



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

NOVEMBER 13 2025

STATE AND LOCAL  
GOVERNMENT RECORDS

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

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

#### Section A: Local Government Unit

Franklin County Auditor  
(Local Government Entity) Franklin County Auditor’s Office  
(Unit)

*Nate Shipman*

Nate Shipman Open Government Officer 11/5/2025  
(Signature of Responsible Official) (Name) (Title) (Date)

#### Section B: Records Commission

Franklin County Records Commission 614-525-7243  
(Telephone Number)

373 S. High Street Columbus 43215 Franklin  
(Address) (City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address: [brittany.razek@franklincountyohio.gov](mailto:brittany.razek@franklincountyohio.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.

*Brittany Rzek*

11/6/2025

Records Commission Chair Signature Date

#### Section C: Ohio History Connection - State Archives

Signature Title Date

#### Section D: Auditor of State

Records Manager

Signature Title Date

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(Local Government Entity)

(Unit)

**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*

(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
ADM-17-001P	<b>ANNUAL BUDGETS</b> Annual operating budget for Auditor's Office	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
ADM-17-001E	<b>ANNUAL BUDGETS</b> Annual operating budget for Auditor's Office	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-001M	<b>ANNUAL BUDGETS</b> Annual operating budget for Auditor's Office	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
ADM-17-002P	<b>ANNUAL REPORTS</b> Annual financial reports CAFR and PAFR documenting operations of Auditor's Office and other county offices	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
ADM-17-002E	<b>ANNUAL REPORTS</b> Annual financial reports CAFR and PAFR documenting operations of Auditor's Office and other county offices	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-002M	<b>ANNUAL REPORTS</b> Annual financial reports CAFR and PAFR documenting operations of Auditor's Office and other county offices	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
ADM-17-003P	<b>CASH REGISTER RECEIPTS</b> Daily and weekly receipts from registers throughout auditor's office	Retain paper version until audited then destroy	PAPER		<input type="checkbox"/>
ADM-17-003E	<b>CASH REGISTER RECEIPTS</b> Daily and weekly receipts from registers throughout auditor's office	Retain digital version until audited then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-004P	<b>CONTRACTS</b> REA and General fund executed contracts agreements for the auditor's office for work, services, or products	15 years, retain paper version until microformed or digitized, then destroy paper version	PAPER		<input type="checkbox"/>
ADM-17-004E	<b>CONTRACTS</b> REA and General fund executed contracts agreements for the auditor's office for work, services, or products	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-004M	<b>CONTRACTS</b> REA and General fund executed contracts agreements for the auditor's office for work, services, or products	Retain microform or digital version for remainder of 15 years then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-005P	<b>DEPARTMENT BUDGET AND SUPPORTING WORKPAPERS</b> Tracking worksheets, spreadsheets, and supporting documents, and budgets	Five years, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
ADM-17-005E	<b>DEPARTMENT BUDGET AND SUPPORTING WORKPAPERS</b> Tracking worksheets, spreadsheets, and supporting documents, and budgets	Retain digital version for remainder of five years then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-006P	<b>DEPARTMENT MANUALS, HANDBOOKS, POLICIES AND PROCEDURES</b> Human Resource manuals and policies, Real Estate procedure and policies, CAFR procedures, and employee handbook	Until obsolete, superseded, or replaced retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
ADM-17-006M	<b>DEPARTMENT MANUALS, HANDBOOKS, POLICIES AND PROCEDURES</b> Human Resource manuals and policies, Real Estate procedure and policies, CAFR procedures, and employee handbook	Retain digital version until obsolete, superseded, or replaced then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-007P	<b>PUBLICATIONS AND OFFICE COMMUNICATIONS</b> Newsletters, pamphlets, brochures, flyers, handbills, public communication, presentations, informational material, training material, office rosters, procedural rules and regulations	Retain paper version until no longer of administrative value, then destroy	PAPER		<input type="checkbox"/>
ADM-17-007E	<b>PUBLICATIONS AND OFFICE COMMUNICATIONS</b> Newsletters, pamphlets, brochures, flyers, handbills, public communication, presentations, informational material, training material, office rosters, procedural rules and regulations	Retain digital version until no longer of administrative value, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-008P	<b>REFERENCE MATERIAL</b> Staff reference materials, revised code, state published manuals and reports	Retain paper version until no longer of administrative value, then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
ADM-17-008E	<b>REFERENCE MATERIAL</b> Staff reference materials, revised code, state published manuals and reports	Retain digital version until no longer of administrative value, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-009P	<b>BLANK FORMS</b> Blank forms, mailers, letterhead, envelopes, business cards, general office forms, request forms, and unused office forms	Retain paper version until no longer of administrative value, then destroy	PAPER		<input type="checkbox"/>
ADM-17-009E	<b>BLANK FORMS</b> Blank forms, mailers, letterhead, envelopes, business cards, general office forms, request forms, and unused office forms	Retain digital version until no longer of administrative value, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-010P	<b>MEETING MINUTES</b> Shows date of meeting, names of members present and absent, summary of business transacted, and actions taken. Inclusive of public meetings, BOR meetings, the county board of tax equalization, and record of action taken by the board on complaints	Permanent, retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
ADM-17-010E	<b>MEETING MINUTES</b> Shows date of meeting, names of members present and absent, summary of business transacted, and actions taken. Inclusive of public meetings, BOR meetings, the county board of tax equalization, and record of action taken by the board on complaints	If microformed, maintain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-010M	<b>MEETING MINUTES</b> Shows date of meeting, names of members present and absent, summary of business transacted, and actions taken. Inclusive of public meetings, BOR meetings, the county board of tax equalization, and record of action taken by the board on complaints	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
ADM-17-011P	<b>RECORDS RETENTION DOCUMENTS</b> RC-1, RC-2, RC-3, Certificate of Destruction	Permanent, retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
ADM-17-011E	<b>RECORDS RETENTION DOCUMENTS</b> RC-1, RC-2, RC-3, Certificate of Destruction	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-011M	<b>RECORDS RETENTION DOCUMENTS</b> RC-1, RC-2, RC-3, Certificate of Destruction	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-012P	<b>RECORDS REQUESTS</b> Public information request for Auditor's Office documents, reports, forms, or information of request	Two years, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
ADM-17-012E	<b>RECORDS REQUESTS</b> Public information request for Auditor's Office documents, reports, forms, or information of request	Retain digital version for remainder of Two years then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-013P	<b>EXECUTIVE CORRESPONDENCE</b> Correspondence from the agency or department head dealing with aspects of the administration of their offices concerning policies, program, fiscal and personnel matters	Two years, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
ADM-17-013E	<b>EXECUTIVE CORRESPONDENCE</b> Correspondence from the agency or department head dealing with aspects of the administration of their offices concerning policies, program, fiscal and personnel matters	Retain digital version for remainder of two years once digital then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-014P	<b>ROUTINE CORRESPONDENCE AND INTERNAL MEMOS</b> Records from various individuals, companies, and organizations requesting information pertaining to agency or legal interpretations or other miscellaneous inquiries, is informative and does not attempt to influence agency policy	One year, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
ADM-17-014E	<b>ROUTINE CORRESPONDENCE AND INTERNAL MEMOS</b> Records from various individuals, companies, and organizations requesting information pertaining to agency or legal interpretations or other miscellaneous inquiries, is informative and does not attempt to influence agency policy	Retain digital version for remainder of one year, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-015P	<b>AGENCY CORRESPONDENCE AND INTERNAL MEMOS</b> Internal letters, memos, correspondence pertaining to the office function and other miscellaneous procedures and it does influence agency policy	One year, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
ADM-17-015E	<b>AGENCY CORRESPONDENCE AND INTERNAL MEMOS</b> Internal letters, memos, correspondence pertaining to the office function and other miscellaneous procedures and does influence agency policy	Retain digital version for remainder of one year, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-016P	<b>SYSTEM ACCESS AUTHORIZATIONS AND REVOCATIONS</b> Document granting access or revocation of various office systems	Until superseded, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
ADM-17-016E	<b>SYSTEM ACCESS AUTHORIZATIONS AND REVOCATIONS</b> Document granting access or revocation of various office systems	Retain digital version until superseded then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-017P	<b>DUPLICATE COPIES</b> Redundant copy of the same existing material, report, memo, document, communication, fiche or film	Until no longer of administrative value, then destroy	PAPER		<input type="checkbox"/>
ADM-17-017E	<b>DUPLICATE COPIES</b> Redundant copy of the same existing material, report, memo, document, communication, fiche or film	Until no longer of administrative value, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-017M	<b>DUPLICATE COPIES</b> Redundant copy of the same existing material, report, memo, document, communication, fiche or film	Until no longer of administrative value, then destroy	MICROFORM OR		<input type="checkbox"/>
ADM-17-018P	<b>TRANSIENT COMMUNICATIONS</b> Documents which serve to convey information of temporary importance in lieu of oral communication	Until no longer of administrative value, then destroy	PAPER		<input type="checkbox"/>
ADM-17-018E	<b>TRANSIENT COMMUNICATIONS</b> Documents which serve to convey information of temporary importance in lieu of oral communication	Retain digital version until no longer of administrative value then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-019P	<b>DESK/APPOINTMENT CALENDARS</b> Appointment calendars, schedules, meetings	Three months after end of calendar year, retain paper then destroy	PAPER		<input type="checkbox"/>
ADM-17-019E	<b>DESK/APPOINTMENT CALENDARS</b> Appointment calendars, schedules, meetings	Retain digital version three months after end of calendar year, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-020P	<b>DRAFTS</b> Draft documents revised by a preceding revision or correction	Until no longer of administrative value then destroy	PAPER		<input type="checkbox"/>
ADM-17-020E	<b>DRAFTS</b> Draft documents revised by a preceding revision or correction	Until no longer of administrative value then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-021P	<b>PRESS/NEWS RELEASES, SPEECHES, PRESENTATIONS</b>	Three years, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
ADM-17-021E	<b>PRESS/NEWS RELEASES, SPEECHES, PRESENTATIONS</b>	Retain digital version for the remainder of three years then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-022P	<b>VEHICLE MILEAGE RECORDS</b> Log of who used the vehicle, for what purpose, the date, the beginning and ending mileage, verification statements and purchase receipts	One year, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
ADM-17-022E	<b>VEHICLE MILEAGE RECORDS</b> Log of who used the vehicle, for what purpose, the date, the beginning and ending mileage, verification statements and purchase receipts	Retain digital version for remainder of one year, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-023P	<b>LEGAL NOTICES</b> Legal notices required by the Ohio Revised Code or other statutory body or legally sanctioned entity.	Permanent, retain paper version until microformed or digitized permanently then destroy	PAPER UNTIL MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-023E	<b>LEGAL NOTICES</b> Legal notices required by the Ohio Revised Code or other statutory body or legally sanctioned entity.	If microformed, maintain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-17-023M	<b>LEGAL NOTICES</b> Legal notices required by the Ohio Revised Code or other statutory body or legally sanctioned entity.	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
ADM-17-024P	<b>ELECTED OFFICIAL PERFORMANCE BONDS AND INSURANCE POLICIES</b> Performance Bonds and insurance policies held for elected official	Two years after bond or policy expires, retain paper version then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
ADM-17-024E	<b>ELECTED OFFICIAL PERFORMANCE BONDS AND INSURANCE POLICIES</b> Performance Bonds and insurance policies held for elected official	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-20-025P	<b>CORONAVIRUS RELIEF FUND PAYMENT RECORDS</b> All internal and external email/digital communications related to use of Coronavirus Relief Fund payments	Retain paper version for five years then destroy	PAPER		<input type="checkbox"/>
ADM-20-025E	<b>CORONAVIRUS RELIEF FUND PAYMENT RECORDS</b> All internal and external email/digital communications related to use of Coronavirus Relief Fund payments	Retain digital version for five years then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ADM-23-026P	<b>LABOR UNION AGREEMENTS</b> Contracts, exhibits, and supporting documents included in signed collective bargaining agreements	15 years after termination, then destroy	PAPER		<input type="checkbox"/>
ADM-23-026E	<b>LABOR UNION AGREEMENTS</b> Contracts, exhibits, and supporting documents included in signed collective bargaining agreements	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
AP-17-001P	<b>INVOICES (PAID)</b> Record of warrants issued showing the warrant number, date of issue, amount for which drawn, in whose favor, for what purpose, and on what fund, including those issued for animal claims	Four years post audit then destroy	PAPER		<input type="checkbox"/>
AP-17-001E	<b>INVOICES (PAID)</b> Record of warrants issued showing the warrant number, date of issue, amount for which drawn, in whose favor, for what purpose, and on what fund, including those issued for animal claims	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
AP-17-002P	<b>IRS FORM 1099s</b> Form sent to vendors and the IRS to report various types of income other than wages, salaries, and tips	Four years post audit then destroy	PAPER		<input type="checkbox"/>
AP-17-003E	<b>WORKPAPERS FOR IRS FORM 1099s</b> Various spreadsheets etc. used to tabulate the total amount paid to vendors for the purpose of accurately issuing a 1099	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
