



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 Personnel Department

(local government entity) *Barbara A. Ford* (signature of responsible official) *Barbara A. Ford* (name) Personnel Director (unit) (title) 6/14/2016 (date)

Section B: Records Commission

City of Bowling Green Records Commission 419-354-6202 (telephone number)

304 N. Church Street 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

Cynthia A. Hester Government Records Administrator 8/13/16
 Signature Title Date

Section D: Auditor of State

Martin E. Mohr Records Manager 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

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8/10/16

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Bowling Green

Personnel Department

(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 Require d by LGRP
16-01	Federal I-9 Forms & Copies of Social Security Cards, Drivers Licenses, passports & any other identification forms, etc. (Retained per Federal Law)	Paper 3 years after the date employment begins or 1 year after employment terminates, whichever is longer; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-02	Records of Employee Disciplinary Action-including internal investigations, witness statements, supporting documentation, etc. –Does not include letters of termination or demotion (retained to document employee disciplinary history)	Retention shall be in accordance with language applicable in union contracts and City policies; for terminated employees 5 years post termination of employment; Electronic materials destroyed once printed	Paper/electronic		<input type="checkbox"/>

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(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 Require d by LGRP
16-03	Copies all media (Used/retained as general office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
16-04	United Way Pledge sheets completed by employees (Used/retained as general office records)	Paper 6 years after the due date of the applicable tax return year for those pledging monies; for those not pledging funds destroy immediately; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-05	Survey materials/responses, etc from/to other entities for information on benefits, wages, staff, policies, etc. (Used/retained as general office records)	Paper - One year; Electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-06	Subscription manual updates/copyrighted materials (Used/retained as general office records)	Retain until updated and in accordance with requirements of supplier of copyrighted materials	Paper/electronic		<input type="checkbox"/>

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16-07	Employee surveys/ballots for items such as wellness programs, holiday planning, benefits changes, etc. (Used/retained as general office records)	Paper - 1 year from date of survey; retain electronic until printed	Paper/Electronic		<input type="checkbox"/>
16-08	Background investigation materials for candidates for employment (Used/retained as general office records)	Paper retained for 5 years post termination of employment and retain 2 years if candidate not hired; electronic retain only until printed	Paper/Electronic		<input type="checkbox"/>
16-09	Employee signed receipts for policies, identification cards, parking permits, etc. (Used/retained as general office records) (This does not include receipts for insurance materials noted in Schedule Number 16-106)	Paper – Until policy superseded or employee terminates; Electronic retain until printed (Destroy 5 years after employment ends)	Paper/Electronic		<input type="checkbox"/>

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(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 Require d by LGRP
16-10	Application materials such as ADA Reasonable Accommodation forms, release forms, background forms/questionnaires, etc. (Used/retained as general office records)	Paper retain 5 years post termination of employment for those hired; Paper retain 2 years for those not hired; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-11	Letters of appreciation; commendations; recognition certificates; news articles; certificates of training; etc for employees (This does not include safety training documentation as defined in 16-26, or CDL training as defined in 16-20.) (Used/retained as general office records)	Paper - 5 years post termination of employment; Electronic retain only until printed	Paper/Electronic		<input type="checkbox"/>
16-12	1095-C and 1094-C Forms and documents; and additional supporting documentation	4 years after the date taxes due	Paper/electronic		<input type="checkbox"/>
16-13	Letters of appointment, reclassification, promotion, demotion, termination, change to wages, etc. (Used/retained as general office records)	Paper – Permanent ; Electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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(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 Require d by LGRP
16-14	Employee medical records – pre – employment and other medical examinations, Workers' Compensation records, employee exposure records (to chemicals, psychological evaluations; audiograms; respirator evaluations; vaccination records; voluntary use of respirator forms; employee Hep B declination forms; doctor's releases, FML 380 forms, etc.) etc. – (Does not include drug and alcohol testing records defined elsewhere in this schedule.) (Used/retained as general office records)	Paper – 30 years post termination of employment; Electronic until printed	Paper/Electronic		<input type="checkbox"/>
16-15	Gus and Helen Skibbie Scholarship materials – includes news releases, materials from and to the Skibbies and from the Bowling Green High School, including correspondence from the Mayor to the Skibbies about the candidates (Effective 1/1/2013 the City is no longer involved in this program – The Skibbies are working directly with the school.) (Used/retained as general office records)	3 years paper; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-16	Materials relating to changing ordinances/benefits/wages, etc. (Used/retained as general office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
16-17	Employee injury reports; witness reports; accident analyses; release forms; and all related accident materials(Used/retained as general office records);	Paper – retain individual's employment plus 30 years; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>

