

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Montgomery County Records Commission 937-225-4284 Telephone Number

451 W. Third St. Dayton 45422 Montgomery
 (address) (city) (zip code) (county)

(2) FROM: MONTGOMERY COUNTY, OHIO - County Auditor-Data Processing
 (political subdivision name) (unit)

Karl Keith Karl Keith Auditor
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on Dec. 12, 2008 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Judy Dodge 12-12-08
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Angela M. ... 1/2/09
 For the Ohio Historical Society Date

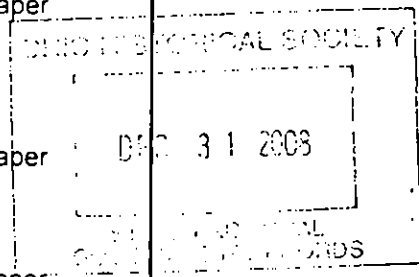
Approved by the Ohio Auditor of State:

Martin E. ... 1-30-09
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-01	Backup Disks & Tapes (computer system backup disks & tapes from off-site storage locations)	Retain until next run cycle, depending on each job's backup frequency	Digital	
08-02	Computer Room Sign-In Logs (daily log of people who entered the computer room)	1 Month	Paper	
08-03	Documentation on Systems (documentation on all software and hardware, including code, manuals, etc, regardless of size)	2 years after system is replaced or disconnected	Paper	
08-04	Monthly Problem Log Reports (complaint/problems tracking record used by the Center)	1 year	Paper	
08-05	Monthly Turnover Logs (internal record of operator shift turnover w/ comments)	2 year	Paper	



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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: MONTGOMERY COUNTY, OHIO - County Auditor-Data Processing (political subdivision name)
(unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State or OHS-LGRP
08-06	Run Authorization Forms (forms submitted to authorize production runs)	18 months	Paper	
08-07	Service Requests (internal office files of correspondence, memos, etc.)	2 years	Paper	
08-08	Subject/Office Files (form documenting user office name, signature, date, and description of service required of the Data center)	Annual Review	Paper	
ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS				