



Records Commission

~Agenda~

<http://www.ci.moraine.oh.us/>

Clerk of Council
937-535-1005

June 30, 2026

10:00 AM

I. Call to Order

II. Approval of Minutes

- A. Records Commission Meeting Minutes - August 18, 2025

III. Business

- A. Review and Approval of RC-1 Form
B. Review and Approval of RC-2 Form
C. Review and Approval of RC-3 Forms
D. Discussion Regarding BZA and Planning Commission File Retention
E. Certified Public Records Training/Sunshine Laws Training

IV. Other Business

- A. Future topics for discussion: Standardized public request forms throughout the organization (electronic, hard copy, and ADA compliant); Public Records Request Software and Division Public Records Officers

V. Adjournment

RECORD OF PROCEEDINGS

Minutes of Records Commission

Held August 18, 2025

Call to Order

Meeting called to order at 10:01 AM.

Commission members present:

Michael Davis	Chair	Present
Martina Dillon	Law Director	Present
Annetta Williams	Finance Director	Present
Donald Burchett	Citizen Appointee	Present

Approval of Minutes

Records Commission Meeting Minutes - April 23, 2025

Mr. Davis asked if there were any changes or corrections to the April 23, 2025, Records Commission meeting minutes.

Mr. Burchett moved to approve; Ms. Dillon seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Donald Burchett
AYES: Michael Davis, Martina Dillon, Annetta Williams, Donald Burchett
NAYS: None
ABSTAIN: None

Business

Review and Approval of RC-3 Forms

Mr. Davis reported a request was made to add Clerk of Court RC-3 to the agenda.

Ms. Dillon moved to approve the addition of the Clerk of Court RC-3; Mrs. Williams seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Martina Dillon
AYES: Michael Davis, Martina Dillon, Annetta Williams, Donald Burchett
NAYS: None
ABSTAIN: None

Ms. Powell noted an RC-3 was submitted by the Police Division. She said there is an RC-2 for the Police Division to be approved, and once approved that date will be added to the columns in the RC-3. She said there will be an update on the from/to dates. Ms. Powell noted the Law Department submitted an RC-3 for destruction of records dated 2005 to 2014. She said the Street Division form content is correct, but the date the RC-2 was approved will need to be changed as there is no RC-2 for the Street Division being approved at this meeting. She said the Court RC-3 needs the date of the last approval of the RC-2 added.

Ms. Dillon moved to approve; Mrs. Williams seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Martina Dillon
AYES: Michael Davis, Martina Dillon, Annetta Williams, Donald Burchett

RECORD OF PROCEEDINGS

Minutes of Records Commission

Held August 18, 2025

NAYS: None
ABSTAIN: None

Review and Approval of RC-2 Form

Ms. Powell stated an RC-2 was submitted by the Police Division. She noted the only change was to SCH1-Scheduliong and the change made in the retention is until no longer of administrative value.

Mr. Burchett moved to approve; Ms. Dillon seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)
MOVER: Donald Burchett
AYES: Michael Davis, Martina Dillon, Annetta Williams, Donald Burchett
NAYS: None
ABSTAIN: None

Other Business

Ms. Dillon provided an update on the revision of the Records Manual. She said her goal is to complete the revisions by the end of the year.

Adjournment

Ms. Dillon moved to adjourn; Mr. Burchett seconded the motion.

Meeting adjourned at 10:06 AM.

Review and Approval of RC-1 Form

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

The Law Director has submitted an RC-1 for review and approval.

Attachments:

1. RC-1 2026 Law Dept



ONE- TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – 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 Moraine	Law Department
(Local Government Entity)	(Unit/Department)
Martina Dillon	Law Director
(Signature of Responsible Official)	(Name)
	(Title)
	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission	937-535-1005		
	(Telephone Number)		
4200 Dryden Road	Moraine	45439	Montgomery
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address: kpowell@moraineohio.gov

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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.

