



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 Columbus, Ohio 43211-2474
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 localrecs@ohiohistory.org
 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

Finance

(Local Government Entity)

(Unit)

Michael E. Engel

Mike Engel

Finance 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.

Michael E. 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

Finance 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
F-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"/>
F-0002	General Correspondence	2 Years	Paper or Electronic		<input type="checkbox"/>
F-0003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
F-0004	Solicitations/Advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
F-0005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
F-0006	Agendas Originating in Department	6 Years	Paper or Electronic		<input type="checkbox"/>
F-0007	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-0008	Copies of Agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
F-0009	Audio and video recordings of meetings	1 Year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
F-0010	Council Communications (Council Reports)	Retain until City Clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
F-0011	Payroll Records (including time sheets, comp time records, leave forms)	6 Years provided audited	Paper or Electronic	Audited means: the years encompassed by the records have been audited by the	<input type="checkbox"/>
F-0012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic	Auditor of State and the audit report has been released pursuant to Sec. 117-26 O.R.C	<input type="checkbox"/>
F-0013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>

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

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City of Trenton

Finance Department

(Local Government Entity)

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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 LGRP	(6) RC-3 Required by LGRP
F-0014	Contracts/Agreements for Equipment and Services	8 Years after contract expiration	Paper or Electronic		<input type="checkbox"/>
F-0015	Acceptance of Utility Rate Ordinance Notices	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-0016	Accounts Ledger	5 years after last entry, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0017	Accounts Payable Record	5 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0018	Accounts Receivable Ledger, General	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0019	Accounts Receivable Ledger, Income Tax	6 years	Paper or Electronic		<input type="checkbox"/>
F-0020	Annual Appropriation Ordinances (copies)	5 years	Paper or Electronic		<input type="checkbox"/>
F-0021	Annual Certificate of Estimated Resources	5 years Provided audited	Paper or Electronic		<input type="checkbox"/>
F-0022	Annual Audited Financial Report to the Auditor of State	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-0023	Appropriation Ledger	5 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0024	Assessment Record	Until paid and audited	Paper or Electronic		<input type="checkbox"/>
F-0025	Audit Reports -Misc Internal/Federal/Other	5 years	Paper or Electronic		<input type="checkbox"/>
F-0026	Bad Check or Bad Debt Records	2 years after payment or settlement	Paper or Electronic		<input type="checkbox"/>
F-0027	Balance Sheets	3 years	Paper or Electronic		<input type="checkbox"/>
F-0028	Bank Deposit Reconciliation	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>

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F-0029	<u>Bid Bonds</u> Successful Bidder Unsuccessful Bidder	(Successful Bidder) Retain until acceptance of project performance bond (Unsuccessful Bidder) Return after project awarded	Paper or Electronic		<input type="checkbox"/>
F-0030	Block Grant Documentation	5 years	Paper or Electronic		<input type="checkbox"/>
F-0031	Bond Register	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-0032	Cancelled Checks	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0033	Cancelled Warrants	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0034	Capital Improvement Bonds	Until paid and audited	Paper or Electronic		<input type="checkbox"/>
F-0035	Central Cash Reports	3 years	Paper or Electronic		<input type="checkbox"/>
F-0036	Cash Receipts and Disbursements	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0037	Central Cash Register Tapes/ Records	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
F-0038	Certificate of Result of Elections (Bond Issues)	Until expiration of bond issue	Paper or Electronic		<input type="checkbox"/>
F-0039	Chargeback Reports/Records	3 years	Paper or Electronic		<input type="checkbox"/>
F-0040	Check Registers/Stubs/Carbons	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0041	Checking Account Statements	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0042	Checks Voided	3 years provided audited	Paper or Electronic		<input type="checkbox"/>

