

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-Finance
 (political subdivision name) (unit)
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

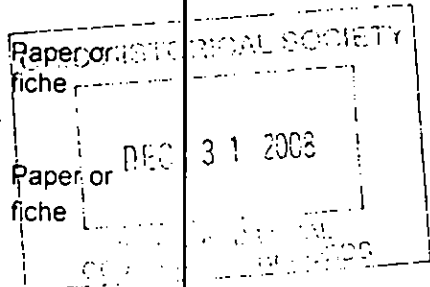
(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Angela Mance 1/2/09
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Mohr 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	Abstracts (Statistical abstract of tax distribution since 1928).	Permanent (Retain 5 years at office site).	Paper or fiche	
08-02	Apportionment Sheets (Detailed record of taxes apportioned since 1950).	Permanent (Retain 5 years at office site).	Paper or fiche	
08-03	Bond Files (Individual file on each bond sale by other political subdivisions).	5 years after bond expiration	Paper or fiche	
08-04	Budget Commission Budgets (Budgets submitted by all political subdivisions since 1960).	Permanent (Retain 5 years at office site).	Paper or fiche	
08-05	Budget Commission Minutes (Record of proceedings since 1935)	Permanent (Retain 10 years at office site).	Paper or fiche	



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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: MONTGOMERY COUNTY, OHIO - County Auditor-Finance
(unit)

(political subdivision name)

(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	Budget Commission Subdivision Files (Estimated Resources & Indebtedness documents & other records filed with Commission)	10 years (Retain 5 years at office site).	Paper	
08-07	Local Government Fund Files (Files on allocation of Local Government Fund by Budget Commission).	Permanent	Paper or fiche	
08-08	Sinking Fund Trustees Minutes (Record of proceedings since 1925 on county indebtedness as per Sec. 327.07, ORC).	Permanent	Paper or fiche	
08-09	Tax Levy Files (General information files on levies).	Permanent	Paper or fiche	
08-10	Tax Rates (Adopted tax rate schedules since 1928).	Permanent	Paper or fiche	
08-11	Tax Rates Files (Working and reference file on each tax year).	10 years (Retain 5 years at office site).	Paper	
08-12	Tax Settlements (Annual record of settlement & distribution of taxes collected; separate school record since 1931).	Permanent (Retain 5 years at office site).	Paper or fiche	
08-13	Tax Settlement Reference Files (Print-outs and working files for tax settlements).	10 years (Retain 5 years at office site).	Paper fiche	
ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS				