

**Village of Riverlea
Records Retention Schedule Summary**

Records	Retention	Records	Retention
Monthly Financial Report Includes but not limited to: General Ledger, Disbursement Listings. Earnings Summary, Statements of Balance, Receipts & Journal Entries, and Reconciliation Sheets.	Indefinite	Worker's Compensation Claims	Active + 10 years
Checking Account Statement	3 years	Worker's Compensation Payroll Report: Annual	3 years
Bank Deposit Slips and Receipts	3 years	Bids: Successful	Active + 15 years
Payroll Journal	Indefinite	Bids: Unsuccessful	Active + 2 Years
Investment Account Statements	3 years	Contracts and Agreements	Active + 15 years
Bank Pledged Securities	Active + 1 year	Insurance Policies: Claims Made	Active + 2 Years
Invoices	Active + 7 years	Insurance Policies: Occurrence	Permanent
Official Certificate of Estimated Resources (OCER) Includes Original & Amended versions, Certificate from the County Auditor that the Total Appropriations from each fund Do Not Exceed OCER, and Certificate of the Total Amount from All Sources Available for Expenditures and Balances.	7 years	Inventory of Equipment	3 years
Budget, Annual	Indefinite	Receipt, Certified Mail	Indefinite
Budget, Annual: Working Papers	4 years	Certificates of Deposits	Active + 3 years
Appropriations	Indefinite	Litigation Case Files	Active + 6 years
Records of actual amounts expended		Land Records	Permanent
Annual Financial Report to Auditor of State	5 years	Legal Opinions Municipal Legal Council	Permanent
Statement of Apportionment of Taxes from County Auditor	5 years	Certificate of Appropriateness Applications	Active + 10 years
Audit Report, Internal: Final	5 years	Application for Variance	Active + 10 years
Audit Report, Auditor of State	5 years	Building Plans	Active + 10 years
Public Notices	2 years	Planning Commission Appeals	Active + 10 years
Notice of Publication of Legal Notice	5 years	Maps	Permanent
Oaths of Office of Elected Officials	Permanent	Sanitary Sewer and Water Inspection	Until Superseded
List of Ordinances and Resolutions	Permanent	Proposal for Road Improvement	Active + 1 year
Ordinances	Permanent	Road improvement bonds	Active + 3 years
Resolutions	Permanent	Road Repair Reports	3 years
Municipal Code Book	Permanent	Public Utilities' Materials	Transient
Includes original code book and supplemental pages		Reports to the Ohio EPA	10 years
Minutes	Permanent	Motor Vehicle License Revenue Distribution	6 years
Approved minutes of Council, Commissions, and Committees.		Permissive Tax Computation Report	6 years
Correspondence, General	2 years	Tax Distribution: License Tax Statistics Report	6 years
Correspondence, Mayoral	5 years	Local Government Fund Allocation Appeal Filings and Decisions	6 years
Newsletter	Permanent	Franklin County Engineers Permissive Tax Fund Report (annual)	6 years
State of the Village Reports	Permanent		
Public Record Requests	2 years		
Certificate of Records Destruction	Permanent		
Permits & Licenses	3 years		
Surveys of Residents	Indefinite		
Employee Earning Record	Indefinite		
Employer Quarterly Federal Tax Return (Form 941)	6 years		
Employer's Report of Wages to Ohio Bureau of Employment Services	2 years		
Transmittal of Wage and Tax Statement, Ohio Income Tax	6 years		
W-2 and W-3 Forms	6 years		
W-4 Forms	Until Superseded		
W-9 Forms	6 years		
1096 and 1099 Forms	6 years		