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F-0043	Client Payment Files	3 years	Paper or Electronic		<input type="checkbox"/>
F-0044	Computer Generated Financial Reports - Monthly, Quarterly, Semiannual, Annual	Until replaced by next printout or annual report printed out, 5 years for annual reports	Paper or Electronic		<input type="checkbox"/>
F-0045	Computer Records	Same as paper version	Paper or Electronic		<input type="checkbox"/>
F-0046	Cost Control Reports	3 years	Paper or Electronic		<input type="checkbox"/>
F-0047	Report of Cash Received	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0048	Damage Claims	Until settled and all appeals exhausted	Paper or Electronic		<input type="checkbox"/>
F-0049	Deposit Refund Requests	Until deposit is refunded and account audited	Paper or Electronic		<input type="checkbox"/>
F-0050	Encumbrance Documents	3 years	Paper or Electronic		<input type="checkbox"/>
F-0051	Encumbrance and Expenditure Journal	5 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0052	Federal Reserve Sharing Account	7 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0053	Fixed Assets Record	10 years	Paper or Electronic		<input type="checkbox"/>
F-0054	General Ledger	5 years Provided audited	Paper or Electronic		<input type="checkbox"/>
F-0055	Indebtedness Statement	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-0056	Insurance Policies	25 years after expiration	Paper or Electronic		<input type="checkbox"/>
F-0057	Intergovernmental Tax Receipts	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0058	Investment Records	3 years, provided	Paper or Electronic		<input type="checkbox"/>

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		audited			
F-0059	Invitation To Bid (ITB)	2 years	Paper or Electronic		<input type="checkbox"/>
F-0060	Invoices and Supporting Documents	3 years	Paper or Electronic		<input type="checkbox"/>
F-0061	Licenses	Terms of license plus 1 year	Paper or Electronic		<input type="checkbox"/>
F-0062	Monthly Report of Municipal Court	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0063	Monthly Statement of Balances	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0064	Mortgages	Until paid or cancelled, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0065	Oil and Gas Drilling Permit	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-0066	Pay-In Records	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0067	Performance Bonds	After project is successfully completed and accepted	Paper or Electronic		<input type="checkbox"/>
F-0068	Permits	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0069	Personal or Professional Services Invoice or Statement of Services	3 years	Paper or Electronic		<input type="checkbox"/>
F-0070	Petty Cash Records	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0071	Phone Quotes or Confirmations	2 years	Paper or Electronic		<input type="checkbox"/>
F-0072	Posting Sheets and Cards for Paid Bills	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0073	Prevailing Wage Records	3 years	Paper or Electronic		<input type="checkbox"/>

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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 LGRP	(6) RC-3 Required by LGRP
F-0074	Property Inventories	3 years	Paper or Electronic		<input type="checkbox"/>
F-0075	Posting Sheets and Cards for Paid Bills	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0076	Prevailing Wage Records	3 years	Paper or Electronic		<input type="checkbox"/>
F-0077	Property Inventories	3 years	Paper or Electronic		<input type="checkbox"/>
F-0078	<u>Purchase Orders</u> Original Copies	(Original) 3 Years (Copies) Until no longer necessary	Paper or Electronic		<input type="checkbox"/>
F-0079	Receipts of Expenditures Report to State Auditor	3 years	Paper or Electronic		<input type="checkbox"/>
F-0080	Receiving Documents	3 years	Paper or Electronic		<input type="checkbox"/>
F-0081	Reconciliation Sheets, Bank Accounts	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0082	Record of Fund Received	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0083	Refund Check Ledger	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0084	Remittance Advice	3 years	Paper or Electronic		<input type="checkbox"/>
F-0085	Requests for Proposals (RFPs)	2 years	Paper or Electronic		<input type="checkbox"/>
F-0086	Retirement System Payments/Records	Permanent	Paper or Electronic		<input type="checkbox"/>
F-0087	Retirement System Exemption Record (Waiver)	Permanent	Paper or Electronic		<input type="checkbox"/>
F-0088	Sales Tax Records	3 years Provided audited	Paper or Electronic		<input type="checkbox"/>
F-0089	Settlement Sheet or Tax Distribution from County Auditor	10 years	Paper or Electronic		<input type="checkbox"/>
F-0090	Solicitor's or Peddler's Permit	1 year after expiration	Paper or Electronic		<input type="checkbox"/>

