



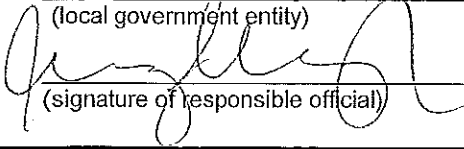
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Regional Income Tax Agency ("RITA")
(local government entity)

All units
(unit)



Amy L. Arrighi
(name)

Executive Director
(title)

11-13-2025
(date)

Section B: Records Commission

Regional Income Tax Agency Records Commission

866-721-7482, Ext. 3200

(telephone number)

10107 Brecksville Road
(address)

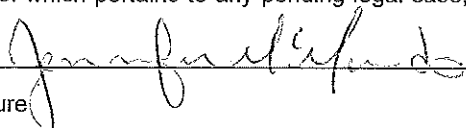
Brecksville
(city)

44141
(zip code)

Cuyahoga
(county)

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

I hereby certify that our Records Commission met in an open meeting, as required by Ohio Revised Code Section 121.22, 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.



11-13-25

Records Commission Chair Signature

Date

Section C: Ohio Historical Society – State Archives

Government Records Archivist

Signature

Title

Date

Section D: Auditor of State

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**

Section E: Records Retention Schedule

Regional Income Tax Agency

all units

(local government entity)

(unit)

Note #1: ELECTRONIC MAIL (e-mail) is a format on which records are sent, received, and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail is evaluated according to its content and is retained in accordance with the records series adopted within this schedule that the content most likely fits. See RITA's Email Retention and Disposal Policy for more information.

Note #2: RITA's procedure is to delete media in early September of the calendar year immediately following the calendar year in which falls the last day of the retention period with respect to those media.

Note #3: In some cases, paper records maintained for the retention period specified for that record may, during that period, be digitized, quality checked, and immediately discarded. However, the digitized, electronic copy will be retained for the remainder of the retention period specified for that discarded paper record.

Note #4: Items marked (*) require approval by RITA's Records Commission prior to disposal.

| (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 |
|---------------------------|---|--|-------------------------|---|--|
| Gen. 1 (General) | Duplicates, copies, printouts, and drafts of the following: forms, files, memos, minutes of meetings, presentations, training materials, employment vacancy postings, contracts, court filings, disciplinary actions, policies, ordinances, employee handbooks, employee benefit information, and web pages | Until superseded, obsolete, replaced, or no longer of administrative value | Paper and/or electronic | | <input type="checkbox"/> |
| Gen. 2 | Voice mail messages | Until no longer of administrative value | Electronic | | <input type="checkbox"/> |
| Gen. 3 | In-bound telephone messages | Until no longer of administrative value | Paper | | <input type="checkbox"/> |
| Gen. 4 | Announcements of a general nature (such as early closing of the office, computer upgrades, completed memos, etc.) | Until no longer of administrative value | Paper and/or electronic | | <input type="checkbox"/> |
| Gen. 5 | INTENTIONALLY LEFT BLANK | | | | |
| Gen. 6 | INTENTIONALLY LEFT BLANK | | | | |
| Gen. 7 | Posted "Records Policy" statement | Until superseded by a change, if any, in the law | Paper and/or electronic | | <input type="checkbox"/> |
| Gen. 8 | Records, also called RC-1, RC-2 and RC-3 forms, and other internally developed forms documenting the retention and disposition of the records of the Agency | Permanent | Paper and/or electronic | | <input type="checkbox"/> |
| Gen. 9 | Public Records Requests, including responses to public records requests and public records request log | Five years (*) | Electronic | | <input type="checkbox"/> |
| Gen. 10 | Paper correspondence from or to taxpayers, tax preparers, and tax practitioners if such correspondence is not otherwise described in | Until no longer of administrative value | Paper and/or electronic | | <input type="checkbox"/> |