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(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 Require d by LGRP
16-18	Salary and benefit benchmarks surveys or other surveys used to develop wage/benefit plans, etc. for non-bargaining personnel (Used/retained as general office records)	Paper retain one year; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
16-19	Records of negative or cancelled drug or alcohol tests for individuals required to maintain Commercial Driver's licenses; (CDLs) (Used/retained per Federal Law); plus union random pull forms	Paper - 1 year; Electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-20	Records of positive drug and alcohol tests resulting in alcohol tests of concentrations of 0.02 or higher for employees required to maintain valid CDLs (Used/retained per Federal Law)	5 years paper; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-21	Documentation of refusals to take required alcohol/controlled substances tests for those personnel required to maintain valid CDLs(Used/retained per Federal Law)	5 years paper; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-22	Documentation of employee evaluations by Substance Abuse Professionals (SAP) and referrals to treatment following positive drug or alcohol tests (Used/retained used/retained per Federal Law)	5 years paper; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-23	Copies of Social Security Verification results (Used/retained as general office records)	Paper 1 Year; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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(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 Require d by LGRP
16-24	Prior employer information regarding previous drug /alcohol tests for employees who are required to maintain CDLs (Prior employers provide documentation about previous drug/alcohol tests) (Used/retained per Federal Law)	3 years paper; electronic until printed	Paper/el ectronic		<input type="checkbox"/>
16-25	Safety training documentation (attendance sheets; tests ; test answer sheets; manuals, training materials; etc.) (Used/retained as general office records)	3 years paper; electronic retain until printed	Paper/el ectronic		<input type="checkbox"/>
16-26	Bonus Vacation records – Records document a benefit that is no longer utilized (Used/retained as general office records)	8 years	Paper		<input type="checkbox"/>
16-27	Annual department budget plan request (Documents budget approved by City Council) (Used/retained as general office records)	Paper – permanent; Electronic retain until printed	Paper/el ectronic		<input type="checkbox"/>
16-28	Interview notes (Used/retained as general office records)	2 years from date of selection/hi re date; electronic retain until printed	Paper/el ectronic		<input type="checkbox"/>
16-29	Unsolicited letters/applications/resumes, etc. and responses to these inquiries for jobs (Used/retained as general office records)	Paper 2 years; electronic retain until printed	Paper/El ectronic		<input type="checkbox"/>

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16-30	Annual Affirmative Action Plans; Adverse Impact Analyses; Affirmative action/EEO questionnaires that job applicants complete; applicant logs; Excel spreadsheets of information; and backup materials (Used/retained as general office records)	Paper 2 years; Electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
16-31	EEO4 Reports and back-up materials (Used/retained as general office records)	Paper 2 years; Electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
16-32	Ohio Civil Rights Commission Affirmative Action Progress Reports and backup materials (This report is no longer required by the OCRC since 2005.) (Used/retained as general office records)	Paper 7 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-33	Records Retention Documents: Approved RC1s, RC2s, and RC3s; materials to Ohio Historical Society (Used/retained as general office records)	Paper permanent; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
16-34	Copies of employees' pension fund forms from the Ohio Pension Funds: Membership forms; refund forms; retirement forms; requests for prior service, etc. (Used/retained as general office records)	Paper permanent; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-35	COBRA Documentation /correspondence for employees and covered dependents (Used/retained as general office records)	Paper retain 6 years after termination of group medical/dental coverage; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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16-36	Court Orders – Garnishments, child support, bankruptcy; divorce decrees and support orders; etc. (Used/retained as general office records)	Paper 5 years after employment terminates; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-37	Non-injury accident reports and related documentation (Used/retained as general office records)	Paper 30 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-38	Applications for employment, resumes, etc (Used/retained as general office records)	Paper permanent if hired; Paper 2 years if not hired; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-39	City's Employee Handbook – Original (Used/retained as general office records)	Paper retain permanently; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
16-40	Completed Employee Performance Appraisal evaluations (Used/retained as general office records)	Paper copy retain 5 years; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>