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F-0091	Special Assessments	Until paid off and audited	Paper or Electronic		<input type="checkbox"/>
F-0092	Surety Bonds - Special	10 years after expiration	Paper or Electronic		<input type="checkbox"/>
F-0093	Surety Bonds of Officials or Employees	10 years after termination of employee or official	Paper or Electronic		<input type="checkbox"/>
F-0094	Tax Abatement Records	Duration of the abatement, plus 1 year	Paper or Electronic		<input type="checkbox"/>
F-0095	Tax Settlement Records	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0096	Trial Balance Records	3 years	Paper or Electronic		<input type="checkbox"/>
F-0097	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-0098	Travel Expense Records	3 years	Paper or Electronic		<input type="checkbox"/>
F-0099	Treasury Investment Board Report	10 years	Paper or Electronic		<input type="checkbox"/>
F-00100	Unemployment Compensation Records	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00101	Uniform Allowance Record	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00102	<u>Vouchers</u> Originals Copies	(Originals) 3 years, provided audited (Copies) Until no longer necessary	Paper or Electronic		<input type="checkbox"/>
F-00103	Income Tax Accounts Receivable	6 years	Paper or Electronic		<input type="checkbox"/>
F-00104	Income Tax Annual Summary of Cash Collected	6 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00105	Business Income Tax Reconciliation Form	6 years	Paper or Electronic		<input type="checkbox"/>

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F-00106	Income Tax Closed Account	6 years	Paper or Electronic		<input type="checkbox"/>
F-00107	Income Tax Control Sheet	6 years	Paper or Electronic		<input type="checkbox"/>
F-00108	Corporate Partnership Fiduciary Income Tax Return	6 years	Paper or Electronic		<input type="checkbox"/>
F-00109	Income Tax Daily Posting Recapitulation	6 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00110	Income Tax Detailed Cash Receipt Record	6 years	Paper or Electronic		<input type="checkbox"/>
F-00111	Income Tax Delinquent Account Records	Until paid and audited	Paper or Electronic		<input type="checkbox"/>
F-00112	Declaration of Estimated Income Tax, Business and Individual	6 years	Paper or Electronic		<input type="checkbox"/>
F-00113	Income Tax Final Return of the Year	6 years	Paper or Electronic		<input type="checkbox"/>
F-00114	Individual's Tax Return	6 years	Paper or Electronic		<input type="checkbox"/>
F-00115	Income Tax Quarterly Notice of Installment Due	6 years	Paper or Electronic		<input type="checkbox"/>
F-00116	Income Tax Quarterly Payment Statement	6 years	Paper or Electronic		<input type="checkbox"/>
F-00117	Income Tax Refund Voucher	6 years	Paper or Electronic		<input type="checkbox"/>
F-00118	Uncollectible Income Tax Accounts	6 years	Paper or Electronic		<input type="checkbox"/>
F-00119	Bond Issue Ledger	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-00120	Bond Transcripts	10 years after issue redeemed	Paper or Electronic		<input type="checkbox"/>
F-00121	Bonds (Redeemed)	2 years after issue paid off then appraised for historical value	Paper or Electronic		<input checked="" type="checkbox"/>
F-00122	Call Notice - Securities	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00123	Cash Journal	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>

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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 LGRP	(6) RC-3 Required by LGRP
F-00124	Coupons (Redeemed)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
F-00125	Electronic Fund Transfer Records	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
F-00126	Monthly Financial Statement	Until incorporated in monthly report	Paper or Electronic		<input type="checkbox"/>
F-00127	Record of Registered Bonds	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-00128	Sinking Fund Ledger or Journal	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-00129	Application for PERS Refund or Waiver	Permanent	Paper or Electronic		<input type="checkbox"/>
F-00130	Court Orders for Payroll Deduction	Until employee terminates or Order rescinded	Paper or Electronic		<input type="checkbox"/>
F-00131	Employee Earning Record	Continually compiled and updated, placed in personnel file upon termination	Paper or Electronic		<input type="checkbox"/>
F-00132	Employee Income Tax Withholding Certificate	3 years after termination of employment, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00133	Withholding Payment Record	6 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00134	Employee Pay Records	Continually compiled and updated, placed in personnel file upon termination	Paper or Electronic		<input type="checkbox"/>
F-00135	Employee Withholding Request	Until replaced or revoked by employee	Paper or Electronic		<input type="checkbox"/>
F-00136	Employer Quarterly Federal Tax Return	4 years, provided audited	Paper or Electronic		<input type="checkbox"/>

