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

(Local Government Entity)

Mayor/Municipal Administrator’s Office

(Local Government Entity)

Municipal Administrator

(Lori J. Tretter)

(Name)

(Title)

(Date)

Section B: Records Commission
City of Bowling Green

(419) 354-6200

(Telephone Number)

304 N. Church St.

(Bowling Green)

(City)

(Wood)

(Address)

(Zip Code)

(County)

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedule 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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection – State Archives

Signature

Title

Date

Section D: Auditor of State

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.

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

**City of Bowling Green**

**Mayor/Municipal Administrator’s Office**

(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 | Until superseded or no longer of Administrative Value | Paper Electronic | |  
17-2 | Annual Reports - A report containing substantive information of operations, policies, procedures, and planning. | Permanent | Paper Electronic | |  
17-3 | Board/Commission/Committee Appointments – Letters or documentation of board/commission/commission appoints. | 2 years after term expiration | Paper Electronic | |  
17-4 | Budget Working Papers - Annual appropriation request documents including supporting information submitted for approval. | 5 years | Paper Electronic | |  
17-5 | Economic Development Surveys – records collected from businesses regarding employee levels, planned expansions, etc. | 2 years | Paper Electronic | |  
17-6 | Land Use Reports | Until no longer Administrative Value | Paper Electronic | |  
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 | |  
17-8 | Traffic Light Maintenance Record – Record of when traffic lights were maintained and inspected for proper operation. | 7 years | Paper Electronic | |  
17-9 | Vehicle Titles (Obsolete) – Vehicle titles not picked up by new vehicle owner following sale at auction. | 5 years | Paper | |  

*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