



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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Jan 26 2021

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**

City of Trenton

City Council and City Clerk's Office

(Local Government Entity)

(Unit)

*Laura Daley*

Laura Daley

City Clerk

1-25-2021

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

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

Trenton Records Commission

513-428-0159

(Telephone Number)

11 East State Street

Trenton

45067

Butler

(Address)

(City)

(Zip Code)

(County)

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

[mengel@ci.trenton.oh.us](mailto:mengel@ci.trenton.oh.us)

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.

*Michael E. Engel*

1-25-2021

Records Commission Chair Signature

Date

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

Local Government Records Archivist

1/27/2021

Signature

Title

Date

**Section D: Auditor of State**

**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.

City of Trenton

City Council and City Clerk's Office

(Local Government Entity)

(Unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description   | (3)<br>Retention Period                                   | (4)<br>Media Type   | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|---|---|---------------------|---|---------------------------------------|
| CC-0001                   | Transient letters/memos including notes, text messages, phone messages, voicemail, meeting notes and other records which served to convey information of temporary importance | Retain until no longer administratively necessary         | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0002                   | General Correspondence  | 30 Days   | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0003                   | Drafts  | Retain until no longer administratively necessary         | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0004                   | Solicitations/Advertising   | Retain until no longer administratively necessary         | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0005                   | Continuing Education Materials  | Retain until no longer administratively necessary         | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0006                   | City Council Meeting Agendas  | Permanent   | Paper or Electronic |   | <input checked="" type="checkbox"/>   |
| CC-0007                   | City Council Meeting Minutes  | Permanent   | Paper or Electronic |   | <input checked="" type="checkbox"/>   |
| CC-0008                   | Copies of Agendas and minutes   | Retain until no longer administratively necessary         | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0009                   | Audio and video recordings of meetings  | 1 Year provided meeting info is substantively transcribed | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0010                   | Payroll Records (including time sheets, comp time records, leave forms)   | Until submitted to Finance                                | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0011                   | Requests for checks, invoices, cash reports   | Until submitted to Finance                                | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0012                   | Travel Requests/Expense Reports   | Until submitted to Finance                                | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0013                   | Contracts/Agreements for Equipment and Services   | 15 Years after contract expiration                        | Paper or Electronic |   | <input type="checkbox"/>              |
| CC-0014                   | Charter Amendments  | Permanent   | Paper or Electronic |   | <input checked="" type="checkbox"/>   |

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City of Trenton

City Council and City Clerk's Office

(Local Government Entity)

(Unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description                                   | (3)<br>Retention Period                                     | (4)<br>Media Type      | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|---|---|------------------------|---|---------------------------------------|
| CC-0015                   | Council Member's Files  | Term of Office,<br>then appraise<br>for historical<br>value | Paper or<br>Electronic |   | <input checked="" type="checkbox"/>   |
| CC-0016                   | Ordinances  | Permanent   | Paper or<br>Electronic |   | <input checked="" type="checkbox"/>   |
| CC-0017                   | Petitions   | 5 years   | Paper or<br>Electronic |   | <input type="checkbox"/>              |
| CC-0018                   | Proclamations   | 2 years   | Paper or<br>Electronic |   | <input type="checkbox"/>              |
| CC-0019                   | Reports to Council  | 5 years   | Paper or<br>Electronic |   | <input type="checkbox"/>              |
| CC-0020                   | Resolutions   | Permanent   | Paper or<br>Electronic |   | <input checked="" type="checkbox"/>   |
| CC-0021                   | Subject and Administrative Files                                      | 5 years   | Paper or<br>Electronic |   | <input type="checkbox"/>              |
| CC-0022                   | Annexations   | Permanent   | Paper or<br>Electronic |   | <input checked="" type="checkbox"/>   |
| CC-0023                   | Notice of Public meeting (City Council<br>and City Board/Commissions) | 3 years   | Paper or<br>Electronic |   | <input type="checkbox"/>              |
| CC-0024                   |   |   | Paper or<br>Electronic |   | <input type="checkbox"/>              |
| CC-0025                   |   |   | Paper or<br>Electronic |   | <input type="checkbox"/>              |
| CC-0026                   |   |   | Paper or<br>Electronic |   | <input type="checkbox"/>              |
| CC-0027                   |   |   | Paper or<br>Electronic |   | <input type="checkbox"/>              |