Budget Commission

Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 East 17th Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned:

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

Union County Auditor		**Budget Commission**	
(local government entity)		(unit)	
Andrea L. Weaver	**Andrea Weaver**	**Auditor**	10-4-11
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Union County Records Commission — 937-645-4177 (telephone number)

128 South Main Street, Suite 114	Marysville	43040	Union
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: **sbadenhop@co.union.oh.us**

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.

Charles C. Hall — 10-11-11

Records Commission Chair Signature — Date

Section C: Ohio Historical Society - State Archives

Fred Prentiss	State Archivist	10-20-2011
Signature	Title	Date

Section D: Auditor of State

Martin E. Mueller — 10-31-11

Signature — Date

Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Section E: Records Retention Schedule

FROM: Union County Auditor (local government entity) — Budget Commission (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
BC11-01	Agendas and Meeting Materials *Lists of items to be discussed and materials and resources compiled and used for meetings of the Budget Commission*	5 years	Paper		☐
BC11-02	Appropriation Resolutions *Shows amounts of money appropriated and the rates of taxation*	5 years	Paper		☐
BC11-03	Budget Commission Minutes *Official record of proceedings of the Budget Commission*	Permanent	Paper/Electronic		☒
BC11-04	Budgets *Annual fiscal allocations per fund and line-item of each taxing district for the fiscal year*	Permanent	Paper		☒
BC11-05	Certificates of Appropriations not Exceeding Resources *Contains Budget Commission certificates to taxing districts certifying that appropriations do not exceed the estimated appropriation and estimated balance of each fund*	5 years	Paper		☐
BC11-06	Certificates of Estimated Resources *Contains Budget Commission certificates to taxing districts certifying the estimated amount of tax revenue for the fiscal year*	5 years	Paper		☐
BC11-07	Tax Levy Schedules A and B *Contains taxing districts summaries of amounts required from general property taxes to fund proposed budget (Schedule A), and tax levies outside the 10 mill limitation (Schedule B), along with submission resolutions/authorization*	5 years	Paper		☐
BC11-08	Transfer of Funds Records *Records documenting the transfer of funds from one fund or line-item to another fund or line-item*	5 years, provided audit	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.	☐
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