



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

**OHIO HISTORICAL SOCIETY**

Date Reviewed: \_\_\_\_\_  
Form Scanned: \_\_\_\_\_

**MAR 28 2013**

**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** (To complete this form online, use "tab" key to jump from box to box.)

City of Bowling Green <small>(local government entity)</small>	Public Works/Engineering <small>(unit)</small>
	Public Works Director <small>(title)</small>
<small>(signature of responsible official)</small>	<small>(date)</small>

**Section B: Records Commission**

Bowling Green Records Commission	(419)354-6227 <small>(telephone number)</small>
304 North Church Street <small>(address)</small>	Bowling Green <small>(city)</small>
	43402 <small>(zip code)</small>
	Wood <small>(county)</small>

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.

	3-21-13
<small>Records Commission Chair Signature</small>	<small>Date</small>

**Section C: Ohio Historical Society - State Archives**

	Govt Records Archivist - LGRP	4/5/13
<small>Signature</small>	<small>Title</small>	<small>Date</small>

**Section D: Auditor of State**

	4-16-13
<small>Signature</small>	<small>Date</small>

**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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## INSTRUCTIONS—RC-2

### Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

### Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

### Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

### Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

### Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

### GENERAL INSTRUCTIONS:

- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)
- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:  
  

<a href="mailto:localrecs@ohiohistory.org">localrecs@ohiohistory.org</a>	OR	The Ohio Historical Society State Archives of Ohio Local Government Records Archivist 800 E. 17 <sup>th</sup> Avenue Columbus, OH 43211-2497
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- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



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## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### Section E: Records Retention Schedule

### City of Bowling Green

### Public Works/Engineering

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
13-1	Aerial Photographs (used by staff/public in building and reconstruction projects)	Until information is superseded, obsolete, or replaced, then appraise for historical value	Paper/ Electronic		<input checked="" type="checkbox"/>
13-2	Annual Department Budget (used for comparison/adjustments from year to year)	5 Years	Paper/ Electronic		<input type="checkbox"/>
13-3	Annual Departmental Report (used to meet federal/state requirements)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
13-4	Bid Bonds-Successful Bidder (used to meet federal/state requirements)	Retain until acceptance of project performance bond	Paper		<input type="checkbox"/>
13-5	Bid Bonds-Unsuccessful Bidder (used to meet federal/state requirements)	Return after Project Awarded	Paper		<input type="checkbox"/>
13-6	Bids-Successful (used by staff and contractors for current and future bids)	15 Years after completion of project	Paper/ Electronic		<input type="checkbox"/>
13-7	Bids-Unsuccessful (used by staff and contractors for current and future bids)	2 Years	Paper/ Electronic		<input type="checkbox"/>
13-8	Blank Forms (used by staff for various City documentation)	Until obsolete or superseded	Paper/ Electronic		<input type="checkbox"/>
13-9	Blueprints/Vellums (used by staff/public in building and reconstruction projects)	Until updated, superseded or obsolete, appraise for historical value	Paper/ Electronic		<input checked="" type="checkbox"/>
13-10	Change Orders (used by staff and contractors to properly complete projects)	Place in Project File	Paper/ Electronic		<input type="checkbox"/>
13-11	City Properties File (used to meet federal/state requirements)	Permanent	Paper		<input checked="" type="checkbox"/>
13-12	Contractors' Prevailing Wage Records(to guarantee state mandates are being followed on City projects) City projects (used to guarantee state mandates	5 years	Paper/ Electronic		<input type="checkbox"/>



