



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 Columbus, Ohio 43211-2474
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www.ohiohistory.org/lgr

FEB 27 2020

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Bowling Green

Personnel Department

(Local Government Entity)

(Unit)

Barbara A Ford

Barbara A Ford Personnel Director

12/19/2018

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Bowling Green Records Commission

419-354-6202

304 N. Church St.

Bowling Green, Ohio

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 A Ford

02-27-2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Wendy Korwin

Government Records Archivist

3/6/2020

Signature

Title

Date

Section D: Auditor of State

Martin E. Murr

Records Mgr

4-1-2020

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

Personnel Director

(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
20-01	Federal I-9 Forms & Copies of Social Security Cards, Drivers Licenses, passports & any other identification forms, etc. (Retained per Federal Law)	Paper 3 years after the date employment begins or 1 year after employment terminates, whichever is longer; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-02	Records of Employee Disciplinary Action- including internal investigations, witness statements, supporting documentation, etc. –Does not include letters of termination or demotion – (retained to document employee disciplinary history)	Retention shall be in accordance with language applicable in union contracts and City policies; for terminated employees 5 years post termination of employment; Electronic materials destroyed once printed	Paper/electronic		<input type="checkbox"/>
20-04	United Way Pledge sheets completed by employees (Used/retained as general office records)	Paper 6 years after the due date of the applicable tax return year for those pledging monies; for those not pledging funds destroy immediately; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-05	Employee surveys/ballots for items such as wellness programs, holiday planning, benefits changes, etc. (Used/retained as general office records)	Paper - 1 year from date of survey; retain electronic until printed	Paper/Electronic		<input type="checkbox"/>
20-06	Background investigation materials/forms/documentation/releases /reference documentation/ reference and recommendation	Paper retained 6 years/ electronic until printed.	Paper/Electronic		<input type="checkbox"/>

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

City of Bowling Green

Personnel Director

(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
	documentation/Background Questionnaire, and other related materials (Used/retained as general office records)				
20-07	Employee signed receipts for policies, identification cards, parking permits, etc. (Used/retained as general office records) (This does not include receipts for insurance materials noted in Schedule Number 20-88)	Paper – Until policy superseded or employee terminates; Electronic retain until printed (Destroy 5 years after employment ends)	Paper/Electronic		<input type="checkbox"/>
20-08	Reserved				<input type="checkbox"/>
20-09	Letters of appreciation; commendations; recognition certificates; news articles; certificates of training; etc for employees (This does not include training documentation as defined in 20-25, 20-89 and 20-99 (Used/retained as general office records)	Paper - 5 years post termination of employment; Electronic retain only until printed			<input type="checkbox"/>
20-10	Reasonable Accommodation Request Form; Equal Employment Opportunity Data Sheet; Employee Applicant Evaluation Form (Candidate Assessment Form)	2 years from date completed/filed/ submitted	Paper/Electronic		<input type="checkbox"/>
20-11	Wellness Reimbursement Submissions related to group insurance with Aetna for 2017 and 2018 and all related information	6 years after reimbursement made in December of 2017 and 2018	Paper/Electronic		<input type="checkbox"/>
20-12	1095-C and 1094-C Forms and documents; and additional supporting documentation	4 years after the date taxes due	Paper/electronic		<input type="checkbox"/>
20-13	Letters of appointment, reclassification, promotion, demotion, termination, change to wages, etc. (Used/retained as general office records)	Paper – Permanent; Electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-14	Employee medical records – pre –employment and other medical examinations, Workers' Compensation records, employee exposure records (to chemicals, psychological evaluations; audiograms; respirator evaluations; vaccination	Paper – 30 years post termination of employment; 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 LGRP	(6) RC-3 Required by LGRP
	records; voluntary use of respirator forms; employee Hep B declination forms; doctor's releases, FML 380 forms, etc.) etc. – (Does not include drug and alcohol testing records defined elsewhere in this schedule.) (Used/retained as general office records)				
20-15	Reserved				<input type="checkbox"/>
20-16	Materials relating to changing ordinances/benefits/wages, etc. (Used/retained as general office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
20-17	Employee injury reports; witness reports; accident analyses; release forms; and all related accident materials(Used/retained as general office records);	Paper – retain individual's employment plus 30 years; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
20-18	Salary and benefit benchmarks surveys or other surveys used to develop wage/benefit plans, etc. for non-bargaining personnel (Used/retained as general office records)	Paper retain one year; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
20-19	Records of negative or cancelled drug or alcohol tests for individuals required to maintain Commercial Driver's licenses; (CDLs) (Used/retained per Federal Law); plus union random pull forms	Paper - 1 year; Electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-20	Records of positive drug and alcohol tests resulting in alcohol tests of concentrations of 0.02 or higher for employees required to maintain valid CDLs (Used/retained per Federal Law)	5 years paper; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-21	Documentation of refusals to take required alcohol/controlled substances tests for those personnel required to maintain valid CDLs(Used/retained per Federal Law)	5 years paper; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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20-22	Documentation of employee evaluations by Substance Abuse Professionals (SAP) and referrals to treatment following positive drug or alcohol tests (Used/retained used/retained per Federal Law)	5 years paper; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-23	Copies of Social Security Verification results (Used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
20-24	Prior employer information regarding previous drug /alcohol tests for employees who are required to maintain CDLs (Prior employers provide documentation about previous drug/alcohol tests) (Used/retained per Federal Law)	3 years paper; electronic until printed	Paper/electronic		<input type="checkbox"/>
20-25	Safety training documentation (attendance sheets; tests ; test answer sheets; manuals, training materials; etc.) (Used/retained as general office records)	3 years paper; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-26	Bonus Vacation records – Records document a benefit that is no longer utilized (Used/retained as general office records)	8 years	Paper		<input type="checkbox"/>
20-27	Annual department budget plan request (Documents budget approved by City Council) (Used/retained as general office records)	Paper – permanent; Electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-28	Interview notes; application evaluation notes; interview schedule; etc (Used/retained as general office records)	2 years from date of selection/hire date; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-29	Unsolicited letters/applications/resumes, etc. and responses to these inquiries for jobs (Used/retained as general office records)	Paper 2 years; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>