| (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 |
|-----------------------------------|---|--|-------------------------|---|--|
| | this document | | | | |
| Gen. 11 | General email (consists of email not required to be maintained elsewhere on the schedule) | 7 years from the original date of receipt or sent date | Electronic | | <input type="checkbox"/> |
| Admin. 1 (Admini- strative) | Board minutes and general information regarding Board transactions and agendas; inquiries to the Board | Permanent | Paper and/or electronic | | <input checked="" type="checkbox"/> |
| Admin. 1.1 | Minutes of Regular and Special Board meetings – audio recordings | Until minutes are approved by the Board | Electronic | | <input type="checkbox"/> |
| Admin. 2 | Council of Government agreements | Permanent | Paper and/or electronic | | <input type="checkbox"/> |
| Admin. 3 | Tax information and tax department (administrative) information for each member-municipality | Permanent | Paper and/or electronic | | <input checked="" type="checkbox"/> |
| Admin. 4 | Employee organizational charts and tables of organization | Until superseded | Electronic | | <input type="checkbox"/> |
| Admin. 5 | Bid documents, for successful bids, related Requests for Proposals, and contracts with vendors, insurers and suppliers that were utilized | Six years after date of expiration of the contract (*) | Paper and/or electronic | | <input type="checkbox"/> |
| Admin. 5.1 | Unsuccessful bids, unpursued responses to Requests for Proposals, and correspondence with vendors, insurers and suppliers that were NOT utilized (bids not awarded, quotes not pursued) | Two years after final topic correspondence | Paper and/or electronic | | <input type="checkbox"/> |
| Admin. 6 | City files containing RITA-related municipal corporation information other than records described in Admin. 3 | Ten years (*) | Paper and/or electronic | | <input type="checkbox"/> |
| Admin. 7 | Files relating to non-tax, non-employment legal matters (administrative appeals and judicial proceedings) with respect to which RITA is a party | Ten years (*) | Paper and/or electronic | | <input type="checkbox"/> |
| Admin. 8 | Records Commission agendas and minutes | Permanent | Paper and/or electronic | | <input checked="" type="checkbox"/> |
| Fin. 1 (Finance Dept.) | Accounts Payable information – Purchase Orders and Invoices | Three Years | Electronic | | <input type="checkbox"/> |

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|---------------------------|---|--|-------------------------|---|--|
| Fin. 1.1 | Accounts Payable information – Purchase Orders and Invoices | Until Electronically Scanned and Stored | Paper | | <input type="checkbox"/> |
| Fin. 2 | Electronic data necessary to generate paper checks or electronic payments | Until no longer of administrative value | Electronic | | <input type="checkbox"/> |
| Fin. 3 | ACH Returns Reports | Three years | Electronic | | <input type="checkbox"/> |
| Fin. 4 | Financial audit support with respect to yearly audit by external auditors (ex. cash receipts, including daily deposits and legal deposit support) | Three years | Paper | | <input type="checkbox"/> |
| Fin. 5 | Authorization forms for each member's ACH & wire transfers for tax distribution deposits | Permanent unless subsequently received information supersedes previously received info.; in such cases, previous received info. is maintained for at least five years from the date of receipt of subsequent information | Paper and electronic | | <input type="checkbox"/> |
| Fin. 6 | Authorization letter from each member to participate in legal and subpoena programs as maintained for municipality monthly distributions | Permanent | Paper and/or electronic | | <input type="checkbox"/> |
| Fin. 7 | Bank statements | Three Years (*) | Paper and electronic | | <input type="checkbox"/> |
| Fin. 8 | Billings reports | Three Years | Paper and electronic | | <input type="checkbox"/> |
| Fin. 9.1 | Fixed Asset Listings & Disposal Memos/Support | Five years | Electronic and/or paper | | <input type="checkbox"/> |

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|---------------------------|---|--|-------------------------------|---|--|
| Fin. 9.2 | Inventory Listings | Two years | Paper and/or Electronic | | <input type="checkbox"/> |
| Fin. 10 | Check registers – Finance | Four years | Paper and electronic | | <input type="checkbox"/> |
| Fin. 11 | Check registers – Tax | Ten years | Electronic | | <input type="checkbox"/> |
| Fin. 12 | Financial Reports | Permanent | Paper and electronic | | <input type="checkbox"/> |
| Fin. 13 | Insurance (Medical, Dental, etc.) Records | Six years | Electronic | | <input type="checkbox"/> |
| Fin. 14 | Investment Reports | Three years | Paper | | <input type="checkbox"/> |
| Fin. 15 | Journal Entries Reports | Three years | Paper | | <input type="checkbox"/> |
| Fin. 16 | Daily Cash Reports & Daily Balancing Activity – routine (daily) reconciliation/balancing reports | Three years | Paper and electronic | | <input type="checkbox"/> |
| Fin. 17 | Paid time-off balances | Ten Years | Electronic | | <input type="checkbox"/> |
| Fin. 18 | Payroll information and supporting data | Three years (*) | Paper and electronic | | <input type="checkbox"/> |
| Fin. 19 | Pension Plan Information | Ten years | Paper and electronic | | <input type="checkbox"/> |
| Fin. 20 | Payroll File – RITA employment history (change of status), deduction requests, tax elections, withholding requests, miscellaneous employee information that supports payroll elections | Continually maintained and updated; purge file 10 years after termination of employment (*) | Paper | | <input type="checkbox"/> |
| Fin. 21 | Reconciliations of the General Ledger (T&A/Enterprise Funds, Internal Service Fund) and Bank Reconciliations | Three years | Paper and/or electronic | | <input type="checkbox"/> |
| Fin. 22 | Purchase orders (current accounting system, not able to purge) | Four years | Electronic | | <input type="checkbox"/> |

