



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

Citywide RC-2

(local government entity) Barbara A. Ford Personnel Director (unit) 7/12/2016
 (signature of responsible official) (name) (title) (date)

**Section B: Records Commission
 City of Bowling Green**

Records Commission 419-354-6202

(telephone number)

304 N. Church St Bowling Green 43402 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.

Barbara A. Ford 7-12-16
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Caroline A. Hester Agreement Records Archivist 7/13/16
 Signature Title Date

Section D: Auditor of State

Martin S. Murr Records Mgr 7-28-16
 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.*

City of Bowling Green (local government entity)		City-Wide RC-2 (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	Telephone Messages/records; voice mail messages (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
16-02	Budget items – Copies of purchase orders, requisitions, invoices, requests for transfers of funds, etc. (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
16-03	Records retention schedules and other materials related to records retention such as RC-1s, RC-2s and RC-3s (Used/retain as general office records)	Paper permanent; electronic until printed	Paper/ electronic		<input type="checkbox"/>
16-04	Commissions/Boards/Committees meeting minutes	Electronic retain until printed; paper permanent 3 Years	Paper/ Electronic		<input checked="" type="checkbox"/>
16-05	News Releases (Used/retain as general office records)		Paper		<input type="checkbox"/>
16-06	News Releases (Used/retain as general office records)	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
16-07	Mail: Postal records (e.g. registered, certified certificates of mailing, insured logs or receipts, etc.) (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
16-08	Miscellaneous Manuals, handbooks, and directives (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
16-09	Audio and Video Recordings of Meetings Stenographic/audio record of proceedings, notes of meetings; etc. (Used/retained as regular office records)	Until minutes prepared and approved	VHS/BET/ Cassette tapes/CD s/DVDs/ etc., all forms of recordings		<input type="checkbox"/>
16-10	Correspondence /non-record – Junk mail/ (Used/retain as general office records)	Destroy immediately	Paper and Electronic		<input type="checkbox"/>

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City of Bowling Green (local government entity)		City-Wide RC-2 (unit)			
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16-11	Transient correspondence – (Junk mail, unrequested materials, voice mails, unsolicited correspondence, etc.) (Used/retain as general office records)	Destroy immediately	Paper and Electronic		<input type="checkbox"/>
16-12	Routine/General correspondence – general office materials that are done on a regular basis, date books, correspondence about training or meetings, etc. (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
16-13	Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS); any logs of these documents	Electronic until printed; paper permanent	Paper/Electronic		<input type="checkbox"/>
16-14	Safety Protocols or Division Standard Operating Procedures or protocols, mandates, etc. (Used/retain as general office records)	Paper retain until superseded or no longer administratively necessary; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-15	Drafts (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-16	Copies (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-17	Subscriptions of Copyrighted materials – Magazines, subscription materials, etc. (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-18	Vehicle Documents (Used/retained as general office records)	Paper as long as vehicle is in the fleet; electronic until printed	Paper and Electronic		<input type="checkbox"/>
16-19	Public Records Requests and logs documenting these requests (Used/retained as general office records)	Paper retain 2 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-20	Facsimile (FAX) Logs (used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>

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City of Bowling Green

City-Wide RC-2

(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
16-21	Legal Notices; Certifications of Publication; Tear sheets	5 years paper; electronic until printed	Paper/Electronic		<input type="checkbox"/>
16-22	News Releases	3 years paper; electronic until printed	Paper/Electronic		<input type="checkbox"/>
16-23	DMA forms related to Ohio Homeland Security Program – Program eliminated from State as of September 10, 2013 (Forms for Public Employment, State License form and Public Contracting/vendor form) DMA no longer required per HB 487)	Retain until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Email is a *format* on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each *individual* e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (*Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.*)