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20-30	Annual Affirmative Action Plans; Adverse Impact Analyses; Affirmative action/EEO questionnaires that job applicants complete; applicant logs; Excel spreadsheets of information; and backup materials (Used/retained as general office records)	Paper 2 years; Electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
20-31	EEO4 Reports and back-up materials (Used/retained as general office records)	Paper 3 years; Electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
20-32	Ohio Civil Rights Commission Affirmative Action Progress Reports and backup materials (This report is no longer required by the OCRC since 2005.) (Used/retained as general office records)	Paper 7 years; electronic retain until printed	Paper/ electronic		<input checked="" type="checkbox"/>
20-33	Notice of interview; notice of pre-employment (Conditional offer) medical/drug test/psych evaluation	Until no longer administratively necessary	Paper/Electronic		<input type="checkbox"/>
20-34	Copies of employees' pension fund forms from the Ohio Pension Funds: Membership forms; refund forms; retirement forms; requests for prior service, etc. (Used/retained as general office records)	Paper permanent; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-35	COBRA Documentation /correspondence for employees and covered dependents (Used/retained as general office records)	Paper retain 6 years after termination of group medical/dental coverage; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-36	Court Orders – Garnishments, child support, bankruptcy; divorce decrees and support orders; etc. (Used/retained as general office records)	Paper 5 years after employment terminates; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-37	Non-injury accident reports and related documentation (Used/retained as general office records)	Paper 30 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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20-38	Applications for employment, resumes, etc (Used/retained as general office records)	Paper permanent if hired; Paper 2 years if not hired; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-39	City's Employee Handbook – Original (Used/retained as general office records)	Paper retain permanently; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
20-40	Completed Employee Performance Appraisal/Evaluations (Used/retained as general office records)	Paper copy retain 3 years; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
20-41	Employee Performance Appraisal Program/original forms, instructions, etc. – Various forms created to evaluate employee performance –(This does not include the evaluations performed on employees that are defined in Schedule Number 20-40.) (Used/retained as general office records)	Paper retain permanently; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-42	Approved Job Descriptions (Used/retained as general office records)	Paper retain permanently; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
20-43	Group medical/dental/and life, Insurance enrollment forms, plus any voluntary Insurance enrollment forms (Used/retained as general office records)	Retain paper copy of current employees until superseded; retain paper copy of final form(s) for terminated employees for 6 years after termination of employment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-44	Insurance Plan Documents for group medical/dental/life insurance coverages plus Flexible Spending Plan Documents (Used/retained as general office records)	Paper retain 10 years after plan terminated or document superseded; electronic retain 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 LGRP	(6) RC-3 Required by LGRP
20-45	Grievance materials and arbitration documents/records (Used/retained as general office records)	Paper permanent; electronic until printed	Paper/Electronic		<input type="checkbox"/>
20-46	Superceded Federal and State W-4s and Employee Deferred Compensation Forms for 457 Plans or these same forms for employees who have terminated employment (Used/retained as general office records)	Paper retain 4 years after due date of applicable tax return; electronic until printed	Paper/electronic		<input type="checkbox"/>
20-47	Request for Proposal (RFP) materials/documentation/correspondence used to seek proposals (Used/retained as general office records)	Paper – retain 3 years; electronic retain until printed and no longer of administrative value	Paper/electronic		<input type="checkbox"/>
20-48	Employee correspondence: notices to change addresses, phone numbers, withholding, email addresses, beneficiaries, personal data updates, etc. (Does not include actual W-4s or insurance enrollment forms) (Used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
20-49	Employee unemployment compensation case records/materials (Used/retained as general office records)	Paper retain 5 years after final remuneration/payment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-50	Original union contracts plus factfinding reports and arbitration reports relating to negotiations - (Used/retained as general office records)	Paper copy retain 15 years post expiration of the contract; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-51	Original Administrative Instructions, Personnel Policy Letters; Safety Policies(Used/retained as general office records)	Paper original retain permanently; electronic retain until printed.	Paper/electronic		<input type="checkbox"/>
20-53	Employee Family and Medical Leave records – Letters to employees notifying them they are on FML, Federal Forms 381 and 382, (This does not include completed Federal Form 380 provided by	Paper retain 3 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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	employee's medical care provider.) (Used/retained as general office records)				<input type="checkbox"/>
20-54	Requests for Reasonable Accommodation (ADA requests) (Used/retained as general office records)	Paper retain permanently for persons hired; paper retain 2 years for those candidates not hired; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-55	Correspondence to payroll staff about employee use of leave (such as funeral/bereavement leave), new hires, changes to employment/payroll of current hires, information about benefits changes, status changes, changes in payroll system, etc. (Used/retained as general office records)	Retain one year	Paper/electronic		<input type="checkbox"/>
20-56	Organizational Charts (Used/retained as general office records)	Paper 5 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-57	Reserved				<input type="checkbox"/>
20-58	Job analyses, audits, questionnaires, forms, etc used to develop job descriptions; (Used/retained as general office records)	Retain until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
20-59	Reserved				<input type="checkbox"/>
20-60	Oaths of office for elected officials and police and fire personnel (Used/retained as general office records)	Paper permanent; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-61	PERRP /OBWC Recordkeeping forms: Ex. 300P, 300 AP, etc., plus distribution materials to departments (Used/retained as general office records); Accident log spreadsheets; transitional work logs/spreadsheets	Paper retain 5 years following the end of the year covered; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-62	Completed verifications of employment requested from financial institutions for employee loans	Until no longer administratively necessary	Paper/Electronic		<input type="checkbox"/>