Records Commission Chair Signature	Date
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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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ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description (Plus Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
LD-1	Case files, Civil: Jan 1, 1970-Dec 31,1989	Paper	None	
LD-2	Case files, Criminal: Jan 1, 1970-Dec 31,1989	Paper	None	
LD-5	Court Transcripts: Jan 1, 1970-Dec 31,1989	Paper	None	
LD-11	Settlements: Jan 1, 1970-Dec 31,1989	Paper	None	

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

Richard Duncan's Old Files

(court documents, easements and deeds are copies)

Pinnacle Road Landfill / North Sanitary Landfill

- Court documents regarding rezoning of Pinnacle Road Landfill – 08/14/1979
- Various depositions – 1979
- Court documents alleging violations of the Sunshine Law. Taylor Jones requested any and all documents relating to North Sanitary Landfill. – 1979
- Various depositions – 1979
- Common Pleas Court documents regarding North Sanitary Landfill – 1979
- Handwritten notes
- Public Hearing – 1978
- EPA Application letters – 1979
- Petitions - 1970s

MCD Groundwater Study

- Bullet point groundwater study – date unknown

Common Pleas Court: Temporary Restraining Order - V. Morris Cress – No date, not signed and incomplete document

Summons for Witness

- Various Common Pleas Court Praecipe and Summons for Witnesses – 1979

GSA Purchase of Depot documentation – 1983

- 3150 Springboro Rd.

I75 Temporary Easement – 1983

- Diagrams, easements, notes

Service Station at Kettering Blvd. & Springboro Pike (aka South Dixie & Cincinnati- Dayton Pike – 1981

- Appraisal, closing statement, purchasing contract, notes and letters

Consolidated Rail Corporation

- Northlawn Overpass Easement
- Copy of Deed
- Letters, drawings, maps and notes

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

General Motors

- Documentation regarding sale of property on Springboro Pike from City of Moraine to General Motors. – 1981

Sellars Road Extension Improvement and Widening of Pinnacle Road

- Copies of Ordinances – 1970s
- Pinnacle Road Soil Exploration – 1977

Moraine Fire Department – Cardington Road Sanitary Landfill

- Ambulance runs - 1970s
- Incident reports - 1970s

Westside Sanitary Landfill – 2101 Vance Road

- Common Pleas Court documents

Comparisons of Landfills

First Will and Testament – Sam Smigel & Harry Kaidan with notes – 1978

Review and Approval of RC-2 Form

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

The Finance Division has submitted an RC-2 form for review and approval by the Records Commission

Attachments:

1. RC2_Finance_Highlighted_2026-06 Final for meeting



RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

City of Moraine	Finance Department
(Local Government Entity)	(Unit/Department)
Annetta Williams	Finance Director
(Signature of Responsible Official)	(Name) (Title) (Date)

Section B: Records Commission

Michael Davis	Records Commission	937-535-1005
4200 Dryden Road	Moraine	45439
(Address)	(City)	(Zip Code)

To have this form returned to the Records Commission electronically, include an email address: kpowell@moraineohio.gov

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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.

06/30/26
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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Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

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

See instructions before completing this form.

(Local Government Entity)		(Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
FIN-1	Email/Unsolicited	Until No Longer Of Admin. Value	Electronic		☐
FIN-2	Email/Solicited	Until No Longer Of Admin. Value	Electronic		☐
FIN-3	Voice Mail Messages	Until Electronically Scanned	Paper		☐
FIN-4	Property Inventories	4 Years	Electronic		☐
FIN-4A	Property Inventories	Until Electronically Scanned	Paper		☐
FIN-5	Property & Liability Policies, Incident Reports, Accident Reports	3 Yrs After Expiration. Provided All Claims Are Settled	Electronic		☐
FIN-5A	Property & Liability Policies, Incident Reports, Accident Reports	Until Electronically Scanned	Paper		☐
FIN-6	Annual Report Work Papers	4 Years	Electronic		☐
FIN-6A	Annual Report Work Papers	Until Electronically Scanned	Paper		☐
FIN-7	Department Of Justice Equity Sharing Program Report/Work Papers	6 Years	Electronic		☐
FIN-7A	Department Of Justice Equity Sharing Program Report/Work Papers	Until Electronically Scanned	Paper		☐
AP-1	Invoice, Check Stub With Details And Credit Card Receipts	3 Years	Electronic		☐

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

See instructions before completing this form.