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(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 Require d by LGRP
16-41	Employee Performance Appraisal Program/original forms, instructions, etc. – Various forms created to evaluate employee performance –(This does not include the evaluations performed on employees that are defined in Schedule Number 16-41.) (Used/retained as general office records)	Paper retain permanently; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-42	Approved Job Descriptions (Used/retained as general office records)	Paper retain permanently; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
16-43	Group medical/dental/and life, insurance enrollment forms, plus any voluntary Insurance enrollment forms (Used/retained as general office records)	Retain paper copy of current employees until superseded; retain paper copy of final form(s) for terminated employees for 6 years after termination of employment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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(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 Require d by LGRP
16-44	Insurance Plan Documents for group medical/dental/life insurance coverages plus Flexible Spending Plan Documents (Used/retained as general office records)	Paper retain 10 years after plan terminated or document superseded; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-45	Grievance materials and arbitration documents/records (Used/retained as general office records)	Paper permanent; electronic until printed	Paper/Electronic		<input type="checkbox"/>
16-46	Superseded Federal and State W-4s and Employee Deferred Compensation Forms for 457 Plans or these same forms for employees who have terminated employment (Used/retained as general office records)	Paper retain 4 years after due date of applicable tax return; electronic until printed	Paper/electronic		<input type="checkbox"/>
16-47	Request for Proposal (RFP) materials/documentation/correspondence used to seek proposals (Used/retained as general office records)	Paper – retain 3 years; electronic retain until printed and no longer of administrative value	Paper/electronic		<input type="checkbox"/>

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16-48	Employee correspondence: notices to change addresses, phone numbers, withholding,, beneficiaries, etc. (Does not include actual W-4s or insurance enrollment forms) (Used/retained as general office records)	Paper 5 years after termination of employment; electronic until printed	Paper/electronic		<input type="checkbox"/>
16-49	Employee unemployment compensation case records/materials (Used/retained as general office records)	Paper retain 5 years after final remuneration/ payment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-50	Original union contracts plus factfinding reports and arbitration reports relating to negotiations - (Used/retained as general office records)	Paper copy retain 15 years post expiration of the contract; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-51	Original Administrative Instructions, Personnel Policy Letters; Safety Policies(Used/retained as general office records)	Paper original retain permanently; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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16-52	Background/supporting materials for administrative instructions, personnel policy letters, safety policies (Used/retained as general office records)	Retain until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-53	Employee Family and Medical Leave records – Letters to employees notifying them they are on FML, Federal Forms 381 and 382, (This does not include completed Federal Form 380 provided by employee's medical care provider.) (Used/retained as general office records)	Paper retain 3 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-54	Requests for Reasonable Accommodation (ADA requests) (Used/retained as general office records)	Paper retain permanently for persons hired; paper retain 2 years for those candidates not hired; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-55	Correspondence to payroll staff about employee use of leave (such as funeral/bereavement leave), new hires, changes to employment of current hires, information about benefits changes, status changes, etc, (Used/retained as general office records)	Paper retain 1 year; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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16-56	Organizational Charts (Used/retained as general office records)	Paper 5 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-57	Personal calendars/planners etc (Used/retained as general office records)	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
16-58	Job analyses, audits, questionnaires, forms, etc used to develop job descriptions; (Used/retained as general office records)	Retain until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
16-59	Materials such as references for employees and verifications of employment (Used/retained as general office records)	Paper retain 5 years post termination of employment; Paper retain 1 year for persons no longer employed by the City; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-60	Oaths of office for elected officials and police and fire personnel (Used/retained as general office records)	Paper permanent; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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16-61	PERRP ?OBWC Recordkeeping forms: Ex. 300P, 300 AP, etc., plus distribution materials to departments (Used/retained as general office records); Accident log spreadsheets; transitional work logs/spreadsheets	Paper retain 5 years following the end of the year covered; electronic retain until printed	Paper/ electronic		<input type="checkbox"/>
16-62	Fire Extinguisher Check spreadsheet for extinguishers in the City Administrative Services Building (Used/retained as general office records)	Paper retain 1 year; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
16-63	Safety Violation Forms (Used/retained as general office records)	Paper retain 3 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-64	Job Hazard Analyses developed for the safety program (Used/retained as general office records)	Paper 3 years provided no longer administratively necessary; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-65	Documentation updating web page, Outlook directory, AS400 payroll system, etc from/to City staff (Used/retained as general office records)	Paper retain 1 year; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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16-66	Employee authorization (HIPAA) forms to assist employees process claims; information from insurance company about claims investigations, Retain only as long as necessary to resolve the issue. Compliance in accordance with HIPAA.	Until no longer administratively necessary – Pursuant to HIPAA	Paper/electronic		<input type="checkbox"/>
16-67	Drug/alcohol test results for employees not required to maintain a Commercial Driver's License (Used/retained as general office records)	Paper 1 year; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-68	HIPAA Business Association Agreements (Used/retained as general office records)	Paper permanent; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-69	Successful bids/RFPs/Contracts: for services/products, etc. (Ex. Legal services) This is for those entities who are contracted with. (Used/retained as general office records)	Paper Retain bid/contract documents 15 years post expiration of the contract; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
16-70	Directives to staff concerning changes to web page/payroll system/organizational chart, regarding new hires, job changes, staff changes, etc (Used/retained as general office records)	Paper retain 1 year; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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16-71	General correspondence with Flexible spending plan/program administrator/service providers and with insurance and COBRA plan administrators (Used/retained as general office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
16-72	Parent Permission slips for hiring minors (Used/retained as general office records)	Paper retain 5 yrs post termination of employment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-73	Minor Work Release materials/documents/Age & Schooling Certificates/Work Permits from the State/School Systems for hiring minors (Used/retained as general office records)	Paper retain 5 years post termination of employment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-74	Correspondence/documentation to Ohio New Hire Reporting program (Used/retained as general office records)	Paper retain 5 years post termination of employment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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16-75	Correspondence to School Police about interest in continuing to work each year; counting number of children crossing at the covered intersections, etc (Used/retained as general office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
16-76	EEO Voluntary self-identification forms completed by applicants (Used/retained as general office records)	Paper retain 2 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-77	Employee signed SSA-1945 Forms (Used/retained as general office records)	Permanent for persons hired; electronic until printed ; do not retain for persons not hired	Paper/electronic		<input type="checkbox"/>
16-78	Annual Employee Flexible Spending enrollment forms and Notices from Flexible Spending Plan administrator regarding claims payments to employees (Used/retained as general office records)	Paper retain 6 years from the filing date of the applicable tax return; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-79	Correspondence from the Ohio Bureau of Employment Services and/or Ohio Jobs and Family Services verifying status of their clients applying for and/or obtaining jobs, and other general correspondence, etc. (Used/retained as general office records)	Paper 2 years; electronic until printed	Paper/electronic		<input type="checkbox"/>

