



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Reviewed: _____


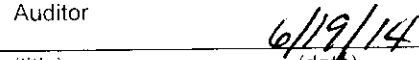
Form Scanned: _____

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Auditor	Consumer Services & Personal Property
_____	_____
(local government entity)	(unit)
	
Karl Keith	Auditor
(signature of responsible official)	(title)
	6/19/14
	(date)

Section B: Records Commission

Montgomery County Records Commission

(937) 225-6366

Records Commission

(telephone number)

117 S. Main St.	Dayton	45422	Montgomery
_____	_____	_____	_____
(address)	(city)	(zip code)	(county)

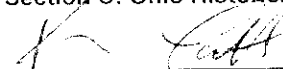
To have this form returned to the Records Commission electronically, include an email address:
ratcliff@mcOhio.org

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.

 Records Commission Chair Signature

 Date

Section C: Ohio Historical Society - State Archives

	Government Records Architect	7/2/2014
_____	_____	_____
Signature	Title	Date

Section D: Auditor of State

	7-15-14
_____	_____
Signature	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**



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Section E: Records Retention Schedule

Auditor Consumer Services & Personal Property

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
14-1	Cigarette Licenses: All applications.	3 years	Paper		<input type="checkbox"/>
14-2	Cigarette Licenses: Print-Outs.	3 years	Paper		<input type="checkbox"/>
14-3	Dog License and Kennel Pay-Ins: Office copy of pay-ins for money received for fees.	3 years	Paper		<input type="checkbox"/>
14-4	Dog License and Kennel Records: Daily audit sheets and print-outs.	3 years	Paper		<input type="checkbox"/>
14-5	Dog Pound and Kennel Records: All applications and records.	3 years	Paper		<input type="checkbox"/>
14-6	Dog Tag License Records: All registration forms and records.	3 years	Paper		<input type="checkbox"/>
14-7	Dog Tag License Index: Four index reports produced on computer-output microfiche since 1982.	Permanent	Microfilm		<input type="checkbox"/>
14-8	Estate/Inheritance Tax Files: Record of tax collection, lock box inventory, state forms, etc.	5 years after finalization. Retain 3 years in office.	Paper		<input type="checkbox"/>
14-9	Estate/Inheritance Tax Settlements: Record of tax settlement.	5 years	Paper		<input type="checkbox"/>
14-10	Junkyard License Records: All dealer applications and records.	3 years	Paper		<input type="checkbox"/>
14-11	Manufactured Home Tax Adders, Remitters and Exemptions	5 years	Paper		<input type="checkbox"/>
14-12	Mobile Home Tax Duplicate: Record of taxes and payment.	5 years	Paper		<input type="checkbox"/>
14-13	Mobile Home Tax Reports: Form 7 print-outs.	5 years	Paper		<input type="checkbox"/>



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14-14	Mobile Home Tax Settlements: Record of tax settlement.	5 years	Paper		<input type="checkbox"/>
14-15	Mobile Home Tax State Reports: Report of taxes and payment.	5 years	Paper		<input type="checkbox"/>
14-16	Residential Rental Property Registration Forms: Forms filed by a property owner registering a property as a residential rental property as required by ORC 5323. Information recorded permanently on the Real Estate Tax Duplicate.	5 years	Paper		<input type="checkbox"/>
14-17	Residential Rental Property Registration Exception Forms: Sworn statement from a property owner declaring that a property is not a residential rental property. Information recorded permanently on the Real Estate Tax Duplicate.	5 years	Paper		<input type="checkbox"/>
14-18	Vendor License Applications: Copies of applications received and filed with the State of Ohio.	5 years	Paper		<input type="checkbox"/>
14-19	Vendor License Reports: Copies of weekly reports filed with the State of Ohio.	5 years	Paper		<input type="checkbox"/>
14-20	Weights and Measures Records: Route books and related records for all inspections performed.	3 years	Paper		<input type="checkbox"/>