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AP-2	Home Improve. Loan Program Record -Loan Applications -Mortgage -Note -Receipts Relating To Improvements	7 Years After Pay Off	Paper		☐
AP-3	Equipment Lease Agreements And Maintenance Agreements	3 Years After Expired	Electronic		☐
AP-3A	Equipment Lease Agreements And Maintenance Agreements	Until Electronically Scanned	Paper		☐
AP-4	1099-MISCELLANEOUS IRS Tax Form	3 Years	Paper		☐
AP-5	Independent Contractor Acknowledgement Forms	5 Years	Paper		☐
AP-6	Employee Tuition Records	4 Years	Electronic		☐
AP-6A	Employee Tuition Records	Until Electronically Scanned	Paper		☐
AP-7	Purchasing Card Reports Weekly/Monthly	4 Years	Electronic		☐
AP-7A	Purchasing Card Reports Weekly/Monthly	Until Electronically Scanned	Paper		☐
AP-8	New Vendor /Change Vendor Forms	6 Years	Electronic		☐
AP-8A	New Vendor /Change Vendor Forms	Until Electronically Scanned	Paper		☐
AP-9	Debt Schedules And Correspondence	6 Years	Electronic		☐
AP-9A	Debt Schedules And Correspondence	Until Electronically Scanned	Paper		☐

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

See instructions before completing this form.

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AP-10	Infrastructure Improvement Bonds And Continuing Disclosure	6 Years	Electronic		☐
AP-10A	Infrastructure Improvement Bonds And Continuing Disclosure	Until Electronically Scanned	Paper		☐
AP-11	Bond Anticipation Notes	5 Years Audited After Conversion	Electronic		☐
AP-11A	Bond Anticipation Notes	Until Electronically Scanned	Paper		☐
AR-1	Receipt W/ Details	4 Years	Electronic		☐
AR-1A	Receipt W/ Details	Until Electronically Scanned	Paper		☐
AR-2	Account Receivable - Invoice/Statement	4 Years	Electronic		☐
AR-2A	Account Receivable - Invoice/Statement	Until Electronically Scanned	Paper		☐
AR-3	Account Receivable - Invoice Request	4 Years	Electronic		☐
AR-3A	Account Receivable - Invoice Request	Until No Longer of Admin. Value	Paper		☐
BUD-1	Bank Deposits Slips W/ Receipt Copies, Scanned Checks	4 Years	Electronic		☐
BUD-2	Expense Report/Encumbrance Year End/Next Beginning	4 Years	Electronic		☐
BUD-2A	Expense Report/Encumbrance Year End/Next Beginning	Until Electronically Scanned	Paper		☐
BUD-3	Bank Reconciliation Statement Cancelled Check Copies	6 Years	Electronic		☐

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

See instructions before completing this form.

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
BUD-3A	Bank Reconciliation Statement Cancelled Check Copies	Until Electronically Scanned	Paper		☐
BUD-4	Comprehensive Annual Financial Report- Prior To 1997	Permanent	Paper		☐
BUD-4A	Comprehensive Annual Financial Report- 1997 To Current	Permanent	Electronic		☐
BUD-5	Annual State Report-Prior To 1997	Permanent	Paper		☐
BUD-5A	Annual State Report-1997 To Current	Permanent	Electronic		☐
BUD-6	Statement Of Cash Position- Monthly And Year End	4 Years	Electronic		☐
BUD-6A	Statement Of Cash Position- Monthly And Year End	Until Electronically Scanned	Paper		☐
BUD-7	Bank Report- Monthly And Year End	4 Years	Electronic		☐
BUD-7A	Bank Report- Monthly And Year End	Until Electronically Scanned	Paper		☐
BUD-8	Audit Reports-Prior To 1997	Permanent	Paper		☐
BUD-8A	Audit Reports-1997 To Current	Permanent	Electronic		☐
BUD-9	Legal Revenue Bonds	Permanent	Paper		☐
BUD-10	Property Tax Settlement Sheet From County Auditor	4 Years	Electronic		☐

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

See instructions before completing this form.