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20-63	Safety Violation Forms (Used/retained as general office records)	Paper retain 3 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-64	Job Hazard Analyses developed for the safety program (Used/retained as general office records)	Paper 3 years provided no longer administratively necessary; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-65	Documentation updating web page, Outlook directory, AS400 payroll system, etc from/to City staff (Used/retained as general office records)	Paper retain 1 year; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-66	Employee authorization (HIPAA) forms to assist employees process claims; information from insurance company about claims investigations, Retain only as long as necessary to resolve the issue. Compliance in accordance with HIPAA.	Until no longer administratively necessary – Pursuant to HIPAA	Paper/electronic		<input type="checkbox"/>
20-67	Drug/alcohol test results for employees not required to maintain a Commercial Driver's License (Used/retained as general office records)	Paper 1 year; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-68	HIPAA Business Association Agreements (Used/retained as general office records)	Paper permanent; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-69	Successful bids/RFPs/Contracts: for services/products, etc. (Ex. Legal services) This is for those entities who are contracted with. (Used/retained as general office records)	Paper Retain bid/contract documents 15 years post expiration of the contract; electronic retain until printed	Paper/Electronic		<input type="checkbox"/>
20-70	Directives to staff concerning changes to web page/payroll system/organizational chart, regarding new hires, job changes, staff changes, etc (Used/retained as general office records)	Paper retain 1 year; electronic retain until printed	Paper/electronic		<input type="checkbox"/>

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20-71	General correspondence with Flexible spending plan/program administrator/service providers and with insurance and COBRA plan administrators (Used/retained as general office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
20-72	Parent Permission slips for hiring minors (Used/retained as general office records)	Paper retain 5 yrs post termination of employment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-73	Minor Work Release materials/documents/Age & Schooling Certificates/Work Permits from the State/School Systems for hiring minors (Used/retained as general office records)	Paper retain 5 years post termination of employment; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-74	Correspondence/documentation to Ohio New Hire Reporting program (Used/retained as general office records)	Paper retain 5 years post termination of employment ; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-75	Correspondence to School Police about interest in continuing to work each year; counting number of children crossing at the covered intersections, etc (Used/retained as general office records)	Until no longer of administrative value	Paper/electronic		<input type="checkbox"/>
20-76	EEO Voluntary self-identification forms completed by applicants (Used/retained as general office records)	Paper retain 2 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-77	Employee signed SSA-1945 Forms (Used/retained as general office records)	Permanent for persons hired; electronic until printed ; do not retain for persons not hired	Paper/electronic		<input type="checkbox"/>
20-78	Annual Employee Flexible Spending enrollment forms and Notices from Flexible Spending Plan administrator regarding claims payments to employees (Used/retained as general office records)	Paper retain 6 years from the filing date of the applicable tax return; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-79	Correspondence from the Ohio Bureau of Employment Services and/or Ohio Jobs and Family Services verifying status of their clients applying	Paper 2 years; electronic until printed	Paper/electronic		<input type="checkbox"/>

