



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

JUL 10 2024

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 Geneva Finance
(Local Government Entity) (Unit)
Traci Welch Finance Director 6/17/24
(Name) (Title) (Date)

Section B: Records Commission

See ORC 149.38 - ORC149.412 for Records Commission information

City of Geneva Records Commission (440) 466-4675
(44 North Forest Street Geneva 44041 Ashtabula)
(Address) (City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address: finance@genevaohio.gov

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.

Records Commission Chair Signature Date 6/17/24

Section C: Ohio History Connection - State Archives

Government Records Archivist 7/25/2024
Signature Title Date

Section D: Auditor of State

Signature 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 Geneva

Finance

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
FN2400001	Executive Correspondence: Correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.	2 Year(s) And no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
FN2400002	General Correspondence: Includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).	1 Year(s) And no longer of an administrative value.	Multi		<input type="checkbox"/>
FN2400003	Routine Correspondence: Includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	6 Month(s) And no longer of an administrative value.	Multi		<input type="checkbox"/>
FN2400004	Transient Correspondence & Communication Records; Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and Similar Unsolicited Communications: Includes text messages, telephone messages, telephone message books/logs and other limited documents that serve to convey information of temporary importance in lieu of oral communication.	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
FN2400005	Drafts, Informal Notes, Reminder Notes,:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
FN2400006	Blank Forms:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
FN2400007	Bulletins, Posters, General Notices and Displays:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
FN2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
FN2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of Administrative Value	Multi		<input type="checkbox"/>
FN2400010	General Administrative Files:	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
FN2400011	Electronic Mail System (E-mail):	Retain EMail that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content (Refer to RC-2). Erase E- Mail that has no significant value.	Multi		<input type="checkbox"/>

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FN2400012	Backup Data (Not Duplicated) on Desktops, Laptops and PDA's:	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.	Computer		<input type="checkbox"/>
FN2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
FN2400014	Awards, Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
FN2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
FN2400016	General Photographs, Negatives and Electronic Images:	Retain images that have significant Legal, Fiscal, Administrative or Historical value. Maintain significant images according to content. Refer to corresponding RC-2. Erase images that have no significant value	Multi		<input checked="" type="checkbox"/>
FN2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
FN2400018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel Pads and Electronic Media:	Continually Updated, Revised, Completed, Superseded or Erased	Multi		<input type="checkbox"/>
FN2400019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner:	Maintain until no longer of a Admin. or Historical Value.	Multi		<input type="checkbox"/>
FN2400020	Lists / Rosters / Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
FN2400021	Complaints:	2 Year(s) Provided No actions pending.	Multi		<input type="checkbox"/>
FN2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
FN2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
FN2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
FN2400025	Equipment / Vehicle Operating & Maintenance Manuals:	Maintain until Equipment sold, scrapped or no longer the property of the City	Multi		<input type="checkbox"/>
FN2400026	Equipment / Vehicle Maintenance & Repair Records:	Maintain until Equipment sold, scrapped or no longer the property of the City	Multi		<input type="checkbox"/>

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FN2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
FN2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
FN2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
FN2400030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms):	25 Year(s) After Revised, Superseded or Discontinued.	Paper		<input type="checkbox"/>
FN2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
FN2400032	1099's:	6 Year(s)	Multi		<input type="checkbox"/>
FN2400033	Accounts Receivable Reports:	3 Year(s) Provided Audited	Paper		<input type="checkbox"/>
FN2400034	Annual Appropriation Ordinances (copies):	5 Year(s)	Multi		<input type="checkbox"/>
FN2400035	Annual Budget:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FN2400036	Annual Budget:	5 Year(s)	Computer		<input type="checkbox"/>
FN2400037	Annual Budget Workpapers:	5 Year(s)	Multi		<input type="checkbox"/>
FN2400038	Annual Certificate of Estimated Resources:	7 Year(s)	Paper		<input type="checkbox"/>
FN2400039	Annual Audit & Financial Report (Released):	Retain Permanently	Multi		<input checked="" type="checkbox"/>
FN2400040	Audit & GAAP Workpapers:	5 Year(s)	Multi		<input type="checkbox"/>
FN2400041	Assessment & Special Assessment Records:	3 Year(s) After paid provided audited	Paper		<input type="checkbox"/>
FN2400042	Auditor of State Bulletins:	3 Year(s)	Paper		<input type="checkbox"/>
FN2400043	Bad Check or Bad Debt Records:	2 Year(s) After payment or settlement.	Multi		<input type="checkbox"/>
FN2400044	Bank Records: Deposit slips, reports, statements, reconciliations.	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>

