Records Retention Schedule (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<table>
<thead>
<tr>
<th>Brian K. Bushong</th>
<th>Finance Director</th>
<th>July 12, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>(signature of responsible official)</td>
<td>(name)</td>
<td>(title)</td>
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</table>

Section B: Records Commission

City of Bowling Green Records Commission

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

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

Date

Section C: Ohio Historical Society - State Archives

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.

SAO/LGRP-RC2-(Inst.) Revised February 2012
**Section E: Records Retention Schedule**

City of Bowling Green

<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Record Title and Description</th>
<th>Retention Period</th>
<th>Media Type</th>
<th>(6) RC-3 Required by OHS-LGRP</th>
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<tbody>
<tr>
<td>12-01</td>
<td>Accounts Payable Batches</td>
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<td>Assessment Record</td>
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<td>Bad Check/Bad Debt Record</td>
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<td>12-08</td>
<td>Bank Deposit Records (Receipts, Reconciliation, Deposit Slips, Statements, etc)</td>
<td>3 years P/A</td>
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<td>Balance Sheets</td>
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<td>Bid Bonds Successful Bidder</td>
<td>Retain until acceptance of project performance bond</td>
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<td>Bid Bonds Unsuccessful Bidder</td>
<td>Return after project award</td>
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<td>12-12</td>
<td>Bids – Successful</td>
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<td>Bids - Unsuccessful</td>
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<td>CDBG Quarterly Financial Report</td>
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<td>12-15</td>
<td>Bond Register</td>
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<td>Budget Performance Reports</td>
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<td>Capital Improvement Bonds</td>
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<td>Cash Receipts</td>
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<td>Cash Register Tapes/Records</td>
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<td>Certificate of Result of Election (Bond Issues)</td>
<td>Until expiration of bond issue</td>
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<td>Check Registers/ Stubs/ Carbons</td>
<td>3 years P/A</td>
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<td>12-22</td>
<td>Checking Account Statement</td>
<td>3 years P/A</td>
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<td>12-23</td>
<td>Checks - Voided</td>
<td>Until Audited</td>
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<td>12-24</td>
<td>Computer Generated Financial Reports</td>
<td>Until replaced by next printout or annual report</td>
<td>Paper</td>
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<td>12-25</td>
<td>Damage Claims</td>
<td>Until settled &amp; all appeals exhausted</td>
<td>Paper</td>
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<td>12-26</td>
<td>Encumbrance Documents</td>
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<td>Fixed Assets Records</td>
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<td>Insurance Policies</td>
<td>2 years after expiration, provided all claims settled</td>
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<td>12-30</td>
<td>Intergovernmental Tax Receipts</td>
<td>3 years P/A</td>
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<td>Investment Records</td>
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<td>12-32</td>
<td>Invitation to Bid</td>
<td>2 years</td>
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<td>Invoices &amp; Supporting documents</td>
<td>3 years P/A</td>
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<td>12-34</td>
<td>Monthly Report of Municipal Court</td>
<td>3 years P/A</td>
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<td>12-35</td>
<td>Mortgages</td>
<td>Until paid &amp; cancelled, P/A</td>
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<td>Pay-In Orders</td>
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<td>Performance Bonds</td>
<td>After project successfully completed and accepted</td>
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<td>Petty Cash Record</td>
<td>3 years P/A</td>
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<td>Phone Quotes/Confirmations</td>
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<td>Purchase Orders Original</td>
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<td>Reconciliation Sheets, Bank Accounts</td>
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<td>12-42</td>
<td>Requests for Proposals (RFP)</td>
<td>2 years</td>
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<td>12-43</td>
<td>Special Assessments</td>
<td>Until paid off &amp; audited</td>
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<td>12-44</td>
<td>Treasury Investment Board Report</td>
<td>10 years</td>
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<td>12-45</td>
<td>Vouchers - Original Copies</td>
<td>3 years P/A</td>
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<td>12-46</td>
<td>Bonds (Redeemed)</td>
<td>2 years after issue is paid off</td>
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<td>12-47</td>
<td>Coupons (Redeemed)</td>
<td>4 years after audited</td>
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<td>12-48</td>
<td>Electronic Fund Transfer Records</td>
<td>3 years P/A</td>
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<td>12-49</td>
<td>Monthly Financial Statement</td>
<td>3 years P/A</td>
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<td>12-50</td>
<td>Record of Registered Bonds</td>
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<td>12-51</td>
<td>Sinking Fund Ledger/Journal</td>
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<td>12-53</td>
<td>Employee Time Sheets</td>
<td>3 years P/A</td>
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<td>12-55</td>
<td>Leave Balances/Reports &amp; Bi-Weekly Report of Leave Use &amp; Balances</td>
<td>Until incorporate in annual leave</td>
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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.

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<td>Overtime Reports</td>
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<td>Annual Earnings Register</td>
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<td>Reports to Retirement Systems</td>
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<td>1099's</td>
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<td>W-2's</td>
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<td>12-61</td>
<td>W-4 Forms</td>
<td>Until superseded or Employee terminates</td>
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<td>12-62</td>
<td>Court Orders for Payroll Deduction</td>
<td>Until Employee terminates or Order rescinded</td>
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<td>Employee Withholding Requests</td>
<td>Until revoked by employee</td>
<td>Paper/Electronic</td>
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<td>12-65</td>
<td>Employer Quarterly Federal Tax Return</td>
<td>4 years P/A</td>
<td>Paper/Electronic</td>
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<td>12-66</td>
<td>Garnishment Orders</td>
<td>Until employee terminates or Order rescinded</td>
<td>Paper/Electronic</td>
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<td>Payroll Accounts Payable</td>
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<td>Mail: Unsolicited mail (e.g. anonymous/slanderous letters/groundless complaints, sales, materials, transitory messages, informational brochures, etc.)</td>
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<td>Mail: Postal records (e.g. Registered, certified, certificates of mailing, insured logs or receipts)</td>
<td>2 years</td>
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<td>12-71</td>
<td>Electronic Mail (Email)</td>
<td>Retain according to content. See correspondence</td>
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<td>Mailing Lists</td>
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<td>12-73</td>
<td>Manuals, handbooks &amp; directives</td>
<td>Until superseded, obsolete or replaced – Retain on copy for 5 years</td>
<td>Paper/Electronic</td>
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<td>12-74</td>
<td>Training Material/Lesson Plans</td>
<td>Until superseded</td>
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<td>Telephone messages/records</td>
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<td>Reference/Library Materials</td>
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<td>Voice Mail Messages</td>
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SAO/LGRP-RC2-(Inst.) Revised February 2012
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<td>12-80</td>
<td>Correspondence &amp; Routine Form Letters</td>
<td>1 year</td>
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<td>Facsimile (FAX) Messages</td>
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<td>Blank Forms</td>
<td>Until Obsolete or superseded</td>
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<td>Drafts – All Media</td>
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<td>12-85</td>
<td>Rosters/Directories</td>
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<td>superseded or obsolete</td>
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<td>12-86</td>
<td>Revolving Loan Fund Files – includes correspondence, credit reports, award letter, loan</td>
<td>4 yrs following</td>
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<td>applications, loan documents, mortgages, automatic debit information, UCC forms</td>
<td>payoff &amp; completed audit</td>
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</tr>
</tbody>
</table>

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