



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 FINANCE DEPT.

(local government entity)

JOANN BURY

(unit)
DEP. FINANCE DIRECTOR

(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

FINANCE DEPT.

(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
15-1	REMOTE DEPOSIT CAPTURE (Checks written to City of Gahanna & deposited remotely through the City's bank's remote deposit program)	Until audit report is certified & received	paper		<input type="checkbox"/>
					<input type="checkbox"/>
15-2	DEPOSITED CHECK IMAGES (provided to City by bank)	5 calendar years after date of last check	CD-ROM		<input type="checkbox"/>
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