

Form RC-2

Page 1 of

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Erie County Records Commission, Telephone Number 419-627-7682

2900 Columbus Avenue Sandusky 44870 Erie
(ADDRESS) (CITY) (ZIP CODE) (COUNTY)

(2) FROM: Erie County Auditor
(POLITICAL SUBDIVISION NAME) (UNIT)

Richard H. Jeffrey Richard Jeffrey Auditor 5/5/11
(SIGNATURE OF RESPONSIBLE OFFICIAL) (NAME) (TITLE) (DATE)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 5/23/11 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature

Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

For the Ohio Historical Society

Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State

Date

*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
11-1	Hotel/Motel Returns	5 yrs after end of FY, PA	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.

This is an Amendment to the current schedule date 5-16-06.

PA means: Provided audited by the Auditor of the State.

Form RC-2

Page 1 of 8

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Erie County Records Commission, Telephone Number 419-627-7682

247 Columbus Avenue Sandusky 44870 Erie
(ADDRESS) (CITY) (ZIP CODE) (COUNTY)

(2) FROM: Erie County Auditor
(POLITICAL SUBDIVISION NAME) (UNIT)

Connie Ward Connie Ward, Auditor 5-16-06
(SIGNATURE OF RESPONSIBLE OFFICIAL) (NAME) (TITLE) (DATE)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 5-16-06 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

[Signature] 5-16-06
Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Pam J. Smith 5-23-2006
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. M... 6-27-06
For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
06-1	<u>Board of Revision</u> Minutes (ORC 5715.08)	Permanent	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.
06-2	Notice of Appeal (Includes entire file)	6 yrs. after approval has been decided or until audited, whichever is longer.	Paper	
06-3	Tax Complaint	6 yrs. after complaint has been resolved, PA	Paper	
06-4	<u>Budget Commission</u> Budgetary	Permanent	Paper*	

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Form RC-2

Page 2 of 8

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Erie County

(POLITICAL SUBDIVISION NAME)

Auditor _____

(UNIT)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06-5	Certificate of Estimated Resources	5 yrs after end of FY, PA	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.
06-6	Minutes	Permanent	Paper*	
06-7	Abstract of Exempted Real and Personal Property Tax Lists (ORC 5713.08)	Permanent	Paper*	
06-8	Abstracts of Delinquent Tax (ORC 319.52)	Permanent	Paper*	
06-9	Abstracts of Manufactured Home Tax	Permanent	Paper*	
06-10	Abstracts of Indebtedness	Permanent	Paper*	
06-11	Abstracts of Tax Assessment List (ORC 5715.23, 2715.26)	Permanent	Paper*	
06-12	Addition and Subdivision Records	Permanent	Paper*	
06-13	Annexation Records (ORC 709.06)	10 years	Paper	
06-14	Annual Financial Reports (ORA 117-1-11)	Permanent	Paper*	
06-15	Application for Consent to Transfer Property or other Interest of Resident Decedent	5 years	Paper	
06-16	Application for deduction for Destroyed property	6 yrs. after end of FY	Paper	
06-17	Application for Exemption	6 yrs. after end of FY	Paper	
06-18	Application for 2 ½% Tax Reduction on Home	6 years	Paper	

Form RC-2

Page 3 of 8

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 FROM: Erie County
 (POLITICAL SUBDIVISION NAME)

Auditor
 (UNIT)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06-19	Application for the Valuation of Land in Accordance with its Agricultural Use (Form 109A)	6 yrs. after end of FY, PA	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.
06-20	Apportionment Sheets	5 years, PA	Paper	
06-21	Appraisals New Building	6 yrs. after date of filing, PA	Paper	
06-22	Appropriation Ledger (General Ledger, Auditor's Ledger)	5 years, PA	Paper	
06-23	Receipts Ledger	5 years, PA	Paper	
06-24	Appropriation Resolutions	2 years, PA	Paper	
06-25	Assessment Lists (ORC 319.49)	Permanent	Paper*	
06-26	Advance Tax Payment	5 yrs. after tax has been paid, or litigation has been settled	Paper	
06-27	Chargebacks	3 years	Paper	
06-28	Cigarette Dealers License Record (ORC 5742.16)	10 yrs. after end of FY, PA	Paper	
06-29	Cigarette License Applications (ORC 5743.15)	3 years, PA	Paper	
06-30	Copies, Extra Copies and Photocopies	Until no longer of administrative value	Paper/Electronic	
06-31	Daycare Vouchers	3 years, PA	Paper	
06-32	Delinquent Land Tax Certificates (ORC 5721.13A) (ORC 319.49)	3 years after end of FY, PA	Paper	

Form RC-2

Page 4 of 8

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FROM: Erie County

(POLITICAL SUBDIVISION NAME)

