



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

OHIO HISTORY CONNECTION  
 JUL 12 2016  
 STATE AND LOCAL  
 GOVERNMENT RECORDS

**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

Fire Division

(local government entity)

(unit)

Tom Sanderson

Fire Chief

6/16/2016

(signature of responsible official)

(name)

(title)

(date)

*[Handwritten signature]*

TOM SANDERSON

FIRE CHIEF

**Section B: Records Commission**

**Bowling Green Records Commission**

419-354-6202

(telephone number)

304 North Church Street

Bowling Green, OH

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.

*[Handwritten signature]* 7/12/16

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

*[Handwritten signature]*  
Signature

Agreement Records Archivist  
Title

7/12/16  
Date

**Section D: Auditor of State**

*[Handwritten signature]*  
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 (local government entity)		Fire Division (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	Accident Files	2 years	paper		<input type="checkbox"/>
16-02	Fire Reports/Alarm Response Reports	5 years	Electronic paper		<input type="checkbox"/>
16-03	Annual Reports/Mayor	Permanent	paper		<input checked="" type="checkbox"/>
16-04	Annexation Files	Until superseded	paper		<input type="checkbox"/>
16-05	Fire Investigation Reports – does not include Aggravated Arson	7 years	Electronic until printed		<input type="checkbox"/>
16-06	Bids for Equipment, successful	Life of Equipment	paper		<input type="checkbox"/>
16-07	Daily Radio Log	5 years	Electronic paper		<input type="checkbox"/>
16-08	EPA Burning Permit Records	5 years	paper		<input type="checkbox"/>
16-09	Equipment maintenance records – vehicles, pumps, hoses, ladders	Life of Equipment	paper		<input type="checkbox"/>
16-10	Fire Code (copies)	Until superseded	paper		<input type="checkbox"/>
16-11	Fire Works Permits	1 year	paper		<input type="checkbox"/>
16-12	Hydrant location record	Permanent	paper		<input checked="" type="checkbox"/>
16-13	Hydrant maintenance record	2 years	paper		<input type="checkbox"/>
16-14	Inspections for Fire Code Violations	Life of Structure	paper		<input type="checkbox"/>
16-15	Daily Fire Division Reports – daily work schedule	1 year	paper		<input type="checkbox"/>
16-16	Ambulance Run Records/Patient Forms	5 years	Electronic paper		<input type="checkbox"/>
16-17	Subject Files – Ambulance, Fire, General, includes correspondence	5 years	paper		<input type="checkbox"/>

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

*See instructions before completing this form.*

City of Bowling Green

Fire Division

(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
16-18	Training Material Files	Until superseded	paper		<input type="checkbox"/>
16-19	Training Records	5 years after termination of employment	paper		<input type="checkbox"/>
16-20	Monthly Reports	Until incorporate into annual	paper		<input type="checkbox"/>
16-21	Radio/Phone audio recordings	until no longer needed	Electronic		<input type="checkbox"/>
16-22	Records Requests	2 years	Electronic paper		<input type="checkbox"/>
16-23	Records Retention Documents – RC1, RC2, RC3	2 years	paper		<input type="checkbox"/>
16-24	Facsimile (fax) messages	Treat as correspon- den- ce	paper		<input type="checkbox"/>
16-25	Electronic mail (email)	Retain according to content	Electronic paper		<input type="checkbox"/>
16-26	Aggravated Arson Investigation Reports	Permanent- paper	Electronic –until printed		<input checked="" type="checkbox"/>
16-27	Medication Seal Tracker Forms	3 years	paper		<input type="checkbox"/>
16-28	Medication Stockroom Removal Forms	3 years	paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>