



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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OHIO HISTORY CONNECTION

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OCTOBER 25 2024

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

Troy-Miami County Public Library

(Local Government Entity)

(Unit/Department)

  
(Signature of Responsible Official)

Rachelle Via

(Name)

Executive Director

(Title)

10/23/2024

(Date)

### Section B: Records Commission

Troy-Miami County Public Library

Records Commission

937-339-0502

(Telephone Number)

419 West Main St.

Troy

45373

Miami

(Address)

(City)

(Zip Code)

(County)

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

[dreke@tmcpl.org](mailto:dreke@tmcpl.org)

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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

10/23/2024  
Date

### Section C: Ohio History Connection - State Archives

Amy Hissong

Digitally signed by Amy Hissong  
Date: 2024.12.02 16:45:01 -05'00'

Government Records Archivist

12/2/2024

Signature

Title

Date

### Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks  
Date: 2024.12.13 09:16:01 -05'00'

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records

**Appendix A - Public Records & Retention Policy**

Record Retention Schedule (RC-2) - Part 2					
Troy-Miami County Public Library					
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS/LGRP	RC-3 Required by OHS/LGRP
<b>Permanent</b>					
AD-001	Board of Trustee Meeting Agendas & Minutes	Permanent	paper thru 2007, elec 2008 forward		✓
AD-002	Building Specifications and Plans	Permanent	paper		✓
AD-003	Historical Files - relating to growth of library	Permanent	paper		
AD-004	Annual Report to State Library	Permanent	paper		✓
AD-005	Annual Financial Report to Auditor of State	Permanent	paper		✓
FN-006	OPERS Reports	Permanent	paper		
FN-007	Audit Reports from Auditor of State	Permanent	paper		
PA-009	Payroll Tax Records	Permanent	paper/elec		
PA-010	W-2 Forms	Permanent	paper/elec		
<b>Non-Permanent</b>					
AD-011	Staff Meeting Minutes	Current year	paper/elec		
AD-012	Audio of board meeting	1 year	electronic		
AD-013	Contracts, Leases and Agreements	5 years after expiration	paper		
AD-014	Transient correspondence material (all informal and/or temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records)	Discretionary, retain until no longer of administrative value	paper/elec		
AD-015	Levy Files, official documents	Life of levy plus 5 years	paper		
AD-016	Public Record Requests	Until audited	paper/elec		
AD-017	Construction and renovation bids and documents including bid advertisements, bid documents, specifications, successful bids, contracts.	As long as the constructed or renovated facility is owned or leased.	paper/elec		
AD-018	Bids - Successful - documents and specifications pertaining to successful bids for general purpose contracts excluding construction contracts	5 years after expiration or completion of project	paper		
AD-019	Bids - Unsuccessful	4 years after letting of contract, if audited	paper		
AD-020	RFPs and Proposals in response	2 years, if audited	paper		
AD-021	Administrative Policy & Procedure Files	1 year after superseded	electronic		
AD-022	Book Inventories maintained digitally	Until superseded	electronic		
AD-023	Transient correspondence material (all informal and/or temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records)	Discretionary, retain until no longer of administrative value	paper/elec		
AD-024	Program Registrations & Releases - registrations, releases, waivers, sign-ups, permission slips, applications, and any other documentation patrons are required to fill out in order to participate in a Library program.	Until no longer of administrative value	paper		
AD-025	Patron Information; maintained digitally	6 years after inactive if no outstanding fees or credits	electronic		
AD-025.1	Security Camera Videos	48 hours	electronic		
FN-026	Annual Budgets - adopted by the board	10 years	paper/elec		
FN-027	Purchase Orders	2 years, if audited	paper		
FN-028	Bank Deposit Receipts	Until audited	paper		
FN-029	Bank Statements	4 years, if audited	paper		
FN-030	Receipt Records	Until audited	paper		
FN-031	Gift/Donation records	5 years, if audited	paper/UAN		
FN-032	Endowment and major gift records	As long as gift is held plus 10 years	paper		
FN-033	Prevailing Wages Records	4 years, if audited	electronic		
FN-034	Depository Agreements	4 years, if audited	paper		
FN-035	Cash Register Tapes	Until audited	paper		



Appendix A - Public Records & Retention Policy

Record Retention Schedule (RC-2) - Part 2					
Troy-Miami County Public Library					
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS/LGRP	RC-3 Required by OHS/LGRP
FN-036	Official Certificate of Estimated Resources (from County Auditor's Office)	5 years, if audited	paper		
FN-037	Certificate of Total Amount from All Sources	5 years, if audited	paper		
FN-038	Amended Certificate of Total Amount from All Sources Available for Expenditure and Balances (from County Auditor's Office)	5 years, if audited	paper		
FN-039	Insurance Policies, includes property, liability	12 years after expiration if claims are settled	paper		
FN-040	Certificates of Liability Insurance	Time in force plus 4 years	paper		
FN-041	Fixed Asset Inventory	5 years after superseded	paper		
FN-042	Voucher w/ Invoices	5 years, if audited	paper/elec		
FN-043	Employer Quarterly Federal Tax Returns	5 years, if audited	paper/elec		
FN-044	Quarterly Payroll Reports for State	75 years	paper/elec		
FN-045	Investment Reports	4 years, if audited	paper/elec		
FN-046	Records Commission/Records Disposal	10 years	paper/elec		
FN-047	Cancelled Checks	2 years	elec/bank		
HR-048	Personnel Files - Official personnel file on each employee includes information on hiring, promotion, demotion, transfer, layoff, recall, performance evaluations, rates of pay, state & federal tax forms, deduction authorizations, and separation information.	6 years after termination of employment	paper		
HR-049	Employment Application	retain with personnel record if employed, others 1 year	paper/elec		
HR-050	Immigration Forms - I-9 forms	Later of 3 yrs after DOH or 1 yr after DOT	paper		
HR-051	Employee Handbook/Policies	1 year after superseded	electronic		
HR-052	Accident/Incident Reports	5 years provided no pending action	paper/elec		
HR-053	PERRP Forms 300P & 300A; record of recordable injuries/illness	5 years	paper/elec		
HR-054	Workers Comp Claims	10 years after date of final payment	paper/elec		
HR-055	Unemployment Claim Reports	4 years, if audited	paper		
HR-056	Job Descriptions	Until superseded	electronic		
PA-008	Payroll Records; includes EFT Bank Rcpts, Reports & Advices	7 Years	paper/elec/ UAN		
PA-057	Timesheets	4 years, if audited	paper		
PA-058	Deferred Compensation Withholding Rpts and Payment Receipts	4 years, if audited	paper/UAN		

NOTE: Retention periods based on applicable laws and/or recommendations from the Auditor of State's Office and the Ohio Historical Society as published in the OLC Public Library Accounting Handbook

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