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F-00137	Garnishment Orders	Until employee terminates or Order rescinded	Paper or Electronic		<input type="checkbox"/>
F-00138	<p align="center"><u>Leave Balances/Reports</u></p> <p align="center">Bi-weekly Report Leave and Use Balances</p> <p align="center">Annual Employee Leave/Use Balance Report</p> <p align="center">Annual Leave Use and Balance Reports by Month</p> <p align="center">Individual Employee</p>	<p align="center">(Bi-Weekly Report) Until incorporated in annual leave balance report</p> <p align="center">(Annual Employee Leave) 6 Years</p> <p align="center">(Annual Leave Use and Balance Report) 6 Years</p> <p align="center">(Individual Employee) Purge 2 years after termination provided no outstanding balances</p>	Paper or Electronic		<input type="checkbox"/>
F-00139	Notification of Pay/Pay Step Increase	Until superseded. Copy in Personnel File	Paper or Electronic		<input type="checkbox"/>
F-00140	Overtime Authorization	2 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00141	Overtime Reports	2 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00142	Records to Retirement System	50 years	Paper or Electronic		<input type="checkbox"/>
F-00143	State Income Tax Report	6 years	Paper or Electronic		<input type="checkbox"/>
F-00144	<p align="center"><u>Payroll Journal/Record</u></p> <p align="center">Annual Cumulative Printout</p>	<p align="center">(Annual) Permanent</p> <p align="center">(Weekly/</p>	Paper or Electronic		<input type="checkbox"/>

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	Weekly Monthly Payroll Processing reports	Monthly) 6 years, provided audited			
F-00145	Tax Withholding Report	6 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00146	Time Sheets	6 years provided audited	Paper or Electronic		<input type="checkbox"/>
F-00147	W-2 Forms	6 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00148	W-4 Forms W-4 Year ending reports	(W4 Forms) Until superseded or employee terminates 6 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00149	<u>Applications for Service</u> Active Utility Accounts Closed Accounts	(Active Utility Accounts) Permanent (Closed Accounts) 9 years	Paper or Electronic		<input type="checkbox"/>
F-00150	Applications for Water and Sewer Tap Permits	1 year after final decision rendered	Paper or Electronic		<input type="checkbox"/>
F-00151	Billing Adjustment Books	3 year provided audited	Paper or Electronic		<input type="checkbox"/>
F-00152	Billing Ledger Cards	3 years after date of final entry, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00153	Cost Control Data	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>

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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 LGRP	(6) RC-3 Required by LGRP
F-00154	Curb Box Location Record	Permanent	Paper or Electronic		<input type="checkbox"/>
F-00155	Customer Reader Cards	2 years	Paper or Electronic		<input type="checkbox"/>
F-00156	Daily Meter Repair Sheets	3 years	Paper or Electronic		<input type="checkbox"/>
F-00157	Daily Over and Short Reports	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00158	Daily Work Orders	3 years	Paper or Electronic		<input type="checkbox"/>
F-00159	Meter and Valve Location Record	Permanent	Paper or Electronic		<input type="checkbox"/>
F-00160	Meter Reading Records	3 years	Paper or Electronic		<input type="checkbox"/>
F-00161	Meter Test Records	3 years	Paper or Electronic		<input type="checkbox"/>
F-00162	Monthly Account Register	5 years Provided audited	Paper or Electronic		<input type="checkbox"/>
F-00163	Monthly Collection Report	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00164	Project Files	Until project completed and final report issued	Paper or Electronic		<input type="checkbox"/>
F-00165	Project Final Report	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-00166	Property Records	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-00167	Rate Schedules	Until superseded	Paper or Electronic		<input type="checkbox"/>
F-00168	Water Deposit Records	Permanent on Master File	Paper or Electronic		<input type="checkbox"/>
F-00169	Water Deposit Refund Requests	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00170	Sewer Rent Records	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00171	Sewer Water Billing Stubs	3 years, provided	Paper or Electronic		<input type="checkbox"/>

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		audited			
F-00172	Shut-off Lists	3 years Provided audited	Paper or Electronic		<input type="checkbox"/>
F-00173	Special Sewer Authorizations and Hookups	Permanent	Paper or Electronic		<input type="checkbox"/>
F-00174	Suspense Record Accounts	Until account settled, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00175	Water and Sewer Receipt Books	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
F-00176	Water and Sewer Tap Record	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-00177	Water Main Location Record	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
F-00178	Water Usage Reports	3 years	Paper or Electronic		<input type="checkbox"/>
F-00179			Paper or Electronic		<input type="checkbox"/>
F-00180			Paper or Electronic		<input type="checkbox"/>
F-00181			Paper or Electronic		<input type="checkbox"/>
F-00182			Paper or Electronic		<input type="checkbox"/>
F-00183			Paper or Electronic		<input type="checkbox"/>
F-00184			Paper or Electronic		<input type="checkbox"/>

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