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16-80	Unsolicited mail: such as junk mail; requests for jobs; proposals for services or products, complaints; informational brochures; unsolicited items; etc (Used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-81	Reserved				<input type="checkbox"/>
16-82	Mailing lists (Used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-83	Miscellaneous manuals, handbooks, and directives (Used/retained as general office records)	Paper retain until superseded or until no longer administratively necessary; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-84	Spreadsheets (Used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-85	Press/news releases (Used/retained as general office records)	Paper retain 3 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-86	Training Materials/lesson plans/ manuals (Does not include safety training materials as defined in 16-26.) (Used/retained as general office records)	Retain until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>

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16-87	General Correspondence – Such as correspondence to schedule meetings, drafts; voice mail; telephone messages; etc (Used/retained as general office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
16-88	Reference/library materials (Used/retained as general office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
16-89	Correspondence/no record: junk mail; junk faxes; forwarding correspondence; (voice mail; telephone messages) etc. (Used/retained as general office records)	Immediately destroyed	Paper/electronic		<input type="checkbox"/>
16-90	Transient Mail: voice mail/telephone messages; drafts; (Used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-91	Routine Correspondence, any format, such as scheduling meetings; reminders of meetings or benefits, scheduling training; scheduling monthly safety training with departments; distribution of materials; form letters/notices; etc (Used/retained as general office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
16-92	Executive staff meeting minutes (Used/retained as general office records)	Paper retain 1 year; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-93	Personnel department standard operating procedures, miscellaneous directives, etc (Used/retained as general office records)	Retain until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Bowling Green

Personnel Department

(local government entity)

(unit)

(1) Schedul e Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Require d by LGRP
16-94	Employee direct deposit forms and documentation (Used/retained as general office records)	Paper retain for duration of employment; electronic until printed	Paper/electronic		<input type="checkbox"/>
16-95	Employee Identification cards (Used/retained as general office records)	For current employees destroy once superseded; for terminated employees retain final card permanently	Paper/electronic		<input type="checkbox"/>
16-96	Electronic files for ID cards and photos of employees (Photo directory) (Used/retained as general office records)	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
16-97	Unsuccessful bids/proposals for services/products, etc. (Ex. Legal services) This is for those entities that are not awarded a contract. (Used/retained as general office records)	Paper Retain bid/proposal documents 2 years; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>

