



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

SEP 05 2019

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Madeira, Ohio (local government entity)		Income Tax (unit)	
<i>Kristie Lowndes</i> (signature of responsible official)	Kristie Lowndes (name)	Asst. Treasurer/ Tax Commissioner (title)	09/04/19 (date)

Section B: Records Commission

City of Madeira		513-272-4212	
Records Commission		(telephone number)	
7141 Miami Ave (address)	Madeira, Ohio (city)	45423 (zip code)	Hamilton (county)

To have this form returned to the Records Commission electronically, include an email address: ltompson@madeiracity.com

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.

Thomas W. Mueller

09/04/19

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

<i>Amy Klesing</i> Signature	<i>Govt. Rec. Archivist</i> Title	<i>9/16/19</i> Date
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Section D: Auditor of State

<i>Martin E. Mub</i> Signature	<i>9-26-19</i> Date
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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



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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.

Section E: Records Retention Schedule

City of Madeira
(local government entity)

Income Tax
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
T-1	Accounts Receivable	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-2	Annual Summary of Cash Collected	3 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-3	Annual Withholding Tax Reconciliation Form with W-2's attached	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-4	Closed Account	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-5	Control Sheet	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-6	Corporate Partnership Fiduciary Income Tax Return	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-7	Daily Posing Recapitulation	3 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-8	Detailed Cash Receipt Record	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-9	Delinquent Account Records	Until paid and audited	Paper and/or electronic media		<input type="checkbox"/>
T-10	Declaration of Estimated Income Tax, Business and Individual	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
T-11	Final Income Tax Return for the Year Business and Individuals	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-12	Individual's Tax Return	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-13	Quarterly Withholding Payment	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-14	Quarterly Payment Statement Business and Individuals	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-15	Refund Requests	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-16	Uncollectible Income Tax Accounts	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-17	Correspondence	2 years	Paper and/or electronic media		<input type="checkbox"/>
T-18	Emails	2 years	Paper and/or electronic media		<input type="checkbox"/>
T-19	Form 1099 G's-Notice of Refund or Overpayment	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>
T-20	Receipt Books – (Discontinued use in 2014)	6 years provided audited	Paper and/or electronic media		<input type="checkbox"/>

EMAIL DISCLAIMER: Email is a *format* on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each *individual* email should be evaluated according to its content and retained in accordance with record series adopted within the schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.)