AP-17-004E	<b>IRS FORM W-9s</b> Form to request US taxpayer identification number and certification to properly establish vendors	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
AP-17-005P	<b>PURCHASE ORDER ADJUSTMENTS</b> Request from a Franklin County Agency to close or reduce a purchase order and verification that the request was completed	Four years post audit then destroy	PAPER		<input type="checkbox"/>
AP-17-005E	<b>PURCHASE ORDER ADJUSTMENTS</b> Request from a Franklin County Agency to close or reduce a purchase order and verification that the request was completed	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
AP-17-006P	<b>UNCLAIMED FUNDS DOCUMENTS</b> Correspondence and spreadsheets	Four years post audit then destroy	PAPER		<input type="checkbox"/>
AP-17-006E	<b>UNCLAIMED FUNDS DOCUMENTS</b> Correspondence and spreadsheets	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
AP-17-007P	<b>UNCLAIMED FUNDS RECORDS</b> Detail records for costs paid-in and or transferred to unclaimed funds, vouchers, claim forms and supporting documentation	Retain paper version until microformed or digitized permanently then destroy	PAPER		<input type="checkbox"/>
AP-17-007E	<b>UNCLAIMED FUNDS RECORDS</b> Detail records for costs paid-in and or transferred to unclaimed funds, vouchers, claim forms and supporting documentation	If microformed, retain digital version until no longer administratively needed then destroy, provided microformed	DIGITAL MEDIA		<input type="checkbox"/>
AP-17-007M	<b>UNCLAIMED FUNDS RECORDS</b> Detail records for costs paid-in and or transferred to unclaimed funds, vouchers, claim forms and supporting documentation	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
AP-17-008P	<b>AUTHORIZED SIGNATURE FORMS</b> Form used for agencies to grant authorization for individual to sign invoice entry proof lists and/or pick up AP or payroll checks.	Two years post audit, then destroy	PAPER		<input type="checkbox"/>
AP-17-008E	<b>AUTHORIZED SIGNATURE FORMS</b> Form used for agencies to grant authorization for individual to sign invoice entry proof lists and/or pick up AP or payroll checks.	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
AP-17-008M	<b>AUTHORIZED SIGNATURE FORMS</b> Form used for agencies to grant authorization for individual to sign invoice entry proof lists and/or pick up AP or payroll checks.	Retain microform or digital version permanently. No longer being microformed	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
AP-17-009E	<b>WARRANTS REDEEMED</b> County Payables and Payroll checks redeemed	Four years post audit, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
AP-17-009M	<b>WARRANTS REDEEMED</b> County Payables and Payroll checks redeemed	Four years post audit then destroy	Microform OR DIGITAL MEDIA		<input type="checkbox"/>
AP-17-010P	<b>DOCUMENTATION FOR VOIDS, STOP PAYMENTS AND REISSUES</b> Form used to request stop payment on a check and reissued	Four years post audit, then destroy	PAPER		<input type="checkbox"/>
AP-17-010E	<b>DOCUMENTATION FOR VOIDS, STOP PAYMENTS AND REISSUES</b> Form used to request stop payment on a check and reissued	Four years post audit, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
AP-17-011P	<b>WITHHOLDING ORDERS FOR VENDORS</b> IRS Withholdings – Levies. Withhold payments from vendors	Four years post audit, then destroy	PAPER		<input type="checkbox"/>
AP-17-012P	<b>IRS FORM W-8</b> Form to request foreign taxpayer identification number and certification to properly establish vendors	Four years post audit after withholding payment then destroy	PAPER		<input type="checkbox"/>
AP-17-013P	<b>WARRANT REGISTERS</b> A report listing warrants amounts paid, to whom, warrant number and date	Four years post audit then destroy	PAPER		<input type="checkbox"/>
APC-17-001P	<b>REQUISITIONS &amp; Supporting Documentations</b> A list of department purchase requests that precede a purchase order	Four years post audit then destroy	PAPER		<input type="checkbox"/>
AP-19-014P	<b>AUTHORIZATION AGREEMENT FOR DIGITAL PAYMENT</b> Agreement form used to authorize digital funds transfer and provides information needed to make transfers	Retain for paper version for four years post audit, then destroy	PAPER		<input type="checkbox"/>
AP-19-014E	<b>AUTHORIZATION AGREEMENT FOR DIGITAL PAYMENT</b> Agreement form used to authorize digital funds transfer and provides information needed to make transfers	Retain for digital version four years post audit, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APC-17-001E	<b>REQUISITIONS &amp; Supporting Documentations</b> A list of department purchase requests that precede a purchase order	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APC-17-002P	<b>PURCHASE ORDERS</b> Precedes a requisition, list what is has been received, quantity, price, shipping and other information pertaining to the order	Four years post audit then destroy	PAPER		<input type="checkbox"/>
APC-17-002E	<b>PURCHASE ORDERS</b> Precedes a requisition, list what is has been received, quantity, price, shipping and other information pertaining to the order	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APC-17-003P	<b>IRS Forms – W-9s</b> Form to request US taxpayer identification number and certification to properly establish vendors	Four years post audit then destroy	PAPER		<input type="checkbox"/>
APC-17-003E	<b>IRS Forms – W-9s</b> Form to request US taxpayer identification number and certification to properly establish vendors	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APC-17-004P	<b>CONTRACTS &amp; SUPPORTING DOCUMENTATION</b> Bids, quotes, contracts for purchases. All documents submitted by potential vendors regarding potential work, service, or product	Four years post audit then destroy	PAPER		<input type="checkbox"/>
APC-17-004E	<b>CONTRACTS &amp; SUPPORTING DOCUMENTATION</b> Bids, quotes, contracts for purchases. All documents submitted by potential vendors regarding potential work, service, or product	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APC-17-005P	<b>VENDOR FILES</b> Company literature, price lists, list of services or products and not accounts payable vendor file.	Four years post audit then destroy	PAPER		<input type="checkbox"/>
APC-17-005E	<b>VENDOR FILES</b> Company literature, price lists, list of services or products and not accounts payable vendor file.	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APC-17-006P	<b>VENDOR INVOICES</b> Copies of invoices paid by the agency	Four years post audit then destroy	PAPER		<input type="checkbox"/>
APC-17-006E	<b>VENDOR INVOICES</b> Copies of invoices paid by the agency	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-001P	<b>APPRAISALS NEW BUILDINGS</b> Record of new buildings added to the tax list; shows name of owner tax district, description and location of lot, type of building, and appraised value for taxation	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
APR-17-001E	<b>APPRAISALS NEW BUILDINGS</b> Record of new buildings added to the tax list; shows name of owner tax district, description and location of lot, type of building, and appraised value for taxation	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
APR-17-001M	<b>APPRAISALS NEW BUILDINGS</b> Record of new buildings added to the tax list; shows name of owner tax district, description and location of lot, type of building, and appraised value for taxation	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
APR-17-002P	<b>AUDITOR'S ASSESSMENT LIST</b> List of real property valuations for taxation and record of appraisals and assessments	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
APR-17-002E	<b>AUDITOR'S ASSESSMENT LIST</b> List of real property valuations for taxation and record of appraisals and assessments	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-002M	<b>AUDITOR'S ASSESSMENT LIST</b> List of real property valuations for taxation and record of appraisals and assessments	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
APR-17-003P	<b>EXEMPT REAL PROPERTY LISTS</b> Record of land and buildings exempt from taxation; shows date, parcel number, valuation, description and location of tract	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
APR-17-003E	<b>EXEMPT REAL PROPERTY LISTS</b> Record of land and buildings exempt from taxation; shows date, parcel number, valuation, description and location of tract	If microformed, retain digital version until no longer administratively needed, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-003M	<b>EXEMPT REAL PROPERTY LISTS</b> Record of land and buildings exempt from taxation; shows date, parcel number, valuation, description and location of tract	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
APR-17-004P	<b>PROPERTY RECORD CARDS</b> Contains name of tax district, parcel number, property owner, map, routing sequence, range, township, lot number, acreage, old and new value of lands and buildings, and valuation for taxation	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
APR-17-004E	<b>PROPERTY RECORD CARDS</b> Contains name of tax district, parcel number, property owner, map, routing sequence, range, township, lot number, acreage, old and new value of lands and buildings, and valuation for taxation	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-004M	<b>PROPERTY RECORD CARDS</b> Contains name of tax district, parcel number, property owner, map, routing sequence, range, township, lot number, acreage, old and new value of lands and buildings, and valuation for taxation	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
APR-17-005P	<b>FIELD REVIEW CARDS RESIDENTIAL &amp; COMMERCIAL</b> Contains parcel number, tax district, building characteristics, property description, neighborhood classification	Twelve years after last revaluation is completed retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
APR-17-005E	<b>FIELD REVIEW CARDS RESIDENTIAL &amp; COMMERCIAL</b> Contains parcel number, tax district, building characteristics, property description, neighborhood classification	Twelve years after last revaluation is completed, retain digital version for remainder then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-005M	<b>FIELD REVIEW CARDS RESIDENTIAL &amp; COMMERCIAL</b> Contains parcel number, tax district, building characteristics, property description, neighborhood classification	Twelve years after last revaluation is completed retain microform for remainder then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
APR-17-006P	<b>INDUSTRIAL REPORTS</b> Contains name of company, description, and value of building, percent of depreciation and replacement cost	Twelve years after last revaluation is completed retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
APR-17-006E	<b>INDUSTRIAL REPORTS</b> Contains name of company, description, and value of building, percent of depreciation and replacement cost	Twelve years after last revaluation is completed, retain digital version for remainder then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-006M	<b>INDUSTRIAL REPORTS</b> Contains name of company, description, and value of building, percent of depreciation and replacement cost	Twelve years after last revaluation is completed retain microform or digital version for remainder then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
APR-17-007P	<b>BUILDING PERMITS</b> Received from various municipalities to assist in new construction valuation, and microfiche at the time the property record cards are microfiche	Retain for six months after current year valuation is completed then provide to appraisal company for use or destroy	PAPER		<input type="checkbox"/>
APR-17-007E	<b>BUILDING PERMITS</b> Received from various municipalities to assist in new construction valuation, and microfiche at the time the property record cards are microfiche	Retain for six months after current year valuation is completed then provide to appraisal company for use or destroy	DIGITAL MEDIA		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
APR-17-008P	<u>ROUTING INDEX</u> Index to Property Record Card by map, routing sequence	Twelve years after last revaluation is completed retain paper version until digital and checked then destroy	PAPER		<input type="checkbox"/>
APR-17-008E	<u>ROUTING INDEX</u> Index to Property Record Card by map, routing sequence	Retain digital version until microformed or digitized then destroy or until no longer administratively needed	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-008M	<u>ROUTING INDEX</u> Index to Property Record Card by map, routing sequence	Retain microform or digital version for the remainder of twelve years after last revaluation is completed then destroy	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
APR-17-009P	<u>REQUEST FOR APPRAISALS</u> Forms used for special field reviews	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
APR-17-009E	<u>REQUEST FOR APPRAISALS</u> Forms used for special field reviews	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-009M	<u>REQUEST FOR APPRAISALS</u> Forms used for special field reviews	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
APR-17-010P	<u>INFORMAL REVIEW WORKSHEETS</u> Documents used and gathered during informal review period	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
APR-17-010E	<u>INFORMAL REVIEW WORKSHEETS</u> Documents used and gathered during informal review period	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-010M	<u>INFORMAL REVIEW WORKSHEETS</u> Documents used and gathered during informal review period	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
APR-17-011P	<u>CAMA DAILY REPORTS</u> Shows edits made to appraisal software system	Until audited, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
APR-17-011E	<u>CAMA DAILY REPORTS</u> Shows edits made to appraisal software system	Until audited, retain digital version for remainder then destroy	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-012P	<u>APPRAISAL ERROR FORM</u> Used for correcting clerical errors	Three years, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
APR-17-012E	<u>APPRAISAL ERROR FORM</u> Used for correcting clerical errors	If microformed, three years, retain digital version for remainder	DIGITAL MEDIA		<input type="checkbox"/>
APR-17-013M	<u>OIL AND GAS RETURNS</u> Contains detailed data on production of oil or gas on leased lands	Permanent, retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
APR-17-014M	<u>OIL WELL LISTS</u> List of oil and gas wells, their production and revenue, owner, location	Permanent, retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-001P	<u>SETTLEMENT LEDGERS</u> Ledger of distribution to the various political subdivision, by division	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
B&S-17-001E	<u>SETTLEMENT LEDGERS</u> Ledger of distribution to the various political subdivision, by division	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-001M	<u>SETTLEMENT LEDGERS</u> Ledger of distribution to the various political subdivision, by division	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-002P	<u>AUDITOR'S SETTLEMENT RECORD</u> Record of settlements with subdivisions of general funds, or REA fund and supporting documents treasurer's form 7	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
B&S-17-002E	<u>AUDITOR'S SETTLEMENT RECORD</u> Record of settlements with subdivisions of general funds, or REA fund and supporting documents, treasurer's form 7	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-002M	<u>AUDITOR'S SETTLEMENT RECORD</u> Record of settlements with subdivisions of general funds, or REA fund and supporting documents treasurer's form 7	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