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|---------------------------|--|--|--|---|--|
| Fin. 23 | Tax support data – other than (i) legal and (ii) refunds (examples include tax voids, tax ACH returns, and tax adjustments) | Three years | Paper and electronic | | <input type="checkbox"/> |
| Fin. 24 | Tax support – legal fees account | Three years | Electronic | | <input type="checkbox"/> |
| Fin. 25 | Tax support – refunds | Three years | Paper and electronic | | <input type="checkbox"/> |
| Fin. 26 | Yearly W-2's (and copy of related yearly W-3) issued by RITA | Four years after date of filing with the IRS (*) | Electronic (note that the recipient receives a paper W-2) | | <input type="checkbox"/> |
| Fin. 27 | Yearly 1099's (and copy of related yearly 1096) issued by RITA | Four years after date of filing with the IRS (*) | Electronic (note that the recipient receives a paper 1099) | | <input type="checkbox"/> |
| Fin. 28 | Employee sick leave balances and employee vacation balances (current accounting system, not able to purge) | Three years | Electronic | | <input type="checkbox"/> |
| Fin. 29 | Supporting packet for member municipality monthly distributions (advance close, reconciliation close) – including printed documents from RITax with distribution amounts, internal spreadsheets reconciling distribution, and tax adjustments (RITax Cash Advance/Adjustment reports, internal spreadsheets, legal collection statements – Reimer – and statement summaries) | Three years | Paper and electronic | | <input type="checkbox"/> |
| Fin. 30 | Credit card statements for tax processing, which includes: reconciliations, tie out, or other supporting documentation specific to the balancing of credit card reports (including through various providers, ex. Fiserv, SnapPay,) | Three years | Paper and/or electronic | | <input type="checkbox"/> |
| Fin. 31 | Taxpayer sign-in sheets – Brecksville office | Until no longer of administrative value | Paper | | <input type="checkbox"/> |
| Fin. 32 | Visitor sign-in registry (log) – non FTI – Brecksville office | Five years | Paper | | <input type="checkbox"/> |

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|--|--|--|-------------------------------|---|--|
| Fin. 33 | Employee Key Assignment Form – Swipe | 3 months after swipe is deactivated | Paper and Electronic | | <input type="checkbox"/> |
| Fin. 34 | Employee Key Assignment Form – Physical Keys | 3 years after the return of the key | Paper and Electronic | | <input type="checkbox"/> |
| FTI 1 (Federal Tax Info. Depart- ment) | Federal Tax Information ("FTI") compliance logs (check logs, visitor logs, safeguard logs, shred logs, and safeguard meeting logs) | Five years (*) | Paper | | <input type="checkbox"/> |
| FTI 2 | IRS-supplied extracts (data files, excluding PTIN) | Two years after data is loaded into FTI systems (*) | Electronic | | <input type="checkbox"/> |
| FTI 2.1 | IRS-supplied file extracts (PTIN file only) | Until no longer of administrative value | Electronic | | <input type="checkbox"/> |
| FTI 3 | Safeguard activity report, Safeguard procedures report and Safeguard securities report | Ten years (*) | Paper and/or electronic | | <input type="checkbox"/> |
| FTI 4 | Disclosure awareness certification (RITA's FTI Rules of Behavior) | Five years (*) | Paper and/or electronic | | <input type="checkbox"/> |
| FTI 5 | Internal inspections | Five years (*) | Paper/elec tronic | | <input type="checkbox"/> |
| FTI 6 | FTI Audit Trail Logs | 7 years (*) | Paper/elec tronic | | <input type="checkbox"/> |
| FTI 7 | IRS-supplied return/return information received under Federal/State Exchange Agreement | Until no longer of administrative value | Paper/elec tronic | | <input type="checkbox"/> |
| HR 1 (Human Resource s Dept.) | Employment applications, resumes, letters of reference and interview materials (not accepted, not interviewed-or not hired) | Until no longer of administrative value | Paper and/or electronic | | <input type="checkbox"/> |
| HR 2 | Employment applications, resumes, letters of reference and interview materials (hired) - | Ten years after last day of employee's employment | Paper and/or electronic | | <input type="checkbox"/> |
| HR 3 | Copy of employment offer letter | Ten years after last day of employee's employment | Paper | | <input type="checkbox"/> |

