



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

JUL 27 2018

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**

Athens County Veteran Service Office

(Local Government Entity)

(Unit)

John Matheny      John Matheny      President      7/2/18  
 (Signature of Responsible Official)      (Name)      (Title)      (Date)

**Section B: Records Commission**

Athens County      Records Commission      740 593 5342  
 (Address)      (City)      (Zip Code)      (Telephone Number)      (County)

15 S. Court St.      Athens      45701      Athens  
 (Address)      (City)      (Zip Code)      (County)

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

tgoeglein@athensch.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.

Larry Elvin      6/23/18  
 Records Commission Chair Signature      Date

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

Fred Prentiss      State Archivist      8-3-2018  
 Signature      Title      Date

**Section D: Auditor of State**

Martin E. Mul      Records Mgr      8-13-18  
 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.*

Athens County Veteran Service Office

(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
00-01	VA Case Files	1 year after case has a final decision or death and file has been digitally scanned	Paper		<input type="checkbox"/>
00-02	VA Case File	1 year after death of veteran and there is no next of kin	Electronic		<input type="checkbox"/>
00-03	DD-214/Discharges	1 year once paper copy has been digitally scanned	Paper		<input type="checkbox"/>
00-04	DD-214/Discharges	1 year after death of veteran and there is no next of kin	Electronic		
00-05	Audit Reports (Federal, State & Internal)	5 years	Paper		<input type="checkbox"/>
00-06	Employee Sick Leave/Vacation (5 years after termination)	5 years	Paper		<input type="checkbox"/>
00-07	Individual Personal Records (Keep 5 years after Termination)	5 Year	Paper		<input type="checkbox"/>
00-08	Payroll	5 Years	Paper		<input type="checkbox"/>
00-09	Annual Budget Request (kept in the minutes)	5 years.	Paper		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Athens County Veteran Service Office

(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
00-10	Purchase Orders (completed)	2 years	Paper		<input type="checkbox"/>
00-11	Soldiers Relief Application	2 years	paper		<input type="checkbox"/>
00-12	Soldiers Travel Applications	2 years	Paper		<input type="checkbox"/>
00-13	Indigent Burial Applications	2 years	Paper		<input type="checkbox"/>
00-14	Gravel Markers Records	2 years	Paper		<input type="checkbox"/>
00-15	Memorial Day Activities Record	2 years	Paper		<input type="checkbox"/>
00-16	Personnel Time Sheets	2 years	Paper		<input type="checkbox"/>
00-17	Telephone log/ Contact Log	1 year	Paper		<input type="checkbox"/>
00-18	NPRC DD-214 Requests	1 year	Paper		<input type="checkbox"/>
00-19	ODVS DD-214 request	1 year	Paper		<input type="checkbox"/>
00-20	MTD/YTD Reports	1 year	Paper		<input type="checkbox"/>
00-21	OSACVSO/OSACVSC General Correspondence	1 year	paper		<input type="checkbox"/>
00-22	Sign- in Sheets	1 year	Paper		<input type="checkbox"/>



**Amanda Rindler**

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**From:** Goeglein, Tammi <tgoeglein@athensoh.org>  
**Sent:** Friday, July 27, 2018 8:52 AM  
**To:** Amanda Rindler  
**Subject:** Updated RC-2  
**Attachments:** Veterans RC-2 July 2018.pdf

Amanda,

I have attached an update RC-2 for the Athens County Veteran's Service Commission that has been approved by the Athens County Records Commission.

Please review and let me know if you have questions or concerns.

Sincerely,

--  
**Tammi Goeglein**

Executive Assistant  
Athens County Auditor's Office  
740-593-5342