



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

AUG 20 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Trenton

City Manager's Office

(Local Government Entity)

(Unit)

Marcos Nichols
 (Signature of Responsible Official)

Marcos Nichols
 (Name)

City Manager
 (Title)

8-19-2020
 (Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Trenton Records Commission

513-428-0159

(Telephone Number)

11 East State Street

Trenton

45067

Butler

(Address)

(City)

(Zip Code)

(County)

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

mengel@ci.trenton.oh.us

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.

Michael E. Engel
 Records Commission Chair Signature

8-20-20
 Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist 8/25/2020

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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 (RC-2) – Part 2

See instructions before completing this form.

City of Trenton		City Manager's Office			
(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 LGRP	(6) RC-3 Required by LGRP
CM-0001	Transient letters/memos including notes, text messages, phone messages, voicemail, meeting notes and other records which served to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CM-0002	General Correspondence	2 Years	Paper or Electronic		<input type="checkbox"/>
CM-0003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CM-0004	Solicitations/Advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CM-0005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CM-0006	Agendas Originating in Department	6 Years	Paper or Electronic		<input type="checkbox"/>
CM-0007	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CM-0008	Copies of Agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CM-0009	Audio and video recordings of meetings	1 Year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
CM-0010	Council Communications (Council Reports)	Retain until City Clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
CM-0011	Payroll Records (including time sheets, comp time records, leave forms)	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
CM-0012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
CM-0013	Travel Requests/Expense Reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>

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CM-0014	Contracts/Agreements for Equipment and Services	8 Years after contract expiration	Paper or Electronic		<input type="checkbox"/>
CM-0015	City Policies	Retain until superseded or replaced	Paper or Electronic		<input type="checkbox"/>
CM-0016	City Manager Weekly Reports	3 Years	Paper or Electronic		<input type="checkbox"/>
CM-0017	Application for Employment Person Hired Person Not Hired Copies	(Hired) Place in Personnel File (Not Hired) Destroy after 2 years (Copies) Until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CM-0018	Letters of Commendations, Promotions	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CM-0019	Employee Performance Evaluations	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CM-0020	Employee Training Records/Certifications	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CM-0021	Insurance Enrollment Records	1 year after employee leaves municipal service	Paper or Electronic		<input type="checkbox"/>
CM-0022	Job/Position Descriptions	1 Year after superseded	Paper or Electronic		<input type="checkbox"/>
CM-0023	Letter of Appointment	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CM-0024	Letter of Resignation	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CM-0025	Signed Employee Policy/Handbook Acknowledgement(s)	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Trenton

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
CM-0026	Layoff Notice	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CM-0027	Recall Notice	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CM-0028	Record of Disciplinary Action	4 years unless labor contract states longer	Paper or Electronic		<input type="checkbox"/>
CM-0029	Personnel File	Purge 4 years after employee leaves municipal service. Retain permanent record of service time, salary history, leave balances, taxes paid, resignation letter, retirement information and waivers. Retain OSHA/PERRP related records 20 years.	Paper or Electronic		<input type="checkbox"/>
CM-0030	Pre-Employment Records (Substance Reports, Polygraph, Credit Report, Background Report, Background Investigation)	2 years after position eligibility list expires	Paper or Electronic		<input type="checkbox"/>
CM-0031	Civil Service Examination Records (Books, Forms, Tests, Booklets, Score Sheets, Answer Sheets, Etc.)	2 years after position eligibility list expires	Paper or Electronic		<input type="checkbox"/>
CM-0032	Eligibility List	Until list expires	Paper or Electronic		<input type="checkbox"/>
CM-0033	Benefit Administration Records (Records pertaining to group health insurance plan: carrier selection process, notice to carriers re. employee enrollment changes, COBRA participant data, health benefits committee documents including plan descriptions)	3 years after termination of plan or until superseded	Paper or Electronic		<input type="checkbox"/>

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CM-0034	Job Announcements	2 Years after position eligibility list expires	Paper or Electronic		<input type="checkbox"/>
CM-0035	Social Media Posts	As maintained by platform	Electronic		<input type="checkbox"/>
CM-0036	311 Citizen Requests	2 years; or as maintained by platform	Electronic		<input type="checkbox"/>
CM-0037	Collective Bargaining Agreements	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CM-0038	Grievances	1 year after resolved	Paper or Electronic		<input type="checkbox"/>
CM-0039	Fact Finder and Arbitrator Reports	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CM-0040	BWC and Industrial Commission Correspondence and Decisions	As maintained by applicable State Agency Website	Paper or Electronic		<input type="checkbox"/>
CM-0041	I-9 Forms	3 years after separation of employment	Paper or Electronic		<input type="checkbox"/>
CM-0042	Public Records Requests	2 years	Paper or Electronic		<input type="checkbox"/>
CM-0043	Public Employee Risk Reduction Program Reports	5 years from date of submission to Ohio BWC	Paper or Electronic		<input type="checkbox"/>
CM-0044	Injury/Incident reports with no associated workers compensation claim	5 years	Paper or Electronic		<input type="checkbox"/>
CM-0045	Injury/Incident reports associated with a workers compensation claim	5 years or until submitted to Ohio BWC	Paper or Electronic		<input type="checkbox"/>
CM-0046	Employee Signed State Auditor Fraud Reporting Memo	2 years after separation of employment	Paper or Electronic		<input type="checkbox"/>
CM-0047	Employee Surveys	2 years	Paper or Electronic		<input type="checkbox"/>

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					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>