

Records Commissions

This schedule lists records commonly found on record with County Records Commissions. The retention periods specified herein have been determined by best practice.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. [The Ohio History Connection recommends](#) that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail 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.

Before this records retention schedule is considered in effect for a particular local government it must first be documented on a Records Retention Schedule (RC-2) and signed by a local responsible official, local records commission chair, the State Archives, and the State Auditor's Office. The RC-2 and other forms can be found at: www.ohiohistory.org/lgr.

Records Series	Description	Retention
Applications for One-Time Records Disposals (RC-1) Submitted and Reviewed Versions	Forms used to request one-time disposals of obsolete records. Unlike the continuing authority provided by a RC-2 records retention schedule, an RC-1 one-time disposal application allows records to be disposed of one time only and is only applicable to the specific records and dates listed on the application.	Permanent
Certificates of Records Disposal (RC-3) Submitted and Reviewed Versions Required submission to OHC	The RC-3 certificate serves as the official notification of the intent to destroy or transfer records. Pertains to records series listed on Records Retention Schedules (RC-2) approved by the Records Commission before September 29, 2011. Fifteen business days before a disposal takes place, the local Records Commission must send the RC-3 submission to the Ohio History Connection's Local Government Records Program (LGRP) for their review as required by law.	Permanent

Records Series	Description	Retention
Certificates of Records Disposal (RC- 3) Submitted and Reviewed Versions Non-required submissions to OHC	Serves as the official notification of the intent to dispose of or transfer records. Pertains to records series listed on Records Retention Schedules (RC-2) approved by the Records Commission after September 29, 2011. Since this is an RC-3 submission that is not required to be reviewed by OHC, the local Records Commission only needs to file it with the local Records Commissions' official records.	Permanent
Records Retention Schedules (RC-2) Submitted and Reviewed Versions	Serves as the official document that will govern all aspects of a record's lifecycle once approved by all of the required entities.	Permanent
Rule 26 Forms- Notice of Disposition of Court Records Submitted and Reviewed Versions	The official notification form that must be submitted to OHC when desiring to dispose of court records that fall under Rule 26 of the Supreme Court Rules of Superintendence if the records series meets the possible mandated parameters that require submission to OHC.	Permanent
Voting Member Representative Designation Forms	Official designation forms signed by a Records Commission voting member designating a staff member to have proxy voting authority.	Until superseded or no longer of administrative value.