



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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 Columbus, Ohio 43211-2474  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

DEC 18 2017

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: Local Government Unit**

Washington County

Treasurer's Office

(Local Government Entity)

(Unit)

*Tammy L. Bates*  
 (Signature of Responsible Official)

Tammy L. Bates

(Name)

County Treasurer

(Title)

*12/15/17*  
 (Date)

**Section B: Records Commission**

Records Commission

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

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]*  
 Records Commission Chair Signature

*12/15/17*  
 Date

**Section C: Ohio History Connection - State Archives**

*[Signature]*  
 Signature

*State Archivist*  
 Title

*12-20-2017*  
 Date

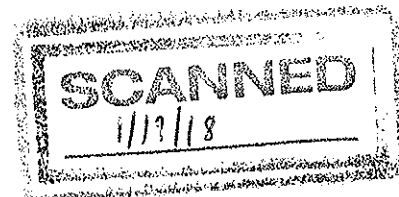
**Section D: Auditor of State**

*[Signature]*  
 Signature

*Records Manager*  
 Title

*1-10-18*  
 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.*

Washington County

Treasurer's Office

(Local Government Entity)

(Unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description            | (3)<br>Retention<br>Period                    | (4)<br>Media Type | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP  | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|--|---|-------------------|--|---------------------------------------|
| Treas001                  | Abstracts of House Trailer Tax                 | Until audited                                 | Paper             |  | <input type="checkbox"/>              |
| Treas002                  | Address Change Forms                           | 3 years                                       | Paper             |  | <input type="checkbox"/>              |
| Treas003                  | Advanced Payment Certificates<br>(Prepayments) | 3 years,<br>provided<br>audited               | Paper             |  | <input type="checkbox"/>              |
| Treas004                  | Applications<br>Hired                          | 6 years until no<br>longer of<br>Admin. value | Paper             |  | <input type="checkbox"/>              |
| Treas005                  | Bank Statements                                | 3 years,<br>provided<br>audited               | Paper             | <b>Audited means: the years<br/>encompassed by the records<br/>have been audited by the<br/>Auditor of State and the<br/>audit report has been<br/>released pursuant to<br/>Sec. 117.26 O.R.C.</b> | <input type="checkbox"/>              |
| Treas006                  | Bankruptcy Files                               | 3 years after<br>settlement                   | Paper             |  | <input type="checkbox"/>              |
| Treas007                  | Blank Forms                                    | Until<br>superseded or<br>obsolete            | Paper             |  | <input type="checkbox"/>              |
| Treas008                  | Cigarette Tax and Vendor License Records       | 3 years,<br>provided<br>audited               | Paper             |  | <input type="checkbox"/>              |
| Treas009                  | Court Warrants Redeemed                        | 3 years,<br>provided<br>audited               | Paper             |  | <input type="checkbox"/>              |
| Treas010                  | Daily Balance Sheets                           | 3 years,<br>provided<br>audited               | Paper             |  | <input type="checkbox"/>              |
| Treas011                  | Daily Statements (Form 6)                      | 3 years,<br>provided<br>audited               | Paper             |  | <input type="checkbox"/>              |

