



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

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PROPOSED
RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

CITY OF GAHANNA

ALL DEPARTMENTS.

(local government entity)

(unit)

SHANE EWALD

RECORDS COMMISSION CHAIR

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

CITY OF GAHANNA

Records Commission

614-342-4090

(telephone number)

200 S. HAMILTON RD.

GAHANNA

43230

FRANKLIN

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:

sharon.montgomery@gahanna.gov

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.

SHANE EWALD

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

CITY OF GAHANNA

ALL DEPARTMENTS

(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 LGRP	(6) RC-3 Required by LGRP
OMIT Am. GS-24	APPROVED 10-27-04: PURCHASE ORDERS & INVOICES (copies—in office making purchase—of invoices/billing statements received and P.O.s for payment)	APPROVED 10-27-04: Until no longer of adminis- trative value, generally 1-2 years; confi- dential dispo- sal of bank acct. # or full credit/debit card #	paper & electronic		<input type="checkbox"/>
					<input type="checkbox"/>
ADD GS-54	PURCHASE ORDER S & INVOICES (original invoice or billing statement from a City vendor & purchasing dept.'s copy of P.O.)	Purchasing dept. retain 60 calendar days from date scanned & e-mailed to Finance Dept.	paper & electronic		<input type="checkbox"/>
					<input type="checkbox"/>
GS-55	CREDIT CARD RECEIPTS (original receipt for a purchase by an authorized City employee with a City credit card)	Purchasing dept. retain 60 calendar days from date scanned & uploaded to City's credit card bank.	paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>