



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

JUL 11 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

Grants Administration Office

(local government entity)

(unit)

Tina Bradley

Grants Administrator

7/6/16

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

Bowling Green Records Commission  
 Records Commission

(419) 354-6202

(telephone number)

304 North Church Street  
 (address)

Bowling Green  
 (city)

43402  
 (zip code)

Wood  
 (county)

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

Barbara.ford@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.

7/12/16

Records Commission Chair Signature

Date

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

Signature

Government Records Specialist  
 Title

Date

**Section D: Auditor of State**

Signature

Records Manager  
 Title

7-28-16

Date

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

*See instructions before completing this form.*

City of Bowling Green

Grants Administration Office

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(unit)

*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*

(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
GRA-1	Loan & Security Agreements, Mortgages, Promissory Notes & Any Other Supporting Loan Documents (function: to secure collateral in Housing Program loans; used to meet federal, state grant requirements; high importance)	Upon expiration, provided no unresolved issues	Paper, Electronic		<input type="checkbox"/>
GRA-2	Property and Equipment Acquisition/Disposition Records (function: to document purchases-includes vehicles, radios, office equipment, etc., used to satisfy both federal, state grant requirements; high importance)	3 years from date of disposition	Paper, Electronic		<input type="checkbox"/>
GRA-3	Policies and Procedures Manuals (function: to guide staff and ensure regulatory compliance, used to meet state, federal grant requirements; high importance)	Once amended, follow grant-specific disposition schedule	Paper, Electronic		<input type="checkbox"/>
GRA-4	Community Development Block Grant (CDBG) Grant Files (Including Annual Plans/grant applications, general correspondence, grant agreements, final reports (CAPER)); (used to fulfill federal grant requirements; function: to document terms of grant and guide staff; used to administer federally funded CDBG grant; high importance)	4 years following the date a specific grant's CAPER (final report) was submitted; provided audit and litigation not in progress	Paper, Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
GRA-5	CDBG Activity Specific Records (barring paperwork related loans & collateral) - Includes Inspections, Davis Bacon records, environment reviews, draws, invoices; (function: to document how CDBG funds were spent, display outcomes; used in implementation of federally-funded CDBG grant; high importance)	4 years following the CAPER submission where completion of the specific activity was reported, provided audit and litigation not in progress	Paper, Electronic		<input type="checkbox"/>
GRA-6	IDIS Activity Reports (function: generated from IDIS for purpose of ongoing program monitoring internally; used in conjunction w/ federally-funded CDBG grant	Until no administrative value	Paper, Electronic		<input type="checkbox"/>

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	implementation, low importance)				
<b>GRA-7</b>	Business Revolving Loan Fund Files (barring paperwork related loans & collateral—SEE GRA-1) - includes correspondence, credit reports, environmental reviews, award letter, job creation paperwork, loan applications, etc. (function: document RLF loan awards made for the purpose of job creation; used to meet federally-funded (CDBG) grant requirements; high importance)	4 years following the CAPER submission where completion of the specific activity was reported; provided audit and litigation not in progress	Paper, Electronic		<input type="checkbox"/>
<b>GRA-8</b>	Fair Housing records to include correspondence, completed complaint forms, marketing/education documentation, etc.; provided audit and litigation not in progress (function: to affirmatively further fair housing, used to fulfill federal (CDBG) requirements; high importance)	4 years following the CAPER submission where completion of the specific activity was reported	Paper, Electronic		<input type="checkbox"/>
<b>GRA-9</b>	CDBG Five-Year Consolidated Plan and Supporting Documents (function: the 5-year plan for how CDBG funding is utilized; used to fulfill federally-funded (CDBG) grant mandates; high importance)	3 years following the completion of the final grant year in the 5-year period; provided audit and litigation not in progress	Paper, Electronic		<input type="checkbox"/>
<b>GRA-10</b>	Neighborhood Stabilization Program Grant Records (fiscal draws, correspondence, Sub-recipient Agreements, etc.) (used to meet (federally-funded grant requirements, various functions to include guidance, documentation, fiscal authorization, etc., high importance)	4 years after date of final close out letter issued by State; provided audit and litigation not in progress	Paper, Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
<b>GRA-11</b>	Housing Revolving Loan Fund records (barring paperwork related loans & collateral) - includes correspondence, fiscal records, grant agreements,	4 years after expiration of RLF	Paper, Electronic		<input type="checkbox"/>

