



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 Columbus, Ohio 43211-2474
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www.ohiohistory.org/lgr

AUG 20 2020

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

Information Technology (IT)

(Local Government Entity)

(Unit)

Lon Green

IT Director

8-19-20

(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

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.

Wendell C. Engel 8-20-20

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist 8/25/2020

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

IT Department

(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
IT-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"/>
IT-0002	General Correspondence	30 Days	Paper or Electronic		<input type="checkbox"/>
IT-0003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
IT-0004	Solicitations/Advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
IT-0005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
IT-0006	Agendas Originating in Department	6 Years	Paper or Electronic		<input type="checkbox"/>
IT-0007	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
IT-0008	Copies of Agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
IT-0009	Audio and video recordings of meetings	1 Year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
IT-0010	Council Communications (Council Reports)	Retain until City Clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
IT-0011	Payroll Records (including time sheets, comp time records, leave forms)	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
IT-0012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
IT-0013	Travel Requests/Expense Reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>

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City of Trenton

IT Department

(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
IT-0014	Contracts/Agreements for Equipment and Services	15 Years after contract expiration	Paper or Electronic		<input type="checkbox"/>
IT-0015		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
IT-0016		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
IT-0017		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
IT-0018		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
IT-0019		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
IT-0020		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>