B&S-17-003P	<u>SUPPORTING DOCUMENTS FOR SETTLEMENT</u> Reports of funds collected and disbursements, by political subdivision by fund	Four years post audit then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
	and class of property, current and delinquent collections, homestead credit, rollback credits, TIFs, special assessments, Auditor and Treasurer fees, refunds, delinquent charges and advances, miscellaneous charges against real estate collections and credit of various county agencies charges, foreclosure filing fee costs and delinquent advertising costs treasurer's form 7.				
B&S-17-003E	<b>SUPPORTING DOCUMENTS FOR SETTLEMENT</b> Reports of funds collected and disbursements, by political subdivision by fund and class of property, current and delinquent collections, homestead credit, rollback credits, TIFs, special assessments, Auditor and Treasurer fees, refunds, delinquent charges and advances, miscellaneous charges against real estate collections and credit of various county agencies charges, foreclosure filing fee costs and delinquent advertising costs treasurer's form 7.	Retain digital version until no longer administratively needed	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-004E	<b>FISCAL YEAR SUMMARY OF SCHOOL FUND SETTLEMENTS</b> Contains name of school district, date of settlement, account of receipts and disbursements warrants outstanding, debits and credits, and balance remaining	Retain digital version until no longer administratively needed	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-005P	<b>10 MILL CERTIFICATE AND SUPPORTING DOCUMENTATION</b> Certification of bond and supporting information.	Five years post audit then destroy	PAPER		<input type="checkbox"/>
B&S-17-005E	<b>10 MILL CERTIFICATE AND SUPPORTING DOCUMENTATION</b> Certification of bond and supporting information.	Five years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-006P	<b>BUDGETS, APPORTIONMENT SHEETS, AND CERTIFICATE OF ESTIMATED RESOURCES</b> Copies of budgets established for each taxing district showing fiscal year, valuation of taxable property, disbursements for past year, estimated balance at close of fiscal year, total requested and amount allowed. Records of settlements with school districts and political subdivisions for various types of taxes and state funding, rollbacks, and make whole credits. Copies of certificates certifying appropriations do not exceed the estimated budget balances for taxing districts	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
B&S-17-006E	<b>BUDGETS, APPORTIONMENT SHEETS, AND CERTIFICATE OF ESTIMATED RESOURCES</b> Copies of budgets established for each taxing district showing fiscal year, valuation of taxable property, disbursements for past year, estimated balance at close of fiscal year, total requested and amount allowed. Records of settlements with school districts and political subdivisions for various types of taxes and state funding, rollbacks, and make whole credits. Copies of certificates certifying appropriations do not exceed the estimated budget balances for taxing districts	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-006M	<b>BUDGETS, APPORTIONMENT SHEETS, AND CERTIFICATE OF ESTIMATED RESOURCES</b> Copies of budgets established for each taxing district showing fiscal year, valuation of taxable property, disbursements for past year, estimated balance at close of fiscal year, total requested and amount allowed. Records of settlements with school districts and political subdivisions for various types of taxes and state funding, rollbacks, and make whole credits. Copies of certificates certifying appropriations do not exceed the estimated budget balances for taxing districts	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-007E	<b>ABSTRACT OF MOBILE HOME TAX</b> Shows trailer registration number, owner name, address, name of court or park, amount of tax and penalty, manufacturer, model and serial number of trailer	Retain digital version until microformed or digitized then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-007M	<b>ABSTRACT OF MOBILE HOME TAX</b> Shows trailer registration number, owner name, address, name of court or park, amount of tax and penalty, manufacturer, model and serial number of trailer	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
B&S-17-008P	<b>TAX RATES AND VALUES SUMMARY</b> A report by political subdivision, In-county and out-of-county values by class of property, Summary of unvoted, voted and full tax rates, reduction factors and effective rates, Voted rates, reduction factors, effective rates and the effective dates of each levy	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
B&S-17-008E	<b>TAX RATES AND VALUES SUMMARY</b> A report by political subdivision, In-county and out-of-county values by class of property, Summary of unvoted, voted and full tax rates, reduction factors and effective rates, Voted rates, reduction factors, effective rates and the effective dates of each levy	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-008M	<b>TAX RATES AND VALUES SUMMARY</b> A report by political subdivision, In-county and out-of-county values by class of property, Summary of unvoted, voted and full tax rates, reduction factors and effective rates, Voted rates, reduction factors, effective rates and the effective dates of each levy	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
B&S-17-009P	<b>TOP TAXPAYER REPORT</b> A report of the top 25 taxpayers for each political subdivision, including assessed value, total annual tax, and annual tax estimated for political subdivision	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
B&S-17-009E	<b>TOP TAXPAYER REPORT</b> A report of the top 25 taxpayers for each political subdivision, including assessed value, total annual tax, and annual tax estimated for political subdivision	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-009M	<b>TOP TAXPAYER REPORT</b> A report of the top 25 taxpayers for each political subdivision, including assessed value, total annual tax, and annual tax estimated for political subdivision	Retain microform or digital version for remainder of 10 years then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-010P	<b>ELECTIONS CERTIFICATIONS</b> Auditor certification of estimated revenue by political subdivision, the auditor certificate, supporting calculations, Board of Elections certification request, official ballot language, Board of Elections Certificate of Result	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
B&S-17-010E	<b>ELECTIONS CERTIFICATIONS</b> Auditor certification of estimated revenue by political subdivision, the auditor certificate, supporting calculations, Board of Elections certification request, official ballot language, Board of Elections Certificate of Result	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-010M	<b>ELECTIONS CERTIFICATIONS</b> Auditor certification of estimated revenue by political subdivision, the auditor certificate, supporting calculations, Board of Elections certification request, official ballot language, Board of Elections Certificate of Result	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-011P	<b>ALLOCATION OF UNDIVIDED LOCAL GOVERNMENT FUND</b> Annual report on distribution of estimated undivided local government fund for subdivisions, and political subdivision, and allocation of future undivided local government funds. Includes population and square mile information	Retain paper version until microformed or digitized permanently then destroy	PAPER		<input type="checkbox"/>
B&S-17-011E	<b>ALLOCATION OF UNDIVIDED LOCAL GOVERNMENT FUND</b> Annual report on distribution of estimated undivided local government fund for subdivisions, and political subdivision, and allocation of future undivided local government funds. Includes population and square mile information	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-011M	<b>ALLOCATION OF UNDIVIDED LOCAL GOVERNMENT FUND</b> Annual report on distribution of estimated undivided local government fund for subdivisions, and political subdivision, and allocation of future undivided local government funds. Includes population and square mile information	Retain microform or digital version permanently	Microform OR DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-012P	<b>ALLOCATION OF UNDIVIDED LOCAL LIBRARY SUPPORT FUND</b> Annual report on distribution of estimated undivided local government fund for subdivisions, and political subdivision, and allocation of future undivided local government funds. Includes population and square mile information	Retain paper version until microformed or digitized permanently then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
B&S-17-012E	<b>ALLOCATION OF UNDIVIDED LOCAL LIBRARY SUPPORT FUND</b> Annual report on distribution of estimated undivided local government fund for subdivisions, and political subdivision, and allocation of future undivided local government funds. Includes population and square mile information	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-012M	<b>ALLOCATION OF UNDIVIDED LOCAL LIBRARY SUPPORT FUND</b> Annual report on distribution of estimated undivided local government fund for subdivisions, and political subdivision, and allocation of future undivided local government funds. Includes population and square mile information	Retain microform or digital version permanently	Microform OR DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-013P	<b>ALLOCATION OF UNDIVIDED LOCAL REVENUE ASSISTANCE FUND</b> Annual report on distribution of estimated undivided local government fund for subdivisions, and political subdivision, and allocation of future undivided local government funds. Includes population and square mile information	Four years, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
B&S-17-013E	<b>ALLOCATION OF UNDIVIDED LOCAL REVENUE ASSISTANCE FUND</b> Annual report on distribution of estimated undivided local government fund for subdivisions, and political subdivision, and allocation of future undivided local government funds. Includes population and square mile information	Retain digital version for the remainder of four years then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-014P	<b>SURPLUS REAL ESTATE ASSESSMENT FUND REPORT</b> Report calculating the surplus of REA Fund for distribution	Five years post audit then destroy	PAPER		<input type="checkbox"/>
B&S-17-014E	<b>SURPLUS REAL ESTATE ASSESSMENT FUND REPORT</b> Report calculating the surplus of REA Fund for distribution	Five years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-015P	<b>MANUFACTURED HOME MH-1 Report</b> Valuation and taxes on manufactured home, like real and depreciated	Retain paper version until microformed or digitized permanently then destroy	PAPER		<input type="checkbox"/>
B&S-17-015E	<b>MANUFACTURED HOME MH-1 Report</b> Valuation and taxes on manufactured home, like real and depreciated	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-015M	<b>MANUFACTURED HOME MH-1 Report</b> Valuation and taxes on manufactured home, like real and depreciated	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-016P	<b>ABSTRACT OF TAX</b> Auditor's abstract of real and personal taxes for the county; shows tax rate, real property valuation, personal property valuation, total valuation, allocations to various funds, total local levy, and grand total	Permanent, retain paper version until microform or digitized permanently	PAPER		<input type="checkbox"/>
B&S-17-016E	<b>ABSTRACT OF TAX</b> Auditor's abstract of real and personal taxes for the county; shows tax rate, real property valuation, personal property valuation, total valuation, allocations to various funds, total local levy, and grand total	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-016M	<b>ABSTRACT OF TAX</b> Auditor's abstract of real and personal taxes for the county; shows tax rate, real property valuation, personal property valuation, total valuation, allocations to various funds, total local levy, and grand total	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-017P	<b>TAX LEVIES</b> All Resolutions requested by political subdivisions	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
B&S-17-017E	<b>TAX LEVIES</b> All Resolutions requested by political subdivisions	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-017M	<b>TAX LEVIES</b> All Resolutions requested by political subdivisions	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-018P	<b>TAX REGISTER</b> Treasurer's daily record of tax collections showing date, amount collected, taxpayer, taxing district, payment and kind of tax	Until audited, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
B&S-17-018E	<b>TAX REGISTER</b> Treasurer's daily record of tax collections showing date, amount collected, taxpayer, taxing district, payment and kind of tax	Retain digital version for the remainder of until audited, then destroy	DIGITAL MEDIA		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
B&S-17-019P	<b>FRANKLIN COUNTY TAX RATES 1929-FORWARD</b> Real property tax rates dating to 1929	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
B&S-17-019E	<b>FRANKLIN COUNTY TAX RATES 1929-FORWARD</b> Real property tax rates dating to 1929	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
B&S-17-019M	<b>FRANKLIN COUNTY TAX RATES 1929-FORWARD</b> Real property tax rates dating to 1929	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
BOR-17-001P	<b>BOARD OF REVISION CASE FILES AND TAX COMPLAINT FORMS, NOTICE OF APPEAL RECORD</b> Tax year, date filed, tax district, copy of property record card, land and building values, total value for taxation complaints, hearing notices, affidavits, correspondence, hearing worksheet, decision letters, certified confirmation, copies of certificates, Board of Tax Appeals or Court of Common pleas, original notice of appeal, and any other exhibits brought before the board. Contains complaint, tract number, description and location of land, findings of the board, revised values of land and buildings, and total value for taxation, DTE-1	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
BOR-17-001E	<b>BOARD OF REVISION CASE FILES AND TAX COMPLAINT FORMS, NOTICE OF APPEAL RECORD</b> Tax year, date filed, tax district, copy of property record card, land and building values, total value for taxation complaints, hearing notices, affidavits, correspondence, hearing worksheet, decision letters, certified confirmation, copies of certificates, Board of Tax Appeals or Court of Common pleas, original notice of appeal, and any other exhibits brought before the board. Contains complaint, tract number, description and location of land, findings of the board, revised values of land and buildings, and total value for taxation, DTE-1	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
BOR-17-001M	<b>BOARD OF REVISION CASE FILES AND TAX COMPLAINT FORMS, NOTICE OF APPEAL RECORD</b> Tax year, date filed, tax district, copy of property record card, land and building values, total value for taxation complaints, hearing notices, affidavits, correspondence, hearing worksheet, decision letters, certified confirmation, copies of certificates, Board of Tax Appeals or Court of Common pleas, original notice of appeal, and any other exhibits brought before the board. Contains complaint, tract number, description and location of land, findings of the board, revised values of land and buildings, and total value for taxation, DTE-1	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
BOR-17-002P	<b>DTE FORM 23A</b> Application for remission of real estate late payment penalties decided by the BOR	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
BOR-17-002E	<b>DTE FORM 23A</b> Application for remission of real estate late payment penalties decided by the BOR	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