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FN2400045	Bid Bonds:	Return after project awarded	Paper		<input type="checkbox"/>
FN2400046	Bids (successful):	15 Year(s) After completion of project	Paper		<input type="checkbox"/>
FN2400047	Bids (unsuccessful):	2 Year(s)	Paper		<input type="checkbox"/>
FN2400049	Block Grant Documentation:	5 Year(s)	Multi		<input type="checkbox"/>
FN2400050	Budgetary & All Other Journal Entries:	3 Year(s)	Paper		<input type="checkbox"/>
FN2400051	Cancelled Checks:	3 Year(s)	Paper		<input type="checkbox"/>
FN2400052	Capital Budget:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FN2400053	Cash Receipt Books:	3 Year(s) Provided audited.	Paper		<input type="checkbox"/>
FN2400054	Census Reports:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FN2400055	Certificate of Result of Election (Bond Issue):	Until expiration of bond issue.	Paper		<input type="checkbox"/>
FN2400056	Certificate of Deposit:	3 Year(s) After expiration	Paper		<input type="checkbox"/>
FN2400057	Certificate of Insurance:	2 Year(s) After expiration	Multi		<input type="checkbox"/>
FN2400058	Capital (Fixed) Asset Records:	10 Year(s)	Multi		<input type="checkbox"/>
FN2400059	Capital Project Files:	10 Year(s) After completion of project, provided audited	Multi		<input type="checkbox"/>
FN2400060	Change Order:	Retain with project file.	Multi		<input type="checkbox"/>
FN2400061	Accounts Payable Records: registers, statements, stubs, voided checks, invoices etc.	3 Year(s)	Paper		<input type="checkbox"/>
FN2400062	Computer Software:	Until no longer administratively necessary.	Computer		<input type="checkbox"/>
FN2400063	Computer Generated Financial Reports: Monthly, quarterly, semiannual, periodically	Until replaced by next cumulative printout or annual cumulative printout.	Paper		<input type="checkbox"/>

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FN2400064	Computer Generated Financial Reports: Year-end / Annual	5 Year(s)	Paper		<input type="checkbox"/>
FN2400065	Covert License Plate Information:	Term of License plus 1 year	Paper		<input type="checkbox"/>
FN2400066	Credit Applications:	3 Year(s)	Multi		<input type="checkbox"/>
FN2400067	Daily Over/Short Reports:	3 Year(s)	Paper		<input type="checkbox"/>
FN2400068	Deeds:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FN2400069	Demolition Records:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FN2400070	Easements:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FN2400071	Election Certificates:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FN2400072	EPA Environmental Actions:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FN2400073	Grant / Loan / Lease Applications:	Retain with agreement	Paper		<input type="checkbox"/>
FN2400074	Insurance Claims:	6 Year(s)	Multi		<input type="checkbox"/>
FN2400075	Insurance Policies:	2 Year(s) After expiration	Multi		<input type="checkbox"/>
FN2400076	Inventories (Equipment, Vehicle & Property):	3 Year(s) Provided Audited	Multi		<input type="checkbox"/>
FN2400077	Liability Waivers:	3 Year(s)	Paper		<input type="checkbox"/>
FN2400078	License Plate Records (Non-Covert):	Until no longer administratively necessary.	Paper		<input type="checkbox"/>
FN2400079	Management Reports or Studies:	5 Year(s)	Multi		<input type="checkbox"/>
FN2400080	Manuals, Handbooks, Directives:	Until superseded, obsolete, or replaced and retain one copy until audited.	Paper		<input type="checkbox"/>
FN2400081	OWDA Financial Info Reports:	3 Year(s)	Multi		<input type="checkbox"/>
FN2400082	Pay In Records:	3 Year(s) Provided audited.	Paper		<input type="checkbox"/>

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FN2400106	Uniform Allowance Record:	3 Year(s) Provided audited.	Multi		<input type="checkbox"/>
FN2400107	Vendor List:	Until Superseded.	Computer		<input type="checkbox"/>
FN2400108	Garage Sale Permits:	1 Year(s) And until no longer administratively necessary.	Paper		<input type="checkbox"/>
FN2400109	Vendor Permits:	3 Year(s)	Paper		<input type="checkbox"/>
FN2400110	Workers Compensation - Miscellaneous:	5 Year(s)	Paper		<input type="checkbox"/>
FN2400111	Workers Compensation Claims:	10 Year(s) After date of final payment	Paper		<input type="checkbox"/>
FD2400112	Annexation Case Files / Records:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
FN2400113	Licenses (Authorization to Use):	Term of License plus 1 year.	Multi		<input type="checkbox"/>
FN2400114	Petty Cash Records:	3 Year(s) Provided audited.	Paper		<input type="checkbox"/>
FN2400115	Surety Bonds - Employee & Public Officials:	10 Year(s) After employee or official leaves position with the City.	Paper		<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