

### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Montgomery County Records Commission 937-225-4284 Telephone Number  
W. Third St. Dayton 45422 Montgomery  
 (address) (city) (zip code) (county)

(2) FROM: MONTGOMERY COUNTY, OHIO - County Auditor-Payroll  
 (political subdivision name) (unit)  
Karl 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): Angel Manella 1/2/09  
 For the Ohio Historical Society Date

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

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

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
08-01	Payroll Warrant Registers (weekly Payrolls issued)	Permanent	On-Base Imaging/ Microfilm	
08-02	Annual Payroll History (annual tax Year-end history for all County employees produced on computer-output-microfiche since 1972 and source-document microfilmed for 1941-1971)	3 years	Microfilm	
08-03	Appointing Authority Letters (letters personnel action forms, and entries received used to make payroll appointments, changes, and removals. Retained by appointing authority permanently)	3 years	Paper	<div style="border: 1px dashed black; padding: 5px; width: fit-content;"> <p>OHIO HISTORICAL SOCIETY</p> <p>DEC 31 2008</p> <p>PERSONAL AND LOCAL GOVERNMENT RECORDS</p> </div>

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## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: MONTGOMERY COUNTY, OHIO - County Auditor-Payroll (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
08-04	Beneficiary Cards (cards signed by employees designating beneficiaries of life insurance premiums, etc.)	3 years	Paper	
08-05	Benefit Reports (periodic print-outs indicating the status of employees enrolled in various benefit programs)	3 years after in-active (ie: coverage ends)	Paper	
08-06	Civil Service Reports (copies of payrolls sent to State of Ohio DAS for certification each pay period)	3 years	Paper	
08-07	Deduction Cards (cards and letters indicating employee enrollment in any of the various voluntary programs such as: credit unions, tax shelters, deferred compensation, supplemental life insurance, etc.)	3 years (after Annual Payroll History is created)	Paper	
08-08	Deduction Reports (various periodic print-outs indicating the status of employees enrolled in various voluntary programs)	3 years	Paper	
08-09	Payroll Distribution Report (copy of annual report sent to Accounting and OMB)	2 years	Paper	
08-10	Payroll Registers (individual pay period warrant registers printed when checks are issued including transfer report; information available in #08-02, 08-14, & FAMIS)	4 years	Paper	
08-11	Payroll Reports (various deduction and management/ ledger reports issued by category; information available in Annual Payroll History)	3 years	Paper	

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FROM: MONTGOMERY COUNTY, OHIO - County Auditor-Payroll (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
08-12	Payroll Source Documents (computer turn-around documents, time sheets, etc. used to produce or modify payroll checks)	3 years	Paper	
08-13	Payroll YTD Register (annual register of total payroll by dept. name; produced on COM since 1986)	Permanent	Microfilm	
08-14	Personnel Cards (summary of employment history with County)	Permanent	Online & Paper	
08-15	Quarterly Tax Reports (quarterly employer tax reports Filed with IRS, State of Ohio, and various taxing cities)	4 years	Paper	
08-16	Retirement Reports (monthly records of PERS deductions since 1948; produce on COM fiche after March 1987)	3 Years (microfilm) 1 year (paper)	Microfiche & Paper	
08-17	Visiting Judge/Referee Records (time records used to generate paychecks for services in courts)	3 years	Paper	
08-18	Withholding Forms (County Copies of W-2's and W-4's for each employee; information available in Annual Payroll History)	4 years	Electronic	
<p><b>ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS</b></p>				