



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

Mayor/Municipal Administrator's Office

(Local Government Entity)

(Unit)

Lori J. Tretter

Lori J. Tretter

Municipal Administrator

6/22/2017

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Bowling Green

(419) 354-6200

304 N. Church St.

Bowling Green

43402

(Telephone Number)

Wood

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

bford@bgonho.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 Aona

6/29/2017

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Carolee Elmore
 Signature

Government Records Archivist 7/17/17
 Title Date

Section D: Auditor of State

Martin S. Murr
 Signature

Records Mgr
 Title

7-17-17
 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.

City of Bowling Green

Mayor/Municipal Administrator's Office

(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
17-1	Administrative Memo/Executive Order – directives and/or administrative direction for departments/divisions.	Until superseded or no longer of Administrative Value	Paper Electronic		<input type="checkbox"/>
17-2	Annual Reports - A report containing substantive information of operations, policies, procedures, and planning.	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
17-3	Board/Commission/Committee Appointments – Letters or documentation of board/commission/commission appoints.	2 years after term expiration	Paper Electronic		<input type="checkbox"/>
17-4	Budget Working Papers - Annual appropriation request documents including supporting information submitted for approval.	5 years	Paper Electronic		<input type="checkbox"/>
17-5	Economic Development Surveys – records collected from businesses regarding employee levels, planned expansions, etc.	2 years	Paper Electronic		<input type="checkbox"/>
17-6	Land Use Reports	Until no longer Administrative Value	Paper Electronic		<input type="checkbox"/>
17-7	Taxi Cab Operator License Applications – Documents required to be filed in conjunction with Chapter 114 of the Codified Ordinances.	Successful – 2 years after termination of services; Unsuccessful – 2 years	Paper Electronic		<input type="checkbox"/>
17-8	Traffic Light Maintenance Record – Record of when traffic lights were maintained and inspected for proper operation.	7 years	Paper Electronic		<input type="checkbox"/>
17-9	Vehicle Titles (Obsolete) – Vehicle titles not picked up by new vehicle owner following sale at auction.	5 years	Paper		<input type="checkbox"/>
					<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.)