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|---------------------------|---|--|-------------------------|---|--|
| HR 4 | Background check reports – records collected to verify background information for a new employee during their hiring process. | Ten years after last day of employee's employment | Paper and/or electronic | | <input type="checkbox"/> |
| HR 4.1 | Drug test records for a new employee during their hiring process or for reasonable suspicion drug tests. | Ten years after last day of employee's employment | Paper and/or electronic | | <input type="checkbox"/> |
| HR 4.2 | BCI/FBI background check reports – records collected to verify background information for employees accessing Federal Tax Information (FTI) | Until information is replaced with another BCI/FBI background check or seven year after the date employment ends, whichever is later | Paper and/or electronic | | <input type="checkbox"/> |
| HR 5 | Dept. of Homeland Security form I-9 and related attachments | Three years after date of hire, or one year after the date employment ends, whichever is later | Paper | | <input type="checkbox"/> |
| HR 6 | Employee Manual and employment-related policy documents. | Ten years after date of update/revision | Paper and/or electronic | | <input type="checkbox"/> |
| HR 7 | Employee acknowledgement forms: receipt of employee manual and receipt of employment-related policy documents (e.g. Security Acknowledgement form, Personnel Policies and Procedures Manual Acknowledgement form) | Seven years after superseded or seven years after the last day of employee's employment, which is later | Paper and/or electronic | | <input type="checkbox"/> |
| HR 7.1 | Employee contact information, including emergency notification information | One year after superseded | Paper and/or electronic | | <input type="checkbox"/> |
| HR 8 | Employee conflict of interest and outside employment disclosures | Seven years after last day of employee's employment | Paper and/or electronic | | <input type="checkbox"/> |
| HR 9 | Yearly employee evaluation form, record of disciplinary action, and record of disciplinary hearing | Seven years after last day of employee's employment | Paper | | <input type="checkbox"/> |
| HR 10 | Job posting documents including pre-job posting checklist | Last day of posting | Paper and/or electronic | | <input type="checkbox"/> |

| (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 |
|---|--|---|--------------------------------|---|--|
| HR 11 | Files relating to employment legal matters (e.g. unemployment and worker's compensation claims) with respect to which RITA is a party | Ten years from final date of disposition of the matter (*) | Paper and/or electronic | | <input type="checkbox"/> |
| HR 12 | Employee resignation letter; employment termination letter | Ten years after last day of employee's employment | Paper | | <input type="checkbox"/> |
| HR 13 | Employment Verification Requests: document review and confirmation of a past or current employee for outside entities such as financial institutions. These requests may include dates of employment, position(s) held, and salary | Until no longer of administrative value | Paper and/or electronic | | <input type="checkbox"/> |
| I. A. 1 (Internal Audit Unit) | Audit reports and work papers created by the internal audit unit or by a similar function unit | Ten years from date of report | Paper and Electronic | | <input type="checkbox"/> |
| I.A. 2 | Service Organization Control (SOC) 1 audit files | Five years | Electronic | | <input type="checkbox"/> |
| I. S. 1 (Information Services Dept.) | Correspondence Uploads/Downloads | Two years after create date of file uploads/downloads | Electronic | | <input type="checkbox"/> |
| I. S. 2 | Taxpayer return information received from taxpayer-retained tax return electronic processing company; employer return information received from employer-retained tax return electronic processing company | Ten years from date of receipt | Electronic | | <input type="checkbox"/> |
| I. S. 2.1 | Taxpayer information received from financial institution(s) which process paper tax returns and other forms | Ten years from date of receipt | Electronic | | <input type="checkbox"/> |
| I.S. 2.2 | Taxpayer return information systematically flagged for legal and/or a legal docket | Fifteen years from date of receipt | Electronic | | <input type="checkbox"/> |
| I. S. 3 | Taxpayer return information from taxpayers using either RITA's electronic filing method or the state's Gateway method; employer return information from employers using either RITA's electronic filing method or the state's Gateway method | Ten years from date of receipt | Electronic | | <input type="checkbox"/> |
| I. S. 4 | Emails containing detected virus, malware, and/or Federal Tax Information (FTI). | Immediate deletion. | Electronic | | <input type="checkbox"/> |