BOR-17-002M	<b>DTE FORM 23A</b> Application for remission of real estate late payment penalties decided by the BOR	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
BOR-17-003E	<b>BOR HEARING RECORDINGS</b> Audio portion of the actual case hearing	Ten years or all appeals have been exhausted then destroy	DIGITAL MEDIA		<input type="checkbox"/>
BOR-17-004E	<b>BOR CASE STATUS DOCUMENT</b> Contains a record of case status showing case number, owner name, owner attorney, BOE attorney, hearing date, decision date, date decision letter sent and if case is finalized.	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
BOR-24-005P	<b>BOR HEARING AGENDAS</b> Shows the cases under consideration of the BOR for a particular day.	Retain paper version until no longer administratively needed then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
BOR-24-005E	<b>BOR HEARING AGENDAS</b> Shows the cases under consideration of the BOR for a particular day.	Retain digital version permanently	DIGITAL MEDIA		<input type="checkbox"/>
CAV-17-001P	<b>CAUV CASE FILES</b> All correspondence, contracts, set aside program applications, and renewals, soil maps	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
CAV-17-001E	<b>CAUV CASE FILES</b> All correspondence, contracts, set aside program applications, and renewals, soil maps	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
CAV-17-001M	<b>CAUV CASE FILES</b> All correspondence, contracts, set aside program applications, and renewals, soil maps	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
CAV-17-002P	<b>CAUV REPORTS</b> Reports created by auditor for internal use, parcel number, applicant, soil type, recoupment charge, acreage, legal descriptions, and values	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
CAV-17-002E	<b>CAUV REPORTS</b> Reports created by auditor for internal use, parcel number, applicant, soil type, recoupment charge, acreage, legal descriptions, and values	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
CAV-17-002M	<b>CAUV REPORTS</b> Reports created by auditor for internal use, parcel number, applicant, soil type, recoupment charge, acreage, legal descriptions, and values	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
CAV-17-003P	<b>CAUV FIELD REPORTS</b> Report maps created for internal use for field review	Paper version until no longer administratively needed then destroy	PAPER		<input type="checkbox"/>
CAV-17-003E	<b>CAUV FIELD REPORTS</b> Report maps created for internal use for field review	Retain digital version until no longer administratively needed then destroy	DIGITAL		<input type="checkbox"/>
CR-17-001P	<b>EVENT TALLY FORM</b> Event sheet for concerns, hand bills count, constituent questions, and comments	Two years, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
CR-17-001E	<b>EVENT TALLY FORM</b> Event sheet for concerns, hand bills count, constituent questions, and comments	Retain digital version for the remainder of two years then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ET-17-001P	<b>ESTATE TAX RECORD</b> Record of inheritance taxes showing name of decedent, name and address of trustee or executor, case number, value of estate and tax assessed	Two years after last entry, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
ET-17-001E	<b>ESTATE TAX RECORD</b> Record of inheritance taxes showing name of decedent, name and address of trustee or executor, case number, value of estate and tax assessed	Retain digital version for remainder of two years after last entry, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
ET-17-002P	<b>GUARDIANSHIP SAFE DEPOSIT BOX INVENTORY</b> Shows box number, bank name, guardian name, ward name, name and date of last person to enter box and list and value of contents and other miscellaneous papers	Retain paper version until no longer administratively needed, then destroy	PAPER		<input type="checkbox"/>
ET-17-002E	<b>GUARDIANSHIP SAFE DEPOSIT BOX INVENTORY</b> Shows box number, bank name, guardian name, ward name, name and date of last person to enter box and list and value of contents and other miscellaneous papers	Retain digital version until no longer administratively needed, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-001P	<b>ANNUAL REPORTS</b> CAFR, PAFR & Federal Single Audit reports	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
FR-17-001E	<b>ANNUAL REPORTS</b> CAFR, PAFR & Federal Single Audit reports	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-001M	<b>ANNUAL REPORTS</b> CAFR, PAFR & Federal Single Audit reports	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
FR-17-002P	<b>WORKPAPERS FOR ANNUAL REPORTS</b> Supporting documents for the annual reports; spreadsheet, financial reports, notes	Four years post audit then destroy	PAPER		<input type="checkbox"/>
FR-17-002E	<b>WORKPAPERS FOR ANNUAL REPORTS</b> Supporting documents for the annual reports; spreadsheet, financial reports, notes	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-003P	<b>JOURNAL ENTRIES &amp; SUPPORT FOR JOURNAL ENTRIES</b> Displays documentation of a transaction in an accounting format showing the accounts affected, the amount of the change, and whether the change is an increase or decrease, and the supporting	Four years post audit then destroy or until digital and checked	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
	documentation for journal entry requests, inclusive of pay-in's, correspondence, reports, and digital requests				
FR-17-003E	<b>JOURNAL ENTRIES &amp; SUPPORT FOR JOURNAL ENTRIES</b> Displays documentation of a transaction in an accounting format showing the accounts affected, the amount of the change, and whether the change is an increase or decrease, and the supporting documentation for journal entry requests, inclusive of pay-in's, correspondence, reports, and digital requests	Remainder of four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-004E	<b>JOURNAL ENTRIES</b> Displays documentation of a transaction in an accounting format showing the accounts affected, the amount of the change, and whether the change is an increase or decrease	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-005P	<b>FORM 6 TREASURER'S DAILY STATEMENT</b> A daily report of the counties cash position	Four years post audit then destroy	PAPER		<input type="checkbox"/>
FR-17-005E	<b>FORM 6 TREASURER'S DAILY STATEMENT</b> A daily report of the counties cash position	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-006P	<b>MONTHLY BALANCING WITH THE TREASURER</b> Document used to balance with treasure financial position	Four years post audit then destroy	PAPER		<input type="checkbox"/>
FR-17-006E	<b>MONTHLY BALANCING WITH THE TREASURER</b> Document used to balance with treasure financial position	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-007P	<b>INVENTORIES OF FIXED ASSETS</b> Annual inventory of fixed assets, worksheet and supporting documents	Four years post audit then destroy	PAPER		<input type="checkbox"/>
FR-17-007E	<b>INVENTORIES OF FIXED ASSETS</b> Annual inventory of fixed assets, worksheet and supporting documents	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-008P	<b>BOND REGISTERS</b> Register of all bonds issued	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
FR-17-008E	<b>BOND REGISTERS</b> Register of all bonds issued	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-008M	<b>BOND REGISTERS</b> Register of all bonds issued	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
FR-17-009P	<b>BONDS (Redeemed)</b> Bond redeemed	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
FR-17-009E	<b>BONDS (Redeemed)</b> Bond redeemed	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-009M	<b>BONDS (Redeemed)</b> Bond redeemed	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
FR-17-010P	<b>BOND COUPONS</b>	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
FR-17-010E	<b>BOND COUPONS</b>	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-010M	<b>BOND COUPONS</b>	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
FR-17-011P	<b>CERTIFICATES OF AGENCY FINANCIAL REPORTS</b> Certifying and reviewing outside agency created financial reports used for government grant billing and reporting	Four years post audit then destroy	PAPER		<input type="checkbox"/>
FR-17-011E	<b>CERTIFICATES OF AGENCY FINANCIAL REPORTS</b> Certifying and reviewing outside agency created financial reports used for government grant billing and reporting	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR 17-012P	<b>OUTSTANDING CHECK RECONCILIATION</b> Reconciling accounts payable, booth workers and payroll checks	Four years post audit then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
FR 17-013P	<b>ANNUAL INVENTORY</b> Annual office inventory of materials, supplies, furniture, and equipment, consumable and non-consumable inventory of office	Four years post audit then destroy	PAPER		<input type="checkbox"/>
FR 17-013E	<b>ANNUAL INVENTORY</b> Annual office inventory of materials, supplies, furniture, and equipment, consumable and non-consumable inventory of office	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-014P	<b>OUTSIDE CASH</b> Reconciliation of outside cash accounts. Bank statements.	Four years post audit then destroy	PAPER		<input type="checkbox"/>
FR-17-014E	<b>OUTSIDE CASH</b> Reconciliation of outside cash accounts. Bank statements.	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-015P	<b>PUBLIC RECORDS REQUESTS FOR OUTSIDE AGENCIES</b> Outside agency documents requested by the public, includes e-mails, spreadsheets, sent documents.	Retain paper copy until digital version then destroy	PAPER		<input type="checkbox"/>
FR-17-015E	<b>PUBLIC RECORDS REQUESTS FOR OUTSIDE AGENCIES</b> Outside agency documents requested by the public, includes e-mails, spreadsheets, sent documents.	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-016P	<b>SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS</b> List of all federal funds expended by a government or organization during a fiscal year. Required as part of the Single Audit to ensure compliance with federal grant requirements.	Four years post audit then destroy	PAPER		<input type="checkbox"/>
FR-17-016E	<b>SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS</b> List of all federal funds expended by a government or organization during a fiscal year. Required as part of the Single Audit to ensure compliance with federal grant requirements.	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-017P	<b>RETIRED CONDUIT DEBT</b> Records pertaining to previously issued, fully retired bonds to support public interest private projects.	Four years post audit then destroy	PAPER		<input type="checkbox"/>
FR-17-017E	<b>RETIRED CONDUIT DEBT</b> Records pertaining to previously issued, fully retired bonds to support public interest private projects.	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FR-17-018P	<b>ERP User Authorization Form</b> Request form for new user access, user access changes, or removal of user access.	Four years post audit then destroy	PAPER		<input type="checkbox"/>
FR-17-018E	<b>ERP User Authorization Form</b> Request form for new user access, user access changes, or removal of user access.	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FS-17-001P	<b>AUDIT REPORTS</b> IRS, Federal, State, Internal	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
FS-17-001E	<b>AUDIT REPORTS</b> IRS, Federal, State, Internal	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FS-17-001M	<b>AUDIT REPORTS</b> IRS, Federal, State, Internal	Ten years post audit then destroy	MICROFORM OR		<input type="checkbox"/>
FS-20-016P	<b>CORONAVIRUS RELIEF FUND PAYMENT RECORDS</b> General ledger and subsidiary ledgers used to account for (a) receipt of Coronavirus Relief Payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19.	Retain paper copy until digital version then destroy	PAPER		<input type="checkbox"/>
FS-20-016E	<b>CORONAVIRUS RELIEF FUND PAYMENT RECORDS</b> General ledger and subsidiary ledgers used to account for (a) receipt of Coronavirus Relief Payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19.	Retain digital version for five years post audit, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
FS-20-017P	<b>CORONAVIRUS RELIEF FUND PAYMENT RECORDS</b> Receipts for purchases made relating to addressing the public health emergency	Retain paper copy until digital version then destroy	PAPER		<input type="checkbox"/>
FS-20-017E	<b>CORONAVIRUS RELIEF FUND PAYMENT RECORDS</b> Receipts for purchases made relating to addressing the public health emergency	Retain digital version for five years post audit, then destroy	DIGITAL MEDIA		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
FS-17-002P	<b>MANAGEMENT LETTER FROM STATE AUDITOR AND COUNTY RESPONSES</b> Letter to auditor describing responsibilities for the annual audit, and what the state auditor’s responsibilities	Four years post audit then destroy	PAPER		<input type="checkbox"/>
GIS-17-001P	<b>PHOTOGRAPHY</b> Aerial and street level photographs for property reviews and GIS compilation	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
GIS-17-001E	<b>PHOTOGRAPHY</b> Aerial and street level photographs for property reviews and GIS compilation	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
GIS-17-001M	<b>PHOTOGRAPHY</b> Aerial and street level photographs for property reviews and GIS compilation	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
GIS-17-002P	<b>PLANIMETRIC MYLARS</b> Original base maps of GIS	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
GIS-17-002E	<b>PLANIMETRIC MYLARS</b> Original base maps of GIS	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
GIS-17-002M	<b>PLANIMETRIC MYLARS</b> Original base maps of GIS	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
GIS-17-003P	<b>TOPOGRAPHIC MYLARS</b> Contour base maps of county w/contour of data of GIS	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
GIS-17-003E	<b>TOPOGRAPHIC MYLARS</b> Contour base maps of county w/contour of data of GIS	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
GIS-17-003M	<b>TOPOGRAPHIC MYLARS</b> Contour base maps of county w/contour of data of GIS	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
GIS-17-004P	<b>PROPERTY PLOTS</b> Maps with final stage of quality control for GIS	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
GIS-17-004E	<b>PROPERTY PLOTS</b> Maps with final stage of quality control for GIS	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
GIS-17-004M	<b>PROPERTY PLOTS</b> Maps with final stage of quality control for GIS	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
GIS-17-005P	<b>ORTHOPHOTOS WITH PROPERTY DATA PLOTS</b> Original photos with property data drawn onto it for GIS compilation	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
GIS-17-005E	<b>ORTHOPHOTOS WITH PROPERTY DATA PLOTS</b> Original photos with property data drawn onto it for GIS compilation	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
GIS-17-005M	<b>ORTHOPHOTOS WITH PROPERTY DATA PLOTS</b> Original photos with property data drawn onto it for GIS compilation	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>
HMS-17-001P	<b>APPLICATION FOR HOMESTEAD EXEMPTION</b> Applications for senior citizens or disability property tax reductions	Five years after last receiving the discount, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
HMS-17-001E	<b>APPLICATION FOR HOMESTEAD EXEMPTION</b> Applications for senior citizens or disability property tax reductions	Retain digital version for remainder five years after last receiving the discount then destroy	DIGITAL MEDIA		<input type="checkbox"/>
HMS-17-002E	<b>HOMESTEAD EXEMPTION LIST</b> List of taxpayers receiving senior citizen or disability property tax reductions	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