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	for and/or obtaining jobs, and other general correspondence, etc. (Used/retained as general office records)				
20-80	Personnel department standard operating procedures, miscellaneous directives, etc (Used/retained as general office records)	Retain until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
20-81	Employee direct deposit forms and documentation (Used/retained as general office records)	Paper retain for duration of employment; electronic until printed	Paper/electronic		<input type="checkbox"/>
20-82	Employee Identification cards (Used/retained as general office records)	For current employees destroy once superseded; for terminated employees retain final card permanently	Paper/electronic		<input type="checkbox"/>
20-83	Electronic files for ID cards and photos of employees (Photo directory) (Used/retained as general office records)	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
20-84	Employee written requests to remove letters of reprimand from personnel files – must meet time requirements established in union contracts or City policy – (See Schedule 20-02)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
20-85	Reserved				<input type="checkbox"/>
20-86	Employee signed BGEO Form for electing to wear jeans, ball caps, and paying union dues (Used/retained as general office records)	Paper : 1 year after employment terminates or employee no longer in union; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-87	Fax transmissions that come into the Personnel Department but belong to other offices/persons (Used/retained as general office records)	Do not retain after fax is forwarded to correct recipient	Electronic		<input type="checkbox"/>
20-88	Employee receipt forms for insurance and flex spending programs, including but not limited to distribution of open enrollment materials, new forms, new plan documents,	Paper - 6 years ; electronic until printed	Paper/electronic		<input type="checkbox"/>

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	changes to plans, identification cards, rate increases, etc. (Used/retained as general office records)				
20-89	General correspondence related to safety training program, such as scheduling meetings/training, updates about training, questions to trainer or staff; etc. (Used/retained as general office records)	Retain as long as administratively necessary	Paper/electronic		<input type="checkbox"/>
20-90	Records from union negotiations – notes, tentative agreements, wage/benefit surveys, correspondence with union, etc. (Used/retained as general office records)	Paper retain until contract has expired; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-91	Correspondence/materials relating to the issuance of parking passes for eligible employees, includes correspondence relating to lost/replaced parking passes, correspondence with police division about parking passes etc. (Used/retained as general office records)	Retain as long as administratively necessary	Paper/electronic		<input type="checkbox"/>
20-92	Union notices for employee dues payment authorizations (Used/retained as general office records)	Paper until superseded; electronic until printed	Paper/Electronic		<input type="checkbox"/>
20-93	Employee Exit Evaluation Forms; Exit Interview notes materials/documents; etc. (Used/retained as general office records)	Paper retain 2 years post termination of employment; electronic until printed	Paper/electronic		<input type="checkbox"/>
20-94	Miscellaneous Forms/Documents: Completed Parks & Recreation Applicant Interest Sheets; Red Cross certifications for life saving/CPR/First Aid; CPR/AED Certifications, Requests for Reasonable Accommodation, copies of Form DD-214 (Military types of discharge, documentation of military service, etc.	Paper Retain 5 years post termination of employment for those hired paper retain 2 years for those not hired; Electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-95	Copies of Temporary agency time sheets for the hire of temporary personnel	Paper permanent; electronic retain until printed.	Paper/Electronic		<input type="checkbox"/>
20-96	Ohio Civil Rights, State Employment Relations Board, Department of Labor, EEOC, and Court Case Files - Civil, etc., case files and	Paper 10 years after case filed and no further action pending;	Paper/electronic		<input type="checkbox"/>

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	Settlements –official documents, backup documents, etc.	electronic until printed			
20-97	Original grievance files and arbitration reports, and supporting materials relating to settling grievances - (Used/retained as general office records)	Paper copy retain 15 years post expiration of the contract; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
20-98	Records Pertaining to projects such as the Internal City Operations Review Task Force, (ICOR); Charter Review Committee; safety consultant work such as the Sheridan Safety Program ; Projects that are no longer active;	20 years Paper; electronic until printed	Paper/electronic		<input type="checkbox"/>
20-99	CDL Substance Abuse (Drug & Alcohol) Education and training records/Records related to the alcohol and drug collection process	2 Years after employees ceases to perform functions	Paper/Electronic		<input type="checkbox"/>
					<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.)*

perform the work in the affected job position and are willing to be recalled to said job position. Bargaining unit employees shall be given reasonable consideration with regard to any non-bargaining unit positions which may become open while said employees remain on the recall list.

