



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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OHIO HISTORY CONNECTION

DECEMBER 13 2022

STATE AND LOCAL
GOVERNMENT RECORDS

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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

Butler County Regional Transit Authority
(Local Government Entity) (Unit)

Delene Weidner Delene Weidner Dir. of Finance & Admin 12/9/22
(Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission (513) 785-5237
(Telephone Number)

3045 Moser Court Hamilton 45011 Butler
(Address) (City) (Zip Code) (County)

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

vameym@butlercountyrta.com

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.

Chris [Signature] 12-9-2022
Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Government Records Archivist 12/22/2022
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.*

(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
BI - 1	Board Minutes	Permanent	Digital		✓
BI - 2	Board Minutes – Audio Recording	1 Year After Approved	Audio Recording		
BI - 3	Committee Minutes	Permanent	Digital		✓
BI - 4	Resolutions	Permanent	Digital		✓
BI - 5	Board of Trustee Appointment Notices	Permanent	Digital		
BI - 6	Meeting Notices/Board Meeting Agenda	1 Year	Digital		
FIN – 1	Asset Inventory (ODOT required)	7 Years After Audit	Physical/Di gital	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	
FIN - 2	Annual Budget	5 Years After Audit	Digital		
FIN- 3	Leases – Equipment	2 Years After Expiration of Contract	Physical/Di gital		
FIN - 4	Leases – Real Estate	2 Years After Expiration of Lease	Physical/Di gital		
AR - 1	Bank Deposits	5 Years After Audit	Physical/Di gital		
AR - 2	Bank Statements	5 Years After Audit	Physical/Di gital		
AR - 3	Customer Billings	5 Years After Audit	Physical/Di gital		

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(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
AR - 4	Receipts/Receipt Books/Deposit Slips and Worksheets/Other Receipt Documents	5 Years After Audit	Physical/Digital		
AR - 5	Fare Reconciliations	3 Years After Audit	Physical/Digital		
AP - 1	Invoices and Support Documents	5 Years After Audit	Physical/Digital		
AP - 2	Checks and Copies	5 Years After Audit	Physical/Digital		
AP - 3	Purchase Orders	5 Years After Audit	Physical/Digital		
AP - 4	Requisitions	5 Years After Audit	Physical/Digital		
GL - 1	Financial Statements	5 Years After Audit	Physical/Digital		
GL - 2	Check Registers	5 Years After Audit	Physical/Digital		
GL - 3	Grants & Related Documents	8 Years and Until Audited by State Auditor, Audit Report Released, and Audit Resolutions Issued or Resolved.	Physical/Digital		
GL - 4	Audit Reports	Permanent	Physical/Digital		

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(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
GL - 5	Asset Records	5 Years After Audit	Physical/Di gital		
GL - 6	Insurance Policies	5 Years After Expiration (and No Outstanding Claims)	Physical/Di gital		
GL - 7	Bank Reconciliation	5 Years After Audit	Physical/Di gital		
GL - 8	Balance Sheets	2 Years	Physical/Di gital		
PAY - 1	Payroll Reports	5 Years After Audit	Physical/Di gital		
PAY - 2	Time Records	5 Years After Audit	Physical/Di gital		
PAY - 3	W2 Data	Permanent	Digital		
PAY - 4	Pay Changes	5 Years After Audit	Digital		
PAY - 5	Retirement Waivers, Service Records and Leave Balances	Permanent (even after termination)	Physical/Di gital		
PAY - 6	Garnishments	5 Years After Audit	Physical/Di gital		
PAY - 7	Tax Records (Quarterly Federal Tax Report, Transmittal of Ohio Wage & Tax Statement, Income Tax Withholding Certificate, Withholding Payment, W4 Forms, etc.)	Permanent	Physical/Di gital		

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(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 - 8	OPERs Reports	Permanent	Physical/Di gital		
PAY - 9	ACH Reports	5 Years After Audit	Physical/Di gital		
HR - 1	Employee Administration Documents (Background Check, Exit Checklist, New Hire Documents, Training Attendance Records/Certificates, etc.)	7 Years after Separation	Digital Primarily (might be physical versions of documents)		
HR - 2	Terminated Employee Files	7 Years	Physical/Di gital		
HR - 3	Attendance Records	Until State Audit, audit report is released, all discrepanci es are resolved	Physical/Di gital		
HR - 4	EEOC Reports/Complaints	3 Years after Resolution	Physical/Di gital		
HR - 5	Employee Grievance Records	7 Years after Case Concludes	Physical/Di gital		
HR - 6	Employee Disciplinary Actions (reprimands, work rules violations, etc.)	3 Years	Physical/Di gital		
HR - 7	Employee Payroll and Benefits Documents	7 Years after Separation	Physical/Di gital		
HR - 8	Unemployment Records	5 Years After Audit	Physical/Di gital		

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(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
HR - 9	OSHA Forms	5 Years After Posting Date	Physical/Di gital		
HR - 10	Worker's Compensation	Permanent	Physical/Di gital		
HR - 11	Job Applications – Not Hired	90 Days	Physical/Di gital		
HR - 12	Medical Files (Health & Benefit Beneficiary Forms, Medical/Dental/Vision Elections, Drug Test results, FMLA Leave, Medical History)	7 Years After Separation	Physical/Di gital		
HR - 13	Financial Disclosure Statements	2 Years	Physical/Di gital		
HR – 14	Job Descriptions and Organizational Charts	Until Superseded	Digital		
HR – 15	Policies, Rules, & Regulations	2 Years After Updated/Su perseded/O bsolete	Physical/Di gital		
HR – 16	Training Materials, Manuals & Handbooks	Until Superseded	Physical/Di gital		
HR – 17	Recruitment Notices/Job Ads	3 Years	Physical/Di gital		
HR – 18	Directives, Standards, Laws (Local, State, Federal Government Agencies)	Until Superseded	Physical/Di gital		
HR – 19	Civil Rights Reports and Title VII Files	7 Years	Physical/Di gital		✓

