	After Audit 3 years	Paper or Digital		<input type="checkbox"/>
Treas015	Estate Tax Records Payment copies	Until Audited Fully paid	Paper or Digital		<input type="checkbox"/>
Treas016	Real Estate Delinquent listing	3 years	Paper or Digital		<input type="checkbox"/>
Treas017	Personal Property Delinquent listing	5 years	Paper or Digital		<input type="checkbox"/>
Treas018	Settlements	Until Audited 5 Years	Paper Or Digital		<input type="checkbox"/>
Treas019	Prepayments, Advance and Escrow Payment records	Until audited 3 years	Paper Or Digital		<input type="checkbox"/>
Treas020	Journal of Court Warrants Redeemed	Until audited 3 years	Paper Or Digital		<input type="checkbox"/>
Treas021	Loan/mortgage company Escrow files	3 years	Paper Or Digital		<input type="checkbox"/>
Treas022	Pay-Ins & Fund transfers	Until Audited 3 years	Paper Or Digital		<input type="checkbox"/>
Treas023	Penalty/interest calculation	Paper Or Digital 3 years	Paper Or Digital		<input type="checkbox"/>
Treas024	Fund Interest Distribution Calculation	Paper or Digital 3 years	Paper Or Digital		<input type="checkbox"/>
Treas025	Payment Plan Contracts	Until Obsolete	Paper Or Digital		<input type="checkbox"/>
Treas026	Treasurer's Office Budget PO's, Ledgers, Bill Copies	Until Audited 3 years	Paper Or Digital		<input type="checkbox"/>

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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
Treas027	Personnel records	Permanent	Paper Or Digital		<input type="checkbox"/>
Treas028	Manuals, Codes, Law Manuals	Until Obsolete	Paper Or Digital		<input type="checkbox"/>
Treas029	Policies, Procedures, & Regulations	6 years After revised,super ceded, or Discontinue	Paper Or Digital		<input type="checkbox"/>
Treas030	Ohio Public Records Compliance record	25 years after revised, superceded Or discontinue	Paper Or Digital		<input type="checkbox"/>
Treas031	General Correspondence	4 years and No longer of legal, Admin. Or Fiscal value	Paper Or Digital		<input type="checkbox"/>
Treas032	Transient Correspondence	Retain until No longer of admin.value	Paper Or Digital		<input type="checkbox"/>
Treas033	Unsolicited Correspondence	Until no longer of Admin. value	Paper or digital		<input type="checkbox"/>
Treas034	Drafts, Informal notes	Retain until No longer of Admin. Value	Paper Or Digital		<input type="checkbox"/>
Treas035	Bulletins, Posters & Notices	Retain until No longer of Admin. value	Paper Or Digital		<input type="checkbox"/>
Treas036	Blank forms	Retain until No longer of Admin. value	Paper Or Digital		<input type="checkbox"/>
Treas037	Professional Organizations & Associations	1 year and of No admin. value	Paper Or Digital		<input type="checkbox"/>



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**Section E: Records Retention Schedule
 Athens County**

Treasurer

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
Treas038	Electronic Mail (email)	Retain email that Has value-maintain or Print according to context Erase email that Has no Admin. value	Paper Or Digital		<input type="checkbox"/>
Treas039	Equipment Operating & Maintenance record	Until equipment is no longer Property of county or Disposed	Paper Or Digital		<input type="checkbox"/>
Treas040	Equipment Maintenance & Repair record	1 year after Equipment no longer belongs to County or disposed	Paper Or Digital		<input type="checkbox"/>
Treas041	Schedules, appointment books & calenders	Until of no Admin. Value	Paper Or Digital		<input type="checkbox"/>
Treas042	Fax sent	1 year & Of no admin. value	Paper Or Digital		<input type="checkbox"/>
Treas043	Fax Logs & Cover sheets	Until of no admin. Value	Paper Or Digital		<input type="checkbox"/>
Treas044	Refund records	Until audited 3 years And no Admin. value value	Paper Or Digital		<input type="checkbox"/>
Treas045	Citizen/taxpayer bank ACH & Credit card Information (contains account numbers and credit card number) confidential -shred	Until audited 3 years No value	Paper Or digital		<input type="checkbox"/>



Section E: Records Retention Schedule

Athens County

Treasurer

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
Treas046	Manufactured Home Delinquent listing	3 years	Paper Or Digital		<input type="checkbox"/>
Treas047	Records of Official Bonds	10 years After bond expires	Paper Or Digital		<input checked="" type="checkbox"/>
Treas048	Journal of Warrants redeemed	After audit 3 years	Paper Or Digital		<input type="checkbox"/>
Treas049	Copies of County Auditor of State audits including exit reports and and management letters	5 years	Paper or Digital		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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