



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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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 – Department of Finance, Payroll Division

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Chris Peeples, Finance Director

10/11/2022

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

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 – Department of Finance, Payroll 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
PAY-01	Payroll Time Sheets and Department Summary	3 Years and Audited	Paper and/or Electronic		☐
PAY-02	Detail Batch Report	3 Years and Audited	Electronic		☐
PAY-03	Summary Batch Report	3 Years and Audited	Electronic		☐
PAY-04	Account Batch Report	3 Years and Audited	Electronic		☐
PAY-05	Payroll Non-Paid Active Employees Report	3 Years and Audited	Electronic		☐
PAY-06	Detail Work Register	3 Years and Audited	Electronic		☐
PAY-07	Summary Work Register	3 Years and Audited	Electronic		☐
PAY-08	Deduction Recap Register	3 Years and Audited	Electronic		☐
PAY-09	Proof Report for Direct Transmit Diskette	3 Years and Audited	Electronic		☐
PAY-10	Detail Check Register	3 Years and Audited	Electronic		☐
PAY-11	Accrue-Pickup Register	3 Years and Audited	Electronic		☐
PAY-12	Summary Payroll Check Register	3 Years and Audited	Electronic		☐
PAY-13	Carryover Deduction Report	3 Years and Audited	Electronic		☐
PAY-14	Miscellaneous Tax and Deductions Report	3 Years and Audited	Electronic		☐
PAY-15	Accrue Journal Proof	3 Years and Audited	Electronic		☐
PAY-16	Employer Quarterly Federal Tax Return (941 Return)	4 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, Payroll 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
PAY-17	Affordable Care Act (ACA) Files	5 Years and Audited	Electronic		☐
PAY-18	Employee Report (Annual)	5 Years and Audited	Electronic		☐
PAY-19	Hours Worked Report (Annual)	5 Years and Audited	Electronic		☐
PAY-20	Wage Report (Annual)	5 Years and Audited	Electronic		☐
PAY-21	Complete Check Report	5 Years and Audited	Electronic		☐
PAY-22	Fringe Benefits Report	5 Years and Audited	Electronic		☐
PAY-23	Payroll Fund Report by Account	5 Years and Audited	Electronic		☐
PAY-24	Payroll Fund Report by Date	5 Years and Audited	Electronic		☐
PAY-25	Y-T-D Withholdings Report	5 Years and Audited	Electronic		☐
PAY-26	Confirmation of Transmittal of Ohio Wage and Tax Statement (W-3)	6 Years and Audited	Electronic		☐
PAY-27	Tax Withholding Reports: Biweekly, Monthly, Quarterly, Yearly	6 Years and Audited	Paper and/or Electronic		☐
PAY-28	Miscellaneous Withholding Payment Records	6 Years and Audited	Paper and/or Electronic		☐
PAY-29	W-2 Forms	6 Years and Audited	Paper and/or Electronic		☐
PAY-30	Current Employment Statistics (CES) Report	6 Years and Audited	Paper and/or Electronic		☐
PAY-31	Ohio Employer Resource Information Center (ERIC) Report	6 Years and Audited	Paper and/or Electronic		☐
PAY-32	New Hire Report	6 Years and Audited	Paper and/or Electronic		☐

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City of Trotwood – Department of Finance, Payroll 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
PAY-33	Accrual Balances Report	25 Years and Audited	Paper and/or Electronic		☐
PAY-34	State Income Tax Report	25 Years and Audited	Paper and/or Electronic		☐
PAY-35	Retirement System Payment Records	50 Years	Paper and/or Electronic		☐
PAY-36	Detail History Report (Annual)	50 Years	Paper and/or Electronic		☐
PAY-37	Application of Ohio Public Employees Retirement System (OPERS) Waiver	Permanent	Paper and/or Electronic		☐
PAY-38	Garnishment Orders	Until Separation or Order Rescinded	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	☐
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