HMS-17-003P	<b>HOMESTEAD EXEMPTION</b> Denied, duplicate and continuing applications with no administrative value	One year, retain paper version until checked then destroy	PAPER		<input type="checkbox"/>
HMS-17-003E	<b>HOMESTEAD EXEMPTION</b> Denied, duplicate and continuing applications with no administrative value	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
HMS-17-004P	<b>STATEMENT OF CONVEYANCE OF HOMESTEAD PROPERTY</b> (DTE 101) is completed when a property that has a homestead exemption credit is transferred.	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
HMS-17-004E	<b>STATEMENT OF CONVEYANCE OF HOMESTEAD PROPERTY</b> (DTE 101) is completed when a property that has a homestead exemption credit is transferred.	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
HMS-17-004M	<b>STATEMENT OF CONVEYANCE OF HOMESTEAD PROPERTY</b> (DTE 101) is completed when a property that has a homestead exemption credit is transferred.	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
HMS-17-005P	<b>SUPPLEMENTAL ROLLBACK APPLICATIONS (2.5% ROLL BACK)</b> Application from property owner necessary to receive tax reduction	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
HMS-17-005E	<b>SUPPLEMENTAL ROLLBACK APPLICATIONS (2.5% ROLL BACK)</b> Application from property owner necessary to receive tax reduction	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
HMS-17-005M	<b>SUPPLEMENTAL ROLLBACK APPLICATIONS (2.5% ROLL BACK)</b> Application from property owner necessary to receive tax reduction	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
HMS-17-006P	<b>RENTAL REGISTRATION FORMS</b> Registration form used for rentals that are required to be registered	Retain paper version until digital and checked or until microformed permanently, then destroy	PAPER		<input type="checkbox"/>
HMS-17-006E	<b>RENTAL REGISTRATION FORMS</b> Registration form used for rentals that are required to be registered	Retain digital version until microfilmed or digitized and no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
HMS-17-006M	<b>RENTAL REGISTRATION FORMS</b> Registration form used for rentals that are required to be registered	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
HR-17-001P	<b>VACANCY FILES</b> Request to Post, Fill a position, job description, list of applicants, applications, resumes, interview questions of anyone interviewed, offer letter to chosen applicant and letters to all interviewees not selected for hire	Six years after date of receipt, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
HR-17-001E	<b>VACANCY FILES</b> Request to Post, Fill a position, job description, list of applicants, applications, resumes, interview questions of anyone interviewed, offer letter to chosen applicant and letters to all interviewees not selected for hire	Retain digital version for the remainder of five years after date of receipt, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
HR-17-002E	<b>JOB DESCRIPTIONS</b> Contains job class exempt or nonexempt, duties, requirements and responsibilities, qualification, title, and department	Retain digital version until superseded, abolished, or no longer of administrative value then destroy	DIGITAL MEDIA		<input type="checkbox"/>
HR-17-004P	<b>PAYROLL RECORDS</b> Timesheets, accrual reports, proofs, earnings, deductions, and hours worked, leave requests from and to date, hours used, type of leave used, approval or disapproval	Three years after end of fiscal year, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
HR-17-004E	<b>PAYROLL RECORDS</b> Timesheets, accrual reports, proofs, earnings, deductions, and hours worked, leave requests from and to date, hours used, type of leave used, approval or disapproval	Retain digital version for the remainder of three years after end of fiscal year, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
HR-17-005P	<b>PERSONNEL FILES</b> Application, resume, offer letter, onboarding forms, training, disciplinary actions, education, certifications, garnishments, handbook updates acknowledgements, payroll deduction forms, letters of commendation, tax forms.	Retain paper version for seven years after termination, then destroy	PAPER		<input type="checkbox"/>
HR-17-005E	<b>PERSONNEL FILES</b> Application, resume, offer letter, onboarding forms, training, disciplinary actions, education, certifications, garnishments, handbook updates acknowledgements, payroll deduction forms, letters of commendation, tax forms.	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
HR-17-007P	<b>FORM I-9</b> Instructions and list of acceptable documents	Retain paper version until scanned or no longer administratively needed to meet federal requirements for such forms are met and then destroy	PAPER		<input type="checkbox"/>
HR-17-007E	<b>FORM I-9</b> Instructions and list of acceptable documents	Retain digital for remainder for federal requirements for such forms are met and then destroy	DIGITAL MEDIA		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
HR-19-008P	<b>MEDICAL FILES</b> FMLA paperwork, doctor’s excuses, BWC medical information, psychological evaluation, other miscellaneous medical information.	Retain paper version for seven years after termination, then destroy	PAPER		<input type="checkbox"/>
HR-19-008E	<b>MEDICAL FILES</b> FMLA paperwork, doctor’s excuses, BWC medical information, psychological evaluation, other miscellaneous medical information	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
LIC-17-001E	<b>DOG AND KENNEL REGISTER</b> Record of dog and kennel licenses issued	Retain digital version until audited, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
LIC-17-002P	<b>DOG LICENSE APPLICATION AND TAGS</b> Original application for license shows name and address of owner, description of dog, fee and date paid, change of address, no longer own, and tags	One year, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
LIC-17-002E	<b>DOG LICENSE APPLICATION AND TAGS</b> Original application for license shows name and address of owner, description of dog, fee and date paid, change of address, no longer own, and tags	Retain digital version for the remainder of one year, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
LIC-17-003P	<b>KENNEL LICENSE APPLICATIONS</b> Original application for kennel registration	Until audited, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
LIC-17-003E	<b>KENNEL LICENSE APPLICATIONS</b> Original application for kennel registration	Retain digital version for the remainder, until audited then destroy	DIGITAL MEDIA		<input type="checkbox"/>
LIC-17-004P	<b>VENDORS LICENSES</b> Copies of licenses to sell tangible property at retail	Retain paper version until digital version and checked, then destroy	PAPER		<input type="checkbox"/>
LIC-17-004E	<b>VENDORS LICENSES</b> Copies of licenses to sell tangible property at retail	Retain digital version for one year from issue date, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
LIC-17-005P	<b>CIGARETTE LICENSE APPLICATIONS</b> Duplicate copies of license issued to traffic in cigarettes	Three years retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
LIC-17-005E	<b>CIGARETTE LICENSE APPLICATIONS</b> Duplicate copies of license issued to traffic in cigarettes	Retain digital version for the remainder of Three years, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
LIC-17-006P	<b>JUNKYARD LICENSES</b> Contains name and addresses of applicant, location, names and addresses of members of partnership, association or corporation date of application and date of issue	Until audited, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
LIC-17-006E	<b>JUNKYARD LICENSES</b> Contains name and addresses of applicant, location, names and addresses of members of partnership, association or corporation date of application and date of issue	Retain digital version for the remainder until audited, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
LIC-17-007P	<b>LICENSING BALANCE REPORT</b> Copy of Pay-In and supporting documents	Until audited, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
LIC-17-007E	<b>LICENSING BALANCE REPORT</b> Copy of Pay-In and supporting documents	Retain digital version for the remainder, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MED-17-001P	<b>MEDIATION INFORMATION</b> Mediation forms, notes, images, maps, appraisal materials, comparable sales, property sales documents, correspondence, layouts, sketches, HUD statements, drafts, calendars, receipts, income and expense records, mortgages, expert reports, analysis reports, tax information, insurance records, mediation report, other documentation from those individuals in the mediation	Retain digital version until no longer of administrative value for the remainder then destroy	PAPER		<input type="checkbox"/>
MED-17-001E	<b>MEDIATION INFORMATION</b> Mediation forms, notes, images, maps, appraisal materials, comparable sales, property sales documents, correspondence, layouts, sketches, HUD statements, drafts, calendars, receipts, income and expense records, mortgages, expert reports, analysis reports, tax information, insurance records, mediation report, other documentation from those individuals in the mediation	Retain digital version until no longer of administrative value for the remainder then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MH-17-001P	<b>STATEMENT OF CONVEYANCE FEE (100M DTE)</b> Manufacture Home conveyance for transfers	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
MH-17-001E	<b>STATEMENT OF CONVEYANCE FEE (100M DTE)</b> Manufacture Home conveyance for transfers	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MH-17-001M	<b>STATEMENT OF CONVEYANCE FEE (100M DTE)</b> Manufacture Home conveyance for transfers	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input checked="" type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
MH-17-002P	<b>STATEMENT OF EXEMPTION (100M DTE EX)</b> Manufacture Home exempt conveyance with reasons for exemption from conveyance tax	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
MH-17-002E	<b>STATEMENT OF EXEMPTION (100M DTE EX)</b> Manufacture Home exempt conveyance with reasons for exemption from conveyance tax	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MH-17-002M	<b>STATEMENT OF EXEMPTION (100M DTE EX)</b> Manufacture Home exempt conveyance with reasons for exemption from conveyance tax	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MH-17-003P	<b>DTE 55 ELECTION</b> Manufactured Home, to be taxed like real property	Retain paper version one year or until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
MH-17-003E	<b>DTE 55 ELECTION</b> Manufactured Home, to be taxed like real property	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MH-17-003M	<b>DTE 55 ELECTION</b> Manufactured Home, to be taxed like real property	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MH-17-004P	<b>DTE FORM 23A</b> Applications for remission of Manufactured Homes late payment penalty	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
MH-17-004E	<b>DTE FORM 23A</b> Applications for remission of Manufactured Homes late payment penalty	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MH-17-004M	<b>DTE FORM 23A</b> Applications for remission of Manufactured Homes late payment penalty	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MH-17-005P	<b>MH TAX DUPLICATE</b> Shows trailer registration number, owner name, address, name of court or park, amount of tax and penalty, manufacturer, model and serial number of trailer	Permanent, retain paper version until microformed or digitized permanently	PAPER		<input type="checkbox"/>
MH-17-005E	<b>MH TAX DUPLICATE</b> Shows trailer registration number, owner name, address, name of court or park, amount of tax and penalty, manufacturer, model and serial number of trailers	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MH-17-005M	<b>MH TAX DUPLICATE</b> Shows trailer registration number, owner name, address, name of court or park, amount of tax and penalty, manufacturer, model and serial number of trailers	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MH-17-006E	<b>MH1 SURVEY</b> Abstract of manufactured home values	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MH-17-007P	<b>PARK LIST LETTER</b> Letter to park requesting information for the homes and their residents living in those homes	Retain paper version until no longer administratively needed then destroy	PAPER		<input type="checkbox"/>
MH-17-007E	<b>PARK LIST LETTER</b> Letter to park requesting information for the homes and their residents living in those homes	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-001P	<b>PURCHASE ORDER BY G/L SEGMENT</b> Report is run after final invoices are paid and before closing purchase orders for the year	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
MU-17-001E	<b>PURCHASE ORDER BY G/L SEGMENT</b> Report is run after final invoices are paid and before closing purchase orders for the year	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-001M	<b>PURCHASE ORDER BY G/L SEGMENT</b> Report is run after final invoices are paid and before closing purchase orders for the year	Retain microform or digital version for the remainder of ten years then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MU-17-002P	<b>VENDOR INVOICE LISTS (Year-end)</b> A report of vendors addresses tax identification numbers and amounts paid	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
MU-17-002E	<b>VENDOR INVOICE LISTS (Year-end)</b> A report of vendors addresses tax identification numbers and amounts paid	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-002M	<b>VENDOR INVOICE LISTS (Year-end)</b> A report of vendors addresses tax identification numbers and amounts paid	Retain microform or digital version for the remainder of four years then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MU-17-003P	<b>GENERAL LEDGER OBJECT CODE AND ORGANIZATION CODES GUIDE</b>	Retain paper version until no longer administratively needed then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
MU-17-003M	<b>GENERAL LEDGER OBJECT CODE AND ORGANIZATION CODES GUIDE</b>	Retain microform or digital version until no longer administratively needed then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MU-17-004P	<b>ACCOUNT TRIAL BALANCE – CASH</b> A report detailing transactions contained in the general ledger	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
MU-17-004E	<b>ACCOUNT TRIAL BALANCE – CASH</b> A report detailing transactions contained in the general ledger	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-004M	<b>ACCOUNT TRIAL BALANCE – CASH</b> A report detailing transactions contained in the general ledger	Ten years post audit then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MU-17-005P	<b>APPROPRIATION STATUS REPORTS - SUMMARY BY FUND</b> Report detailing the budget amount expenditures, encumbrances, and current amount for a fund	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
MU-17-005E	<b>APPROPRIATION STATUS REPORTS - SUMMARY BY FUND</b> Report detailing the budget amount expenditures, encumbrances, and current amount for a fund	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-005M	<b>APPROPRIATION STATUS REPORTS - SUMMARY BY FUND</b> Report detailing the budget amount expenditures, encumbrances, and current amount for a fund	Ten years post audit then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MU-17-006P	<b>EXPENDITURE DETAIL HISTORY REPORT</b> A report of expenditures for an account or fund showing the detail transaction	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
