



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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Columbus, Ohio 43211-2474
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localrecs@ohiohistory.org
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 – Public Works Department

(Local Government Entity)

(Unit)



Hope Figgers, Administrative Assistant

10/10/2022

(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)

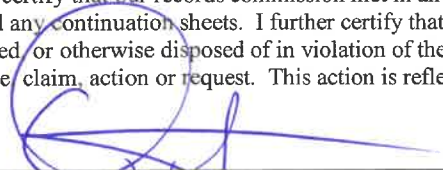
(Zip Code)

(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

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 – Public Works 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
PW-01	Analytical Data, Chemical Analysis, Monitoring Records, EPA Reports, Water Quality Reports, Operating Logs, Monthly Reports – All types	10 Years (Supersedes General Schedule)	Paper and/or Electronic		☐
PW-02	Laboratory Testing Records	5 Years	Paper and/or Electronic		☐
PW-03	Monthly Laboratory Testing Summary Reports	25 Years (Supersedes General Schedule)	Paper		☐
PW-04	Maps/Plats	Until Superseded or Obsolete, then Appraise for Historical Value	Paper and/or Electronic		☒
PW-05	Permits – All Types	3 Years (Supersedes General Schedule)	Paper and/or Electronic		☐
PW-06	Project Files (Contracts, Specifications, Change Orders, Progress Reports, Etc.)	15 Years After Completion, and Audited if Federal Project	Paper and/or Electronic		☐
PW-07	Projects/Drawings/As-Built	Life of Project or Obsolete, then Appraise for Historical Value	Paper and/or Electronic		☒
PW-08	Street Improvement Proposals	Until Approved or Rejected	Paper and/or Electronic		☐
PW-09	Sewer Repair Sheets	10 Years	Paper and/or Electronic		☐
PW-10	Assignment of Address Records	Permanent	Paper		☐
PW-11	Traffic Study Files	Until Superseded or Obsolete, then Appraise for Historical Value	Paper and/or Electronic		☐
PW-12	Bridge Plans	Life of Bridge	Paper		☐
PW-13	Bridge Inspection Reports	10 Years	Paper and/or Electronic		☐
PW-14	<u>Cemetery Payment Receipts:</u> Cedar Hill Cemetery and Ehrstine Cemetery Fees Paid	3 Years and Audited	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	

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

See instructions before completing this form.

City of Trotwood – Public Works 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
PW-15	<u>Cemetery Records:</u> Cedar Hill Cemetery and Ehrstine Cemetery Ownership and Decedent Books	Permanent	Paper		☒
PW-16	<u>Cemetery Maps (All Versions):</u> Cedar Hill Cemetery and Ehrstine Cemetery	Permanent	Paper		☒
PW-17	<u>Reservation Forms:</u> Shelters and Trotwood Community and Cultural Arts Center	2 Years Provided No Action Pending	Paper and/or Electronic		☐
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