Auditor _____

(UNIT)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06-33	Delinquent Vacant Land Tax Certificates (ORC 5721.13(B) (1); ORC 319.49)	3 yrs. after end of FY, PA	Paper	
06-34	Depository Reports	3 yrs., PA	Paper	
06-35	Dockets of Bills Filed	3 yrs., PA	Paper	
06-36	Dog Kennel/License Applications	2 yrs. or until audited, whichever is later	Paper	
06-37	Fixed Assets	Permanent	Paper*	
06-38	Outstanding Encumbrance Report	5 years, PA	Paper	
06-39	Estate Tax Determinations and Records	5 yrs. after last entry	Paper	
06-40	Exempt Personal Property Lists (ORC 5713.07; 5713.08)	3 yrs. after end of FY, PA	Paper	
06-41	Exempt Real Property Lists (ORC 4713.07; 5713.08)	Permanent	Paper*	
06-42	Forfeited Lands and Lots (ORC 5723.04)	21 yrs. after last entry	Paper	
06-43	Homestead and Disabled Exemption Applications	Until property sold or person deceased	Paper	
06-44	Industrial Appraisal Records	Permanent	Paper*	
06-45	Invoices	4 years, PA	Paper	
06-46	Ledger of Court Warrants Issued	3 years, PA	Paper	
06-47	Journal of Pay-Ins	3 years, PA	Paper	
06-48	Journal of Warrants Issued	3 years, PA	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.

Form RC-2

Page 5 of 8

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(POLITICAL SUBDIVISION NAME)

Auditor

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(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06-49	Land Sales	3 years, PA	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.
06-50	Monthly Financial Statements (ORC 319.15)	3 years, PA	Paper	
06-51	P.E.R.S. Members Application For Refund of Accumulated Contributions (Form A-4)	Permanent	Paper*	
06-52	Personal Property Returns	5 yrs. after end of FY, PA	Paper	
06-53	P.E.R.S. Reports	Permanent	Paper*	
06-54	Public Utilities Returns	Permanent	Paper*	
06-55	Re-appraisements (ORA 5705-3-10)	7 yrs. after date of filing	Paper	
06-56	Record of Fees	Permanent	Paper*	
06-57	Record of Officials' Bonds (ORC 321.02; 2305.12)	10 yrs. after all bonds have expired, PA	Paper	
06-58	Returns of Taxable Property (ORC 5711.36)	5 yrs. after taxes have been paid or litigation has been settled	Paper	
06-59	Safe Deposit Box Inventories	2 yrs. after filing	Paper	
06-60	Settlements (ORC 321.29)	10 years, PA	Paper	
06-61	Special Assessments (Sewer, Sidewalk, Streets, Lighting, Weed Control, Water Line Township)	5 yrs after last assessment recorded therein is paid, PA	Paper	
06-62	Tax Levies	Permanent	Paper*	
06-63	Tax Lists	Permanent	Paper*	

Form RC-2

Page 6 of 8

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FROM: Erie County

(POLITICAL SUBDIVISION NAME)

Auditor _____

(UNIT)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06-64	Tax List-Delinquent (ORC 5719.06)	3 years, PA	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.
06-65	Tax List-Personal (ORC 319.29)	3 years, PA	Paper	
06-66	Tax Maps (ORC 5713.09)	Permanent	Paper*	
06-67	Tax Registers	2 years, PA	Paper	
06-68	Manufactured Homes License Applications	2 years, PA	Paper	
06-69	Transfer Records	Permanent	Paper*	
06-70	Conveyance Fee Forms	3 yrs. after end of FY, PA	Paper	
06-71	Treasurers' Monthly Statements	3 years, PA	Paper	
06-72	Unclaimed Funds Records	10 years after certified	Paper	
06-73	Unpaid Annual Disposal Refund Charges to be Certified For Collection on Real Estate Property Duplicate	5 years	Paper	
06-74	Vendors License Applications	2 years after license cancelled, PA	Paper	
06-75	Warrants (Cancelled)	3 years, PA	Paper	
06-76	Weights and Measures Inspections	3 yrs. after date of inspection, provided violations have been corrected	Paper	
06-77	Annual Receipt, Appropriation and Fund Ledgers	Permanent	Paper*	

Form RC-2

Page 7 of 8

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(POLITICAL SUBDIVISION NAME)

Auditor _____

(UNIT)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
06-78	Annual Budgetary Warrant Listings	Permanent	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.
06-79	Annual Financial Report-one original	Permanent	Paper*	
06-80	Annual Financial Report-work papers	3 yrs. after end of FY, PA	Paper	
	<u>PAYROLL</u>			
06-81	Wage and Tax Statements Form W-2	Permanent	Paper*	
06-82	Employee Withholding Allowance/Exemption Certificates Federal Form W-4, State of Ohio Form IT-4	3 yrs. after FY, PA	Paper	
06-83	Payroll Registers/Reports-Bi-weekly	Permanent	Paper*	
06-84	Payroll Withholding Reports-State, Federal and City	3 yrs. after FY, PA	Paper	
06-85	Ohio Bureau of Employment Service Reports	Permanent	Paper*	
06-86	Payroll Deduction Reports and Child Support Withholding Reports (including Deferred Comp., Insurance Premiums, Bonds, Union Dues, Credit Unions/Banking Deposits, United Way)	Permanent	Paper*	
06-87	Equal Employment Opportunity (EEO) Reports	3 yrs. after FY, PA	Paper	
06-88	Payroll Warrants-redeemed	3 yrs. after FY, PA	Paper	

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(POLITICAL SUBDIVISION NAME)

Auditor
(UNIT)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State or OHS-LGRP
06-89	Personnel Record Cards- Current and Former Employees	Permanent	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.
06-90	Unemployment Compensation Invoices, Records, Reports	3 yrs. after FY, PA	Paper	
PA means: Provided Audited by the Auditor of the State. Paper* means: Paper copy may be destroyed after microfilming.				