



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474
614.297.2553
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

Income Tax

(Local Government Entity)

(Unit)

Nadine Mooneyham

Nadine Mooneyham

Tax Administrator

6/17/24

(Signature of Responsible Official)

(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

(Telephone Number)

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.

[Handwritten Signature]

6/17/24

Records Commission Chair Signature

Date

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

Income Tax

(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
IT2400001	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"/>
IT2400002	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"/>
IT2400003	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) Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
IT2400004	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"/>
IT2400005	Drafts, Informal Notes, Reminder Notes,:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
IT2400006	Blank Forms:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
IT2400007	Bulletins, Posters, General Notices and Displays:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
IT2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
IT2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of Administrative Value	Multi		<input type="checkbox"/>
IT2400010	General Administrative Files:	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
IT2400011	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"/>

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

See instructions before completing this form

City of Geneva

Income Tax

(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
IT2400012	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"/>
IT2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
IT2400014	Awards, Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
IT2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
IT2400016	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"/>
IT2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
IT2400018	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"/>
IT2400019	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"/>
IT2400020	Lists / Rosters / Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
IT2400021	Complaint Files:	2 Year(s) Provided no actions pending.	Multi		<input type="checkbox"/>
IT2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
IT2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
IT2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
IT2400025	Equipment / Vehicle Operating & Maintenance Manuals:	Maintain until equipment sold, scrapped or no longer property of the City.	Multi		<input type="checkbox"/>
IT2400026	Equipment / Vehicle Maintenance & Repair Records:	Maintain until equipment sold, scrapped or no longer property of the City.	Multi		<input type="checkbox"/>

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

See instructions before completing this form

City of Geneva

Income Tax

(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
IT2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
IT2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
IT2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
IT2400030	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"/>
IT2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
IT2400032	1099 Forms:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400033	Accounts Receivable:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400034	Annual Summary of Cash Collected:	3 Year(s)	Paper		<input type="checkbox"/>
IT2400035	Bankruptcy Claims:	6 Year(s) And no actions pending.	Paper		<input type="checkbox"/>
IT2400036	Business Income Tax Reconciliation:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400037	Business Registration Form:	3 Year(s)	Paper		<input type="checkbox"/>
IT2400038	Case Files - Income Tax, Criminal:	6 Year(s) And no actions pending.	Paper		<input type="checkbox"/>
IT2400039	Closed Account:	6 Year(s)	Computer		<input type="checkbox"/>
IT2400040	Corporate Partnership Fiduciary Income Tax Return:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400041	Daily Posting Registers:	3 Year(s)	Paper		<input type="checkbox"/>
IT2400042	Declaration of Estimated Income Tax:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400043	Delinquent Account Records:	Until paid and audited	Multi		<input type="checkbox"/>
IT2400044	Detailed Cash Receipt Record:	6 Year(s)	Paper		<input type="checkbox"/>

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

See instructions before completing this form

City of Geneva

Income Tax

(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
IT2400045	Final Return for the Year:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400046	Monthly City / JEDD Revenue Reports:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400047	Monthly Summary of Cash Collected:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400048	Monthly Notice of Installment Due:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400049	Quarterly Notice of Installment Due:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400050	Individual's Income Tax Returns:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400051	Refund Voucher:	6 Year(s)	Paper		<input type="checkbox"/>
IT2400052	Uncollectible Income Tax Accounts:	6 Year(s)	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