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(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 Require d by LGRP
16-98	Correspondence to candidates regarding conditional offer of employment/physical/drug test, psychological evaluation (Used/retained as general office records)	Paper retain 5 years post termination of employment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-99	Candidate release forms authorizing background investigation (Used/retained as general office records)	Paper retain 5 years post termination of employment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-100	Ohio Department of Homeland Security Form for Public Employment - DMA Forms for Public Employment – Program eliminated by State effective September 10, 2013 –Per HB 487	Retain until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
16-101	Records requests and logs documenting such requests (Used/retained as general office records)	Paper - 2 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-102	Drafts	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>

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16-103	Rosters/directories (Used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-104	Employee signed BGEO Form for electing to wear jeans, ball caps, and paying union dues (Used/retained as general office records)	Paper : 1 year after employment terminates or employee no longer in union; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-105	Fax transmissions that come into the Personnel Department but belong to other offices/persons (Used/retained as general office records)	Do not retain after fax is forwarded to correct recipient	Electronic		<input type="checkbox"/>
16-106	Employee receipt forms for insurance and flex spending programs, including but not limited to distribution of open enrollment materials, new forms, new plan documents, changes to plans, identification cards, rate increases, etc. (Used/retained as general office records)	Paper - 6 years ; electronic until printed	Paper/electronic		<input type="checkbox"/>
16-107	General correspondence related to safety training program, such as scheduling meetings/training, updates about training, questions to trainer or staff; etc. (Used/retained as general office records)	Retain as long as administratively necessary	Paper/electronic		<input type="checkbox"/>

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(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 Require d by LGRP
16-108	Records from union negotiations – notes, tentative agreements, wage/benefit surveys, correspondence with union, etc. (Used/retained as general office records)	Paper retain until contract has expired; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-109	Correspondence/materials relating to the issuance of parking passes for eligible employees, includes correspondence relating to lost/replaced parking passes, correspondence with police division about parking passes etc. (Used/retained as general office records)	Retain as long as administratively necessary	Paper/electronic		<input type="checkbox"/>
16-110	Union notices for employee dues payment authorizations (Used/retained as general office records)	Paper until superseded; electronic until printed	Paper/Electronic		<input type="checkbox"/>
16-111	Seasonal Employee Exit Evaluation Form; Exit Interview notes materials/documents; etc. (Used/retained as general office records)	Paper retain 5 years post termination of employment; electronic until printed	Paper/electronic		<input type="checkbox"/>

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

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16-112	Miscellaneous Forms/Documents: Completed Parks & Recreation Applicant Interest Sheets; Red Cross certifications for life saving/CPR/First Aid; CPR/AED Certifications, Requests for Reasonable Accommodation, copies of Form DD-214 (Military types of discharge, documentation of military service, etc.	Paper Retain 5 years post termination of employment for those hired paper retain 2 years for those not hired; Electronic retain until printed	Paper/el ectronic		<input type="checkbox"/>
16-113	Copies of Temporary agency time sheets for the hire of temporary personnel	Paper permanent; electronic retain until printed.	Paper/El ectronic		<input type="checkbox"/>
16-114	Legal opinions from City Attorney or other legal counsel	Paper permanent; electronic until printed	Paper/el ectronic		<input type="checkbox"/>
16-115	Stenographic/audio record of proceedings of hearings; Court/hearing transcripts, etc.	10 years after case settled	Paper/el ectronic		<input type="checkbox"/>
16-116	Ohio Civil Rights, State Employment Relations Board, Department of Labor, EEOC, and Court Case Files - Civil, etc., case files and Settlements –official documents, backup documents, etc.	Paper 10 years after case filed and no further action pending; electronic until printed	Paper/el ectronic		<input type="checkbox"/>

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16-117	Facsimile (FAX) Logs (used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
16-118	Budget items: copies of purchase orders; requisitions; copies of invoices; packing slips; requests to transfer funds; requests for supplemental appropriations; etc.	Paper 3 years; electronic until printed	Paper/electronic		<input type="checkbox"/>
16-119	Original grievance files and arbitration reports, and supporting materials relating to settling grievances - (Used/retained as general office records)	Paper copy retain 15 years post expiration of the contract; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
16-120	Records Pertaining to projects such as the Internal City Operations Review Task Force, (ICOR); Charter Review Committee; safety consultant work such as the Sheridan Safety Program ; Projects that are no longer active;	20 years Paper; electronic until printed	Paper/electronic		<input type="checkbox"/>
16-121	Employee Birth Date List	Until updated	Paper/Electronic		<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.*)