Section 12.5 An employee to be recalled will be informed of his reemployment in the form of a written notice. This notice shall be considered received by the employee when mailed by certified mail to the last-known address of the employee as shown on the City's personnel records. It shall be the responsibility of each employee on lay-off to keep the City advised of his current address. Within fifteen (15) calendar days after notice of re-employment is mailed, the employee must advise the City in writing of his acceptance of reemployment and his ability to commence employment on the date specified in the notice. Any and all reemployment rights granted to an employee shall terminate upon such employee's failure to respond and to accept within fifteen (15) calendar days any position offered to the employee.

Section 12.6 Employees so laid off or whose employment otherwise ceases due to reasons other than termination for gross misconduct may elect to continue medical and dental coverage in accordance with applicable law.

ARTICLE 13. PERSONAL SERVICE RECORDS

Section 13.1 All employees shall be permitted to review their personal service records (Personnel Records) and may receive a copy of any item(s) in the file at current reproduction cost. The City shall not suffer any loss of the employee's services as a result of this activity. When any record of a disciplinary action is noted in an employee's personnel file, the City shall provide a copy of said record to the employee.

Section 13.2 Subject to the approval of the City Records Commission and the State Auditor, and pursuant to Section 149.39 of the Ohio Revised Code (O.R.C.) the personal service record of an employee is to be cleared or purged of any offenses upon written request of the employee in accordance with the following schedule:

- A. Any reprimand shall be removed from the record after two (2) years from the date of the reprimand, providing there is no intervening disciplinary action during the two-year period.
- B. Any suspension of less than thirty (30) days shall be removed from the record after a period of five (5) years, providing there is no intervening disciplinary action involving a suspension during the five-year period.
- C. Any suspension of thirty (30) days or more shall be removed from the record after a period of seven (7) years, providing there is no intervening disciplinary action involving a suspension of thirty (30) days or more during the seven-year period.

D. If there is an intervening disciplinary action, as described in Paragraphs A, B, and C above, the periods described in said paragraphs shall commence from the date of the intervening disciplinary action.

ARTICLE 14. BULLETIN BOARDS

Section 14.1 The City shall provide bulletin board space, not to exceed 9 square feet in dimension, in an easily accessible, agreed upon location within each division of the bargaining unit. Notices relating to the following matters may be posted without the necessity of receiving prior approval of the Municipal Administrator.

1. Union and division-wide recreation and social affairs.
2. Notice of Union meetings.
3. Union appointments.
4. Notice of Union elections.
5. Reports of non-political committees and independent non-political arms of the Union.
6. Non-political publications, rulings, and policies of the Union.
7. Civil Service Board and pension board publications.

All other notices of any kind not covered above must receive prior approval of the Municipal Administrator or designated representative.

Section 14.2 The City shall permit the Union to have one file cabinet upon City premises. The Union shall be responsible for the purchase and maintenance of said cabinet. The size and location of the file cabinet shall be mutually agreed to by the Union and the City.

ARTICLE 15. LABOR/MANAGEMENT CONFERENCE

Section 15.1 In the interest of sound labor-management relations and effective communication, either party may, not more than four (4) times yearly unless otherwise mutually agreed, request a labor/management conference. Such request shall be made in writing and be presented to the other party five (5) calendar days in advance of the requested meeting date. The written request will include an agenda of items the party wishes to discuss and the names of those representatives who will be attending. Said conference shall be scheduled during regular business hours and shall be limited to two (2) hours. A labor/management conference shall be scheduled as soon as possible from the date requested.

Section 15.2 The purpose of such meetings shall be limited to:

- A. Discuss the administration of this agreement.
- B. Notify the Union about changes made by the Employer which affect employees.

**ARTICLE 51
ADDRESS NOTIFICATION**

SECTION 51.1 It shall be the responsibility of each employee to keep the City informed of his/her current address and home telephone number. The City shall rely on this address and/or home telephone number for all notice requirements set forth in this agreement.

SECTION 51.2 This Article does not mandate an employee to obtain telephone service.

**ARTICLE 52
COMPENSATION WHEN TIME CHANGES**

SECTION 52.1 Employees, who are working when the time changes from Eastern Standard Time to Eastern Daylight Time in the spring of each year, (a 23 hour shift), shall be compensated for a 24 hour shift.