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
BUD-10A	Property Tax Settlement Sheet From County Auditor	Until Electronically Scanned	Paper		
BUD-11	Investments Statements--Investment, Document, Confirms, Wire, Info. Maturity Notice	4 Years	Electronic		☐
BUD-11A	Investments Statements -Investment, Document, Confirms, Wire, Info. Maturity Notice	Until Electronically Scanned	Paper		☐
BUD-12	Banking Information -Analysis Statements -Collateral Reports -Depository Agrmnt -Wire Transfer Rec.	4 Years	Electronic		☐
BUD-12A	Banking Information -Analysis Statements -Collateral Reports -Depository Agrmnt -Wire Transfer Rec.	Until Electronically Scanned	Paper		☐
BUD-13	Annual Budget Work Papers	5 Years	Electronic		☐
BUD-13A	Annual Budget Work Papers	Until Electronically Scanned	Paper		☐
BUD-14	Comprehensive Annual Financial Report – Work Papers	5 Years	Electronic		☐
BUD-14A	Comprehensive Annual Financial Report – Work Papers	Until Electronically Scanned	Paper		☐
BUD-15	Parks And Recreation Receipts/Backup Paperwork	4 Years	Electronic		☐
BUD-15A	Parks And Recreation Receipts/Backup Paperwork	Until Electronically Scanned	Paper		☐

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

See instructions before completing this form.

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
BUD-16	Vehicle Titles	Until Completion of Disposal	Paper		
BUD-17	Annual Budget-Prior To 1998	Permanent	Paper		☐
BUD-17A	Annual Budget-1998 To Current	Permanent	Electronic		☐
BUD-18	Travel Expense Records	3 Years	Electronic		☐
BUD-19	Asset Management Year End Report	6 Years	Electronic		☐
BUD-20	Property Deeds	Permanent or Until Sold, or Donated Property	Paper		☐
BUD-20A	Transferred Deeds (Documents of Sold or Donated Property)	6 Years	Paper		☐
BUD-21	Certificate Of Available Resources And Amendments	7 Years	Electronic		☐
BUD-21A	Certificate Of Available Resources And Amendments	Until Electronically Scanned	Paper		☐
BUD-22	Appropriations Certificates And Certifications	7 Years	Electronic		☐
BUD-22A	Appropriations Certificates And Certifications	Until Electronically Scanned	Paper		

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

See instructions before completing this form.

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP</u> only RC-3 Required
BUD-23	RFP/RFQ	10 years	Electronic		☐
BUD-23A	RFP/RFQ	Until Electronically Scanned	Paper		☐
MOR FOUND-1	Moraine Foundation Treasurer's Hand Written Meeting Notes	4 Years	Paper		☐
MOR FOUND-1A	Moraine Foundation Treasurer's Hand Written Meeting Notes	Until Electronically Scanned	Electronic		☐
MOR FOUND-2	Moraine Foundation Tax Filings And Reports	7 Years	Electronic		☐
MOR FOUND-3	Annual Financial Reports	7 Years	Electronic		☐
MOR FOUND-4	List Of Donors Report	7 Years	Electronic		☐
MOR FOUND-5	Donation-Thank You Letters	7 Years	Electronic		☐
MOR FOUND-6	Transaction By Category Reports	7 Years	Electronic		☐
MOR FOUND-7	Transaction By Payee Reports	7 Years	Electronic		☐
MOR FOUND-8	Comparison Reports	7 Years	Electronic		☐

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

See instructions before completing this form.

(Local Government Entity)		(Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
MOR FOUND-9	Bank Deposits Slips W/ Receipt Copies, Scanned Checks	7 Years	Electronic		☐
MOR FOUND-10	Bank Reconciliation Statement	7 Years	Electronic		☐
PAY-1	Payroll Personnel Records	Payroll File While Active Then Follow The Hr Retention Schedule	Paper		☐
PAY-2	Weekly Check Register	4 Years	Electronic		☐
PAY-2A	Weekly Check Register	4 Years Until Electronically Scanned	Paper		☐
PAY-3	Monthly Check Register	4 Years	Electronic		☐
PAY-3A	Monthly Check Register	4 Years Until Electronically Scanned	Paper		☐
PAY-4	Yearly Check Register	Permanent	Electronic		☐
PAY-4A	Yearly Check Register	Until Electronically Scanned	Paper		☐
PAY-5	Local Tax Accumulation Report	4 Years	Paper		☐
PAY-6	Time Proof Form	4 Years	Electronic		☐

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

See instructions before completing this form.

