



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

OHIO HISTORY CONNECTION
 STATE ARCHIVES OF OHIO
 LOCAL GOVERNMENT RECORDS PROGRAM

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

City of Bellbrook

(local government entity)

Finance

(unit)


 (signature of responsible official)

Mark Schlagheck

(name)

City Manager 6/24/2016

(title)

(date)

Section B: Records Commission

City of Bellbrook Records Commission

(937) 848-4666

(telephone number)

15 East Franklin Street

(address)

Bellbrook

(city)

45305

(zip code)

Greene

(county)

To have this form returned to the Records Commission electronically, include an email address:

m.schlagheck@cityofbellbrook.org

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

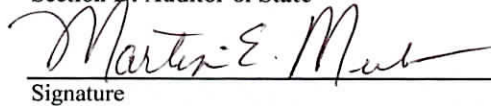
6-30-2016
 Date

Section C: Ohio History Connection - State Archives


 Signature

Local Government Records Archivist 7/2/16
 Title Date

Section D: Auditor of State


 Signature

Records Manager
 Title

7-26-16
 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

(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
	Accounts Payable				<input type="checkbox"/>
F-1	Accounts Payable Detail (Check Stubs, Invoices & Packing Slips)	3 Years	Paper		<input type="checkbox"/>
F-2	Accounts Payable Reports	3 Years	Paper, Electronic		<input type="checkbox"/>
F-3	Federal 1099 Forms	6 Years	Paper		<input type="checkbox"/>
F-4	Petty Cash Detail	3 Years	Paper, Electronic		<input type="checkbox"/>
F-5	Vendor Information (W-9s, Account Applications & Other Supporting Documentation)	3 Years	Paper, Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
	Accounts Receivable				<input type="checkbox"/>
F-6	Accounts Receivable Detail (Deposit Slips & Supporting Documentation)	3 Years	Paper		<input type="checkbox"/>
F-7	Accounts Receivable Reports	3 Years	Paper, Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
	Financial Reports				<input type="checkbox"/>
F-8	Annual Budget	10 Years	Paper, Electronic		<input type="checkbox"/>
F-9	Annual Certificate of Estimated Resources	5 Years	Paper		<input type="checkbox"/>
F-10	Annual Financial Reports	20 Years	Paper, Electronic		<input type="checkbox"/>
F-11	Audit Reports	20 Years	Paper, Electronic		<input type="checkbox"/>
F-12	Budget Supporting Documentation	5 Years	Paper, Electronic		<input type="checkbox"/>
F-13	Fixed Asset Supporting Documentation	10 Years	Paper, Electronic		<input type="checkbox"/>

(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-14	Monthly (Bank Statements, Investment Statements, Bank Reconciliation, General Ledger Reports & Cancelled Checks)	3 Years	Paper, Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
	Insurance				<input type="checkbox"/>
F-15	Property & Liability Claims for Damages Against the City	5 Years After the Claim is Closed	Paper, Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
	Other				<input type="checkbox"/>
F-16	Contracts & Agreements	3 Years After Termination	Paper, Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>

2016

2016



City of Bellbrook
15 E. Franklin Street
Bellbrook, Ohio 45305

T (937) 848-4666
F (937) 848-5190

www.cityofbellbrook.org

June 30, 2016

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State Archives of Ohio
Local Government Records Program
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Columbus, OH 43211-2474

Enclosed you will find RC-2 forms which were approved at the City of Bellbrook Records Commission meeting held June 30, 2016.

We will await the return of the RC-2s signed by your agency indicating approval. If you have any questions, please call me at (937) 848-4666.

Sincerely,

Jami L. Kinion
Clerk of Council

Encl: RC-2 Finance
RC-2 Personnel

2016