



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION

JUL 03 2017

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	Civil Service Commission		
(Local Government Entity)	(Unit)		
<i>Barbara A Ford</i>	Barbara A Ford	Personnel Director	6/22/2017
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Bowling Green Records Commission	419-354-6202		
	(Telephone Number)		
304 N. Church St	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.

<i>Barbara A Ford</i>	6-29-2017
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>Carolie M. Stuber</i>	Government Records Architect	7/6/17
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Miller</i>	Records Manager	7-17-17
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

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

See instructions before completing this form.

(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
17-01	Civil Service Examination Forms, employee answer sheets, result forms of physical agility tests; release forms and waivers completed by candidates, etc.	2 years after position eligibility list expires	Paper		<input type="checkbox"/>
17-02	Civil Service test booklets and answer sheets; reading lists; documentation from testing company, all materials rented/leased/purchased from testing company; etc.	Retain in accordance with the requirements of testing company – These items are not the property of the City.	Paper		<input type="checkbox"/>
17-03	Classified Employees List	Until Superseded	Paper/electronic		<input type="checkbox"/>
17-04	Eligibility and certified lists	Until list expires	Paper/electronic		<input type="checkbox"/>
17-05	Employment information files	Until superseded	Paper/electronic		<input type="checkbox"/>
17-06	Hearing Case Files – Disciplinary and other hearings	10 years paper; electronic until printed	Paper/electronic		<input type="checkbox"/>
17-07	Job classification list	Until superseded	Paper/electronic		<input type="checkbox"/>
17-08	State Personnel Board of Review (SPBR) Annual Report of Activities of the Civil Service Commission (Required by SPBR)	6 years	Paper		<input type="checkbox"/>
17-09	Announcements of Civil Service examinations or job openings	Paper – permanent; electronic until printed	Paper/electronic		<input type="checkbox"/>
17-10	Civil Service Rules	Until superseded or obsolete	Paper/electronic		<input type="checkbox"/>
17-11	Annual budget request and supporting materials to develop the budget request	3 years	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.)