



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned: _____

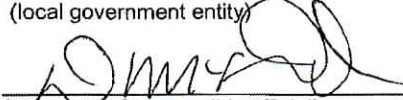
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

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

City of Bowling Green Information Technology Office
 (local government entity) (unit)

 David McDonald, Info Technology Manager Oct 17, 2011
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Bowling Green Records Commission 419-354-6202
 Records Commission (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:

barbara.ford@lgohio.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.

 10/27/2011
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Gov't Records Archivist - LGRP 11/1/11
 Signature Title Date

Section D: Auditor of State

 11-15-11
 Signature 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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Section E: Records Retention Schedule

City of Bowling Green

Office of Information Technology

(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
11-01	Mail: Unsolicited mail (e.g. anonymous/slandorous letters groundless complaints, sales, materials, transitory messages, info brochures, etc.) (Maintained as part of general office practices)	Until no longer administratively necessary	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-02	Mail: Postal records (e.g. registered, certified, certificates of mailing, insured logs or receipts) (Maintained as part of general office practices)	2 years	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-03	Electronic mail (Email) (Maintained as part of general office practices)	Retain according to content-see correspondence	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-04	Mailing lists (Maintained as part of general office practices)	Until updated, superseded, or obsolete	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-05	Manuals, handbooks, and directives (Maintained as part of general office practices)	Until superseded/obsolete/replaced Retain 1 copy 5 yrs	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-06	Press/News Releases (Maintained as part of general office practices)	Permanent	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-07	Training Material/Lesson Plans (Maintained as part of general office practices)	Until superseded	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-08	Telephone Messages/Records (Maintained as part of general office practices)	Until no longer administratively necessary	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-09	Reference/Library Materials (Maintained as part of general office practices)	Until superseded, obsolete, or replaced	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-10	Voice Mail Messages (Maintained as part of general office practices)	Until no longer administratively necessary	Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-11	Records Requests (Maintained as part of general office practices)	2 years	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
11-12	Records Retention Documents RC1, RC2, RC3 (Maintained as part of general office practices)	Permanent	Paper	<input type="checkbox"/>	<input type="checkbox"/>



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11-13	Correspondence Routine Form letters, general (Maintained as part of general office practices)	1 year 3 years	Paper/ Electronic		<input type="checkbox"/>
11-14	Facsimile (Fax) Messages (Maintained as part of general office practices)	Treat as correspondence	Paper		<input type="checkbox"/>
11-15	Copies-All Media (Maintained as part of general office practices)	Use applicable records series retention periods	Paper		<input type="checkbox"/>
11-16	Blank Forms (Maintained as part of general office practices)	Until updated, superseded, or obsolete	Paper/ Electronic		<input type="checkbox"/>
11-17	Drafts-All Media (Maintained as part of general office practices)	Until no longer administratively needed	Paper/ Electronic		<input type="checkbox"/>
11-18	Rosters/directories (Maintained as part of general office practices)	1 year after superseded or obsolete	Paper/ Electronic		<input type="checkbox"/>
11-19	Project Files	Until project is completed and final report issued	Paper/ Electronic		<input type="checkbox"/>
11-20	Project Final Reports (Maintained as part of general office practices)	Permanent	Paper/ Electronic		<input type="checkbox"/>
11-21	Budget Preparation Documents (working papers) (Maintained as part of general office practices)	4 years	Paper/ Electronic		<input type="checkbox"/>
11-22					<input type="checkbox"/>
11-23					<input type="checkbox"/>
11-24					<input type="checkbox"/>