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	fiscal reports, activity specific records (environmental reviews, invoices, etc.) (function: to authorize, monitor progress; guide and document; used to meet federally-funded (CHIP grant issued by the Ohio Department of Development) grant requirements; high importance)	agreement; provided audit and litigation not in progress			
<b>GRA-12</b>	Ohio Department of Transportation Grant Files - includes grant applications, general correspondence, general fiscal records, grant agreements, final reports, invoices, third-party contracts, procurement, etc. (function: to authorize, guide and document; used to meet federally funded ODOT/FTA grant mandates; high importance)	3 years following submission of the grant year's final invoice and operating reports; provided audit and litigation not in progress	Paper, Electronic		<input type="checkbox"/>
<b>GRA-13</b>	B.G. Transit ID Card Records includes applications and supporting items to include copies of person's identification (e.g. driver's license) and completed physician's forms; function to provide eligible persons with reduced fares; used by staff to meet state (Elderly & Disabled Fare Assistance Grant) and federally-funded (CDBG) grant requirements; high importance	Applications and supporting documentation kept no less than 4 years following the CAPER submission where the completion of the activity reported; provided audit not in progress	Paper		<input type="checkbox"/>
<b>GRA-14</b>	US Department of Transportation Drug and Alcohol Records: employee verified positive drug or alcohol test results, documentation of refusals to take required drug or alcohol tests, covered employee referrals to the substance abuse professional, and copies of annual MIS reports submitted to FTA.  Previous employer records.  Records related to the collection process and employee training.  Records of negative drug or alcohol test results.	5 years  3 years  2 years  1 year	Paper, Electronic		<input type="checkbox"/>

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	(function: to satisfy ODOT federal reporting/compliance standards; used to meet federal grant (ODOT) mandates; high importance)	All provided audit not in progress			
<b>GRA-15</b>	Correspondence, Records Relative to Litigation (e.g. court documents), functions as documentation, used by staff to provide information relevant to legal matters; high importance	Until completion of the action and resolution of all issues, or until grant-specific records disposition date-- whichever is later	Paper, Electronic		<input type="checkbox"/>
<b>GRA-16</b>	Monitoring Reports provided by funding sources (e.g. ODOT, HUD), function to document performance; used to guide grantee in future performance matters/meet federal/state mandates; high importance	Until replaced by subsequent monitoring report or in the event of final grant close-out, follow grant-specific disposition guidelines	Paper, Electronic		<input type="checkbox"/>
<b>GRA-17</b>	Mail: Unsolicited mail (e.g. anonymous/slandering letters/groundless complaints, sales materials, transitory messages, informational brochures, etc.); largely functions as informational, may be used by staff to document or inform; low importance	Until no longer administratively necessary	Paper, Electronic		<input type="checkbox"/>
<b>GRA-18</b>	Mail: postal records (e.g. registered, certified, certificates of mailing insured logs or receipts), (function: to document mailing; used to document federal compliance; high importance)	If related to a specific grant follow schedule for those items; non-grant related=2 years	Paper, Electronic		<input type="checkbox"/>
<b>GRA-19</b>	Electronic mail (email) may be related to grant funding matters, City issues or unsolicited; (function: information; used by staff; importance ranges from high to low—based upon content)	Retain according to content. See Correspondence	Electronic		<input type="checkbox"/>

