

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Montgomery County Records Commission 937-225-4284 Telephone Number

451 W. Third St. Dayton 45422 Montgomery
 (address) (city) (zip code) (county)

(2) FROM: MONTGOMERY COUNTY, OHIO - County Auditor-Administration
 (political subdivision name) (unit)

Karl J. Keith Karl Keith Auditor
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on Dec. 12, 2008 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Judy Dodge 12-12-08
 Signature Date

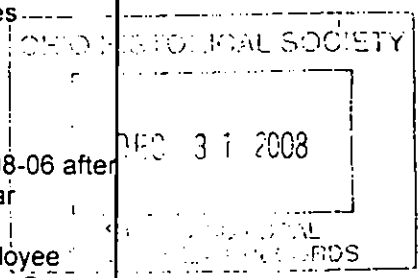
(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Angela M. ... 1/2/09
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. ... 1-30-09
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-01	Applications for Employment (general applications; non-hired)	2 years	Paper	
08-02	Automatic Data Processing Board Meeting Files (written minutes, since 1975; includes reports received and all items submitted at Board meetings)	Permanent	Paper & Film	
08-03	Automatic Data Processing Board Meeting Tapes (tape recordings of all Board meetings; used to make minutes)	3 years	Tapes	
08-04	Employee Attendance Record (individual cumulative record)	4 years	to #08-06 after 1 year	
08-05	Employee Leave Requests (individual requests for leave)	3 years	Employee Leave System	



2/8/22

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: MONTGOMERY COUNTY, OHIO – County Auditor-Administration (political subdivision name)
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-06	Employee Personnel Files (office file on each employee)	2 years	Microfilm	
08-07	Fiscal Files (office fiscal files; budgets, purchase order copies, etc. for County Auditors Office)	3 years and Review	Paper	
08-08	General Office Files (general subject and correspondence of the County Auditors Office)	Periodic Review	Paper	
08-09	Performance Bonds (official fidelity bonds file with Auditor)	10 years	Paper	
08-10A	Canceled Bearer Bonds (bond/ coupons paid by third-party Paying-agents)	1 year after paid	Paper	
	B. Canceled registered bonds/ coupons paid by third-party registrars/paying-agents	6 years after paid	Paper	
	C. Destruction Certificates for items 08-10 issued to Montgomery County by third-party paying agents	4 years after issued	Paper	
ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS				