



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION

JUL 16 2018

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

Grants Administration Office

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

Tina Bradley

Grants Administrator

(Name)

(Title)

6/15/18

(Date)

**Section B: Records Commission**

Bowling Green Records Commission  
 Records Commission

(419) 354-6202

(Telephone Number)

304 North Church Street

Bowling Green

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 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 Lora*

7/12/18

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

*Pauline Altman*

*Government Records Analyst*

*7/11/18*

Signature

Title

Date

**Section D: Auditor of State**

*Martin E. Murr*

*Records Mgr*

8-2-18

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

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(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
GRA-1	Loan & Security Agreements, Mortgages, Promissory Notes & Any Other Supporting Loan Documents (function: to secure collateral in Housing Program loans; used to meet federal, state grant requirements; high importance)	Upon expiration, provided no unresolved issues	Paper, Electronic		<input type="checkbox"/>
GRA-2	Policies and Procedures Manuals (function: to guide staff and ensure regulatory compliance; used to meet state, federal grant requirements; high importance)	Once amended, follow grant-specific disposition schedule	Paper, Electronic		<input type="checkbox"/>
GRA-3	Monitoring Reports provided by funding sources (e.g. ODOT, HUD), function to document performance; used to guide grantee in future performance matters/meet federal/state mandates; high importance	Until replaced by subsequent monitoring report or in the event of final grant close-out, follow grant-specific disposition guidelines	Paper, Electronic		<input type="checkbox"/>
GRA-4	Electronic mail (email*) may be related to grant funding matters, City issues or unsolicited; (function: information; used by staff; importance ranges from high to low—based upon content)	If grant related, follow specific grant guidance. If not, follow Citywide RC-2.	Electronic		<input type="checkbox"/>
GRA-5	Mailing lists; (function: generated for the purpose of implementing grant-funded programming, most generally used for mailing of surveys or mass program marketing; used to ensure federal grant compliance; moderate importance)	Until updated, superseded or obsolete	Paper, Electronic		<input type="checkbox"/>
GRA-6	Press/News/Releases; (function: to inform public about grant-related procedures or programming; used to meet federal grant requirements; high importance)	If grant related, follow specific grant guidance. If not, follow Citywide RC-2..	Paper, Electronic		<input type="checkbox"/>
GRA-7	Correspondence- Grant-related (Function: to document interactions with staff, peers, funders, public, as related to grant matters and for general information; may be used to meet state/federal grant requirements, public -	Follow grant-specific guidance	Paper, Electronic		<input type="checkbox"/>

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	depending on content; high importance)				
GRA-8	Copies (related to Grants) – All media; various functions-generally to document, informational; used by staff, public-depending upon content; importance varies according to content, function to document/inform, importance varies according to content and record series (high to low importance)	Follow grant-specific guidance	Paper, Electronic		<input type="checkbox"/>
GRA-9	Community Development Block Grant (CDBG) Grant Files (including Annual Plans/grant applications, general correspondence, grant agreements, reports, award letters, plan and/or report approval letters, final reports (including CAPER)); (used to fulfill federal grant requirements; function: to document terms of grant and guide staff; used to administer federally funded CDBG grant; high importance)	4 years following the date a specific grant's CAPER (final report) was submitted; provided audit and litigation not in progress	Paper, Electronic		<input type="checkbox"/>
GRA-10	CDBG Activity Specific Records (barring paperwork related loans & collateral) - Includes citizens' applications for assistance, inspections, approval and disapproval letters to applicants and all project-related file contents, Davis Bacon records, environment reviews, draws, invoices; (function: to document how CDBG funds were spent, display outcomes; used in implementation of federally-funded CDBG grant; high importance)	4 years following the CAPER submission where completion of the specific activity was reported, provided audit and litigation not in progress	Paper, Electronic		<input type="checkbox"/>
GRA-11	IDIS Activity Reports (function: generated from IDIS for purpose of ongoing program monitoring internally; used in conjunction w/ federally-funded CDBG grant implementation, low importance)	Until no administrative value	Paper, Electronic		<input type="checkbox"/>
GRA-12	Business Revolving Loan Fund Files (barring paperwork related loans & collateral—SEE GRA-1) - includes correspondence, credit reports, environmental reviews, award and/or disapproval letters, job creation paperwork, loan applications, etc. (function: document RLF loan awards made for the purpose of job creation; used to meet federally-funded (CDBG) grant requirements; high importance)	4 years following the CAPER submission where completion of the specific activity was reported; provided audit	Paper, Electronic		<input type="checkbox"/>

