

SCANNED

03/24/2011

ATTENTION JANCIE

Page ____ of ____



Ohio Historical Society
State Archives of OHIO HISTORICAL SOCIETY
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

AUG 24 2010

STATE AND LOCAL
GOVERNMENT RECORDS

For State Archives - LGRP Use Only

Date Received

Date Reviewed

Items requested for transfer YES NO

If YES, attach copy of transfer form

RC-2

ONE TIME DISPOSAL OF OBSOLETE RECORDS (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Village of Beavercreek

(local government entity)

Annie Mae Potts

(name)

Fiscal Officer

(title)

8/23/10

(date)

Section B: Records Commission

Helma M. Cochrell

Records Commission

419-643-4231

(telephone number)

101 W Main Beavercreek

(address)

(city)

45808

(zip code)

Allen

(county)

To have this form returned to the Records Commission electronically, include an email address: missdimmmy@woh.rr.com

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.

Helma M. Cochrell

Records Commission Chair Signature

8/23/2010

Date

Section C: Ohio Historical Society - State Archives

[Signature]

Signature

LGRP

Title

2/8/11

Date

Section D: Auditor of State

Martin E. Mohr

Signature

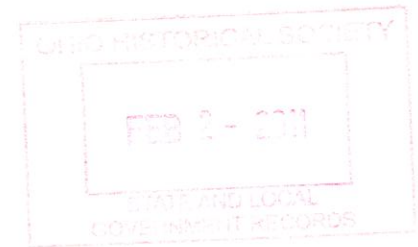
2-16-11

Date

Please Note: The State Archives retains RC-1 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

VILLAGE OF BEAVERDAM RECORDS RETENTION SCHEDULE

A - 1	Account Records	10 years after last entry provided audited
A - 2	Agendas	Incorporate into minutes and destroy
A - 3	Amended official Certificate of Estimated Resources	5 years
A - 4	Annual Budget Resolution	5 years
A - 5	Annual Financial Report	Permanent
A - 6	Annual Financial Report to Auditor of State	5 years
A - 7	Annual Inventory	5 Fiscal years, provided audited
A - 8	Annual Report	Permanent
A - 9	Application of employment	Retain w/personnel record if hired. Other destroy after 5 years
A - 10	Appropriation Ledger	5 Fiscal years, provided audited
A - 11	Audit reports - Federal/State Internal	Permanent
A - 12	Bank Statement - Reconciliations	5 Fiscal years, provided audited
A - 13	Bank Deposit Slips	5 Fiscal years, provided audited
A - 14	Bids - Unsuccessful	5 Fiscal years, provided audited
A - 15	Bids - Successful	15 years, provided equipment is out of service
A - 16	Board of Zoning Appeals - Case files	Permanent
A - 17	Board of Zoning Appeals - Minutes	Permanent
A - 18	Bond Register (Revenue Book)	20 Fiscal years after issue called
A - 19	Bonds, Officials	10 Fiscal years after termination of office of employees
A - 20	Bonds	5 Fiscal years after redemption, provided audited
A - 21	Budgetary & Fiscal Worksheet	5 Fiscal years, provided audited
A - 22	Void checks	5 Fiscal years, provided audited



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.

A - 23	Cash book/cash receipts and expenditures	5 years provided audited
A - 24	Certifications - Publish of Legal Notices	5 years
A - 25	Check Register - stubs/copies of checks	5 fiscal years, provided audited
A - 26	Contracts & Agreements	15 Fiscal years, provided audited
A - 27	Ditch applications	Permanent
A - 28	Easements	Permanent
A - 29	Employment records	Permanent
A - 30	Equipment missed, damaged, destroyed	5 years
A - 31	Gas slips	5 years provided audited
A - 32	Grants	Permanent
A - 33	Income Tax Returns	6 Fiscal Years
A - 34	Insurance Policies	5 Fiscal years after expiration if all claims are settled
A - 35	Inventoris	5 Fiscal years until superseded
A - 36	Village Minutes	Permanent
A - 37	Receipts (Pay - in Orders)	5 Fiscal years, provided audited
A - 38	Payroll Record	Permanent
A - 39	Permits	1 Fiscal year, after expiration, provided audited
A - 40	PERS Monthly Report	60 years
A - 41	Personnel Records	Permanent
A - 42	Plats and Maps	Permanent
A - 43	Records of Committees Served on	2 years, must be in Village Minutes
A - 44	Requisitions (Invoices/Purchase orders)	5 Fiscal years, provided audited
A - 45	Resolution (copies)	Retain copies 5 years after incorporation into the minutes

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.

A - 46	Sick, comp, vacation, leave records	Permanent
A - 47	Telephone bills	5 Fiscal years, provided audited
A - 48	Time Sheets	Permanent
A - 49	Total Wage & Salaries Report	5 years
A - 50	Vehicle Maintenance Reports	Life of Vehicle, retain 1 copy in file
A - 51	Vouchers & Invoices	5 Fiscal years, provided audited
A - 52	W-2 forms	Permanent
A - 53	W-4 forms	Permanent
A - 54	Workers Compensation	Permanent
A - 55	Zoning Permit Applications	Permanent
A - 56	Purchase orders	5 Fiscal years, provided Audited
A - 57	Noxious Weed Complaints	Permanent
A - 58	Employee performance evaluation	Permanent, retain in employee file
A - 59	Employee letter of resignation	Permanent, retain in employee file

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.