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|---------------------------|--|--|-------------------|---|---------------------------------------|
| Treas012                  | Delinquent Tax and Assessment Collection (DTAC) Fund Records | 4 years<br>(ORC 149.38 D)  | Paper             |   | <input type="checkbox"/>              |
| Treas013                  | Delinquent Tax List  | 3 years,<br>provided<br>audited                                  | Paper             |   | <input type="checkbox"/>              |
| Treas014                  | Electronic Fund Transfer Authorizations                      | 3 years,<br>provided<br>audited                                  | Paper             |   | <input type="checkbox"/>              |
| Treas015                  | Employee Bi-Weekly Time Sheets                               | 6 years,<br>provided<br>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. | <input type="checkbox"/>              |
| Treas016                  | Employee Payroll Transmittal Report                          | 3 years,<br>provided<br>audited                                  | Paper             |   | <input type="checkbox"/>              |
| Treas017                  | Employee Leave Balance Report                                | Permanent  | Paper             |   | <input type="checkbox"/>              |
| Treas018                  | Escrow Records   | 3 years,<br>provided<br>audited                                  | Paper             |   | <input type="checkbox"/>              |
| Treas019                  | Estate Tax (Inheritance Tax Records)                         | Until last<br>assessment is<br>paid, provided<br>audit           | Paper             |   | <input type="checkbox"/>              |
| Treas020                  | Forfeitures and Foreclosures                                 | Permanent  | Paper             |   | <input type="checkbox"/>              |
| Treas021                  | General Correspondence                                       | 2 years and no<br>longer of legal,<br>admin. or fiscal<br>value. | Paper             |   | <input type="checkbox"/>              |
| Treas022                  | Investment Records   | 3 years,<br>provided<br>audited                                  | Paper             |   | <input type="checkbox"/>              |
| Treas023                  | Journal of Warrants Redeemed                                 | 3 years,<br>provided<br>audited                                  | Paper             |   | <input type="checkbox"/>              |

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|---------------------------|---|--|-------------------|--|---------------------------------------|
| Treas024                  | Military Personnel Extension Applications | 1 year after expiration or default                       | Paper             |  | <input type="checkbox"/>              |
| Treas025                  | Ohio Public Records Compliance Record     | 5 years after revised, super ceded or discontinued       | Paper             | <b>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.</b> | <input type="checkbox"/>              |
| Treas026                  | Pay-Ins                                   | 3 years, provided audited                                | Paper             |  | <input type="checkbox"/>              |
| Treas027                  | Payment Plan Contracts                    | Until obsolete   | Paper             |  | <input type="checkbox"/>              |
| Treas028                  | Policies, Procedures & Regulations        | Until revised, super ceded or discontinued               | Paper             |  | <input type="checkbox"/>              |
| Treas029                  | Record of Tax Collection (Form 7)         | 3 years, provided audited                                | Paper             |  | <input type="checkbox"/>              |
| Treas030                  | Records of Official's Bonds               | 10 years after expiration, appraise for historical value | Paper             |  | <input checked="" type="checkbox"/>   |
| Treas031                  | Settlements ( Real Estate & Mobile Home)  | 5 years after settlement and audited                     | Paper             |  | <input type="checkbox"/>              |
| Treas033                  | Tax Duplicates                            | Permanent  | Paper             |  | <input checked="" type="checkbox"/>   |
| Treas034                  | Tax Penalty Remission Application         | 3 years, provided audited                                | Paper             |  | <input type="checkbox"/>              |
| Treas035                  | Tax Receipts and Reports                  | 3 years, provided audited                                | Paper             |  | <input type="checkbox"/>              |
| Treas036                  | Tax Refunds/Refund Vouchers               | 3 years, provided audited                                | Paper             |  | <input type="checkbox"/>              |
| Treas037                  | Transfer of Funds                         | 3 years, provided audited                                | Paper             |  | <input type="checkbox"/>              |

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|---------------------------|-------------------------------------|---|-------------------|---|---------------------------------------|
| Treas038                  | Treasurer's Office Budget           | 3 years,<br>provided<br>audited   | Paper             |   | <input type="checkbox"/>              |
| Treas039                  | Unclaimed Funds List                | Until all<br>accounts are<br>claimed or paid<br>into the county<br>treasury | Paper             |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |
|                           |                                     |   |                   |   | <input type="checkbox"/>              |

**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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|------------------------------------|---|-------------------------------------|---------------------------|--|--|
|                                    |   |                                     |                           |  | <input type="checkbox"/>                         |
|                                    |   |                                     |                           |  | <input type="checkbox"/>                         |
|                                    |   |                                     |                           |  | <input type="checkbox"/>                         |
|                                    |   |                                     |                           |  | <input type="checkbox"/>                         |
|                                    |   |                                     |                           |  | <input type="checkbox"/>                         |