



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Village of South Zanesville

Mayor's Court

(Local Government Entity)

(Unit)

Chris Kerby

Fiscal Officer

11/27/2018

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Records Commission

740-454-2112

(Telephone Number)

24 East Main Street

South Zanesville

43701

Muskingum

(Address)

(City)

(Zip Code)

(County)

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

clerkbennett@outlook.com

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.

11-28-18

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date


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Section A: Local Government Unit

Village of South Zanesville		Police	
(Local Government Entity)		(Unit)	
	Chris Kerby	Fiscal Officer	11/27/2018
(Signature of Responsible Official)	(Name)	(Title)	(Date)


Section B: Records Commission

	Records Commission	740-454-2112	
		(Telephone Number)	
24 East Main Street	South Zanesville	43701	Muskingum
(Address)	(City)	(Zip Code)	(County)

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	11-28-18
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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Section A: Local Government Unit

Village of South Zanesville		Income Tax	
(Local Government Entity)		(Unit)	
	Chris Kerby	Fiscal Officer	11/27/2018
(Signature of Responsible Official)	(Name)	(Title)	(Date)


Section B: Records Commission

	Records Commission	740-454-2112	
			(Telephone Number)
24 East Main Street	South Zanesville	43701	Muskingum
(Address)	(City)	(Zip Code)	(County)

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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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Dept.	Schedule Number	Record Title and Description	Dates	Destroy Date	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
Income Tax	03-001	Daily Tax Reconciliation/ Reporting			3 YEARS AFTER AUDIT	Electronic		
Income Tax	03-002	Daily Tax Reconciliation/ Reporting	2015	2019	3 YEARS AFTER AUDIT	Paper		
Income Tax	03-003	Daily Receipts			3 YEARS AFTER AUDIT	Paper		
Income Tax	03-004	Net Profit Payment Receipts			3 YEARS AFTER AUDIT	Paper		
Income Tax	03-005	Withholding Payment Receipts			3 YEARS AFTER AUDIT	Paper		
Income Tax	03-006	Inactive Tax Accounts			3 YEARS AFTER AUDIT	Paper		
Income Tax	03-007	Collections Paperwork			3 YEARS AFTER RESOLVED	Paper		
Income Tax	03-008	State of Ohio - Net Profit Centralized Collections			3 YEARS AFTER AUDIT	Paper		
Income Tax	03-009	Tax Forms			3 YEARS	Paper		
Income Tax	03-010	Bankruptcy Paperwork			3 YEARS AFTER RESOLVED	Paper		
Income Tax	03-011	Tax Related Emails			3 YEARS	Electronic		



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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Section A: Local Government Unit

Village of South Zanesville		Financing Budget	
(Local Government Entity)		(Unit)	
	Chris Kerby	Fiscal Officer	11/27/2018
(Signature of Responsible Official)	(Name)	(Title)	(Date)


Section B: Records Commission

	Records Commission	740-454-2112	
		(Telephone Number)	
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Records Commission Chair Signature	Date

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Section D: Auditor of State

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Dept.	Schedule Number	Record Title and Description	Dates	Destroy Date	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
Finance & Budget	04-001	Annual Financial Budgets: Cert of Resources	1949	N/A	PERMANENT	Paper		<input checked="" type="checkbox"/>
Finance & Budget	04-002	Payroll Records	1981-1984	N/A	PERMANENT	Paper		
Finance & Budget	04-003	Payroll Records	1949-1988	N/A	PERMANENT	Paper		
Finance & Budget	04-004	Payroll Records			7 YEARS	Paper		
Finance & Budget	04-005	Financial Reports			7 YEARS	Paper		
Finance & Budget	04-006	Financial Payroll Data			7 YEARS	Paper		
Finance & Budget	04-007	Vendor Vouchers			7 YEARS	Paper		
Finance & Budget	04-008	EOM Bank Statements & Data			7 YEARS	Paper		
Finance & Budget	04-009	EOY Reporting			7 YEARS	Paper		
Finance & Budget	04-010	Permit Information			7 YEARS	Paper		
Finance & Budget	04-011	Payroll & Withholdings Vouchers			7 YEARS	Paper		
Finance & Budget	04-012	Payroll & Withholdings Reports			7 YEARS	Paper		
Finance & Budget	04-013	Bank Data & Receipts			7 YEARS	Paper		
Finance & Budget	04-014	Vouchers			7 YEARS	Paper		
Finance & Budget	04-015	Ordinances & Resolutions			PERMANENT	Paper		
Finance & Budget	04-016	Council Meeting Casette Recordings			7 YEARS	Electronic		
Finance & Budget	04-017	Meeting Minutes			7 YEARS	Paper		
Finance & Budget	04-018	Finance and Budget Related Emails			3 YEARS	Electronic		



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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Section A: Local Government Unit

Village of South Zanesville	Utility Billing
(Local Government Entity)	(Unit)
	Chris Kerby
(Signature of Responsible Official)	(Name)
	Fiscal Officer
	(Title)
	11/27/2018
	(Date)

