



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

Section A: Local Government Unit

City of Lorain	Treasurer/Income Tax Office
(Local Government Entity)	(Unit)
Terri M Soto	Treasurer
(Signature of Responsible Official)	(Title)
	1/7/2026
	(Date)

Section B: Records Commission

City of Lorain Records Commission	Records Commission	(440) 204-1002
		(Telephone Number)
200 W Erie Ave	Lorain	44052
(Address)	(City)	(Zip Code)
		Lorain
		(County)

To have this form returned to the Records Commission electronically, include an email address:

Alonna_lopez@cityoflorain.org

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.

Records Commission Chair Signature _____ Date _____

Section C: Ohio History Connection - State Archives

Signature _____ Title _____ Date _____

Section D: Auditor of State

Signature _____ Title _____ Date _____

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

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

See instructions before completing this form.

(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
2026-1-IT	Final Returns with attachments 2018-2019	6yrs, provided audit	Paper		<input type="checkbox"/>
2026-2-IT	Payroll Reconciliatons including: W2's and 1099's 2018-2019	6yrs, provided audit	Paper Electronic		<input type="checkbox"/>
2026-3-IT	Quarterly estimated tax forms	6yrs, provided audit	Paper		<input type="checkbox"/>
2026-4-IT	Employer's withholding tax forms	6yrs, provided audit	Paper Electronic		<input type="checkbox"/>
2026-5-IT	Emails, faxes, and other correspondence pertaining to income tax information	Printed and placed in related file	Paper		<input type="checkbox"/>
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