



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

| | | | |
|-------------------------------------|------------------|------------------|-------------------|
| | Brian K. Bushong | Finance Director | December 17, 2020 |
| (signature of responsible official) | (name) | (title) | (date) |

Section B: Records Commission

| | | | |
|---|--------------------|---------------------|----------|
| City of Bowling Green Records Commission | | 419-354-6209 | |
| | Records Commission | (telephone number) | |
| 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

I hereby certify that our records commission met in an open meeting, as required by Section 131.22 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.

| | |
|------------------------------------|------------|
| | 12-17-2020 |
| Records Commission Chair Signature | Date |

Section C: Ohio Historical Society - State Archives

| | | |
|-----------|------------------------------------|------------|
| | Local Government Records Archivist | 12/29/2020 |
| 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

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 |
|---------------------------|---|---|----------------------|--|--|
| 20-01 | Accounts Payable Batches | 3 years P/A | Paper | 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 | |
| 20-02 | Accounts Receivable Batches | 3 years P/A | Paper | | |
| 20-03 | Annual Appropriation Ordinances (Copies) | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-04 | Annual Certificate of Estimated Resources | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-05 | Appropriation Reports | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-06 | Assessment Record | Until Paid & Audited | Paper | | <input type="checkbox"/> |
| 20-07 | Bad Check/Bad Debt Record | 2 years after payment or settlement | Paper | | <input type="checkbox"/> |
| 20-08 | Bank Deposit Records (Receipts, Reconciliation, Deposit Slips, Statements, etc) | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-09 | Balance Sheets | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-10 | Bid Bonds Successful Bidder | Retain until acceptance of project performance bond | Paper | | <input type="checkbox"/> |
| 20-11 | Bid Bonds Unsuccessful Bidder | Return after project award | Paper | | <input type="checkbox"/> |
| 20-12 | Bids – Successful | 3 years after completion of project P/A | Paper | | <input type="checkbox"/> |



Ohio Historical Society
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Local Government Records Program

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



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|---------------------------|-------------------------------------|--|----------------------|---|--|
| 20-27 | Fixed Assets Records | 10 years P/A | Paper | | <input type="checkbox"/> |
| 20-28 | Insurance Policies | 2 years after expiration, provided all claims settled | Paper | | <input type="checkbox"/> |
| 20-29 | Intergovernmental Tax Receipts | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-30 | Investment Records | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-31 | Invitation to Bid | 2 years | Paper | | <input type="checkbox"/> |
| 20-32 | Invoices & Supporting documents | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-33 | Monthly Report of Municipal Court | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-34 | Mortgages | Until paid & cancelled, P/A | Paper | | <input type="checkbox"/> |
| 20-35 | Pay-In Orders | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-36 | Performance Bonds | After project successfull y completed and accepted | Paper | | <input type="checkbox"/> |
| 20-37 | Petty Cash Record | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-38 | Phone Quotes/Confirmations | 2 years | Paper | | <input type="checkbox"/> |
| 20-39 | Purchase Orders Original | 3 years P/A | Paper | | <input type="checkbox"/> |
| | Copies | Until no longer administrativel y necessary | Paper | | |



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|---------------------------|---|---|----------------------|---|--|
| 20-40 | Reconciliation Sheets, Bank Accounts | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-41 | Requests for Proposals (RFP) | 2 years | Paper | | <input type="checkbox"/> |
| 20-42 | Special Assessments | Until paid off & audited | Paper | | <input type="checkbox"/> |
| 20-43 | Treasury Investment Board Report | 10 years | Paper | | <input type="checkbox"/> |
| 20-44 | Vouchers - Original Copies | 3 years P/A Until no longer administratively necessary | Paper Paper | | <input type="checkbox"/> |
| 20-45 | Bonds (Redeemed) | 2 years after issue is paid off | Paper | | <input type="checkbox"/> |
| 20-46 | Coupons (Redeemed); Records of Sales of Notes once coupons redeemed | 4 years after audited | Paper | | <input type="checkbox"/> |
| 20-47 | Electronic Fund Transfer Records | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-48 | Monthly Financial Statement | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-49 | Record of Registered Bonds | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 20-50 | Sinking Fund Ledger/Journal | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 20-51 | Employee Time Sheets | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-52 | Leave Balances/Reports & Bi-Weekly Report of Leave Use & Balances | Until incorporate in annual leave balances report | Paper | | <input type="checkbox"/> |
| | Annual Employee Leave Use/Balances Report | 5 years | Paper | | <input type="checkbox"/> |



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|---------------------------|---|--|--|---|--|
| 20-53 | Overtime Reports | 3 years P/A | Paper | | <input type="checkbox"/> |
| 20-54 | Annual Earnings Register Bi-Weekly/Monthly Payroll Earnings Register | 50 years 3 years P/A & Cumulative employee payroll data retained in personnel file | Paper/Ele ctronic Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-55 | Reports to Retirement Systems | 50 years | Paper | | <input type="checkbox"/> |
| 20-56 | 1099's | 7 years P/A | Paper | | <input type="checkbox"/> |
| 20-57 | W-2's | 7 years P/A | Paper | | <input type="checkbox"/> |
| 20-58 | W-4 Forms | Until superseded or Employee terminates | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-59 | Court Orders for Payroll Deduction | Until Employee terminates or Order rescinded | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-60 | Withholding Payment Records | 7 years P/A | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-61 | Employee Withholding Requests | Until revoked by employee | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-62 | Employer Quarterly Federal Tax Return | 4 years P/A | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-63 | Garnishment Orders | Until employee terminates or Order rescinded | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-64 | Payroll Accounts Payable | 3 years P/A | Paper/Ele ctronic | | <input type="checkbox"/> |



