



OCTOBER 14 2022

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 Trotwood – Income Tax Department

(Local Government Entity)

(Unit)

Donna S. Bowman

Donna S. Bowman, Income Tax Administrator

09/22/2022

(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.

[Signature]

10/13/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

10/26/2022

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 Trotwood – Income Tax Department

(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
TAX-01	Individual Income Tax Returns	6 Years and Audited (Zero Balance)	Paper and/or Electronic		☐
TAX-02	Individual Income Tax Payment Receipts	6 Years and Audited (Zero Balance)	Paper and/or Electronic		☐
TAX-03	Delinquent Individual Income Tax Returns	6 Years and Audited (Zero Balance)	Paper and/or Electronic		☐
TAX-04	Business Income Tax Returns	6 Years and Audited (Zero Balance)	Paper and/or Electronic		☐
TAX-05	Business Payment Journals	6 Years and Audited (Zero Balance)	Paper and/or Electronic		☐
TAX-06	Delinquent Business Income Tax Returns	6 Years and Audited (Zero Balance)	Paper and/or Electronic		☐
TAX-07	Monthly Withholding Income Tax Payments	6 Years and Audited (Zero Balance)	Paper and/or Electronic		☐
TAX-08	Refund Request Returns	6 Years and Audited (Zero Balance)	Paper and/or Electronic		☐
TAX-09	Cash Proof Report, Bank Deposit Report, Transaction Listing and Cash Receipts Report (Batch Update Reports)	6 Years	Paper and/or Electronic		☐
TAX-10	1099-G Issued	3 Years and Audited	Paper and/or Electronic		☐
TAX-11	Bank Statements	3 Years and Audited	Paper and/or Electronic		☐
TAX-12	Returned Mail (no forwarding address)	6 Months and Noted in Account	Paper and/or Electronic		☐
				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	☐
					☐
					☐
					☐