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		and litigation not in progress			
GRA-13	Fair Housing records to include correspondence, completed complaint forms, marketing/education documentation, Fair Housing Action Plans, Analysis of Impediments to Fair Housing Choice/Affirmatively Furthering Fair Housing documents, etc.; provided audit and litigation not in progress (function: to affirmatively further fair housing, used to fulfill federal (CDBG) requirements; high importance)	4 years following the CAPER submission where completion of the specific activity was reported	Paper, Electronic		<input type="checkbox"/>
GRA-14	CDBG Five-Year Consolidated Plan and Supporting Documents (function: the 5-year plan for how CDBG funding is utilized; used to fulfill federally-funded (CDBG) grant mandates; high importance)	4 years following the completion of the final grant year in the 5-year period; provided audit and litigation not in progress	Paper, Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
GRA-15	Community Development Block-Recovery Grant (CDBG-R) Grant Files (including grant application, general correspondence, grant agreements, all federal reports, closeout papers, project files; (used to fulfill federal grant requirements; function: to document terms of grant and guide staff; used to administer federally funded CDBG-R grant; high importance)	4 years after execution date on closeout agreement; provided audit and litigation not in progress	Paper, Electronic		
GRA-16	Neighborhood Stabilization Program Grant Records (fiscal draws, correspondence, Sub-recipient Agreements, etc.) (used to meet (federally-funded grant requirements, various functions to include guidance, documentation, fiscal authorization, etc., high importance)	4 years after date of final close out letter issued by State; provided audit and litigation not in progress	Paper, Electronic		<input type="checkbox"/>
GRA-17	Housing Revolving Loan Fund records (barring paperwork related loans & collateral) - includes correspondence, fiscal records, Housing Revolving Loan Administration agreements, citizens' applications for assistance, fiscal reports, activity specific	4 years after expiration of RLF agreement; provided audit and litigation	Paper, Electronic		<input type="checkbox"/>

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	records (environmental reviews, invoices, etc.) (function: to authorize, monitor progress; guide and document; used to meet federally-funded (CHIP grant issued by the Ohio Department of Development) grant requirements; high importance)	not in progress			
GRA-18	Ohio Department of Transportation Grant Files -includes grant applications, general correspondence, general fiscal records, grant agreements, final and any other reports, plans, analyses, invoices, third-party contracts, procurement, etc. (function: to authorize, guide and document; used to meet federally funded ODOT/FTA grant mandates; high importance)	3 years following submission of the grant year's final invoice and operating reports; provided audit and litigation not in progress	Paper, Electronic		<input type="checkbox"/>
GRA-19	B.G. Transit ID Card Records includes applications and supporting items to include copies of person's identification (e.g. driver's license) and completed physician's forms; function to provide eligible persons with reduced fares; used by staff to meet state (Elderly & Disabled Fare Assistance Grant) and federally-funded (CDBG) grant requirements; high importance	Applications and supporting documentation kept no less than 4 years following the CAPER submission where the completion of the activity reported; provided audit not in progress	Paper, Electronic		<input type="checkbox"/>

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GRA-20	<p>US Department of Transportation Drug and Alcohol Records: employee verified positive drug or alcohol test results, documentation of refusals to take required drug or alcohol tests, covered employee referrals to the substance abuse professional, and copies of annual MIS reports submitted to FTA.</p> <p>Previous employer records.</p> <p>Records related to the collection process and employee training.</p> <p>Records of negative drug or alcohol test results. (function: to satisfy ODOT federal reporting/compliance standards; used to meet federal grant (ODOT) mandates; high importance)</p>	<p>5 years</p> <p>3 years</p> <p>2 years</p> <p>1 year</p> <p>All provided audit not in progress</p>	Paper, Electronic		<input type="checkbox"/>
GRA-21	B.G. Transit property and equipment acquisition/disposition records (function: to document purchases-includes vehicles, radios, office equipment, etc., used to satisfy both federal, state grant requirements; high importance)	3 years from date of disposition	Paper, Electronic		<input type="checkbox"/>
GRA-22	Ohio Historical Preservation Office Programmatic Agreements and annual reports; (function: to guide staff and document activities subject to OHPO governance, ensure regulatory compliance; used to meet federal, state grant requirements; high importance)	4 years after expiration	Paper, Electronic		<input type="checkbox"/>
GRA-23	Other State/Federal Grant Files/Records (those not falling into categories noted above) (including grant application, general correspondence, grant agreements, all federal reports, closeout papers, project files; (used to fulfill federal grant requirements; function: to document terms of grant and guide staff; used to administer other grants; high importance)	5 years provided audit and litigation not in progress	Paper Electronic		<input type="checkbox"/>

**Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.**

\* 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.)