



INSTRUCTIONS - FORM RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio History Connection by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio History Connection – State Archives

- The reviewing agent from the Ohio History Connection Local Government Records Program (LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (for example: six years), an action (for example: until audited), or both (six years after audit).
- 4) Include the formats of the record series (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the LGRP. LGRP will mark the records series that will need an RC-3 prior to disposal.
- 6) For use by LGRP only. LGRP will mark the records series that will need an RC-3 prior to disposal – Please leave this column blank.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, contact State Archives - LGRP at: localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section [121.22 ORC](#). See Ohio Revised Code Section [149.38](#) (counties), [149.39](#) (municipalities), [149.41](#) (school districts), [149.411](#) (libraries), [149.412](#) (special taxing districts) and [149.42](#) (townships) for the composition of your records commission. Your records commission completes section B and sends the form to LGRP at:

localrecs@ohiohistory.org

OR

Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OR

[RC Forms Upload Submission](#)

--- The LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. LGRP will return a copy of the approved form to the Records Commission.
The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

 (Local Government Entity)

 (Unit/Department)

 (Signature of Responsible Official)

 (Name)

 (Title)

 (Date)

Section B: Records Commission

 Records Commission

 (Telephone Number)

 (Address)

 (City)

 (Zip Code)

 (County)

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

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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.

 Records Commission Chair Signature

 Date

Section C: Ohio History Connection - State Archives

 Signature

 Title

 Date

Section D: Auditor of State

 Signature

 Title

 Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

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

See instructions before completing this form.

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
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