SECTION 52.2 Employees, who are working when the time changes from Eastern Daylight Time to Eastern Standard Time in the fall, (a 25 hour shift), shall be paid for a 25 hour shift.

**ARTICLE 53
PERSONAL SERVICE RECORDS**

SECTION 53.1 Any employee of the Fire Division shall be permitted to review his personal service records (Personnel Records) and may receive a copy of any item(s) in his file at current reproduction cost. The City shall not suffer any loss of the employee's services as result of this activity.

SECTION 53.2 Subject to approval by the State Auditor, and pursuant to Section 149.39 O.R.C., the personal service record of an employee is to be cleared or purged of any offenses upon written request of the employee in accordance with the following schedule:

1. Any reprimand shall be removed (upon the employee's written request) from the record after one (1) year from the date of the reprimand, providing there is no intervening disciplinary action involving a written reprimand during the one-year period.
2. Any suspension of less than thirty (30) days shall be removed (upon the employee's written request) from the record after a period of two (2) years, providing there is no intervening disciplinary action involving suspension during the two-year period.
3. Any suspension of thirty (30) days or more shall be removed (upon the employee's written request) from the record after seven (7) years, providing there is no intervening disciplinary action involving a suspension of thirty (30) days or more during the seven-year period.

**ARTICLE 13
REDUCTION IN WORKFORCE**

SECTION 13.1 The City agrees that in the event that the possibility of a lay-off exists, or is contemplated, affecting employees, the City will notify the Union representatives by written notice no later than twenty-one (21) calendar days prior to the first day of the possible lay-off. Such notification shall be for the purpose of establishing discussions between the parties in order to develop mutually acceptable alternatives to prevent or overcome the need for the proposed lay-off. Upon request of the Union, the City agrees to conduct a Labor/Management conference within said 21 days to discuss proposed layoffs.

SECTION 13.2 When it becomes necessary through lack of work or funds or for other causes, to reduce the force, layoffs shall be conducted as follows: Employees will be laid off in accordance with their seniority within each job classification with the employee(s) with the least seniority being laid off first within each job classification.

SECTION 13.3 Employees who are laid off shall be placed on a recall list for a period of two (2) years. If there is a recall, employees who are still on the recall list shall be recalled in the inverse order of their layoff, provided they are presently qualified to perform the work in the job classification to which they are recalled.

SECTION 13.4 If an employee is recalled to a position in a lower-rated job position, the employee shall have the right to return to the job position held prior to being laid off in the event it subsequently becomes available. The City shall not hire new employees in bargaining unit positions as long as there are still employees on the recall list who are presently qualified to perform the work in the affected job position and are willing to be recalled to said job position. Bargaining unit employees shall be given reasonable consideration with regard to any non-union positions which may become open while said employees remain on the recall list.

SECTION 13.5 An employee to be recalled will be informed of his reemployment in the form of a written notice. This notice shall be considered received by the employee when mailed by certified mail to the last-known address of the employee, as shown on the City's personnel records. It shall be the responsibility of each employee on lay-off to keep the City advised of his current address. Within fifteen (15) calendar days after notice of reemployment is mailed, the employee must advise the City in writing of his acceptance of reemployment and his ability to commence employment on the date specified in the notice. Any and all reemployment rights granted to an employee shall terminate upon such employee's failure to respond and to accept within fifteen (15) calendar days any position offered to the employee.

SECTION 13.6 Employees so laid off or whose employment otherwise ceases due to reasons other than termination for gross misconduct may elect to continue hospitalization, medical, and dental coverage by paying the monthly group rate premium in advance each month for a period not to exceed eighteen (18) months, and any actual administrative cost of the City in handling the account.

**ARTICLE 14
PERSONAL SERVICE RECORDS**

SECTION 14.1 All employees shall be permitted to review their personal service records (Personnel Records) and may receive a copy of any item(s) in the file at current reproduction cost. When any record of a disciplinary action is noted in an employee's personnel file, the City shall provide a copy of said record to the Union. The City shall not suffer any loss of the employee's services as a result of this activity.

SECTION 14.2 Subject to approval by the City Records Commission and State Auditor, and pursuant to Section 149.39 O.R.C., the personal service record of an employee is to be cleared or purged of any offenses upon written request of the employee in accordance with the following scheduled:

1. Any reprimand shall be removed from the record after two (2) years from the date of the reprimand, providing there is no intervening disciplinary action during the two-year period.
2. Any suspension of less than thirty (30) days shall be removed from the record after a period of five (5) years, providing there is no intervening disciplinary action involving a suspension during the five-year period.
3. Any suspension of thirty (30) days or more shall be removed from the record after seven (7) years, providing there is no intervening disciplinary action involving a suspension of thirty (30) days or more during the seven-year period.

