



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 Columbus, Ohio 43211-2474
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www.ohiohistory.org/lgr

DEC 11 2020

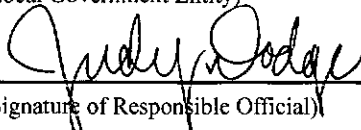
STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

Board of County Commissioners

(Local Government Entity)	(Unit)		
	Judy Dodge	Commissioner	11/17/20
(Signature of Responsible Official)	(Name)	(Title)	(Date)


Section B: Records Commission

Montgomery County Records Commission	(937) 496-6932		
		(Telephone Number)	
117 S. Main St, 6 th Floor	Dayton	45431	Montgomery
(Address)	(City)	(Zip Code)	(County)

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

ratcliff@mcoho.org

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.

	11-25-20
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	12/22/2020
Signature	Title	Date

Section D: Auditor of State

Records Manager

Signature	Title	Date
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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

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

See instructions before completing this form.

(Local Government Entity)		(Unit)			
(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
20-1	Agendas: Agendas of Board of County Commissioner meetings. Convert to microfilm yearly.	Permanent	Electronic		<input type="checkbox"/>
20-2	Agendas: Agendas of Board of County Commissioner meetings.	Permanent	Microfilm		<input type="checkbox"/>
20-3	Annexation Files: Records of annexations that occur within the county.	Permanent	Paper		<input checked="" type="checkbox"/>
20-4	Annual Reports: Publications issued annually by the Board of County Commissioners describing the state of the county. May include special reports.	Permanent	Paper		<input checked="" type="checkbox"/>
20-5	Bonds of Officials/Employees: Surety bonds filed by elected officials or employees.	10 years	Paper		<input type="checkbox"/>
20-6	Commission Journals: Record of the proceedings of the Board of County Commissioner 1803 – 1916. Located at the Records Center & Archives.	Permanent	Paper		<input checked="" type="checkbox"/>
20-7	Commission Journals: Record of the proceedings of the Board of County Commissioner. Includes minutes of meetings, resolutions, contracts, agreements, etc. Convert to microfilm yearly.	Permanent	Electronic		<input checked="" type="checkbox"/>
20-8	Commission Journals: Record of the proceedings of the Board of County Commissioners.	Permanent	Microfilm		<input checked="" type="checkbox"/>
20-9	Commission Journal Index: Index to the Commission Journal from 1977-1997. Located at the Records Center & Archives.	Permanent	Paper		<input checked="" type="checkbox"/>
20-10	Commission Journal Index: Index to resolutions and proceedings of the County Commissioners. Convert to microfilm yearly.	Permanent	Electronic		<input checked="" type="checkbox"/>

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

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(Local Government Entity)		(Unit)			
(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
20-11	Commission Journal Index: Index to resolutions and proceedings of the County Commissioners.	Permanent	Microfilm		<input checked="" type="checkbox"/>
20-12	Commission Meeting Minutes: Minutes of Commission meetings from 1955-2000. Located at the Records Center & Archives.	Permanent	Paper		<input checked="" type="checkbox"/>
20-13	Commission Meeting Minutes: Minutes of County Commission meetings.	Permanent	Microfilm		<input checked="" type="checkbox"/>
20-14	County Commissioner Files: Records received or created by the County Commissioners.	7 years. Review for historic value.	Paper		<input checked="" type="checkbox"/>
20-15	Deeds to County-Owned Property: Deeds to property purchased or sold by the county.	Permanent	Paper		<input checked="" type="checkbox"/>
20-16	DP&L Files: Notices sent by the Dayton Power & Light Company (DP&L) notifying the county of DP&L projects that will impact county jurisdictions.	Review and purge annually. No RC-3 required.	Electronic		<input type="checkbox"/>
20-17	Engineer Files: Records pertaining to hearings on County Engineer projects.	3 years	Paper		<input type="checkbox"/>
20-18	Video Recordings: Video recordings of County Commission meetings. Proceedings of the meetings are kept permanently in the Commission Meeting Minutes.	2 years	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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(Local Government Entity)

(Unit)