MU-17-006E	<b>EXPENDITURE DETAIL HISTORY REPORT</b> A report of expenditures for an account or fund showing the detail transaction	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-006M	<b>EXPENDITURE DETAIL HISTORY REPORT</b> A report of expenditures for an account or fund showing the detail transaction	Ten years post audit then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MU-17-007P	<b>REVENUE DETAIL HISTORY REPORT</b> A report of revenues for an account or fund showing the detail transaction	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
MU-17-007E	<b>REVENUE DETAIL HISTORY REPORT</b> A report of revenues for an account or fund showing the detail transaction	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-007M	<b>REVENUE DETAIL HISTORY REPORT</b> A report of revenues for an account or fund showing the detail transaction	Ten years post audit then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
MU-17-008P	<b>PAID INVOICES BY ACCOUNT REPORT</b> Daily listing of invoices paid by general ledger account per agency	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
MU-17-008E	<b>PAID INVOICES BY ACCOUNT REPORT</b> Daily listing of invoices paid by general ledger account per agency	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-009P	<b>PAID CAPITAL INVOICES REPORT</b> Daily listing of paid capital invoices by general ledger account per agency	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
MU-17-009E	<b>PAID CAPITAL INVOICES REPORT</b> Daily listing of paid capital invoices by general ledger account per agency	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-010P	<b>VOIDS AND REISSUE REPORT</b> Daily listing of voided and reissued invoices payments by general ledger account per agency	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
MU-17-010E	<b>VOIDS AND REISSUE REPORT</b> Daily listing of voided and reissued invoices payments by general ledger account per agency	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-011P	<b>CLEARED PAYROLL WARRANTS REPORT</b> Daily listing of cleared payroll warrants by general ledger account per agency	Ten years post audit then destroy	PAPER		<input type="checkbox"/>
MU-17-011E	<b>CLEARED PAYROLL WARRANTS REPORT</b> Daily listing of cleared payroll warrants by general ledger account per agency	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU 17-012E	<b>MUNIS REPORTS</b> Data within MUNIS database which allows for the creation of prior or current reports on demand	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
MU-17-013P	<b>YEAR TO DATE BUDGET REPORT</b> Report that captures revenues, expenses, encumbrances, current budget, available budget for a specific period	Ten years post audit then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
MU-17-013E	<b>YEAR TO DATE BUDGET REPORT</b> Report that captures revenues, expenses, encumbrances, current budget, available budget for a specific period	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
OPS-17-001P	<b>AUDITOR'S TAX LIST</b> List of taxes assessed against real property, record of special assessment, and record of exempted real property	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
OPS-17-001E	<b>AUDITOR'S TAX LIST</b> List of taxes assessed against real property, record of special assessment, and record of exempted real property	If microformed, retain digital version until no longer administratively needed, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
OPS-17-001M	<b>AUDITOR'S TAX LIST</b> List of taxes assessed against real property, record of special assessment, and record of exempted real property	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
OPS-17-002P	<b>OMITTED PROPERTY NOTICES</b> Notices sent to property owners regarding property value additions	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
OPS-17-002E	<b>OMITTED PROPERTY NOTICES</b> Notices sent to property owners regarding property value additions	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
OPS-17-002M	<b>OMITTED PROPERTY NOTICES</b> Notices sent to property owners regarding property value additions	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PP-17-001P	<b>AUDITOR'S TAX LIST-DELINQUENT PERSONAL</b> List of persons owing delinquent personal property taxes	Two years retain paper version until digital and checked then destroy	PAPER		<input type="checkbox"/>
PP-17-001E	<b>AUDITOR'S TAX LIST-DELINQUENT PERSONAL</b> List of persons owing delinquent personal property taxes	Retain digital version for the remainder of two years, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PP-17-002P	<b>AUDITOR'S TAX LIST-PERSONAL</b> List of persons owing personal property tax; shows property value amount of assessment, penalty and tax due	Two years retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
PP-17-002E	<b>AUDITOR'S TAX LIST-PERSONAL</b> List of persons owing personal property tax; shows property value amount of assessment, penalty and tax due	Retain digital version for the remainder of two years, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PP-17-003P	<b>PERSONAL PROPERTY TAX RETURNS AND INFORMATIONAL RETURNS</b> Shows year of return, name and address of taxpayer, listing of tangible property, list of intangible property, supplemental statements and total tax due, Form 804	Five years retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
PP-17-003E	<b>PERSONAL PROPERTY TAX RETURNS AND INFORMATIONAL RETURNS</b> Shows year of return, name and address of taxpayer, listing of tangible property, list of intangible property, supplemental statements and total tax due, Form 804	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PP-17-003M	<b>PERSONAL PROPERTY TAX RETURNS AND INFORMATIONAL RETURNS</b> Shows year of return, name and address of taxpayer, listing of tangible property, list of intangible property, supplemental statements and total tax due, Form 804	Five years, retain microform or digital version for remainder of five years, then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PP-17-004P	<b>PERSONAL PROPERTY TAX INFORMATIONAL TIRC</b> Shows the name, address, tax id number of taxpayer, tax form 920, 913 and other supplemental information pertaining to the abatement	Permanent, retain paper version until microform or digitized permanently	PAPER		<input type="checkbox"/>
PP-17-004E	<b>PERSONAL PROPERTY TAX INFORMATIONAL TIRC</b> Shows the name, address, tax id number of taxpayer, tax form 920, 913 and other supplemental information pertaining to the abatement	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PP-17-004M	<b>PERSONAL PROPERTY TAX INFORMATIONAL TIRC</b> Shows the name, address, tax id number of taxpayer, tax form 920, 913 and other supplemental information pertaining to the abatement	Permanent, retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PP-17-005P	<b>PERSONAL PROPERTY TAX ASSESSMENTS</b> State assessments, misc. correspondence	Five years retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
PP-17-005E	<b>PERSONAL PROPERTY TAX ASSESSMENTS</b> State assessments, misc. correspondence	Retain digital version for the remainder of five years, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-001E	<b>PAYROLL SUMMARY REPORTS</b> Name, employee #, hours worked, pay rate, General Ledger acct/allocation, deductions,	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
	employee net, employee gross year to date, quarter to date & fiscal cycle is per pay period				
PR-17-001M	<b>PAYROLL SUMMARY REPORTS</b> Name, employee #, hours worked, pay rate, General Ledger acct/allocation, deductions, employee net, employee gross year to date, quarter to date & fiscal cycle is per pay period	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-002E	<b>PAYROLL ACCRUAL REPORTS</b> Name, employee #, accrual type, balance last period, current period used and earned, pay period ending balance. Cycle is per pay period	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-002M	<b>PAYROLL ACCRUAL REPORTS</b> Name, employee #, accrual type, balance last period, current period used and earned, pay period ending balance. Cycle is per pay period	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-003M	<b>RETIREMENT REPORTS (PERS &amp; STRS)</b> Name, social security #, monthly earnings, retirement contribution up to December 2015 <b>(This report will no longer be generated after December 31, 2015)</b>	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-004M	<b>RETIREMENT VOLUNTARY 'BUY BACK' REPORTS</b> Name, social security #, monthly deduction amount up to December 2015 <b>(This report will no longer be generated after December 31, 2015)</b>	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-005P	<b>OPERS FORM F-3 REQUEST FOR OPTIONAL EXEMPTION</b> Exemption from OPERS as a student working at a public school, college, or university where the student attends. Only approvals by OPERS are retained	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
PR-17-005E	<b>OPERS FORM F-3 REQUEST FOR OPTIONAL EXEMPTION</b> Exemption from OPERS as a student working at a public school, college, or university where the student attends. Only approvals by OPERS are retained	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-005M	<b>OPERS FORM F-3 REQUEST FOR OPTIONAL EXEMPTION</b> Exemption from OPERS as a student working at a public school, college, or university where the student attends. Only approvals by OPERS are retained	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-006P	<b>BOOTHWORKER PAYROLL REGISTERS</b> Name, Social Security #, name, address, amount paid, election worked, when paid, warrant number. Includes supplemental payroll registers for missed employees	Four years post audit then destroy	PAPER		<input type="checkbox"/>
PR-17-006E	<b>BOOTHWORKER PAYROLL REGISTERS</b> Name, Social Security #, name, address, amount paid, election worked, when paid, warrant number. Includes supplemental payroll registers for missed employees	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-006M	<b>BOOTHWORKER PAYROLL REGISTERS</b> Name, Social Security #, name, address, amount paid, election worked, when paid, warrant number. Includes supplemental payroll registers for missed employees	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-007P	<b>EMPLOYEE EARNINGS RECORDS</b> (1938 – 1949) Rolls #1 to #9 (1950 – 1973) Rolls #1-A to #29-A	Seventy-Five years, retain paper version until microformed or digitized then destroy	PAPER		<input type="checkbox"/>
PR-17-007E	<b>EMPLOYEE EARNINGS RECORDS</b> (1938 – 1949) Rolls #1 to #9 (1950 – 1973) Rolls #1-A to #29-A	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-007M	<b>EMPLOYEE EARNINGS RECORDS</b> (1938 – 1949) Rolls #1 to #9 (1950 – 1973) Rolls #1-A to #29-A	Retain microform or digital version for remainder of seventy-five years, then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-008M	<b>EMPLOYEE ALPHA REFERENCE INDEX LISTING</b> (1972 – 1982)	Retain microform or digital version for remainder of seventy-five years, then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-009M	<b>EMPLOYEE GROSS PAY LISTING</b> (1984 – present) Annual report list of employees with cumulative amount paid	Retain microform or digital version for remainder of seventy-five years, then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
PR-17-010P	<b>IRS FORM W-2s</b> Employee Social Security #, employee #, check location number, tax year, employee name, employee address and applicable earnings data per employee for W-2	Four years post audit then destroy	PAPER		<input type="checkbox"/>
PR-17-010E	<b>IRS FORM W-2s</b> Employee Social Security #, employee #, check location number, tax year, employee name, employee address and applicable earnings data per employee for W-2	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-011P	<b>UNEMPLOYMENT REPORTS</b> Quarterly Report name, Social Security#, quarterly earnings per ORC Sec. 4141.20. Bureau of Labor Statistics Form 3020	Four years post audit then destroy	PAPER		<input type="checkbox"/>
PR-17-011E	<b>UNEMPLOYMENT REPORTS</b> Quarterly Report name, Social Security#, quarterly earnings per ORC Sec. 4141.20. Bureau of Labor Statistics Form 3020	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-012P	<b>AUTHORIZED PAYROLL CERTIFICATES</b> Actual signature of agency designee for bi-weekly payroll approval of final proof	Four years post audit then destroy	PAPER		<input type="checkbox"/>
PR-17-012E	<b>AUTHORIZED PAYROLL CERTIFICATES</b> Actual signature of agency designee for bi-weekly payroll approval of final proof	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-013P	<b>EMPLOYMENT TAX RETURNS</b> IRS Form 941, Ohio IT-942, withholding tax deposit confirmation numbers, supporting documentation	Four years post audit then destroy	PAPER		<input type="checkbox"/>
PR-17-014E	<b>EEO-4 REPORTS</b> Per Title 29, Chapter XIV, Code of Federal Regulations, Sec. 1602.32	Ten years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-015P	<b>UNEMPLOYMENT BILLINGS</b> ODJFS bills: Monthly, Employee name, Social Security #, Agency, Org, date paid/week claimed, charge or credit and amount, Journal Entry information. Unemployment claim tracker mail spreadsheet: name, agency, mail form	Four years post audit then destroy	PAPER	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	<input type="checkbox"/>
PR-17-015E	<b>UNEMPLOYMENT BILLINGS</b> ODJFS bills: Monthly, Employee name, Social Security #, Agency, Org, date paid/week claimed, charge or credit and amount, Journal Entry information. Unemployment claim tracker mail spreadsheet: name, agency, mail form	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-016P	<b>PAYROLL ADJUSTMENTS</b> Deduction summary reports, adjustments and corrections payroll proofs, supporting documents	Four years post audit then destroy	PAPER		<input type="checkbox"/>
PR-17-016E	<b>PAYROLL ADJUSTMENTS</b> Deduction summary reports, adjustments and corrections payroll proofs, supporting documents	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-017P	<b>LOCAL &amp; SCHOOL DISTRICT INCOME TAX REPORTS</b> School district income tax reports monthly school district income tax distribution report	Four years post audit then destroy	PAPER		<input type="checkbox"/>
PR-17-017E	<b>LOCAL &amp; SCHOOL DISTRICT INCOME TAX REPORTS</b> School district income tax reports monthly school district income tax distribution report	Four years post audit then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-018P	<b>DOCUMENTATION FOR DEDUCTIONS</b> Deferred Comp authorizations, direct deposit authorizations, buy back authorizations, COTA bus pass, Parking Garage, credit union	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
PR-17-018E	<b>DOCUMENTATION FOR DEDUCTIONS</b> Deferred Comp authorizations, direct deposit authorizations, buy back authorizations, COTA bus pass, Parking Garage, credit union	If microformed, retain digital version until no longer of administrative value then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-018M	<b>DOCUMENTATION FOR DEDUCTIONS</b> Deferred Comp authorizations, direct deposit authorizations, buy back authorizations, COTA bus pass, Parking Garage, credit union	Retain microform or digital version permanently	Microform OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-019P	<b>EMPLOYEE REIMBURSEMENTS</b> Approved supporting document submission bundles per payday, Purchase Order Reduction Form: Employee #, Name, Purchase Order #, Pay Code, Amount	Four years post audit then destroy	PAPER		<input type="checkbox"/>
PR-17-020P	<b>PERS</b> Employer code, Social Security #, employee name, reportable wages, retirement contribution, OPERS pay period. Monthly report: Employee#, employee mane, gross pay,	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
	employee contribution, employee PERS amount. <b>From 1/1/2016 forward</b>				
