



# CITY OF WELLSTON

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City of Wellston, Ohio  
Treasurer's Office  
11/06/2025

**To:** Wellston City Council  
**From:** Amanda Petersen, Treasurer  
**Subject:** Closure of City Safe Deposit Boxes

Dear Council Members,

After discussion with the Auditor's Office, Mayor Anthony Brenner, and Service Director David Walton, we have determined that it is unnecessary for the City of Wellston to continue maintaining the two safe deposit boxes currently held at People's Bank.

We have confirmed with the Ohio Auditor of State's Office that there is no requirement for municipalities to store documents such as titles or deeds in off-site safe deposit boxes. In fact, they indicated that they are not aware of any other municipalities that follow this practice.

Given this guidance, we have concluded that maintaining these boxes constitutes an unnecessary expense. The safe deposit boxes will therefore be closed. All documents previously stored there will be carefully logged and secured in a fireproof safe located within the City Building.

Please let us know if you have any questions or concerns regarding this transition.

Respectfully,

Treasurer  
City of Wellston

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