



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

JUL 12 2016

STATE HISTORICAL  
 COLLECTION

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Brian K. Bushong Brian K. Bushong Finance Director July 12, 2016  
 (signature of responsible official) (name) (title) (date)

### Section B: Records Commission

**City of Bowling Green Records Commission** **419-354-6209**  
 (telephone number)  
 Records Commission  
 304 N. Church Street Bowling Green 43402 Wood  
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: [BFord@bgohio.org](mailto:BFord@bgohio.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.

Burtua [Signature] 7/12/16  
 Records Commission Chair Signature Date

### Section C: Ohio Historical Society - State Archives

Emeline [Signature] Agreement Records Administ 7/13/16  
 Signature Title Date

### Section D: Auditor of State

Martin E. [Signature] 7-28-16  
 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**



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**Section E: Records Retention Schedule**

**City of Bowling Green**

**Finance Department**

(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
12-01	Accounts Payable Batches	3 years P/A	Paper		<input type="checkbox"/>
12-02	Accounts Receivable Batches	3 years P/A	Paper		<input type="checkbox"/>
12-03	Annual Appropriation Ordinances (Copies)	3 years P/A	Paper		<input type="checkbox"/>
12-04	Annual Certificate of Estimated Resources	3 years P/A	Paper		<input type="checkbox"/>
12-05	Appropriation Reports	3 years P/A	Paper		<input type="checkbox"/>
12-06	Assessment Record	Until Paid & Audited	Paper		<input type="checkbox"/>
12-07	Bad Check/Bad Debt Record	2 years after payment or settlement	Paper		<input type="checkbox"/>
12-08	Bank Deposit Records (Receipts, Reconciliation, Deposit Slips, Statements, etc)	3 years P/A	Paper		<input type="checkbox"/>
12-09	Balance Sheets	3 years P/A	Paper		<input type="checkbox"/>
12-10	Bid Bonds Successful Bidder	Retain until acceptance of project performance bond	Paper		<input type="checkbox"/>
12-11	Bid Bonds Unsuccessful Bidder	Return after project award	Paper		<input type="checkbox"/>
12-12	Bids – Successful	3 years after completion of project P/A	Paper		<input type="checkbox"/>



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12-13	Bids – Unsuccessful	2 years after letting of the contract	Paper		<input type="checkbox"/>
12-14	CDBG Quarterly Financial Report	3 years P/A	Paper		<input type="checkbox"/>
12-15	Bond Register	Permanent	Paper		<input type="checkbox"/>
12-16	Budget Performance Reports	3 years P/A	Paper		<input type="checkbox"/>
12-17	Capital Improvement Bonds	Until paid off & audited	Paper		<input type="checkbox"/>
12-18	Cash Receipts	3 years P/A	Paper		<input type="checkbox"/>
12-19	Cash Register Tapes/Records	3 years P/A	Paper		<input type="checkbox"/>
12-20	Certificate of Result of Election (Bond Issues)	Until expiration of bond issue	Paper		<input type="checkbox"/>
12-21	Check Registers/Stubs/Carbons	3 years P/A	Paper		<input type="checkbox"/>
12-22	Checking Account Statement	3 years P/A	Paper		<input type="checkbox"/>
12-23	Checks – Voided	Until Audited	Paper		<input type="checkbox"/>
12-24	Computer Generated Financial Reports	Until replaced by next printout or annual report	Paper		<input type="checkbox"/>
12-25	Damage Claims	Until settled & all appeals exhausted	Paper		<input type="checkbox"/>
12-26	Encumbrance Documents	3 years P/A	Paper		<input type="checkbox"/>

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12-27	Fixed Assets Records	10 years P/A	Paper		<input type="checkbox"/>
12-29	Insurance Policies	2 years after expiration, provided all claims settled	Paper		<input type="checkbox"/>
12-30	Intergovernmental Tax Receipts	3 years P/A	Paper		<input type="checkbox"/>
12-31	Investment Records	3 years P/A	Paper		<input type="checkbox"/>
12-32	Invitation to Bid	2 years	Paper		<input type="checkbox"/>
12-33	Invoices & Supporting documents	3 years P/A	Paper		<input type="checkbox"/>
12-34	Monthly Report of Municipal Court	3 years P/A	Paper		<input type="checkbox"/>
12-35	Mortgages	Until paid & cancelled, P/A	Paper		<input type="checkbox"/>
12-36	Pay-In Orders	3 years P/A	Paper		<input type="checkbox"/>
12-37	Performance Bonds	After project successfully completed and accepted	Paper		<input type="checkbox"/>
12-38	Petty Cash Record	3 years P/A	Paper		<input type="checkbox"/>
12-39	Phone Quotes/Confirmations	2 years	Paper		<input type="checkbox"/>
12-40	Purchase Orders Original	3 years P/A	Paper		<input type="checkbox"/>
	Copies	Until no longer administratively	Paper		<input type="checkbox"/>



