



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

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 Bowling Green

City Council/Clerk of Council

(local government entity)

Kay Scherreik

Kay Scherreik

(unit)

Clerk of Council

7/12/2016

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Bowling Green

Records Commission

304 N Church St Bowling Green

43402

(telephone number)

Wood

(address)

(city)

(zip code)

(county)

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

bford@bgohio.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.

Carla Adams

7-12-16

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Caroline Altman

Signature

Apprentice Records Assistant

Title

2/17/16

Date

Section D: Auditor of State

Martin E. Murr

Signature

Records Manager

Title

7-28-16

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.

City of Bowling Green

Clerk of Council/City Council

(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
16-01	Council Agendas (Used/retained as regular office records)	Paper retain 2 years ; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-02	Ailey Vacation Record (Used/retained as regular office records) (Used/retained as regular office records)	Permanent	Paper		<input checked="" type="checkbox"/>
16-03	Annexation Files (Used/retained as regular office records)	Permanent	Paper		<input checked="" type="checkbox"/>
16-04	City Charter (Used/retained as regular office records)	Permanent	Paper		<input checked="" type="checkbox"/>
16-05	Correspondence (Used/retained as regular office records)	1 – 5 years until no longer administrative y necessary	Paper; electronic		<input type="checkbox"/>
16-06	Council Committee Reports (Used/retained as regular office records)	5 years, appraise For historical value	Paper		<input checked="" type="checkbox"/> <i>(historical)</i>
16-07	Index to Ordinances (Used/retained as regular office records)	Paper Permanent ; electronic until printed	Paper/Electronic		<input checked="" type="checkbox"/>
16-08	Index to Resolutions (Used/retained as regular office records)	Paper Permanent ; electronic until printed	Paper/electronic		<input checked="" type="checkbox"/>
16-09	Legal Notices and copies (Used/retained as regular office records)	Paper retain 5 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-10	Approved Minutes (Journal, etc) (Used/retained as regular office records)	Paper permanent; electronic until printed	Paper/electronic		<input checked="" type="checkbox"/> <i>(permanent)</i>
16-11	Official Rosters (Used/retained as regular office records)	Until superseded	Paper/Electronic		<input type="checkbox"/>
16-12	Ordinances (Used/retained as regular office records)	Paper permanent; electronic until printed	Paper/electronic		<input checked="" type="checkbox"/> <i>(permanent)</i>
16-13	Opinions of City Attorney (Used/retained as regular office records)	Paper permanent; electronic until printed	Paper/electronic		<input type="checkbox"/>

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City of Bowling Green

Clerk of Council/City Council

(local government entity)

(unit)

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16-14	Resolutions (Used/retained as regular office records)	Paper permanent; electronic until printed	Paper/electronic		<input type="checkbox"/>
16-15	Petitions (Used/retained as regular office records)	5 years	Paper		<input type="checkbox"/>
16-16	Project Files (Used/retained as regular office records)	Paper retain until project completed then review by Clerk for historical value; electronic until printed	Paper/Electronic		<input checked="" type="checkbox"/> (historical)
16-17	Public Hearing Notices (Used/retained as regular office records)	Paper retain 5 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-18	Special Reports (Used/retained as regular office records)	Paper retain 5 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-19	Stenographic/audio record of proceedings, notes of meetings; etc. (Used/retained as regular office records)	Until minutes prepared and approved	Paper/electronic		<input type="checkbox"/>
16-20	Mail: Unsolicited mail (e.g. anonymous/slandorous letters/groundless complaints, sales, materials, transitory messages, informational brochures, etc.) (Used/retained as regular office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-21	Mail: postal records (e.g. Registered, certified, certificates of mailing, insured Logs or receipts, etc.) (Used/retained as regular office records)	Paper 2 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-22	Reserved				<input type="checkbox"/>
16-23	Mailing lists (Used/retained as regular office records)	Until updated, superseded, or obsolete	Paper/electronic		<input type="checkbox"/>
16-24	Manuals, handbooks, and directives (Used/retained as regular office records)	Retain until superseded, obsolete or replaced	Paper/electronic		<input type="checkbox"/>

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16-25	Press/News Releases (Used/retained as regular office records)	Paper retain 3 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-26	Training Materials/Lesson Plans (Used/retained as regular office records)	Until Superseded	Paper/electronic		<input type="checkbox"/>
16-27	Telephone Messages/Records; voice mail messages; unsolicited correspondence, junk mail, etc. (Used/retained as regular office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
16-28	Reference/Library Materials (Used/retained as regular office records)	Until superseded, obsolete, or replaced	Paper/electronic		<input type="checkbox"/>
16-29	Records Requests (Used/retained as regular office records)	Paper retain 2 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-30	Approved Records Retention Documents RC1, RC2, RC3 (Used/retained as regular office records)	Paper permanent; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-31	Correspondence Routine Form Letters (Used/retained as regular office records)	Paper retain 1 year; electronic until printed	Paper/electronic		<input type="checkbox"/>
16-32	Correspondence – General (Used/retained as regular office records)	3 years paper; electronic until printed	Paper/electronic		<input type="checkbox"/>
16-33	Copies – All media (Used/retained as regular office records)	Until no longer administrative and necessary	Paper/electronic		<input type="checkbox"/>
16-34	Blank Forms (Used/retained as regular office records)	Until no longer administrative and necessary	Paper/electronic		<input type="checkbox"/>
16-35	Drafts – All media (Used/retained as regular office records)	Until no longer administrative and necessary	Paper/electronic		<input type="checkbox"/>
16-36	Rosters/directories (Used/retained as regular office records)	Until no longer administrative and needed	Paper/electronic		<input type="checkbox"/>
16-37	Facsimile (FAX) Logs (used/retained as general office records)	Until no longer administrative and needed	Paper/electronic		<input type="checkbox"/>