Section B: Records Commission

	Records Commission	740-454-2112
		(Telephone Number)
24 East Main Street	South Zanesville	43701
(Address)	(City)	(Zip Code)
		Muskingum
		(County)

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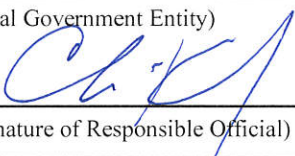
Dept.	Schedule Number	Record Title and Description	Dates	Destroy Date	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
Utility Billing	05-001	Cash Receipts			3 YEARS AFTER AUDIT	Paper	
Utility Billing	05-002	Credit Card Receipts			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-003	Shut off Reports			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-004	OUPS Paperwork			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-005	EPA Yearly Mailing			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-006	Shelter House Permits			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-007	Building Permits			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-008	Weiner Roast Permits			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-009	Pool Party Permits			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-010	Daily/ Monthly Spreadsheets			4 YEARS AFTER AUDIT	Electronic	
Utility Billing	05-011	Daily Cash Reports			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-012	Daily Cash Reports			4 YEARS AFTER AUDIT	Electronic	
Utility Billing	05-013	Monthly/ Weely Deposit Reports			4 YEARS AFTER AUDIT	Electronic	
Utility Billing	05-014	Readcenter Reports			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-015	Readcenter Reports			4 YEARS AFTER AUDIT	Electronic	
Utility Billing	05-016	Utility Deposit Refund Information			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-017	New Utility Account Reports			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-018	Final Billing Reports			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-019	Receipt Books			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-020	Account Change Requests			4 YEARS AFTER AUDIT	Paper	
Utility Billing	05-021	Utility Collections			4 YEARS AFTER AUDIT	Paper & Electronic	
Utility Billing	05-022	Utility Related Emails			3 YEARS AFTER AUDIT	Electronic	



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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Section A: Local Government Unit

Village of South Zanesville		Pool & Park	
(Local Government Entity)		(Unit)	
	Chris Kerby	Fiscal Officer	11/27/2018
(Signature of Responsible Official)	(Name)	(Title)	(Date)

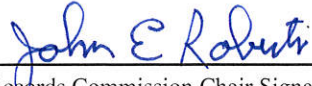
Section B: Records Commission

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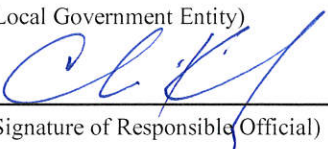
Department	Schedule Number	Record Title and Description	Dates	Destroy Date	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
Pool & Park	07-001	Pool Historical Paperwork	2005-2014	2024	10 YEARS	Paper		<input checked="" type="checkbox"/>
Pool & Park	07-002	Logs			10 YEARS	Paper		
Pool & Park	07-003	Pool & Park Related Emails			3 YEARS	Electronic		



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Section A: Local Government Unit

Village of South Zanesville		Squad	
(Local Government Entity)		(Unit)	
	Chris Kerby	Fiscal Officer	11/27/2018
(Signature of Responsible Official)	(Name)	(Title)	(Date)


Section B: Records Commission

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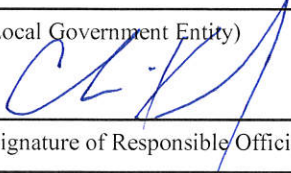
Department	Schedule Number	Record Title and Description	Dates	Destroy Date	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
Squad	06-001	Squad Paperwork/ Statements			7 YEARS AFTER AUDIT	Paper		
Squad	06-002	Squad Related Emails			7 YEARS AFTER AUDIT	Electronic		



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Section A: Local Government Unit

Village of South Zanesville		Water & Sewer	
(Local Government Entity)		(Unit)	
	Chris Kerby	Fiscal Officer	11/27/2018
(Signature of Responsible Official)	(Name)	(Title)	(Date)

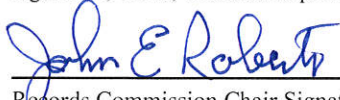
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Section A: Local Government Unit

Village of South Zanesville	Fire & EMS		
(Local Government Entity)	(Unit)		
	Chris Kerby	Fiscal Officer	11/27/2018
(Signature of Responsible Official)	(Name)	(Title)	(Date)

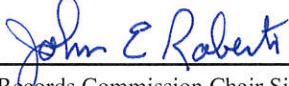
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Department	Schedule Number	Record Title and Description	Dates	Destroy Date	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
Fire & EMS	09-001	Squad Paperwork/ Statements			7 YEARS AFTER AUDIT	Paper		
Fire & EMS	09-003	Fire Related Emails			3 YEARS	Electronic		
Fire & EMS	09-004	Fire/ Squad Personel Files			PERMANENT	Paper		
Fire & EMS	09-005	Squad Related Emails			3 YEARS	Electronic		
Fire & EMS	09-006	Fire Reports			7 YEARS AFTER AUDIT	Paper		