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		necessary			
12-41	Reconciliation Sheets, Bank Accounts	3 years P/A	Paper		<input type="checkbox"/>
12-42	Requests for Proposals (RFP)	2 years	Paper		<input type="checkbox"/>
12-43	Special Assessments	Until paid off & audited	Paper		<input type="checkbox"/>
12-44	Treasury Investment Board Report	10 years	Paper		<input type="checkbox"/>
12-45	Vouchers - Original  Copies	3 years P/A  Until no longer administratively necessary	Paper  Paper		<input type="checkbox"/>
12-46	Bonds (Redeemed)	2 years after issue is paid off	Paper		<input type="checkbox"/>
12-47	Coupons (Redeemed)	4 years after audited	Paper		<input type="checkbox"/>
12-48	Electronic Fund Transfer Records	3 years P/A	Paper		<input type="checkbox"/>
12-49	Monthly Financial Statement	3 years P/A	Paper		<input type="checkbox"/>
12-50	Record of Registered Bonds	Permanent	Paper		<input checked="" type="checkbox"/>
12-51	Sinking Fund Ledger/Journal	Permanent	Paper		<input checked="" type="checkbox"/>
12-53	Employee Time Sheets	3 years P/A	Paper		<input type="checkbox"/>
12-55	Leave Balances/Reports & Bi-Weekly Report of Leave Use & Balances	Until incorporate in annual leave	Paper		<input type="checkbox"/>



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	Annual Employee Leave Use/Balances Report	balances report 5 years	Paper		
12-56	Overtime Reports	3 years P/A	Paper		<input type="checkbox"/>
12-57	Annual Earnings Register Bi-Weekly/Monthly Payroll Earnings Register	50 years 3 years P/A & Cumulative employee payroll data retained in personnel file	Paper/Electronic Paper/Electronic		<input type="checkbox"/>
12-58	Reports to Retirement Systems	50 years	Paper		<input type="checkbox"/>
12-59	1099's	7 years P/A	Paper		
12-60	W-2's	7 years P/A	Paper		<input type="checkbox"/>
12-61	W-4 Forms	Until superseded or Employee terminates	Paper/Electronic		<input type="checkbox"/>
12-62	Court Orders for Payroll Deduction	Until Employee terminates or Order rescinded	Paper/Electronic		<input type="checkbox"/>
12-63	Withholding Payment Records	7 years P/A	Paper/Electronic		<input type="checkbox"/>
12-64	Employee Withholding Requests	Until revoked by employee	Paper/Electronic		<input type="checkbox"/>
12-65	Employer Quarterly Federal Tax Return	4 years P/A	Paper/Electronic		<input type="checkbox"/>
12-66	Garnishment Orders	Until employee terminates or Order rescinded	Paper/Electronic		<input type="checkbox"/>



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12-67	Payroll Accounts Payable	3 years P/A	Paper/Electronic		<input type="checkbox"/>
12-68	Wage reports made to the Ohio Dept. of Job & Family Services	7 years P/A	Paper/Electronic		<input type="checkbox"/>
12-69	Mail: Unsolicited mail (e.g. anonymous/slandorous letters/groundless complaints, sales, materials, transitory messages, informational brochures, etc.)	Until no longer administratively necessary	Paper/Electronic		<input type="checkbox"/>
12-70	Mail: Postal records (e.g. Registered, certified, certificates of mailing, insured logs or receipts)	2 years	Paper/Electronic		<input type="checkbox"/>
12-71	Electronic Mail (Email)	Retain according to content. See correspondence	Electronic/Paper		<input type="checkbox"/>
12-72	Mailing Lists	Until updated, superseded, or obsolete	Paper/Electronic		<input type="checkbox"/>
12-73	Manuals, handbooks & directives	Until superseded, obsolete or replaced – Retain on copy for 5 years	Paper/Electronic		<input type="checkbox"/>
12-74	Training Material/Lesson Plans	Until superseded	Paper/Electronic		<input type="checkbox"/>
12-75	Telephone messages/records	Until no longer administratively necessary	Paper/Electronic		<input type="checkbox"/>
12-76	Reference/Library Materials	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
12-77	Voice Mail Messages	Until no longer administratively necessary	Electronic		<input type="checkbox"/>



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12-78	Records Requests	2 years	Paper/Ele ctronic		<input type="checkbox"/>
12-79	Records Retention Documents, RC1, RC2, RC3	Permanent	Paper		<input type="checkbox"/>
12-80	Correspondence & Routine Form Letters	1 year	Paper/Ele ctronic		<input type="checkbox"/>
12-81	Facsimile (FAX) Messages	Treat as Correspond ence	Paper		<input type="checkbox"/>
12-82	Copies – All Media	Use applicable records series retention periods	Paper		<input type="checkbox"/>
12-83	Blank Forms	Until Obsolete or superseded	Paper/Ele ctronic		<input type="checkbox"/>
12-84	Drafts – All Media	Until no longer administrati vely necessary	Paper/Ele ctronic		<input type="checkbox"/>
12-85	Rosters/Directories	1 year after superseded or obsolete	Paper/Ele ctronic		<input type="checkbox"/>
12-86	Revolving Loan Fund Files – includes correspondence, credit reports, award letter, loan applications, loan documents, mortgages, automatic debt information, UCC forms	4 yrs following payoff & completed audit	Paper/Ele ctronic		<input type="checkbox"/>

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