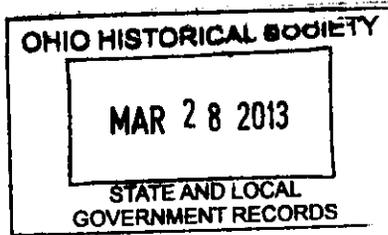




Ohio Historical Society
State Archives of Ohio
Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



City Attorney/Law Dept
 City of Bowling Green

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Bowling Green

City Attorney/Law Department

(local government entity)

(unit)

Michael Marsh
 signature of responsible official (name)

Michael Marsh, City Attorney
 (title)

March 4, 2013
 (date)

Section B: Records Commission

City of Bowling Green

419-354-6202

Records Commission

(telephone number)

304 N. Church Street

Bowling Green, Ohio

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 131.22 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.

Kathleen Anna

3-21-13

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo
 Signature

Gov't Records Archivist - LGRP
 Title

4/4/13
 Date

Section D: Auditor of State

Martin E. Mueh
 Signature

4-15-13

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 A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 131.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.413 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR

The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



Section E: Records Retention Schedule

City of Bowling Green

City Attorney/Law Department

(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
13-01	Telephone Messages/records; voice mail messages (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-02	Budget items – Copies of purchase orders, requisitions, invoices, requests for transfers of funds, etc. (Used/retain as general office records)	3 years	Paper and Electronic		<input type="checkbox"/>
13-03	Records retention schedules and other materials related to records retention such as RC-1s, RC-2s and RC-3s (Used/retain as general office records)	Paper permanent; electronic until printed	Paper/electronic		<input type="checkbox"/>
13-04	Reserved	Until printed	Electronic		<input type="checkbox"/>
13-05	News Releases (Used/retain as general office records)	3 Years	Paper		<input type="checkbox"/>
13-06	News Releases (Used/retain as general office records)	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
13-07	Mail: Postal records (e.g. registered, certified certificates of mailing, insured logs or receipts, etc.) (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-08	Miscellaneous Manuals, handbooks, and directives (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-09	Spreadsheets (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-10	Correspondence /non-record – Junk mail/ (Used/retain as general office records)	Destroy immediately	Paper and Electronic		<input type="checkbox"/>
13-11	Transient correspondence – (Junk mail, unrequested materials, voice mails, unsolicited correspondence, etc.) (Used/retain as general office records)	Destroy immediately	Paper and Electronic		<input type="checkbox"/>
13-12	Routine/General correspondence –general office materials that are done on a regular basis, date books, correspondence about training or meetings, etc. (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>



(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
13-13	Accident Files	Paper 2 years, no action pending; electronic until printed	Paper 2 years; electronic until printed		<input type="checkbox"/>
13-14	Case files, Civil	Paper 10 years, non action pending; electronic until printed	Paper/electronic		<input type="checkbox"/>
13-15	Drafts (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
13-16	Copies (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
13-17	Subscriptions of Copyrighted materials (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
13-18	Reserved				<input type="checkbox"/>
13-19	Public Records Requests (Used/retained as general office records)	Paper retain 2 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
13-20	Facsimile (FAX) Logs (used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
13-21	Case Files, Criminal	Paper 20 years, no action pending; electronic until printed	Paper/electronic		<input type="checkbox"/>
13-22	Court Transcripts	Paper 3 years, no action pending; electronic until printed	Paper/electronic		<input type="checkbox"/>
13-23	Opinions of City Attorney	Paper permanent; electronic until printed	Paper/electronic		<input checked="" type="checkbox"/>
13-24	Research Files	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
13-25	Claims for Damages	Paper 2 years after case settled and all appeals exhausted; electronic until printed	Paper/electronic		<input type="checkbox"/>



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(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
13-26	Deeds	Permanent	Paper		<input checked="" type="checkbox"/>
13-27	Easements	Permanent	Paper		<input checked="" type="checkbox"/>
13-28	Liability Waivers	Paper – 3 years provided not action pending; electronic until printed	Paper/electr onic		<input type="checkbox"/>
13-29	Settlements	Paper – 3 years; electronic until printed	Paper/electr onic		<input type="checkbox"/>
13-30	Legal Notices Tear Sheets Proof of Publication	Paper 2 years; Electronic until printed Paper 5 years; electronic until printed	Paper/electr onic Paper/electr onic		<input type="checkbox"/>
13-31	City Property Files retained by Law Director/City Attorney	Paper permanent; electronic until printed	Paper/electr onic		<input checked="" 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.)