



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
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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 Payroll
(Local Government Entity) (Unit)
Traci Welch Finance Director
(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

Payroll

(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
PY2400001	<b>Executive Correspondence:</b> 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"/>
PY2400002	<b>General Correspondence:</b> 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"/>
PY2400003	<b>Routine Correspondence:</b> 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"/>
PY2400004	<b>Transient Correspondence &amp; Communication Records; Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and Similar Unsolicited Communications:</b> 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"/>
PY2400005	<b>Drafts, Informal Notes, Reminder Notes,:</b>	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
PY2400006	<b>Blank Forms:</b>	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
PY2400007	<b>Bulletins, Posters, General Notices and Displays:</b>	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
PY2400008	<b>Computer Generated Administrative &amp; Fiscal Reports (Non-specific):</b>	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
PY2400009	<b>Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:</b>	Erase or delete when no longer of Administrative Value	Multi		<input type="checkbox"/>
PY2400010	<b>General Administrative Files:</b>	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
PY2400011	<b>Electronic Mail System (E-mail):</b>	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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PY2400012	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"/>
PY2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
PY2400014	Awards, Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
PY2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
PY2400016	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"/>
PY2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
PY2400018	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"/>
PY2400019	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"/>
PY2400020	Lists / Rosters / Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
PY2400021	Complaints:	2 Year(s) Provided no actions pending.	Multi		<input type="checkbox"/>
PY2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
PY2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
PY2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
PY2400025	Equipment / Vehicle Operating & Maintenance Manuals:	Maintain until Equipment sold, scrapped or no longer the property of the City	Multi		<input type="checkbox"/>
PY2400026	Equipment / Vehicle Maintenance & Repair Records:	1 Year(s) Maintain until Equipment sold, scrapped or no longer the property of the City	Multi		<input type="checkbox"/>

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PY2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
PY2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
PY2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
PY2400030	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"/>
PY2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
PY2400032	Annual State Income Tax (IT 941) Report:	10 Year(s)	Paper		<input type="checkbox"/>
PY2400033	Annual City Income Tax Reconciliation:	10 Year(s)	Paper		<input type="checkbox"/>
PY2400035	Attendance Controller:	6 Year(s)	Paper		<input type="checkbox"/>
PY2400036	Check Register:	6 Year(s)	Multi		<input type="checkbox"/>
PY2400037	City Tax Reports:	3 Year(s)	Multi		<input type="checkbox"/>
PY2400038	Garnishment or Court Ordered Employee Deductions:	Until employee terminates or Order rescinded & kept in personnel file.	Paper		<input type="checkbox"/>
PY2400039	Direct Deposit Reports:	3 Year(s)	Paper		<input type="checkbox"/>
PY2400040	Deduction Check Reports:	3 Year(s)	Multi		<input type="checkbox"/>
PY2400041	Deduction Reports:	3 Year(s)	Paper		<input type="checkbox"/>
PY2400042	Direct Deposit Reports:	3 Year(s)	Paper		<input type="checkbox"/>
PY2400043	Employee Time Cards:	6 Year(s)	Paper		<input type="checkbox"/>
PY2400044	Annual Leave Use / Balance Report:	25 Year(s)	Multi		<input type="checkbox"/>
PY2400045	Employee Withholding Payment Records:	6 Year(s)	Paper		<input type="checkbox"/>

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PY2400046	Monthly Payroll Register:	3 Year(s)	Computer		<input type="checkbox"/>
PY2400047	Payroll Reports - Bi-weekly Reports:	3 Year(s)	Computer		<input type="checkbox"/>
PY2400048	Quarterly Federal (941) Tax Return:	10 Year(s)	Multi		<input type="checkbox"/>
PY2400049	Retirement System Reports:	50 Year(s)	Multi		<input type="checkbox"/>
PY2400050	Employee Sick & Vacation Leave Balances:	Continually updated by Finance Office until employee terminates.	Computer		<input type="checkbox"/>
PY2400051	State Income Tax (501) Reports - Biweekly:	6 Year(s)	Multi		<input type="checkbox"/>
PY2400052	Tax Withholding Reports - Biweekly:	6 Year(s)	Computer		<input type="checkbox"/>
PY2400053	Time Proof:	6 Year(s)	Multi		<input type="checkbox"/>
PY2400054	W-2 Forms:	6 Year(s) Provided audited.	Multi		<input type="checkbox"/>
PY2400055	Quarterly Multiple Worksite Report:	3 Year(s)	Paper		<input type="checkbox"/>
PY2400056	Payroll Register - Annual:	50 Year(s)	Multi		<input type="checkbox"/>
PY2400057	Unemployment Compensation Report - Quarterly:	4 Year(s)	Paper		<input type="checkbox"/>
PY2400058	Gender Report: Sent to Bureau of Labor Statistics	2 Year(s)	Paper		<input type="checkbox"/>
PY2400059	Annual School Income Tax Reconciliation:	10 Year(s)	Paper		<input type="checkbox"/>
PY2400060	Employee Pay & Earnings Record:	Continually compiled and updated until termination. Information placed in personnel file annually.	Multi		<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