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|---------------------------|---|---|----------------------|---|--|
| I. S. 5 | RITA's Web site URL (all information/links contained therein) | Until updated | Electronic | | <input type="checkbox"/> |
| I. S. 6 | Payment information permitted to be retained as outlined in Payment Card Industry Security Standards Council's <i>Data Security Standard Requirements and Security Assessment Procedures</i> | Six years | Electronic | | <input type="checkbox"/> |
| I. S. 7 | System/application logs and reports | 1 year and 1 month | Paper and Electronic | | <input type="checkbox"/> |
| I. S. 8 | Security logs and security reports | 5 years | Paper and Electronic | | <input type="checkbox"/> |
| I. S. 9 | Information Systems back up files (production environment). These are the files that are maintained solely for business continuity and disaster recovery purposes and SHOULD NOT be maintained as a historical archive of the information system. | Retain 1 annual back-up; retain quarterly back-up; retain 1 bi-weekly backup; retain 1 daily back-up until each is superseded | Electronic | | <input type="checkbox"/> |
| I.S. 10 | Taxpayer information received from the Ohio Dept of Tax, IRS (non-FTI) and other third-party sources for purposes of tax administration. | Until no longer of administrative value | Electronic | | <input type="checkbox"/> |
| I.S. 11 | Information Systems back-up files (Development, Quality Assurance Testing environments) – These are the files that are maintained solely for onsite recovery and SHOULD NOT be maintained as a historical archive of the information system. | Until no longer of administrative value | Electronic | | <input type="checkbox"/> |
| I.S. 12 | Siebel Comments | 10 years | Electronic | | <input type="checkbox"/> |
| I.S. 12.1 | Account activity records which are comments or descriptions of updates made to accounts without open legal cases/dockets (RITAX-RITA's Tax System - AUSTINWAVE1 ACCOUNTACTIVITIES NONLEGAL) | 10 years | Electronic | | <input type="checkbox"/> |
| I.S. 12.2 | Account activity records which are comments or descriptions of updates made to accounts with open legal cases/dockets (RITAX – RITA's Tax System - AUSTINWAVE1 ACCOUNTACTIVITIES LEGAL) | 20 years | Electronic | | <input type="checkbox"/> |

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|---------------------------|---|--|-------------------------|---|--|
| I.S. 13 | RITA online (iFile maintenance/FSIFM) screens - captures electronic filing activity | Until no longer of administrative value | Electronic | | <input type="checkbox"/> |
| I.S. 14 | Copies of external electronic communications (email) maintained in case of inadvertent destruction | 1 year | Electronic | | <input type="checkbox"/> |
| I.S. 15 | Copies of electronic communications (fax) stored using enterprise fax software | Until no longer of administrative value | Electronic | | <input type="checkbox"/> |
| I.S. 16 | Disaster Recovery Plans | Until plan is superseded, plus 10 years | Electronic | | <input type="checkbox"/> |
| I.S. 17 | Information Services Department only: System Generated Internal Emails (transitory and duplicate records) | Until no longer of administrative value | Electronic | | <input type="checkbox"/> |
| I.S. 18 | General Instant Messaging (consists of instant messages, audio, video and text, not required to be maintained elsewhere on the schedule) | Until no longer of administrative value | Electronic | | <input type="checkbox"/> |
| Legal 1 | Case files (legal files) | Until last day of appeals period following judgment entry (note that the applicable court keeps the record for decades – if not longer) | Paper and Electronic | | <input type="checkbox"/> |
| Legal 2 | Record of payments to law firm retained to seek post-judgment collections | Five years from date of payment | Paper and/or electronic | | <input type="checkbox"/> |
| Legal 3 | Reports from law firm retained to seek post-judgment collections | Five years from date of report | Paper and/or electronic | | <input type="checkbox"/> |
| Legal 4 | INTENTIONALLY LEFT BLANK | | | | |
| Legal 5 | Municipal authorizations (to join legal/represent the municipality; to settle; to waive interest and/or penalty; to pursue post-judgment collection action; to conduct subpoena programs, etc.) | Permanent unless subsequently received information supersedes previously received info; in such cases, previous received info. is maintained for at least five years | Paper and/or Electronic | | <input type="checkbox"/> |

