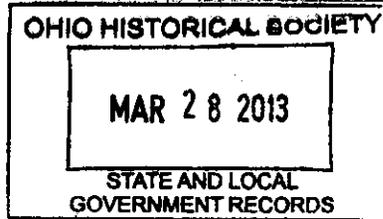




**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497



Records Commission  
 City of Bowling Green

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

**Section A: Local Government Unit**  
 City of Bowling Green

**Records Commission**

(local government entity) Barbara A. Ford (unit) Personnel Director / Chair Records Commission 3/01/2013  
*Barbara A. Ford*  
 (signature of responsible official) (name) (title) (date)

**Section B: Records Commission**

**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](mailto: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* 3-21-13  
 Records Commission Chair Signature Date

**Section C: Ohio Historical Society - State Archives**

*Elizabeth Lombardo* Gov't Records Archivist - LGRP 4/4/13  
 Signature Title Date

**Section D: Auditor of State**

*Martin E. Mueh* 4-15-13  
 Signature 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](mailto: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 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (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](mailto:localrecs@ohiohistory.org) OR The Ohio Historical Society  
State Archives of Ohio  
Local Government Records Archivist  
800 E. 17<sup>th</sup> 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

Records Commission

(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
12-01	Mail: Unsolicited mail (e.g. anonymous correspondence; groundless complaints; sales materials; transitory messages; brochures; magazines; unsolicited materials, etc.) *Used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
12-02	Mail: Postal records (e.g. registered, certified, certificates of mailing, insured log or receipts, etc.)	2 years paper copy; electronic destroy once printed	Paper/Electronic		<input type="checkbox"/>
12-03	Reserved				<input type="checkbox"/>
12-04	Mailing Lists (Used/Retained as general office records)	Until updated, superseded or obsolete	Electronic or paper		<input type="checkbox"/>
12-05	Manuals, handbooks, and directives (Used/Retained as general office records)	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
12-06	Press/news releases (Used/Retained as general office records)	3 years paper/electronic destroy once printed to paper	Paper/electronic		<input type="checkbox"/>
12-07	Training materials/ Lesson plans (Used/Retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
12-08	Telephone messages/ voice mail records/text messages/ tweets (Used/Retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
12-09	Reference/library/training materials (Used/Retained as general office records)	Until superseded, obsolete, or replaced	Paper/electronic		<input type="checkbox"/>
12-10	Records Requests and logs documenting same (Used/Retained as general office records)	Paper 2 years; electronic delete immediately after printed to paper	Paper/electronic		<input type="checkbox"/>
12-11	Approved Records Retention Documents RC-1s, RC-2s, and RC-3s (Used/Retained as general office records)	Paper – permanent; electronic delete immediately after printed to paper	Paper/Electronic		<input type="checkbox"/>
12-12	Routine/General Correspondence – Such as records related to scheduling meetings and exams, responses to surveys, form letters, etc.	Retain until no longer administratively necessary	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
12-13	Reserved				<input type="checkbox"/>
12-14	Copies – All media (Used/Retained as general office records)	Until no longer administratively necessary	Paper/Electronic		<input type="checkbox"/>
12-15	Blank Forms (Used/Retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
12-16	Drafts – all media (Used/Retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
12-17	Rosters/directories (Used/Retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
12-18	Miscellaneous/transient correspondence (Such as correspondence to Commissioners to schedule meetings, distribute agendas, general contact with public, postings on the webpage, etc.) (Used/Retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
12-19	Meeting Minutes (Used/Retained as general office records)	Paper permanent; electronic until printed	Paper/electronic		<input checked="" type="checkbox"/>
12-20	Agendas (Used/retained as regular office records)	Paper retain 2 years ; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
12-21	Reports (Used/retained as regular office records)	Retain until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
12-22	Opinions of City Attorney or other legal counsel (Used/retained as regular office records)	Paper permanent; electronic until printed	Paper/electronic		<input checked="" type="checkbox"/>
12-23	Stenographic/audio record of proceedings, notes of meetings; etc. (Used/retained as regular office records)	Until minutes prepared and approved	Paper/electronic		<input type="checkbox"/>
12-24	Facsimile (FAX) logs (Used /retained as general office records)	Until no longer of administratively necessary	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.*)