ARTICLE 15 BULLETIN BOARDS

SECTION 15.1 The City shall allow the placement of a bulletin board in an easily accessible, agreed-upon location in the Electric Division. Union notices relating to the following matters may be posted without the necessity of receiving prior approval of the Director:

1. Union recreation and social affairs.
2. Notice of Union meetings.
3. Union appointments.
4. Notice of Union elections.
5. Reports of non-political committees and independent non-political arms of the Union.
6. Non-political publications, rulings, and policies of the Union.
7. Civil Service Board and pension board publications.

All other notices of any kind not covered above must receive prior approval of the Director or his designated representative.

ARTICLE 16 FILE CABINET

SECTION 16.1 The Union shall be permitted to have one (1) file cabinet upon the premises of the Electric Division and that the use of such file cabinet shall be limited to storage of official Union documents.

SECTION 16.2 The Union shall ensure that said file cabinet is kept secure and locked, and only Union officers and officials shall have access to the Union file cabinet.

SECTION 16.3 The Union shall be responsible for the purchase and maintenance of such file cabinet, which shall at all times be treated as the property solely of the Union.

SECTION 16.4 The Union shall be permitted to place such file cabinet in a location to be designated by the Superintendent, which shall be a location readily accessible to Union members.

shall conduct a labor/management conference within said 21 days to discuss proposed lay-offs.

Section 12.2 When it becomes necessary in the Police Division, through lack of work or funds or for other causes, to reduce the force of such Division, lay-offs shall be conducted on a classification basis as determined by the City. Employees will be laid off from the affected classification in accordance with their seniority with the employee(s) with the least seniority being laid off first. An employee laid off shall be allowed to bump less senior employees in positions for which the senior employee is qualified. When a position above the rank of Patrolman is abolished and the incumbent in that position has been permanently appointed, the officer with the least seniority within the rank of the position abolished shall be demoted to the next lower rank and the officer in the next lower ranks shall be demoted, and so on down until the person with the least seniority has been reached, who shall be laid off.

Section 12.3 Employees who are laid off shall be placed on a recall list for a period of two (2) years. If there is a recall, employees who are still on the recall list shall be recalled in the inverse order of their layoff. An employee may be recalled to any position for which he is qualified. If the position he held before being laid off subsequently becomes available and if the employee has been recalled to a different position, the employee shall have first option to return to that position.

Section 12.4 If an employee is recalled to a position in a lower-rated job classification, he shall have the right to return to the job classification he held prior to being laid off in the event it subsequently becomes available. The City shall not hire new employees in bargaining unit positions as long as there are still employees on the recall list who are presently physically qualified to perform the work in the affected job classification and are willing to be recalled to said classification.

Section 12.5 An employee to be recalled will be informed of his reemployment in the form of a written notice. This notice shall be considered received by the employee when mailed by certified mail to the last-known address of the employee as shown on the City's personnel records. It shall be the responsibility of each employee on lay-off to keep the City advised of his current address. Within fifteen (15) calendar days after notice of reemployment is mailed, the employee must advise the City in writing of his acceptance of reemployment and his ability to commence employment on the date specified in the notice. Any and all reemployment rights granted to an employee shall terminate upon such employee's failure to respond and to accept within fifteen (15) calendar days any position offered to the employee.

Section 12.6 Employees so laid off may elect to continue hospitalization, medical, and dental coverage by paying the monthly group rate premium in advance each month for a period not to exceed eighteen (18) months. The employee shall pay the City's actual administrative expense for the coverage during the eighteen month period.

ARTICLE 13 PERSONAL SERVICE RECORDS

Section 13.1 Any employee of the Police Division shall be permitted to review his personal service records (Personnel Records) and may receive a copy of any item(s) in his file at current reproduction cost. The City shall not suffer any loss of the employee's services as result of this activity.

Section 13.2 Subject to approval by the State Auditor, and pursuant to Section 149.39 O.R.C., the personal service record of an employee is to be cleared or purged of any offenses upon written request of the employee in accordance with the following schedule:

1. Any reprimand shall be removed (upon the employee's written request) from the record after one (1) year from the date of the reprimand, providing there is no intervening disciplinary action involving a written reprimand during the one-year period.

2. Any suspension of less than thirty (30) days shall be removed (upon the employee's written request) from the record after a period of two (2) years, providing there is no intervening disciplinary action involving suspension during the two-year period.

3. Any suspension of thirty (30) days or more shall be removed (upon the employee's written request) from the record after seven (7) years, providing there is no intervening disciplinary action involving a suspension of thirty (30) days or more during the seven-year period.