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(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
HR - 20	I-9 Immigration Forms	1 Year After Termination OR 3 Years from Effective Date of hire/re-hire	Physical/Di gital		
OPS - 1	Accident Reports, Health and Safety Records, Incident Reports, OSHA Reports, etc.	5 Years Provided No Pending Legal Action	Physical/Di gital		
OPS – 2	Manifests	7 Years	Physical/Di gital		
OPS – 3	Complaints	5 Years	Physical/Di gital		
OPS – 4	Daily Activity Items	2 Years	Physical/Di gital		
OPS - 5	Dispatch Log	2 Years	Physical/Di gital		
OPS - 6	Passenger Counting Reports	2 Years	Physical/Di gital		
OPS – 7	Bids (Schedule & Vacation)	2 Years	Physical/Di gital		
OPS – 8	Route Changes	5 Years	Physical/Di gital		
OPS – 9	NTD Reports	10 Years	Physical/Di gital		
OPS – 10	Transportation Records (Missed Trips, Denials, etc.)	5 Years	Physical/Di gital		
OPS – 11	Work Schedules	1 Year	Physical/Di gital		
OPS – 12	Medicaid Documents	7 Years	Physical/Di gital		
OPS - 13	Butler County Veterans Service Commission Documents	3 Years After Last	Physical/Di gital		

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(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
		Payment on Contract			
OPS – 14	ADA Complaints	1 Year After Final Disposition of the Matter	Physical/Digital		
OPS – 15	Summary of ADA Complaints	5 Years After Final Disposition of Each Matter	Physical/Digital		
OPS – 16	ADA/Half Fare Applications	5 Years	Physical/Digital		
OPS – 17	Vehicle Mileage Records	Life of Vehicle	Physical/Digital		
MAINT – 1	Vehicle Title	Life of Vehicle, then Transfer to New Owner	Physical/Digital		
MAINT – 2	Vehicle Registration and Purchase Documents	Life of Vehicle	Physical/Digital		
MAINT – 3	Vehicle Files and Records (Inspections, IDR, Defect Cards, etc.)	Life of Vehicle	Physical/Digital		
MAINT – 4	Vehicle and Equipment Maintenance Records	Life of Vehicle or Equipment	Physical/Digital		
MAINT – 5	Vehicle Disposition Files	3 Years After Disposition	Physical/Digital		
MAINT – 6	Work Orders	Life of Vehicle	Physical/Digital		
MAINT – 7	Parts Inventory	3 Years After Audit	Physical/Digital		

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(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
MAINT – 8	Building Maintenance and Repair Records	2 Years	Physical/Digital		
PRO – 1	Bids – Successful	6 Years After Contract Expiration	Physical/Digital		
PRO – 2	Bids – Not Successful	1 Year	Physical/Digital		
PRO – 3	Contracts	6 Years after Contract Expiration (Physical), Permanent (Digital)	Physical/Digital		
SEC – 1	Tapes and Video	10 Days & Then Overwrite	Audio/Video Recordings		
SEC – 2	Recorded Calls/Dispatch Radio	90 Days & Then Overwrite	Audio Recordings		
MISC – 1	Claims and Litigation Records	2 Years After Case Closed and Appeals Exhausted. If dismissed without prejudice, 1 Year after SOL runs.	Physical/Digital		
MISC – 2	Court Decisions, Arbitration/Mediation Decisions	2 Years After Decision Made	Physical/Digital		
MISC – 3	Audio Recordings	2 Years	Audio Recordings		

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(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
MISC – 4	Public Records Requests	3 Years	Physical/Di gital		
MISC – 5	Records Retention Schedule	Until Superseded by a Revised Schedule or Until Record Series is no Longer Maintained	Digital		
MISC – 6	Records Storage Service Request (form evidencing deposit, retrieval, return and destruction of records)	2 Years after Transaction Completed	Physical/Di gital		
MISC – 7	Records Disposal Documentation (Certificates of Destruction, etc.)	2 Years	Physical/Di gital		
MISC – 8	Statistical Reports (ridership, revenues, etc.)	7 Years	Physical/Di gital		
MISC – 9	Planning Documents (TIP, STIP, TDP, Long Range Plans)	10 Years After Expiration	Physical/Di gital		
MISC – 10	Documentation of Legal Title (Deeds, Easements, Leases, Abstracts)	Permanent	Physical/Di gital		✓
MISC – 11	Telephone Records	3 Years After Audit	Physical/Di gital		
MISC – 12	General Internal Work Correspondence (Emails, Letters, Memos, Messages)	1 Year	Digital		
MISC – 13	Transient Documents (informal communications which convey information of temporary importance i.e. instant messages, drafts, etc.)	Until no longer of administrati ve value	Digital		

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(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
MISC – 14	Press Releases	2 Years	Digital		
MISC – 15	Project Plans and Drawings	2 Years After Completion of Project	Digital		
MISC – 16	Visitors' Log	45 Days	Physical		
FTA – 1	DBEs	7 Years	Physical/Di gital		
FTA – 2	MIS	5 Years	Physical/Di gital		
FTA – 3	Quarterly Financial Status	3 Years After Grant Closes	Physical/Di gital		
FTA – 4	Triennial Review	7 Years	Physical/Di gital		

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