



RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Ohio Village, Village of [icon] General Records/Village Wide [icon]

(local government entity) (unit)
Jane Smith [icon] Jane Smith Fiscal Officer 9/15/2016
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Village of Ohio Village Records Commission (614) 555-1890 [icon] (telephone number)
101 Main Street Ohio 43211 Franklin
(address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address:

commissioners@ohiovillage.gov [icon]

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.

Village Mayor [icon] 9/23/2016
Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

[icon]
Signature Title Date

Section D: Auditor of State

Signature Title Date

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

Ohio Village, Village of

General Records/Village Wide

(local government entity)

(unit)

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

(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
Gen-001 	Agendas Records documenting items to be discussed during a meeting	1 year	Paper/ Electronic		<input type="checkbox"/>
Gen-002	Awards Certificates and awards given to municipal departments, divisions, and/or officials 	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Gen-003	Bids (Successful) Records documenting the publicizing, hearing and awarding of quoted bids to vendors for services and/or merchandise, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications 	8 years after expiration of contract (ORC 2305.06)	Paper		<input type="checkbox"/>
Gen-004	Bids (Unsuccessful) Records documenting the publicizing and hearing of quoted bids to vendors for services and/or merchandise not selected, including request for proposal, invitation to bid, requests for qualifications and statement of qualifications	2 years	Paper		<input type="checkbox"/>
Gen-005	Blank Forms Unused forms that are either obsolete and/or superseded	Until obsolete or superseded	Paper/ Electronic 		<input type="checkbox"/>
Gen-006	Bulletins, Posters, Notices and Displays Announcements and informational notices related to municipal functions	Until no longer of administrative value	Paper		<input type="checkbox"/>
Gen-007	Calendar (Desk/Appointment) Calendars used to track meetings and events in conjunction with job functions	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Gen-008	Contracts & Agreements Legal agreements with individuals, organization or entities to procure goods and/or services	8 years after expiration (ORC 2305.06)	Paper		<input type="checkbox"/>

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

Ohio Village, Village of

General Records/Village Wide

(local government entity)

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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
Gen-009	Copies of Records Internally duplicated records created for administrative convenience or reference	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Gen-010	Correspondence Communications from external and internal sources; documents actions, policies, procedures and programs	2 years	Paper/ Electronic		<input type="checkbox"/>
Gen-011	Correspondence (Transient) Communications which serve to convey information of temporary importance	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
Gen-012A	Meeting Minutes Official record of the proceedings of a meeting 	Retain until microfilmed and quality checked. Permanent if not microfilmed	Paper		<input type="checkbox"/>
Gen-012B	Meeting Minutes Official record of the proceedings of a meeting	Permanent	Microfilm		<input type="checkbox"/>
Gen-012C	Meeting Minutes Official record of the proceedings of a meeting	10 years	Electronic		<input type="checkbox"/>
Gen-013	Press/ News Releases Announcements sent to the media to inform the public about actions, events or programs	3 years	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>