PR-17-020E	<b>PERS</b> Employer code, Social Security #, employee name, reportable wages, retirement contribution, OPERS pay period. Monthly report: Employee#, employee mane, gross pay, employee contribution, employee PERS amount. <b>From 1/1/2016 forward</b>	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-020M	<b>PERS</b> Employer code, Social Security #, employee name, reportable wages, retirement contribution, OPERS pay period. Monthly report: Employee#, employee mane, gross pay, employee contribution, employee PERS amount. <b>From 1/1/2016 forward</b>	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-021P	<b>STRS</b> Social Security#, Employee #, Employee Name, LOC, Employee Amt, Employee gross wages. STRS regular and STRS 16-month reporting. Annual report: Social Security #, Employee #, Employee name, Employee earnings per payday and total, accrued contributions, % service credit. <b>From 1/1/2016 forward</b>	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
PR-17-021E	<b>STRS</b> Social Security#, Employee #, Employee Name, LOC, Employee Amt, Employee gross wages. STRS regular and STRS 16-month reporting. Annual report: Social Security #, Employee #, Employee name, Employee earnings per payday and total, accrued contributions, % service credit. <b>From 1/1/2016 forward</b>	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-021M	<b>STRS</b> Social Security#, Employee #, Employee Name, LOC, Employee Amt, Employee gross wages. STRS regular and STRS 16-month reporting. Annual report: Social Security #, Employee #, Employee name, Employee earnings per payday and total, accrued contributions, % service credit. <b>From 1/1/2016 forward</b>	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-022P	<b>OPERS BUY BACK REPORTS</b> Name, Social Security number, expected amount, deduction amount, period ending date, due date, detail payment confirmation with detail	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
PR-17-022E	<b>OPERS BUY BACK REPORTS</b> Name, Social Security number, expected amount, deduction amount, period ending date, due date, detail payment confirmation with detail	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-022M	<b>OPERS BUY BACK REPORTS</b> Name, Social Security number, expected amount, deduction amount, period ending date, due date, detail payment confirmation with detail	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-023P	<b>STRS BUYBACK REPORTS</b> Name, Social Security number, contribution.	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
PR-17-023E	<b>STRS BUYBACK REPORTS</b> Name, Social Security number, contribution.	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
PR-17-023M	<b>STRS BUYBACK REPORTS</b> Name, Social Security number, contribution.	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-024P	<b>GARNISHMENT DEDUCTIONS</b> Court order: child support, tax levies, student loans, common pleas, and municipal court filings, bankruptcy, et. al. payoff worksheet	Four years post audit after final payment, then destroy	PAPER		<input type="checkbox"/>
PR-17-025M	<b>BEN FRANKLIN TUBERCULOSIS HOSPITAL PERSONNEL (1950-1960)</b> PERS report 1950 - 1960	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
PR-17-026P	<b>BOOTH WORKER REISSUED WARRANTS</b> Recipient affidavit, copy of stale check (if returned) copy of re-issued check	Four years post audit then destroy	PAPER		<input type="checkbox"/>
REA-17-001P	<b>FORFEITED LANDS AND LOTS CASE FILES</b> Records of lands and lots forfeited and sold for delinquent taxes and penalties. Copies of redemption certificates issued by Auditor on delinquent tax sales	Twenty-one years after last entry retain paper version until microformed or digitized then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
REA-17-001E	<b>FORFEITED LANDS AND LOTS CASE FILES</b> Records of lands and lots forfeited and sold for delinquent taxes and penalties. Copies of redemption certificates issued by Auditor on delinquent tax sales	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
REA-17-001M	<b>FORFEITED LANDS AND LOTS CASE FILES</b> Records of lands and lots forfeited and sold for delinquent taxes and penalties. Copies of redemption certificates issued by Auditor on delinquent tax sales	Retain microform or digital version for the remainder of twenty-one years, then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
REA-17-002P	<b>LAND SALES RECORDS</b> Instruments showing name of delinquent owner, description of tract or lot, date and amount of sale, buyer, delinquent tax; penalty, costs and amount due delinquent owner, bidder slips and advertisements	Two years, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
REA-17-002E	<b>LAND SALES RECORDS</b> Instruments showing name of delinquent owner, description of tract or lot, date and amount of sale, buyer, delinquent tax; penalty, costs and amount due delinquent owner, bidder slips and advertisements	Retain digital version for the remainder of two years, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
REA-17-003P	<b>DTE FORM 23A</b> Applications for remission of late payment penalty decided by the Auditor	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
REA-17-003E	<b>DTE FORM 23A</b> Applications for remission of late payment penalty decided by the Auditor	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
REA-17-003M	<b>DTE FORM 23A</b> Applications for remission of late payment penalty decided by the Auditor	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
REA-17-004P	<b>TAX INCENTIVE REVIEW COUNCIL REVIEW SHEET AND RELATED DOCUMENTS</b> Review sheet for review of tax incentive, and other related documents	Five years retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
REA-17-004E	<b>TAX INCENTIVE REVIEW COUNCIL REVIEW SHEET AND RELATED DOCUMENTS</b> Review sheet for review of tax incentive, and other related documents	Retain digital version for the remainder of five years, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
REA-17-004M	<b>TAX INCENTIVE REVIEW COUNCIL REVIEW SHEET AND RELATED DOCUMENTS</b> Review sheet for review of tax incentive, and other related documents	Retain microform or digital version until no longer administratively needed then destroy	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-001M	<b>ADDITION AND DEDUCTION LIST</b> Contains record of additions to or deductions from the tax list; shows names of tax district and property owner, description of tract, amount of addition or deduction, and reason for revision	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-002M	<b>ADDITION AND SUBDIVISION RECORD</b> Contains a record of the platting of additions and subdivisions within the county, showing date platted, name of plat, by who platted, parcel number, valuation, and to whom lot sold	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-003E	<b>INDEX TO PLAT BOOKS</b> Contains volume and page number of plat books wherein a particular region of the county is recorded	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-003M	<b>INDEX TO PLAT BOOKS</b> Contains volume and page number of plat books wherein a particular region of the county is recorded	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-004E	<b>PLAT BOOKS</b> Plat maps of subdivisions, cities, towns and village showing names of owners, parcel numbers, streets, alleys, streams, rivers and railroads	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-004M	<b>PLAT BOOKS</b> Plat maps of subdivisions, cities, towns and village showing names of owners, parcel numbers, streets, alleys, streams, rivers and railroads	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-005M	<b>RECORD OF TRANSFERS</b> Record of real property transfers showing names of grantor and grantee, dates of transfer and filing, description and location of tract and amount of transfer tax	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
T&C-17-006M	<b>TRACT NUMBER VOID BOOK</b> Record of parcel numbers which have been changed	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-007P	<b>STATEMENT OF CONVEYANCE FEE (100 DTE)</b>	Retain paper version one year or until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
T&C-17-007E	<b>STATEMENT OF CONVEYANCE FEE (100 DTE)</b>	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-007M	<b>STATEMENT OF CONVEYANCE FEE (100 DTE)</b>	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-008P	<b>STATEMENT OF EXEMPTION (100 DTE EX)</b> Reasons for exemption from conveyance tax	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
T&C-17-008E	<b>STATEMENT OF EXEMPTION (100 DTE EX)</b> Reasons for exemption from conveyance tax	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-008M	<b>STATEMENT OF EXEMPTION (100 DTE EX)</b> Reasons for exemption from conveyance tax	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-009P	<b>PROPERTY SPLITS AND COMBINATIONS</b> Work files information pertaining to splits and combinations of properties	Six years after last revaluation is completed retain paper version until microformed or digitized permanently then destroy	PAPER		<input type="checkbox"/>
T&C-17-009E	<b>PROPERTY SPLITS AND COMBINATIONS</b> Work files information pertaining to splits and combinations of properties	If microformed, six years after last revaluation is completed retain digital version for remainder then destroy	DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-009M	<b>PROPERTY SPLITS AND COMBINATIONS</b> Work files information pertaining to splits and combinations of properties	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
T&C-17-010M	<b>SCHOOL LAND RECORD</b> Record of sale of school land showing purchaser, acreage, location, description of tract, price, record of payments and date deed issued	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
TA-17-001P	<b>ABSTRACT OF DELINQUENT TAX</b> Auditor's abstract of delinquent real & personal taxes; shows tax rates, valuation of real & personal property delinquent, total tax delinquent	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
TA-17-001E	<b>ABSTRACT OF DELINQUENT TAX</b> Auditor's abstract of delinquent real & personal taxes; shows tax rates, valuation of real & personal property delinquent, total tax delinquent	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TA-17-001M	<b>ABSTRACT OF DELINQUENT TAX</b> Auditor's abstract of delinquent real & personal taxes; shows tax rates, valuation of real & personal property delinquent, total tax delinquent	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
TA-17-002P	<b>AUDITOR'S TAX LIST-DELINQUENT</b> List of delinquent taxes assessed against real property within the county	Two years, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
TA-17-002E	<b>AUDITOR'S TAX LIST-DELINQUENT</b> List of delinquent taxes assessed against real property within the county	Retain digital version for the remainder of two years, then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TA-17-003P	<b>SPECIAL ASSESSMENT</b> Record of special assessment levied against property owner for any sanitary sewers, sidewalk construction, ditches, storm sewers, sidewalks, weed and waste removal, street improvements, or special improvements	Five years after last assessment is paid retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
TA-17-003E	<b>SPECIAL ASSESSMENT</b> Record of special assessment levied against property owner for any sanitary sewers, sidewalk construction, ditches, storm sewers, sidewalks, weed and waste removal, street improvements, or special improvements	Retain digital version for remainder of five years after last assessment is paid; then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TA-17-004P	<b>AUDITOR VALUE CHANGE CERTIFICATE</b> Changes in property value or class including exemption, BOR, CAUV, auditor's corrections, and omitted property, adders, remitters, correction orders and corrections to value made to the tax list duplicate	Retain paper version until no longer administratively needed, then destroy	PAPER		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
TA-17-004E	<b>AUDITOR VALUE CHANGE CERTIFICATE</b> Changes in property value or class including exemption, BOR, CAUV, auditor's corrections, and omitted property, adders, remitters, correction orders and corrections to value made to the tax list duplicate	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TA-17-004M	<b>AUDITOR VALUE CHANGE CERTIFICATE</b> Changes in property value or class including exemption, informal, CAUV, auditor's corrections, and omitted property, adders, remitters, correction orders and corrections to value made to the tax list duplicate	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
TA-17-005P	<b>ANNEXATION FILES AND LOGS ANNEXATION WORK RECORD LOGS</b> Work record logs	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
TA-17-005E	<b>ANNEXATION FILES AND LOGS ANNEXATION WORK RECORD LOGS</b> Work record logs	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TA-17-005M	<b>ANNEXATION FILES AND LOGS ANNEXATION WORK RECORD LOGS</b> Work record logs	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
TA-17-006P	<b>MUNICIPAL OR TOWNSHIP ORDINANCES</b> Final assessment ordinances requires Special assessments to be levied in participating district	Five years after last assessment is paid retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
TA-17-006E	<b>MUNICIPAL OR TOWNSHIP ORDINANCES</b> Final assessment ordinances requires Special assessments to be levied in participating district	Retain digital version for the remainder of five years after last assessment is paid then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TA-17-007P	<b>MONEY OR CHANGE ORDER CERTIFICATES</b> Addition or correction orders, examples: penalties, interest, etc.	Retain paper version until no longer administratively needed, then destroy	PAPER		<input type="checkbox"/>
TA-17-007E	<b>MONEY OR CHANGE ORDER CERTIFICATES</b> Addition or correction orders, examples: penalties, interest, etc.	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TA-17-007M	<b>MONEY OR CHANGE ORDER CERTIFICATES</b> Addition or correction orders, examples: penalties, interest, etc.	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
TA-17-008P	<b>TREASURER CHANGE REQUESTS TO TAX DUPLICATE</b> Any changes to duplicate that are requested by Treasurer involving bankruptcies, sheriff sales, remission of penalties	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
TA-17-008E	<b>TREASURER CHANGE REQUESTS TO TAX DUPLICATE</b> Any changes to duplicate that are requested by Treasurer involving bankruptcies, sheriff sales, remission of penalties	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TA-17-008M	<b>TREASURER CHANGE REQUESTS TO TAX DUPLICATE</b> Any changes to duplicate that are requested by Treasurer involving bankruptcies, sheriff sales, remission of penalties	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
TA-17-009P	<b>PAY PLAN WORKSHEETS</b> When Treasurer's payment plan contracts are broken, the worksheets used to calculate interest	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
TA-17-009E	<b>PAY PLAN WORKSHEETS</b> When Treasurer's payment plan contracts are broken, the worksheets used to calculate interest	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TA-17-009M	<b>PAY PLAN WORKSHEETS</b> When Treasurer's payment plan contracts are broken, the worksheets used to calculate interest	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
TA-17-010P	<b>PROOF OF PAYMENT</b> Copy of submitted tax payments	Retain paper version until no longer administratively needed then destroy	PAPER		<input type="checkbox"/>
TA-17-010E	<b>PROOF OF PAYMENT</b> Copy of submitted tax payments	Retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TI-17-001P	<b>TAX ABATEMENT APPLICATIONS</b> CRA's, TIF's, EZ's	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
TI-17-001E	<b>TAX ABATEMENT APPLICATIONS</b> CRA's, TIF's, EZ's	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