| (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 |
|---|--|--|-------------------------|---|--|
| | | from the date of receipt of subsequent information | | | |
| Legal 6 | Subpoena information -- results of previous programs | Five years | Paper and/or electronic | | <input type="checkbox"/> |
| Legal 7 | Court cost receipts | Until no longer of administrative value | Paper and/or electronic | | <input type="checkbox"/> |
| M. R. 1 (Maintenance & Repair Dept.) | Manuals and similar information about operation, maintenance, and repair of buildings, mechanicals, elevators, and generator | Maintained until mechanicals or elevator or generator unit is replaced | Paper and/or electronic | | <input type="checkbox"/> |
| Mem. S. 1 (Member Services Dept.) | Correspondence from or to members; correspondence from or to municipalities considering membership | Seven years | Paper and Electronic | | <input type="checkbox"/> |
| Mem. S. 2 | Speeches and PowerPoint-type presentations to various constituencies (Members, potential Members) | Until no longer of administrative value | Paper and electronic | | <input type="checkbox"/> |
| Mem. S. 3 | Conversion files (income tax records which a newly-affiliated member transmits to RITA) | Until no longer of administrative value | Paper and electronic | | <input type="checkbox"/> |
| Sec. 1 (Security Department) | Audio recordings of telephone calls (in-bound and out-bound) | 1 year and 1 day from the date of the phone call | Electronic | | <input type="checkbox"/> |
| Sec. 2 | Video recordings of telephone call screen shots (in-bound and out-bound) | 90 days | Electronic | | <input type="checkbox"/> |
| Sec. 3 | Video recordings of premises (interior and exterior including parking lots) | 90 days | Electronic | | <input type="checkbox"/> |
| Tax Returns 1 | Tax returns: individual, business (net profits), and employer, also including request for refund. (see also "I.S. 2-3", above) | Until Electronically Scanned and Stored | Paper | | <input type="checkbox"/> |
| Tax Returns 2 | Record of tax payments received; record of withholding remittances received | Six years | Electronic | | <input type="checkbox"/> |

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|---------------------------|---|--|---|---|--|
| Tax Returns 3 | Tax payments issued by RITA (refunds) Category no longer in use; for refund process prior to 2013. | Six years | Paper and electronic | | <input type="checkbox"/> |
| Tax Returns 4 | Billings and "form-type" letters to taxpayers and to employers and representatives | Six years | Electronic | | <input type="checkbox"/> |
| Tax Returns 5 | Taxpayer letters from taxpayers; letters from employers: letters from taxpayer/employer representatives, and other taxpayer support documentation received or sent (examples include support scanned for inbound correspondence, scanned 198/197 letters or on a Form 80) | Six years | Electronic (paper letters are scanned and then the paper is destroyed) | | <input type="checkbox"/> |
| Tax Returns 6 | Taxpayer response to RITA-issued Subpoena letter ("198 letter") | Until no longer of administrative value | Paper | | <input type="checkbox"/> |
| Tax Returns 7 | Non-form-type letters to taxpayers, to employers, and to representatives | Six years | Electronic (paper letters are scanned and then the paper is destroyed) | | <input type="checkbox"/> |
| Tax Returns 8 | "Blank" tax forms (paper) and related instructions (paper) | Until no longer of administrative value | Paper | | <input type="checkbox"/> |
| Tax Returns 9 | "Blank" tax forms (electronic) and related instructions (electronic) | Seven years | Electronic | | <input type="checkbox"/> |
| Tax Returns 10 | W2s received electronically (MMREF, eFW2) from employers or their agents. | Seven years | Electronic | | <input type="checkbox"/> |
| Tax Returns 11 | W2s received in paper form (MMREF, eFW2) from employers or their agents | Six years | Paper | | <input type="checkbox"/> |
| Tax Returns 12 | Inbound correspondence and Form 80s (taxpayer and employer support received) | Until Electronically Scanned and Stored | Paper | | <input type="checkbox"/> |

| (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 |
|---------------------------|--|---|---|---|--|
| | | | | | |
| Tax Returns 13 | Registration Forms (Form 48, Form 75, and other registration documents) | Until no longer of administrative value | Paper | | <input type="checkbox"/> |
| Tax Returns 14 | Batch slips that accompany paper batches supporting what is in the batch (called ABL's)" | Until no longer of administrative value | Paper / electronic | | <input type="checkbox"/> |
| Training Manuals 1 | In-house training manuals and media | Until superseded, obsolete, or replaced | Paper and electronic and training documents and materials | | <input type="checkbox"/> |
| Training Manuals 2 | Presentations to outside groups | Until no longer of administrative value | Paper and electronic | | <input type="checkbox"/> |
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