



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

OHIO HISTORY CONNECTION

JUL 01 2016

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: Local Government Unit

City of Bellbrook

(local government entity)

Personnel

(unit)

m. schlagheck
 (signature of responsible official)

Mark Schlagheck
 (name)

City Manager 6/27/2016
 (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.

R. C. B.
 Records Commission Chair Signature

6-30-2016
 Date

Section C: Ohio History Connection - State Archives

Amanda D. Rindler
 Signature

Local Government Records Archivist
 Title

7/27/16
 Date

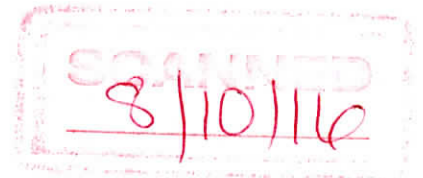
Section D: Auditor of State

Martin E. Muehl
 Signature

Records Manager
 Title

7-21-16
 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
	Employee & Volunteer Records				<input type="checkbox"/>
P-1	Disciplinary Actions	7 Years After Termination	Paper		<input type="checkbox"/>
P-2	Driving Records	3 Years	Paper		<input type="checkbox"/>
P-3	Family Medical Leave Requests & Supporting Documentation	3 Years After Leave Ended	Paper		<input type="checkbox"/>
P-4	Immigration Forms & Form I-9	3 Years After Date of Hire or 1 Year After Termination Whichever is Later	Paper		<input type="checkbox"/>
P-5	Job Descriptions	Until Superseded	Paper, Electronic		<input type="checkbox"/>
P-6	Personnel Files (Application for Employment, Resume, Performance Evaluations, Insurance Enrollment, Letter of Appointment, Letter of Reference, Letter of Resignation, Pension Enrollment, Personnel Actions, Background Investigations and Unemployment Compensation Notifications)	Permanent	Paper, Electronic		<input type="checkbox"/>
P-7	Random Drug & Alcohol Test Results	5 Years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
	Insurance Records				<input type="checkbox"/>
P-8	COBRA Notices & Supporting Documentation	6 Years	Paper		<input type="checkbox"/>
P-9	Employee Wellness Program Participation Reports	3 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
P-10	Firefighter Accident Insurance Claims	10 Years After Date of Final Payment	Paper, Electronic		<input type="checkbox"/>
P-11	Injury Reports	5 Years	Paper		<input type="checkbox"/>
P-12	Medical/Life Insurance Contracts	1 Year After Termination	Paper, Electronic		<input type="checkbox"/>
P-13	PERRP Reports	5 Years	Paper		<input type="checkbox"/>
P-14	Policies & Explanation of Benefits	1 Year After Termination	Paper, Electronic		<input type="checkbox"/>
P-15	Workers' Compensation Case Files	10 Years After Date of Final Payment	Paper, Electronic		<input type="checkbox"/>
P-16	Workers' Compensation Rate & Experience Reports	5 Years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
	Labor Relations Records				<input type="checkbox"/>
P-17	Grievances	3 Years After Resolution	Paper, Electronic		<input type="checkbox"/>
P-18	Labor Union Agreements	3 Years After Termination	Paper, Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
	Legal Records				<input type="checkbox"/>
P-19	Civil Case Files	10 Years After Case Closed	Paper, Electronic		<input type="checkbox"/>
					<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
	Payroll Records				<input type="checkbox"/>
P-20	Employer Quarterly Federal & State Income Tax Reports	6 Years	Paper		<input type="checkbox"/>
P-21	Employer Quarterly State Multiple Worksite Reports	6 Years	Paper		<input type="checkbox"/>
P-22	Income Tax Remittance Records - Federal, State, Local & Employee W-2 Forms	6 Years	Paper, Electronic		<input type="checkbox"/>
P-23	Payroll Deductions - Court Ordered	3 Years After Deduction Ends	Paper		<input type="checkbox"/>
P-24	Payroll Deductions - Voluntary	Until Superseded	Paper		<input type="checkbox"/>
P-25	Payroll Deductions - W-4 & IT-4 Income Tax Withholding Forms	Until Superseded	Paper		<input type="checkbox"/>
P-26	Payroll Reports	Permanent	Paper, Electronic		<input type="checkbox"/>
P-27	Pension Fund Reports	Permanent	Paper, Electronic		<input type="checkbox"/>
P-28	Timesheets	3 Years	Paper, Electronic		<input type="checkbox"/>
P-29	Unemployment Reports	3 Years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
	Personnel Board Records				<input type="checkbox"/>
P-30	Personnel Board Agendas, Minutes & Files	Permanent	Paper, Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
	Recruitment Records				<input type="checkbox"/>
P-31	Advertisements/Announcements	1 Year	Paper, Electronic		<input type="checkbox"/>
P-32	Applications/Resumes (Not Hired)	1 Year	Paper, Electronic		<input type="checkbox"/>

2016