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GRA-20	Mailing lists; (function: generated for the purpose of implementing grant-funded programming, most generally used for mailing of surveys or mass program marketing; used to ensure federal grant compliance; moderate importance)	Until updated, superseded or obsolete	Paper, Electronic		<input type="checkbox"/>
GRA-21	Manuals, Handbooks and Directives; (function: guidance in operation of equipment, electronics; used by staff; high importance)	Until superseded, obsolete or replaced – Retain one copy for 5 years	Paper, Electronic		<input type="checkbox"/>
GRA-22	Press/News/Releases; (function: to inform public about grant-related procedures or programming; used to meet federal grant requirements; high importance)	If grant-related follow specific grant guidance; non-grant=3 years	Paper, Electronic		<input type="checkbox"/>
GRA-23	Training Material/Lesson Plans; (function: provide guidance; used to ensure federal/state grant-funded compliance; moderate importance)	Until Superseded or obsolete	Paper, Electronic		<input type="checkbox"/>
GRA-24	Telephone Messages/Records; (function: notification of telephone communication; used by staff; low importance)	Until no longer administratively necessary	Paper, Electronic		<input type="checkbox"/>
GRA-25	Reference/Library Materials; (function: to guide staff in grant-related endeavors, ensure compliance; used to ensure federal/state grant compliance; high importance)	Until superseded, obsolete or replaced	Paper, Electronic		<input type="checkbox"/>
GRA-26	Voice Mail Messages; (function: notification of telephone communication; used by staff; low importance)	Until no longer administratively necessary	Paper, Electronic		<input type="checkbox"/>
GRA-27	Records Requests; (function: to document compliance with state and federal law, used to meet state/federal requirements; high importance)	2 years	Paper, Electronic		<input type="checkbox"/>
GRA-28	Records Retention Documents RC1, RC2, RC3; (function: to document past plan for record retention and document destruction; used by staff; high importance)	Permanent	Paper, Electronic		<input type="checkbox"/>

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GRA-29	Correspondence- Grant-related (Function: to document interactions with staff, peers, funders, public, as related to grant matters and for general information; may be used to meet state/federal grant requirements, public -depending on content; high importance)	Follow grant-specific guidance	Paper, Electronic		<input type="checkbox"/>
GRA-30	Routine Form Letters General (Function: to document interactions with staff, peers, funders, public on general matters and for general information; used by staff; low importance)	1 year If grant-related, follow specific guidance; otherwise 3 years	Paper, Electronic		<input type="checkbox"/>
GRA-31	Facsimile (Fax) Messages (Function: to document interactions with staff, peers, funders, public on general matters and for general information; Used by staff, public-depending on content; high to low importance-based upon content)	Treat as correspondence	Paper		<input type="checkbox"/>
GRA-32	Copies – All media; various functions-generally to document, informational; used by staff, public-depending upon content; importance varies according to content, function to document/inform, importance varies according to content and record series (high to low importance)	Use applicable records series retention periods	Paper		<input type="checkbox"/>
GRA-33	Blank Forms; (functions: various use in City matters, e.g. time sheets, leave forms, etc.; used by staff; low importance)	Until obsolete or superseded	Paper		<input type="checkbox"/>
GRA-34	Drafts – All media; (function: mainly used during process of developing written documents, for edit; used by staff; low importance)	Until no longer administratively needed	Paper, Electronic		<input type="checkbox"/>
GRA-35	Rosters/directories; (function: for information guidance; used by staff; low importance)	1 year after superseded or obsolete	Paper, Electronic		<input type="checkbox"/>
GRA-36	Ohio Historical Preservation Office Programmatic Agreements and annual reports; (function: to guide staff and document activities subject to OHPO governance, ensure regulatory compliance; used to meet federal, state grant requirements; high importance)	4 years after expiration	Paper, Electronic		<input type="checkbox"/>

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GRA-37	Community Development Block-Recovery Grant (CDBG-R) Grant Files (including grant application, general correspondence, grant agreements, all federal reports, closeout papers, project files; (used to fulfill federal grant requirements; function: to document terms of grant and guide staff; used to administer federally funded CDBG-R grant; high importance)	4 years after execution date on closeout agreement; provided audit and litigation not in progress	Paper, Electronic		<input type="checkbox"/>
GRA-38	Other State/Federal Grant Files/Records (those not falling into categories noted above) (including grant application, general correspondence, grant agreements, all federal reports, closeout papers, project files; (used to fulfill federal grant requirements; function: to document terms of grant and guide staff; used to administer other grants; high importance)	5 years provided audit and litigation not in progress	Paper Electronic		<input type="checkbox"/>
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Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.