



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

DEC 20 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

Fire Division

(Local Government Entity)

(Unit)

William B. Moorman

William B. Moorman

Fire Chief

12/19/2018

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Bowling Green Records Commission

419-354-6202

304 North Church Street

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@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 Pina

12/19/2018

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Pinski

Local Government Records Archivist

1/3/19

Signature

Title

Date

Section D: Auditor of State

Martin E. Moore

Records Manager

1-10-19

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.*

City of Bowling Green

Fire Division

(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
18-01	Accident Files	2 years	paper		<input type="checkbox"/>
18-02	Fire Reports/Alarm Response Reports	55 years	electronic paper		<input type="checkbox"/>
18-03	Annual Reports/Mayor	Permanent	paper		<input checked="" type="checkbox"/>
18-04	Annexation Files	Until superseded	paper		<input type="checkbox"/>
18-05	Fire Investigation Reports – does not include Aggravated Arson	7 years	Electronic until printed		<input type="checkbox"/>
18-06	Bids for Equipment, successful	Life of Equipment	paper		<input type="checkbox"/>
18-07	Daily Radio Log	5 years	Electronic		<input type="checkbox"/>
18-08	EPA Burning Permit Records	5 years	paper		<input type="checkbox"/>
18-09	Equipment maintenance records – vehicles, pumps, hoses, ladders	Life of Equipment	Paper electronic		<input type="checkbox"/>
18-10	Fire Code (copies)	Until superseded	paper		<input type="checkbox"/>
18-11	Fire Works Permits	1 year	paper		<input type="checkbox"/>
18-12	Hydrant location record	Permanent	paper		<input checked="" type="checkbox"/>
18-13	Hydrant maintenance record	2 years	paper		<input type="checkbox"/>
					<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Bowling Green

Fire Division

(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
18-14	Inspections for Fire Code Violations	Paper until no longer administratively necessary; electronic retained for life of structure	Paper; Electronic		
18-15	Daily Fire Division Reports – daily work schedule	1 year	Paper electronic		<input type="checkbox"/>
18-16	Ambulance Run Records/Patient Forms	5 years	Electronic paper		<input type="checkbox"/>
18-17	Subject Files – Ambulance, Fire, General, includes correspondence	5 years	paper		<input type="checkbox"/>
18-18	Training Material Files	Until superseded	paper		<input type="checkbox"/>
18-19	Training Records	5 years after termination of employment	paper		<input type="checkbox"/>
18-20	Monthly Reports	Until incorporate into annual	paper		<input type="checkbox"/>
18-21	Radio/Phone audio recordings	until no longer needed	Electronic		<input type="checkbox"/>
18-22	Records Requests	2 years	Electronic; paper		<input type="checkbox"/>
18-23	Records Retention Documents – RC1, RC2, RC3	2 years	paper		<input type="checkbox"/>
18-24	Facsimile (fax) messages	Treat as correspondence	paper		<input type="checkbox"/>
18-25	Electronic mail (email)	Retain according to content	Electronic; paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Bowling Green

Fire Division

(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
18-26	Aggravated Arson Investigation Reports	Permanent-paper	Electronic – until printed		<input checked="" type="checkbox"/>
18-27	Medication Seal Tracker Forms	3 years	paper		<input type="checkbox"/>
18-28	Medication Stockroom Removal Forms	3 years	paper		<input type="checkbox"/>
	<p>Email is a <i>format</i> on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each <i>individual</i> 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. <i>(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.)</i></p>				
					<input type="checkbox"/>
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