(Local Government Entity)		(Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
PAY-6A	Time Proof Form	4 Years Until Electronically Scanned	Paper		☐
PAY-7	Deduction Check Register	4 Years	Paper		☐
PAY-8	Accrual Summary By Department	4 Years	Electronic		☐
PAY-8A	Accrual Summary By Department	4 Years Until Electronically Scanned	Paper		☐
PAY-9	Ohio Job And Family Services OBES Reports	4 Years	Paper		☐
PAY-10	Police & Fire Uniform Allowance Summary Report	4 Years	Paper		☐
PAY-11	Finance Time Summary Reports, Timesheets And Absence Forms	4 Years	Electronic		☐
PAY-11A	Finance Time Summary Reports, Timesheets And Absence Forms	4 Years Until Electronically Scanned	Paper		
PAY-12	Pension Reports	Permanent	Paper		☐
PAY-13	Federal 941 Reports	4 Years	Paper		☐
PAY-14	State 941 Reports	4 Years	Paper		☐
PAY-15	Deduction Correspondence Internal And External	4 Years	Paper		☐

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

See instructions before completing this form.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
PAY-16	U.S. Department Of Labor Statistics Reports	4 Years	Paper		☐
PAY-17	Register For Pay Period By Job	4 Years	Paper		☐
PAY-18	City Of Moraine Employee W-2 Forms	10 Years	Electronic		☐
PAY-18A	City Of Moraine Employee W-2 Forms	10 Years Until Electronically Scanned	Paper		☐
PAY-19	Yearly Accrual Summary By Department (Fka: Monthly Benefits Hours Summary Prior To 2014)	4 Years	Paper		☐
TAX-1	1099-G IRS Forms	7 Years	Paper		☐
TAX-1	1099-G IRS Forms	7 Years	Electronic		☐
TAX-2	Daily Register Receipts	7 Years	Electronic		☐
TAX-2A	Daily Register Receipts	7 Years Until Electronically Scanned	Paper		☐
TAX-3	Batch Posting Reports	7 Years	Electronic		☐
TAX-4	Daily Receipt Total Reports	7 Years	Electronic		☐

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

See instructions before completing this form.

(Local Government Entity)			(Unit/Department)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
TAX-5	Allocation Of Collections Report	7 Years	Electronic		☐
TAX-6	Balance Due Report	7 Years	Electronic		☐
TAX-7	Refunds Recap Report	7 Years	Electronic		☐
TAX-8	Business Tax Return Files	7 Years	Electronic		☐
TAX-8A	Business Tax Return Files	7 Year Until Electronically Scanned	Paper		☐
TAX-9	Individual Tax Return Files	7 Years	Electronic		☐
TAX-9A	Individual Tax Return Files	7 Year Until Electronically Scanned	Paper		☐
TAX-10	Taxpayer Submitted W-2's	7 Years	Electronic		☐
TAX-10A	Taxpayer Submitted W-2's	7 Years Until Electronically Scanned	Paper		☐
TAX-11	Hi/Low Reports	7 Years	Electronic		☐
TAX-12	Receipt Summary Reports	7 Years	Electronic		☐
TAX-13	Finance Revenue Report	7 Years	Electronic		☐
TAX-14	Year To Date Receipt Report	7 Years	Electronic		☐

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

See instructions before completing this form.

