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

Barbara A Ford

Personnel Director

6/22/2017

Section B: Records Commission

Bowling Green Records Commission

419-354-6202

304 N. Church St

Bowling Green

43402

Wood

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

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

SAO/LGRP- RC-2 (Part 1 & 2), Revised January 2017
## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

<table>
<thead>
<tr>
<th>(1) Schedule Number</th>
<th>(2) Record Title and Description</th>
<th>(3) Retention Period</th>
<th>(4) Media Type</th>
<th>(5) For use by Auditor of State or LGRP</th>
<th>(6) RC-3 Required by LGRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-01</td>
<td>Civil Service Examination Forms, employee answer sheets, result forms of physical agility tests; release forms and waivers completed by candidates, etc.</td>
<td>2 years after position eligibility list expires</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-02</td>
<td>Civil Service test booklets and answer sheets; reading lists; documentation from testing company, all materials rented/leased/purchased from testing company; etc.</td>
<td>Retain in accordance with the requirements of testing company – These items are not the property of the City.</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-03</td>
<td>Classified Employees List</td>
<td>Until Superseded</td>
<td>Paper/electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-04</td>
<td>Eligibility and certified lists</td>
<td>Until list expires</td>
<td>Paper/electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-05</td>
<td>Employment information files</td>
<td>Until superseded</td>
<td>Paper/electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-06</td>
<td>Hearing Case Files – Disciplinary and other hearings</td>
<td>10 years paper; electronic until printed</td>
<td>Paper/electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-07</td>
<td>Job classification list</td>
<td>Until superseded</td>
<td>Paper/electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-08</td>
<td>State Personnel Board of Review (SPBR) Annual Report of Activities of the Civil Service Commission (Required by SPBR)</td>
<td>6 years</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-09</td>
<td>Announcements of Civil Service examinations or job openings</td>
<td>Paper – permanent; electronic until printed</td>
<td>Paper/electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-10</td>
<td>Civil Service Rules</td>
<td>Until superseded or obsolete</td>
<td>Paper/electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-11</td>
<td>Annual budget request and supporting materials to develop the budget request</td>
<td>3 years</td>
<td>Paper/electronic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.)

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017