ARTICLE 14 BULLETIN BOARDS

Section 14.1 The City shall allow the placement of a bulletin board in an easily accessible, agreed-upon location in the Police Division. Union notices relating to the following matters may be posted without the necessity of receiving prior approval of the Chief of Police.

1. Union recreation and social affairs.
2. Notice of Union meetings.
3. Union appointments.
4. Notice of Union elections.
5. Reports of non-political committees and independent non-political arms of the union
6. Non-political publications, rulings, and policies of the Union
7. Civil Service Board and pension board publications.

Section 14.2 All other notices of any kind not covered in Section 14.1 must receive prior approval of the Chief of Police or his designated representative.

ARTICLE 15 LABOR/MANAGEMENT CONFERENCE

Section 15.1 In the interest of effective communications, either party may, not more than four (4) times yearly unless otherwise mutually agreed, request a labor/management conference. Such request shall be made in writing and be presented to the other party five (5) calendar days in advance of the requested meeting date. The written request will include an agenda of items the party wishes to discuss and the names of those representatives who will be attending. Said conference shall be scheduled during regular business hours (8:00 a.m. - 4:00 p.m.) and shall be limited to two (2) hours. A labor/management conference shall be scheduled as soon as possible from the date requested.

SECTION 12.5 An employee to be recalled will be informed of his reemployment in the form of a written notice. This notice shall be considered received by the employee when mailed by certified mail to the last-known address of the employee as shown on the City's personnel records. It shall be the responsibility of each employee on lay-off to keep the City advised of his current address. Within fifteen (15) calendar days after notice of reemployment is mailed, the employee must advise the City in writing of his acceptance of reemployment and his ability to commence employment on the date specified in the notice. Any and all reemployment rights granted to an employee shall terminate upon such employee's failure to respond and to accept within fifteen (15) calendar days any position offered to the employee.

SECTION 12.6 Employees so laid off may elect to continue medical and dental coverage in accordance with applicable law. The employee shall pay the monthly group premium rate in advance each month plus the City's actual administrative expense for the coverage.

ARTICLE 13

PERSONAL SERVICE RECORDS

SECTION 13.1 Any employee of the Police Division shall be permitted to review his personal service records (Personnel Records) and may receive a copy of any item(s) in his file at current reproduction cost. The City shall not suffer any loss of the employee's services as a result of this activity, provided the employee has obtained written authorization from his supervisor to spend work hours reviewing his personnel file. When the Union is required to represent an employee in any matter covered by this Agreement, a Union official shall be provided, upon request, copies of all necessary material from the employee's personnel file.

SECTION 13.2 Subject to approval by the State Auditor, and pursuant to Section 149.39 O.R.C., the personal service record of an employee is to be cleared or purged of any offenses upon written request of the employee in accordance with the following schedule:

1. Any reprimand shall be removed (upon the employee's written request) from the record after one (1) year from the date of the reprimand, providing there is no intervening disciplinary action during the one-year period.
2. Any suspension of less than thirty (30) days shall be removed (upon the employee's written request) from the record after a period of two (2) years, providing there is no intervening disciplinary action involving a suspension during the two-year period.
3. Any suspension of thirty (30) days or more shall be removed (upon the employee's written request) from the record after seven (7) years, providing there is no

intervening disciplinary action involving a suspension of thirty (30) days or more during the seven-year period.

ARTICLE 14 BULLETIN BOARDS

SECTION 14.1 The City shall allow the placement of a bulletin board in an easily accessible, agreed-upon location in the Police Division. Union notices relating to the following matters may be posted without the necessity of receiving prior approval of the Chief of Police.

1. Union recreation and social affairs.
2. Notice of Union meetings.
3. Union appointments.
4. Notice of Union elections.
5. Reports of non-political committees and independent non-political arms of the Union.
6. Non-political publications, rulings, and policies of the Union.
7. Civil Service Board and pension board publications.

SECTION 14.2 All other notices of any kind not covered in Section 14.1 must receive prior approval of the Chief of Police or his designated representative.

ARTICLE 15 LABOR/MANAGEMENT CONFERENCE

SECTION 15.1 In the interest of effective communications, either party may, not more than four (4) times yearly, unless otherwise mutually agreed, request in writing a labor/management conference. The written request will include an agenda of items the party wishes to discuss and the names of those representatives who will be attending. Said conference shall be scheduled during regular business hours (8:00 a.m. - 4:00 p.m.) and shall be limited to two (2) hours. A labor/management conference shall be scheduled as soon as possible from the date requested.

SECTION 15.2 The purpose of such meetings shall be limited to:

1. Discuss the administration of this Agreement.
2. Notify the Union about changes made by the Employer, which affect employees.
3. Discuss grievances, which have not been processed beyond the final step of the grievance procedure when such discussions are mutually agreed to by the parties.