Franklin County Auditor

(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
TI-17-001M	<b>TAX ABATEMENT APPLICATIONS</b> CRA's, TIF's, EZ's	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
TI-17-002P	<b>PUBLIC UTILITY ASSESSMENT RECORDS REPLACING DTE U-9</b> Original return by board of assessors and appraisers of valuation of taxation of railroads and utility property	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
TI-17-002E	<b>PUBLIC UTILITY ASSESSMENT RECORDS REPLACING DTE U-9</b> Original return by board of assessors and appraisers of valuation of taxation of railroads and utility property	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TI-17-002M	<b>PUBLIC UTILITY ASSESSMENT RECORDS REPLACING DTE U-9</b> Original return by board of assessors and appraisers of valuation of taxation of railroads and utility property	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
TI-17-003P	<b>APPLICATIONS FOR EXEMPTION</b> Original applications for the exemption of property from taxation	Retain paper version until microformed or digitized permanently, then destroy	PAPER		<input type="checkbox"/>
TI-17-003E	<b>APPLICATIONS FOR EXEMPTION</b> Original applications for the exemption of property from taxation	If microformed, retain digital version until no longer administratively needed then destroy	DIGITAL MEDIA		<input type="checkbox"/>
TI-17-003M	<b>APPLICATIONS FOR EXEMPTION</b> Original applications for the exemption of property from taxation	Retain microform or digital version permanently	MICROFORM OR DIGITAL MEDIA		<input type="checkbox"/>
WM-17-001P	<b>WEIGHTS AND MEASURES INSPECTIONS FORMS</b> Retail motor fuel dispensers, UPC scanner, package checking random; standard; count and volume, taxi meters, timing devices, linear, complaint forms, devices for commercial scales	Two years after date of inspection, provided violations is corrected, retain paper version until digital version and checked then destroy	PAPER		<input type="checkbox"/>
WM-17-001E	<b>WEIGHTS AND MEASURES INSPECTIONS FORMS</b> Retail motor fuel dispensers, UPC scanner, package checking random; standard; count and volume, taxi meters, timing devices, linear, complaint forms, devices for commercial scales	Two years after date of inspection, provided violations is corrected, retain digital version for remainder then destroy	DIGITAL MEDIA		<input type="checkbox"/>