

INSTRUCTIONS - FORM RC-2

Explanation of form parts:

- (1) This RC-2 will be mailed back to the Records Commission address shown on this line.
- (2) Complete the requested information.
- (3) Certification statement by the Chairman of the Records Commission.
- (4) Shows initial review by the Ohio Historical Society and approval by the Auditor of State.
- (5) Schedule numbers should be assigned for each records series and format. A "year and item" numbering scheme or a unique abbreviated identifier for each office can be used. For example, 98-1, 98-2 could also be listed as Eng. [Engineer] 1, Eng. 2 etc. The choice is up to each office. The Schedule number is an essential identifier that will be used on your Certificate of Records Disposal (RC-3).
- (6) Include the title of the records series and a brief description of each series you wish to schedule. Clearly show and schedule changes in retention medium such as: paper to microfilm, computer data to computer output microfilm (COM) etc. Assign a schedule number for each medium.
- (7) State the retention period here. Retention periods may be expressed in terms of time (e.g., "retain four years"); in terms of an event or action (e.g., "retain until audited"); or in terms of both (e.g., "retain six months after audit report released").
- (8) State the media type here. Paper, film, disk, magnetic tape, optical disc and other materials on which information can be recorded are each considered a separate medium. Records often exist in more than one medium so separate entries and retention periods should be assigned for each type of medium.
- (9) For use by Ohio Auditor of State and the OHS - Local Government Records Program
- (10) **GENERAL INSTRUCTIONS:**
Complete parts 1-2 and 5-7, and then submit the form to your local records commission for their approval in an open meeting. See Ohio Revised Code Section 149.38 (for counties), 149.39 (for municipalities), 149.41 (for school districts), or 149.42 (for townships) for the makeup of your commission. Your commission should forward this RC-2 form to the Local Government Records Program at the Ohio Historical Society. The OHS - Local Government Records Program will review it and forward it to the Auditor of State's Records Officer, Columbus. Send to:

The Ohio Historical Society
Local Government Records Program (LGRP)
1982 Velma Avenue
Columbus, OH 43211-2497

The phone number is: (614) 297-2553

- This RC-2 is in effect once all the parties listed have signed it. The local records commission and the originating office should retain copies of the signed form. OHS - LGRP will retain the original.
- Remember, at least 15 Business Days before you dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-Local Government Records Program. The OHS-LGRP will send the RC-3 to the Auditor of State's Records Officer, Columbus.
- Never use a microfilm master negative except to create a use copy from it. Contact the Ohio Historical Society, State Archives, Local Government Records Program should you have any questions concerning changes of media for permanent records.