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|---------------------------|--|--|----------------------|---|--|
| 20-65 | Wage reports made to the Ohio Dept. of Job & Family Services/ Ohio Bureau of Employment Services – These include, but are not limited to, forms JFS 66111 & JFS66113, ODJFS Form Nos. 20135 and 20136. | 7 years P/A | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-66 | Mail: Unsolicited mail (e.g. anonymous/slandorous letters/groundless complaints, sales, materials, transitory messages, informational brochures, etc.) | Until no longer administrati vely necessary | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-67 | Mail: Postal records (e.g. Registered, certified, certificates of mailing, insured logs or receipts) | 2 years | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-68 | Mailing Lists | Until updated, superseded , or obsolete | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-69 | Manuals, handbooks & directives | Until superseded, obsolete or replaced – Retain on copy for 5 years | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-70 | Training Material/Lesson Plans | Until superseded | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-71 | Telephone messages/records | Until no longer administrati vely necessary | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-72 | Reference/Library Materials | Until superseded , obsolete or replaced | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-73 | Voice Mail Messages | Until no longer administrati vely necessary | Electroni c | | <input type="checkbox"/> |
| 20-74 | Records Requests | 2 years | Paper/Ele ctronic | | <input type="checkbox"/> |
| 20-75 | Records Retention Documents, RC1, RC2, RC3 | Permanent | Paper | | <input type="checkbox"/> |
| 20-76 | Correspondence & Routine Form Letters; | 1 year | Paper/Ele ctronic | | <input type="checkbox"/> |



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|---------------------------|---|--|----------------------|---|--|
| 20-77 | Facsimile (FAX) Messages | Treat as Correspondence | Paper | | <input type="checkbox"/> |
| 20-78 | Copies – All Media | Use applicable records series retention periods | Paper | | <input type="checkbox"/> |
| 20-79 | Blank Forms | Until Obsolete or superseded | Paper/Electronic | | <input type="checkbox"/> |
| 20-80 | Drafts – All Media | Until no longer administratively necessary | Paper/Electronic | | <input type="checkbox"/> |
| 20-81 | Rosters/Directories | 1 year after superseded or obsolete | Paper/Electronic | | <input type="checkbox"/> |
| 20-82 | Annual Survey of Public Employment & Payroll (OMB 0607-0452, Form E-4, or any replacement form); Survey of Expenditure and Employment for Civil & Criminal Justice Activities of Local Governments (OMB 1131-0118, Form CJ-6, or any subsequent replacement form); Annual Survey of Municipal and Township Government Finances (OMB 0607-0585, Form F-21A and Form F-21, or any subsequent forms); Surveys required by the Federal and/or State of Ohio | Paper 2 years from date of submission to Federal and/or State of Ohio; Electronic retain until printed | Paper/Electronic | | <input type="checkbox"/> |
| 20-83 | Medicare Enrollment Records for Ambulance Service including paramedic and EMT certifications (OMB Approve No. 0938-0685, Form CMS855B, or any subsequent forms) | Paper 10 years; electronic retain until printed | Paper/Electronic | | <input type="checkbox"/> |
| 20-84 | Surveys from other entities asking for completion of voluntary surveys, etc. | Until no longer administratively necessary | Paper/electronic | | <input type="checkbox"/> |
| 20-85 | Depository Agreements with Banks | Paper 15 years post termination of the agreement; electronic until printed | Paper/electronic | | <input type="checkbox"/> |
| 20-86 | Pooled Collateral Statements | Paper 15 years | Paper | | <input type="checkbox"/> |
| 20-87 | City Appraisals | 50 years | Paper | | <input type="checkbox"/> |



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| 20-88 | Records relating to the Revolving Loan Fund Files (3% Deferred Home Loan, Revolving Loan, and Rental Deferred Loan) – including correspondence, credit reports, award letter, loan applications, loan documents, mortgages, automatic debit information, UCC filing forms. | 4 years following payoff & completed audit | Paper/Electronic | | <input type="checkbox"/> |
| 20-89 | Petitions | 5 years | Paper | | <input type="checkbox"/> |
| 20-90 | Audit reports – Federal/State/Auditor of State/Internal (Includes both City and Utilities' audits) | 5 years Paper; Electronic until printed | Paper/electronic | | <input type="checkbox"/> |
| 20-91 | Audit schedules and worksheets (includes City and Utilities Audits) | 5 years paper; electronic until printed | Paper/electronic | | <input type="checkbox"/> |
| 20-92 | Ohio Police and Pension Fund Report of Retirement Deductions – completed by Employer | Paper permanent; Electronic until printed | Paper/Electronic | | <input type="checkbox"/> |
| 20-93 | Ohio Public Employees Retirement System Report of Retirement Contributions – completed by employer monthly | Paper permanent; electronic until printed | Paper/Electronic | | <input type="checkbox"/> |
| | | | | | |

Email is a format on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.)

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