



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

OHIO HISTORY CONNECTION

OCTOBER 14 2022

STATE AND LOCAL
GOVERNMENT RECORDS

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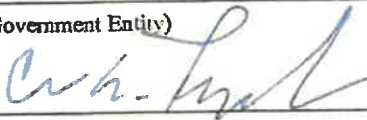
RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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 Trotwood – Department of Finance, Finance Division

(Local Government Entity)	(Unit)		
	Chris Peeples, Finance Director		10/11/2022
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission, City of Trotwood

937-854-7212

(Telephone Number)

3035 Olive Road, Trotwood, 45426; Montgomery County

(Address)

(City)

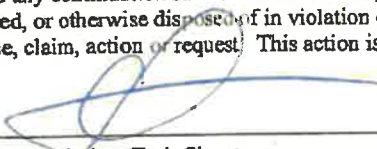
(Zip Code)

(County)

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

klandis@trotwood.org

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.

	10/13/2022
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Amy Czubak	Digitally signed by Amy Czubak Date: 2022.10.26 11:21:19 -04'00'	Government Records Archivist	10/26/2022
Signature		Title	Date

Section D: Auditor of State

Martin E. Meeks	Digitally signed by Martin E. Meeks Date: 2022.11.04 08:57:20 -04'00'	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 Trotwood -- Department of Finance, Finance Division

(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
FIN-01	Bank Statements, Composite and Investment	3 Years and Audited	Paper and/or Electronic	Audited means: the years encompassed by the records have been audited by the	☐
FIN-02	Memo Expense Journal/Register	3 Years and Audited	Electronic	Auditor of State and the audit report has been released pursuant to	☐
FIN-03	Memo Journal	3 Years and Audited	Electronic	Sec. 117.26 O.R.C	☐
FIN-04	Revenue Posting Worksheet	3 Years and Audited	Paper and/or Electronic		☐
FIN-05	Current MTD/YTD Expense Report	3 Years and Audited	Electronic		☐
FIN-06	Combined MTD/YTD Expense Report	3 Years and Audited	Electronic		☐
FIN-07	Expense Balancing Detail Report	3 Years and Audited	Electronic		☐
FIN-08	Expense Balancing Summary Report	3 Years and Audited	Electronic		☐
FIN-09	Revenue Balancing Detail Report	3 Years and Audited	Electronic		☐
FIN-10	Revenue Balancing Summary Report	3 Years and Audited	Electronic		☐
FIN-11	Memo Transaction Listing	3 Years and Audited	Electronic		☐
FIN-12	Receipt Transaction Listing	3 Years and Audited	Electronic		☐
FIN-13	Schedule B (monthly)	3 Years and Audited	Paper and/or Electronic		☐
FIN-14	MTD/YTD Bank Report	3 Years and Audited	Paper and/or Electronic		☐
FIN-15	MTD/YTD Fund Report	3 Years and Audited	Paper and/or Electronic		☐
FIN-16	Open Purchase Order Status Report	3 Years and Audited	Electronic		☐

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

City of Trotwood – Department of Finance, Finance Division

(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
FIN-17	Encumber Balance by Account	3 Years and Audited	Electronic		☐
FIN-18	Encumber Balance by Purchase Order	3 Years and Audited	Electronic		☐
FIN-19	Month Consolidated Check Register	3 Years and Audited	Electronic		☐
FIN-20	MTD/YTD Revenue Report	3 Years and Audited	Electronic		☐
FIN-21	Outstanding Check Report	3 Years and Audited	Paper and/or Electronic		☐
FIN-22	Check Reconciliation List	3 Years and Audited	Paper and/or Electronic		☐
FIN-23	Appropriation Transfer Journal	3 Years and Audited	Electronic		☐
FIN-24	Delete Adjust Voucher Journal/Register	3 Years and Audited	Electronic		☐
FIN-25	Void Check Proof/Register	3 Years and Audited	Electronic		☐
FIN-26	Bank Reconciliation Worksheets	3 Years and Audited	Paper and/or Electronic		☐
FIN-27	Bank Transfer Journal	3 Years and Audited	Electronic		☐
FIN-28	Revenue Budget Journal	5 Years and Audited	Electronic		☐
FIN-29	Expense Budget Journal	5 Years and Audited	Electronic		☐
FIN-30	Total Amount From All Sources Available	7 Years and Audited	Paper and/or Electronic		☐
FIN-31	Official Certificate of Resources	7 Years and Audited	Paper and/or Electronic		☐
FIN-32	Debt Worksheet	7 Years and Audited	Paper and/or Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Trotwood – Department of Finance, Finance Division

(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
FIN-33	Voucher Journal/Register	3 Years and Audited	Electronic		☐
FIN-34	Cash Disbursements Report	3 Years and Audited	Electronic		☐
FIN-35	Non-Disbursements Report	3 Years and Audited	Electronic		☐
FIN-36	Accounts Payable Check Register	3 Years and Audited	Electronic		☐
FIN-37	Accounts Payable Voucher Packet (check copy and supporting documents)	3 Years and Audited	Paper		☐
FIN-38	Finance Receipts and Documentation	3 Years and Audited	Paper		☐
FIN-39	Bank Deposit Slips/Bank Receipts	3 Years and Audited	Paper		☐
FIN-40	Annual Comprehensive Financial Report	Permanent	Paper and/or Electronic		☒
FIN-41	1099 Copies (Misc, NEC)	6 Years and Audited	Paper and/or Electronic		☐
FIN-42	W-9 Forms	Until Superseded	Paper		☐
FIN-43	Annual Operating Budget	Permanent	Paper and/or Electronic		☐
FIN-44	Petty Cash Reports	3 Years and Audited	Paper and/or Electronic		☐
FIN-45	Fixed Assets Record	10 Years or Until Superseded	Paper and/or Electronic		☐
FIN-46	Purchase Orders	3 Years and Audited	Electronic		☐
FIN-47	Purchase Order Revision Forms	3 Years and Audited	Paper		☐
FIN-48	Budget Revision Forms	3 Years and Audited	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