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### City of Bowling Green

### Public Works/Engineering

(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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
13-13	Compliance Reports (verification of mandates being followed)	All types, 5 years	Paper/ Electronic		<input type="checkbox"/>
13-14	Consultation Proposals (used by staff-comparison on different projects)	Until no longer administratively necessary	Paper/ Electronic		<input type="checkbox"/>
13-15	Continuing Education Certifications\Classes\Seminars\ Training- Attendance records	Place in Personnel Files	Paper/ Electronic		<input type="checkbox"/>
13-16	Contracts & Agreements (used to meet federal/state requirements)	15 years after expiration or termination	Paper/ Electronic		<input type="checkbox"/>
13-17	Copies-All media (to document/inform staff & public)	Use applicable records series retention period	Paper/ Electronic		<input type="checkbox"/>
13-18	Correspondence Routine form letters General(documentation of interaction w/ other staff & public)	1 year 2 years	Paper/ Electronic		<input type="checkbox"/>
13-19	Day Book (documents inspectors daily interaction with outside contractors on City projects)	3 years	Paper/ Electronic		<input type="checkbox"/>
13-20	Drawings, Tracings, Mylars (used by staff/public in building and reconstruction projects)	Until updated, superseded Or obsolete, appraise for Historical value	Paper/ Electronic		<input checked="" type="checkbox"/>
13-21	Equipment Maintenance Records (used by staff)	Life of the equipment	Paper/ Electronic		<input type="checkbox"/>
13-22	Equipment Records-personal use items (e.g. tools, weapons, clothing, etc....) (used by staff(supervisory))	Until equipment returned by employee	Paper/ Electronic		<input type="checkbox"/>
13-23	Expense Records (originals in Finance Dept)	3 years	Paper		<input type="checkbox"/>
13-24	Field Notes (used by staff to verify information on daily tasks-City projects)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>



**RECORDS RETENTION SCHEDULE (RC-2) – Part 2**

Section E: Records Retention Schedule

**City of Bowling Green**

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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.*

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
13-25	General orders, directives, policies, rules, regulations or procedures (provide guidance for staff)	Until superseded, retain one copy until audited	Paper/ Electronic		<input type="checkbox"/>
13-26	Grant Files\Records-Federal & State (to meet State requirements)	5 years after completion, provided audited	Paper/ Electronic		<input type="checkbox"/>
13-27	Invitation to Bid (used by staff as reference for future projects)	2 years	Paper/ Electronic		<input type="checkbox"/>
13-28	Licenses\Permits (used by staff as reference)	1 year after expiration	Paper/ Electronic		<input type="checkbox"/>
13-29	Mail: Unsolicited Mail (e.g. anonymous\slandering letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.) (used by staff for informational purposes)	Until no longer administratively necessary	Paper/ Electronic		<input type="checkbox"/>
13-30	Mail: Postal Records (e.g. Registered\Certified\Insured receipts or logs) (used by staff to document items sent)	2 years	Paper/ Electronic		<input type="checkbox"/>
13-31	Reserved				<input type="checkbox"/>
13-32	Maps \ Blueprints (used for building or reconstruction)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
13-33	Ordinances (Copies) (informational to staff and public)	Until superseded, obsolete or replaced.	Paper/ Electronic		<input type="checkbox"/>
13-34	Project Files (contracts, specifications, change orders, progress reports etc...)	15 years after completion of project	Paper/ Electronic		<input type="checkbox"/>
13-35	Project Inspection Records (to meet federal/state requirements)	Include in the project files	Paper/ Electronic		<input type="checkbox"/>
13-36	Receipt Book (suggested retention-State)	4 years provided audited	Paper/ Electronic		<input type="checkbox"/>



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Section E: Records Retention Schedule

City of Bowling Green

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13-37	Records Retention Documents RC1, RC2, RC3 (used to meet federal/state requirements)	Permanent	Paper/ Electronic		<input type="checkbox"/>
13-38	Requisition (used by staff-informational-verify prior purchase requests)	3 years	Paper/ Electronic		<input type="checkbox"/>
13-39	Research Files (used by staff/public for building and reconstruction projects)	7 years	Paper/ Electronic		<input type="checkbox"/>
13-40	Sanitary Sewer Records (used to meet federal/state requirements)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
13-41	Sewer Testing Record (used by staff/public for building and reconstruction projects)	5 years	Paper/ Electronic		<input type="checkbox"/>
13-42	Statistical Report (used by staff in the development of future projects)	5 years, then appraise for historical value	Paper/ Electronic		<input checked="" type="checkbox"/>
13-43	Street opening permit (used by staff as reference)	3 years	Paper/ Electronic		<input type="checkbox"/>
13-44	Traffic study file (used by staff/traffic commission/contractors-informational)	Until superseded, updated or obsolete, appraise for historical value	Paper/ Electronic		<input checked="" type="checkbox"/>
13-45	Test Boring Record (used to meet federal/state requirements)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
13-46	Demolition Permits (used to meet federal/state requirements)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>