(Local Government Entity)		(Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP</u> <u>only</u> RC-3 Required
TAX-15	Receipt Comparison Report	7 Years	Electronic		☐
TAX-16	Statistical Reports	7 Years	Electronic		☐
TAX-17	Aging Balance Due Reports	7 Years	Electronic		☐
TAX-18	Check Register Report- Refunds	7 Years	Electronic		☐
TAX-19	Payment Plan Reports	7 Years	Electronic		☐
TAX-20	Resident/Nonresident Employer W-2 Comparison Report	7 Years	Electronic		☐
TAX-21	Step History Reports	7 Years	Electronic		☐
TAX-22	Transaction Total Summary Report	7 Years	Electronic		☐
TAX-23	Court Packet, Internal And External	7 Years	Paper		☐
TAX-23A	Court Packet, Internal And External	7 Years	Electronic		☐
TAX-24	Balance Due - Collection Packet	7 Years	Paper		☐
TAX-24A	Balance Due - Collection Packet	7 Years	Electronic		☐

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

See instructions before completing this form.

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP</u> <u>only</u> RC-3 Required
TAX-25	Bankruptcy-Reports, Correspondence	7 Years	Electronic		☐
TAX-26	Analytical Reports	7 Years	Electronic		☐
TAX-27	Employer W-3 Reconciliations	7 Years	Electronic		☐
TAX-27A	Employer W-3 Reconciliations	7 Years Until Electronically Scanned	Paper		☐
TAX-28	Employer Submitted W- 2's	7 Years	Electronic		☐
TAX-28A	Employer Submitted W- 2's	7 Years Until Electronically Scanned	Paper		☐
TAX-29	Employer Withholding Remittance	7 Years	Electronic		☐
TAX-29A	Employer Withholding Remittance	7 Years Until Electronically Scanned	Paper		☐
TAX-30	Local Board of Tax Review Forms	7 Years	Electronic		☐
TAX-30A	Local Board of Tax Review Forms	7 Years Until Electronically Scanned	Paper		☐
TAX-31	Local Board of Tax Review Audio Recordings	7 Years	Electronic		☐

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

See instructions before completing this form.

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP</u> <u>only</u> RC-3 Required
TAX-32	Local Board of Tax Review Notices/Letters from Board	7 Years	Electronic		☐
TAX-32A	Local Board of Tax Review Notices/Letters from Board	7 Years Until Electronically Scanned	Paper		☐
TAX-33	Local Board of Tax Review Notices/Letters from Taxpayer	7 Years	Electronic		☐
TAX-33A	Local Board of Tax Review Notices/Letters from Taxpayer	7 Years Until Electronically Scanned	Paper		☐
CORONA-1	Coronavirus Relief Fund Payment Records-Receipt, Expense, & Supporting Documentation	5 Years	Electronic		☐
					☐
					☐
					☐
					☐
					☐
					☐

Review and Approval of RC-3 Forms

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

An RC-3 form was submitted by the City Manager/Administration Department. This form will be reviewed and approved for destruction.

Attachments:

1. RC3_2026



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

For State Archives – LGRP Use Only

Date Received Stamp:

Date Reviewed:

Items requested for transfer:

YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Moraine	Administration / City Manager	Michael Davis	937-535-1001
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)
4200 Dryden Road	Moraine	45439	Montgomery
(Address)	(City)	(Zip Code)	(County)
			June 30, 2026
			(Date Submitted to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	City Manager	937-535-1001
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: kpowell@moraineohio.gov

*Please Note: The State Archives retains RC-3 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.*



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(Local Government Name)

(Unit/Department)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Correspondence – Interoffice	CM-07	08-31-2023	Paper		Jan 2015-Dec 2022		08-01-2026	
Attendance Reports/Records/ Employee Timecards/Sheets/ Payroll Sheets/ Leave Requests City Manager's Journals	CM-02	08-31-2023	Paper		Jan 2022–Dec 2022		08-01-2026	
City Manager's Journals	CM-06	08-31-2023	Paper		Jan 2015-Dec 2023		08-01-2026	

Discussion Regarding BZA and Planning Commission File Retention

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

This discussion is regarding discrepancies between current retention schedules and permanent record logs. In addition, the Clerk would like to review/discuss the current locations and guardians of case files..

Attachments:

Certified Public Records Training/Sunshine Laws Training

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

This is a discussion topic regarding required training for all Public Records Officers and departmental Administrative Staff.

Attachments: